



**CITY SUMMARY BY CLASS**

**CITY REVENUES BY CLASS**

OBJ	2017 - ACTUAL	2018 - ACTUAL	2019 BUDGETED	2019 - YTD	2019	2020 - RECOMD	2020 ADOPTED
	AMOUNT	AMOUNT	AMOUNT	ACTUAL	EST AMT	AMOUNT	AMOUNT
CLASS: 05 BEGINNING WORKING CAPITAL							
	68,958,183	112,336,510	130,864,743	130,864,742	130,864,743	96,719,012	96,719,012
CLASS: 10 TAXES							
	52,771,662	56,498,012	58,637,136	57,463,315	59,982,531	60,966,769	61,107,769
CLASS: 15 INTERGOVERNMENTAL REVENUE							
	18,579,495	18,848,646	22,490,849	17,840,306	21,565,646	27,432,889	27,565,974
CLASS: 20 PERMITS & FEES							
	8,821,479	8,288,871	10,173,580	11,289,494	11,288,983	10,241,550	10,241,550
CLASS: 25 SERVICE FEES							
	23,772,327	24,319,471	25,489,070	26,749,874	26,136,620	31,289,314	31,868,244
CLASS: 30 FINES & FORFEITURES							
	5,045,664	4,800,749	4,994,116	3,511,095	4,151,596	5,262,216	5,382,216
CLASS: 35 MISCELLANEOUS REVENUES							
	8,402,344	6,494,635	7,900,770	6,357,382	7,549,526	14,301,629	14,301,629
CLASS: 40 INTERFUND TRANSFERS/LOANS							
	20,382,674	23,120,964	30,200,522	16,983,645	28,409,480	26,314,139	30,181,289
CLASS: 45 NON-REVENUE RECEIPTS							
	48,150,936	32,016,798	16,077,640	10,009,028	14,808,403	80,801,694	83,918,844
TOTAL CITY REVENUES							
	254,884,764	286,724,656	306,828,426	281,068,881	304,757,528	353,329,212	361,286,527

**CITY SUMMARY BY CLASS**

**CITY EXPENDITURES BY CLASS**

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 - YTD	2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACTUAL	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES												
	63,881,549	555.88	66,991,204	567.63	76,400,394	586.46	64,300,263	70,905,626	79,655,585	599.01	79,654,805	599.01
CLASS: 10 MATERIALS & SERVICES												
	40,789,286		38,699,384		50,374,526		40,994,318	45,133,234	55,453,407		55,732,677	
CLASS: 15 CAPITAL OUTLAY												
	12,369,683		21,153,575		77,681,547		40,821,611	54,410,719	107,905,068		109,147,533	
CLASS: 20 DEBT SERVICE												
	5,125,081		5,894,790		9,170,958		5,042,101	9,179,457	6,140,853		9,258,003	
CLASS: 25 TRANSFERS												
	20,382,674		23,120,962		30,200,522		16,983,649	28,409,480	26,314,139		30,181,289	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					63,000,479				77,860,160		77,312,220	
TOTAL CITY EXPENDITURES												
	142,548,273	555.88	155,859,915	567.63	306,828,426	586.46	168,141,942	208,038,516	353,329,212	599.01	361,286,527	599.01



**FUND SUMMARY BY CLASS**

FUND: 001 GENERAL FUND

REVENUES BY CLASS

OBJ	2017 - ACTUAL	2018 - ACTUAL	2019 BUDGETED	2019 - YTD	2019	2020 - RECOMD	2020 ADOPTED
	AMOUNT	AMOUNT	AMOUNT	ACTUAL	EST AMT	AMOUNT	AMOUNT
CLASS: 05 BEGINNING WORKING CAPITAL							
	14,093,113	14,540,400	14,217,553	14,217,553	14,217,553	12,463,372	12,463,372
CLASS: 10 TAXES							
	42,398,589	44,421,113	45,714,105	44,875,221	46,937,819	47,184,037	47,325,037
CLASS: 15 INTERGOVERNMENTAL REVENUE							
	2,940,218	4,405,991	4,234,689	3,233,178	4,305,457	4,203,522	4,328,577
CLASS: 20 PERMITS & FEES							
	2,639,633	1,616,739	2,068,025	2,125,445	2,047,425	2,239,425	2,239,425
CLASS: 25 SERVICE FEES							
	1,084,609	932,842	960,290	881,314	960,290	970,000	970,000
CLASS: 30 FINES & FORFEITURES							
	4,841,550	4,665,971	4,864,116	3,391,936	4,021,596	5,132,216	5,252,216
CLASS: 35 MISCELLANEOUS REVENUES							
	5,072,736	3,195,682	3,208,928	2,916,171	3,343,014	3,440,271	3,440,271
CLASS: 40 INTERFUND TRANSFERS/LOANS							
	5,414,944	4,909,941	5,698,468	4,717,354	5,147,504	5,871,350	5,871,350
TOTAL: 001 GENERAL FUND REVENUES							
	78,485,392	78,688,679	80,966,174	76,358,172	80,980,658	81,504,193	81,890,248

### FUND SUMMARY BY CLASS

FUND: 001 GENERAL FUND

#### EXPENDITURES BY CLASS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 - YTD	2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACTUAL	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES	42,820,648	344.28	44,286,795	350.83	49,909,788	357.08	42,162,153	46,467,160	50,876,298	361.65	50,875,518	361.65
CLASS: 10 MATERIALS & SERVICES	13,647,320		11,721,417		15,538,974		12,672,102	13,064,008	14,393,145		14,402,885	
CLASS: 15 CAPITAL OUTLAY	398,668		1,097,934		1,234,482		837,875	809,001	1,545,300		1,545,300	
CLASS: 20 DEBT SERVICE	170,331		106,692		106,692		97,801	106,692	106,692		106,692	
CLASS: 25 TRANSFERS	6,908,037		7,258,296		8,721,689		4,882,960	8,070,425	6,885,164		7,635,164	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					5,454,549				7,697,594		7,324,689	
TOTAL: 001 GENERAL FUND EXPENDITURES	63,945,004	344.28	64,471,134	350.83	80,966,174	357.08	60,652,891	68,517,286	81,504,193	361.65	81,890,248	361.65

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-14,093,113		-14,540,400		-14,217,553		-14,217,553	-14,217,553	-12,463,372		-12,463,372	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-14,093,113		-14,540,400		-14,217,553		-14,217,553	-14,217,553	-12,463,372		-12,463,372	
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CLASS: 10 TAXES

302 CITY 3% MARIJUANA SALES TAX

	-72,821		-489,057		-476,000		-425,455	-560,000	-570,000		-570,000	
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304 ROW FEE - TELECOM SERVICES

	-271,611		-616,189		-550,000		-500,621	-561,000	-595,000		-595,000	
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305 ROW FEE - CITY UTILITIES

	-2,142,494											
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306 INTEREST ON DELINQUENT TAXES

	-13,802		-20,178		-15,000		-33,168	-40,000	-15,000		-15,000	
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308 ROW FEE - CABLE TV (MACC)

	-944,104		-873,464		-950,000		-568,224	-950,000	-800,000		-800,000	
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310 ROW FEE TO OTHER FUNDS

	1,684,060		1,684,060		1,384,060		1,268,722	1,384,060	2,599,792		2,599,792	
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311 PROPERTY TAXES - CURRENT YEAR

	-33,361,338		-34,466,860		-35,346,230		-35,042,524	-35,426,257	-37,679,350		-37,679,350	
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312 PROPERTY TAXES - PRIOR YEARS

	-349,425		-280,159		-300,000		-220,950	-300,000	-300,000		-300,000	
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313 BUSINESS LICENSE TAXES

	-674,588		-700,073		-670,000		-686,692	-670,000	-670,000		-670,000	
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314 ROW FEE - PGE BASE 3.5%

	-2,619,872		-2,742,136		-2,742,000		-2,766,222	-2,766,000	-2,766,000		-2,766,000	
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315 ROW FEE - NWNNG BASE 3.0%

	-713,305		-642,338		-691,900		-520,994	-610,000	-610,000		-630,000	
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316 ROW FEE - FRONTIER

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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
	-89,625		-87,391		-70,000		-110,903	-175,000	-175,000		-175,000	
317	ROW FEE - CENTURY LINK											
	-8,792		-7,465		-7,000		-5,408	-7,000	-6,800		-6,800	
318	ROW FEE - GARBAGE HAULERS											
	-892,983		-905,840		-950,000		-767,134	-1,040,000	-1,050,000		-1,070,000	
319	ROW FEE - OTHER UTILITIES											
	-81,376		-131,311		-115,000		-160,071	-151,000	-156,500		-203,500	
503	ROW FEE - OTHER WATER DISTRICTS											
	-209,721		-399,940		-380,000		-357,043	-445,800	-199,800		-199,800	
504	ROW FEE - PGE PRIVILEGE 1.5%											
	-1,161,255		-1,161,212		-1,160,000		-934,267	-1,160,000	-1,160,000		-1,200,000	
505	ROW FEE - NWNNG PRIVILEGE 2.0%											
	-475,537		-428,226		-450,000		-347,329	-406,000	-406,000		-420,000	
507	ROW FEE - CWS, SEWER											
			-981,290		-1,000,000		-851,109	-1,000,000	-1,100,000		-1,100,000	
508	ROW FEE - CWS, SWM											
			-70,682		-79,000		-62,319	-73,000	-85,000		-85,000	
509	ROW FEE - COB, SEWER											
			-194,006		-210,000		-168,303	-190,000	-220,000		-220,000	
510	ROW FEE - COB, SWM											
			-265,495		-284,000		-234,098	-275,000	-300,000		-300,000	
511	ROW FEE - COB, WATER											
			-641,861		-652,035		-597,696	-732,409	-919,379		-919,379	
513	COMCAST TAX SETTLEMENT											
							-783,413	-783,413				
TOTAL CLASS: 10 TAXES												
	-42,398,589		-44,421,113		-45,714,105		-44,875,221	-46,937,819	-47,184,037		-47,325,037	

CLASS: 15 INTERGOVERNMENTAL REVENUE

322 STATE REVENUE SHARING

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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
			-1,077,650		-1,025,000		-834,876	-1,109,000	-1,109,000		-1,109,000	
324	STATE LIQUOR TAX											
	-1,455,656		-1,523,644		-1,513,000		-1,320,370	-1,615,000	-1,630,000		-1,630,000	
325	STATE CIGARETTE TAX											
	-120,417		-117,900		-120,000		-101,365	-107,000	-107,000		-107,000	
327	GRANTS - FEDERAL											
	-626,605		-494,367		-307,367		-156,169	-300,629	-240,464		-240,464	
328	GRANTS - STATE											
	-79,827		-18,110		-33,000		-36,220	-36,220	-36,220		-36,220	
329	OTHER INTERGOVERNMENTAL REV											
			-140,634		-128,000		-1,366	-128,000				
553	GRANTS - FEDERAL EPA BROWNFIELDS ASSMT											
	-60,303		-116,256									
554	GRANTS - STATE CJC B-SOBR											
	-171,236		-33,177		-273,422		-165,132	-254,115				
555	GRANTS - FEDERAL SAMHSA-SOBR/BJA											
	-133,875		-13,917		-54,900		-330	-11,056	-125,000		-125,000	
557	DUII BLOOD DRAW GRANT FED											
	-6,870		-8,760		-8,000		-8,262	-8,000	-8,000		-8,000	
558	SCHOOL DIST POLICE SRO REIMB											
	-108,671		-106,284		-113,000		-104,955	-108,000	-27,000		-152,055	
559	METRO RECYCLE/WASTE REDUCTION GRANTS											
	-176,758		-185,929		-187,000		-193,437	-193,437	-214,838		-214,838	
563	STATE MARIJUANA SALES TAX											
			-479,012		-292,000		-230,696	-305,000	-310,000		-310,000	
564	FED GRANTS - DUII COURT											
			-90,351		-100,000			-50,000	-50,000		-50,000	
565	METRO AFFORDABLE HOUSING BOND ADMIN											
					-80,000		-80,000	-80,000	-96,000		-96,000	
566	METRO PLANNING GRANTS											
									-250,000		-250,000	

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-2,940,218	-4,405,991	-4,234,689	-3,233,178	-4,305,457	-4,203,522	-4,328,577
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CLASS: 20 PERMITS & FEES

330 ENTERPRISE ZONE-FAST TRACK FEE

-3,435

331 PLANNING DEV. REV & ANNEX FEES

-387,911	-542,913	-380,000	-396,338	-456,000	-450,000	-450,000
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337 SITE DEVEL PERMIT FEES

-2,163,767	-983,657	-1,600,000	-1,637,597	-1,500,000	-1,700,000	-1,700,000
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339 PARKING PERMITS

-1,620	-1,730	-1,600	-4,605	-4,000	-3,000	-3,000
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340 MARIJUANA FACILITY LICENSE

-650	-975	-425	-575	-425	-425	-425
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342 ALARM SYSTEM PERMITS

-75,330	-76,354	-75,000	-71,000	-75,000	-75,000	-75,000
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359 CITY LIQUOR LICENSES

-10,355	-11,110	-11,000	-11,895	-12,000	-11,000	-11,000
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TOTAL CLASS: 20 PERMITS & FEES

-2,639,633	-1,616,739	-2,068,025	-2,125,445	-2,047,425	-2,239,425	-2,239,425
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CLASS: 25 SERVICE FEES

360 HVAC & DOMESTIC HOT WTR SALES

-931,304	-785,289	-793,875	-731,399	-793,875	-800,000	-800,000
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365 FACILITY MANAGEMENT FEES

-153,305	-147,553	-166,415	-149,915	-166,415	-170,000	-170,000
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TOTAL CLASS: 25 SERVICE FEES

-1,084,609	-932,842	-960,290	-881,314	-960,290	-970,000	-970,000
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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: 30 FINES & FORFEITURES

370	STATE VICTIMS ASSISTANCE REV.												
	-35,216		-35,216		-35,216		-35,216		-35,216		-35,216		
371	COURT FINES AND FORFEITURES												
	-2,567,227		-2,512,315		-2,550,000		-1,943,401		-2,158,680		-2,300,000		-2,400,000
373	PARKING FINES												
	-18,796		-26,385		-18,900		-62,189		-63,000		-65,000		-85,000
374	PHOTO RADAR VAN COURT FINES												
	-814,854		-794,613		-860,000		-194,958		-265,000		-600,000		-600,000
375	PHOTO RED LIGHT COURT FINES												
	-1,405,457		-1,297,442		-1,400,000		-818,170		-1,021,700		-1,100,000		-1,100,000
376	PHOTO INTERSECTION SPEED COURT FINES												
							-338,002		-478,000		-1,032,000		-1,032,000
TOTAL CLASS: 30 FINES & FORFEITURES													
	-4,841,550		-4,665,971		-4,864,116		-3,391,936		-4,021,596		-5,132,216		-5,252,216

CLASS: 35 MISCELLANEOUS REVENUES

380	LIEN SEARCHES												
	-52,950		-53,375		-52,000		-42,600		-50,000		-52,000		-52,000
381	RENTAL OF CITY/BURA PROPERTY												
	-7,435		-3,050		-18,000		-6,250		-4,800		-5,000		-5,000
382	SALE OF CITY OR BURA PROPERTY												
	-1,822,213		-103,568				-13,800		-10,000				
384	INVESTMENT INTEREST EARNINGS												
	-184,645		-250,625		-481,000		-362,845		-481,000		-521,400		-521,400
388	PASSPORT EXECUTION FEE												
	-156,560		-158,320		-230,000		-166,230		-180,000		-180,000		-180,000
389	MISCELLANEOUS REVENUES												
	-141,811		-170,174		-140,000		-159,423		-208,000		-150,000		-150,000
390	CONTRIBUTIONS AND DONATIONS												

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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
	-2,813		-10,962		-5,000		-9,207	-8,000	-10,000		-10,000	
391	REIMBURSEMENTS FROM TRI MET											
	-570,121		-450,553		-550,000		-447,836	-574,536	-693,476		-693,476	
396	FEDERAL FORFEITURE REVENUES											
	-51,091		-111,282		-10,000			-10,000	-10,000		-10,000	
398	SRVS PROVIDED TO OTHER FUNDS											
	-647,453		-563,975		-600,000		-544,207	-600,000	-600,000		-600,000	
399	REIMBURSEMENTS - OTHER											
	-246,854		-150,069		-100,000		-29,954	-55,931	-116,518		-116,518	
751	E-SUITES RENTAL INCOME-3RD FLR											
	-558,234		-609,197		-553,920		-574,755	-565,000	-568,000		-568,000	
752	BVTN BLDG RENT INCOME FLRS 1&2											
	-361,399		-339,291		-361,258		-332,401	-357,574	-373,877		-373,877	
753	ENERGY EFFICIENCY REBATES											
	-346											
754	FORECLOSURE MEDIATION SVC FEE											
	-33,480		-28,680		-30,000		-33,525	-30,000	-25,000		-25,000	
755	SPONSORSHIP REVENUES											
			-3,500		-7,750		-7,750	-7,750	-5,000		-5,000	
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	-166,612		-102,955				-70,423	-70,423				
758	POLICE PUBLIC RECORDS RECEIPTS											
	-65,587		-73,970		-70,000		-68,084	-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									
767	POLICE REIMB OT - SPECIAL TASKS/EVENT											
							-46,881	-60,000	-60,000		-60,000	

10

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-5,072,736		-3,195,682		-3,208,928		-2,916,171	-3,343,014	-3,440,271		-3,440,271	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

412 TRSFERS FROM STREET FUND

	-1,308,064		-1,487,171		-1,485,093		-1,361,335	-1,485,093	-1,619,727		-1,619,727	
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414 TRSFERS FROM STATE REV. SHG. FD

	-1,299,915											
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417 TRSFERS FROM ASSESSMENT FUND #1

					-1,300			-1,300	-1,365		-1,365	
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419 TRSFERS FROM WATER FUND

	-356,391		-493,587		-548,392		-502,693	-548,392	-688,622		-688,622	
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421 TRSFERS FROM SEWER FUND

	-322,548		-336,502		-354,528		-324,984	-354,528	-384,905		-384,905	
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425 TRSFERS FROM GARAGE FUND

	-3,616		-4,454		-4,335		-3,974	-4,335	-4,596		-4,596	
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428 TRSFR FR BUILDING OPERATING FD

	-413,812		-618,774		-790,479		-724,606	-790,479	-877,913		-877,913	
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430 TRANSFER FROM LIBRARY FUND

	-1,033,809		-1,086,228		-1,117,025		-1,023,940	-1,117,025	-1,216,522		-1,216,522	
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432 TRSFR FR PUBLIC WRKS ADMN FUND

	-69,355		-80,215		-83,669		-76,697	-83,669	-88,269		-88,269	
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437 TRSFERS FRM INSURANCE FUND

	-99,569		-85,125		-95,492		-87,534	-95,492	-101,439		-101,439	
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438 TRSFERS FRM BEAVERTON ARTS COMM

	-8,972											
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439 TRSFERS FRM CAPITAL DEVELOPMENT

			-83,899									
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440 TRSFERS FR STREET LIGHTING FUND

	-42,503		-42,063		-593,284		-38,793	-42,320				
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

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
441	TRSFERS FR STORM DRAIN FUND											
	-403,310		-424,580		-444,428		-407,392	-444,428	-487,324		-487,324	
444	TRSFER FROM BURA GENERAL FUND											
	-30,111		-122,727		-146,854		-134,616	-146,854	-366,550		-366,550	
449	TSFR FR TRANS DEVL TAX/TIF FD											
	-22,969		-44,616		-33,589		-30,790	-33,589	-34,118		-34,118	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-5,414,944		-4,909,941		-5,698,468		-4,717,354	-5,147,504	-5,871,350		-5,871,350	
TOTAL DEPARTMENT: 03 REVENUE												
	-78,485,392		-78,688,679		-80,966,174		-76,358,172	-80,980,658	-81,504,193		-81,890,248	



**BP WORKSHEET & JUSTIFICATION**

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

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		14,093,113	14,540,400		14,217,553		14,217,553	12,463,372		12,463,372	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		14,093,113	14,540,400		14,217,553		14,217,553	12,463,372		12,463,372	
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CLASS: 10 TAXES

302	CITY 3% MARIJUANA SALES TAX										
		72,821	489,057		476,000		560,000	570,000		570,000	

304	ROW FEE - TELECOM SERVICES										
		271,611	616,189		550,000		561,000	595,000		595,000	

305	ROW FEE - CITY UTILITIES										
		2,142,494									

306	INTEREST ON DELINQUENT TAXES										
		13,802	20,178		15,000		40,000	15,000		15,000	

308	ROW FEE - CABLE TV (MACC)										
		944,104	873,464		950,000		950,000	800,000		800,000	

310	ROW FEE TO OTHER FUNDS										
		-1,684,060	-1,684,060		-1,384,060		-1,384,060	-2,599,792		-2,599,792	

311	PROPERTY TAXES - CURRENT YEAR										
		33,361,338	34,466,860		35,346,230		35,426,257	37,679,350		37,679,350	

312	PROPERTY TAXES - PRIOR YEARS										
		349,425	280,159		300,000		300,000	300,000		300,000	

313	BUSINESS LICENSE TAXES										
		674,588	700,073		670,000		670,000	670,000		670,000	

314	ROW FEE - PGE BASE 3.5%										
		2,619,872	2,742,136		2,742,000		2,766,000	2,766,000		2,766,000	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

302 CITY 3% MARIJUANA SALES TAX  
 DISTRIBUTED QUARTERLY BY OREGON DEPT. OF REVENUE \$570,000

304 ROW FEE - TELECOM SERVICES  
 TELECOM FRANCHISE FEES BASED ON FLAT ANNUAL PAYMENT OR AS A PERCENTAGE OF GROSS REVENUES \$595,000

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  
 \$15,000

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 \$800,000

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 ROW 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 BEAVERTON BUILDING  
 THIS DEBT WILL BE PAID OFF IN FY 2020-21 WITH A FINAL PAYMENT OF \$361,354 -\$1,084,060  
 THIS ACCOUNT ALSO TRANSFERS ROW FEE REVENUE TO THE STREET FUND AS A SUBSTITUTE FOR  
 THE PROPERTY TAXES PREVIOUSLY LEVIED TO SUPPORT THE STREET LIGHTING PROGRAM -\$1,215,732

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 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 \$3.7380 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.1248 STREET LIGHTING FUND; TOTALING  
 \$4.2245 WITH VOTER APPROVED DEBT OF \$0.2052 GIVES A TOTAL TAX RATE OF \$4.4297  
 FY 20 \$3.8683 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.0000 STREET LIGHTING FUND; TOTALING  
 \$4.2300 WITH VOTER APPROVED DEBT OF \$0.1997 GIVES A TOTAL TAX RATE OF \$4.4297. THE  
 STREET LIGHTING FUND'S PROPERTY TAXES WAS REPLACED WITH A RIGHT OF WAY FEE TRANSFER  
 FROM THE GENERAL FUND  
 FY 2019-20 PROPERTY TAX REVENUE \$37,679,350

312 PROPERTY TAXES - PRIOR YEARS  
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY  
 \$300,000

313 BUSINESS LICENSE TAXES  
 LICENSE FEES BASED UPON BASE FEE OF \$75 FOR 4 EMPLOYEES AND \$8.50 PER \$670,000  
 EMPLOYEE FOR EACH EMPLOYEE OVER 4.

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 \$2,766,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
315	ROW FEE - NWNNG BASE 3.0%										
	713,305		642,338		691,900		610,000	610,000		630,000	
316	ROW FEE - FRONTIER										
	89,625		87,391		70,000		175,000	175,000		175,000	
317	ROW FEE - CENTURY LINK										
	8,792		7,465		7,000		7,000	6,800		6,800	
318	ROW FEE - GARBAGE HAULERS										
	892,983		905,840		950,000		1,040,000	1,050,000		1,070,000	
319	ROW FEE - OTHER UTILITIES										
	81,376		131,311		115,000		151,000	156,500		203,500	
503	ROW FEE - OTHER WATER DISTRICTS										
	209,721		399,940		380,000		445,800	199,800		199,800	
504	ROW FEE - PGE PRIVILEGE 1.5%										
	1,161,255		1,161,212		1,160,000		1,160,000	1,160,000		1,200,000	
505	ROW FEE - NWNNG PRIVILEGE 2.0%										
	475,537		428,226		450,000		406,000	406,000		420,000	
507	ROW FEE - CWS, SEWER										
			981,290		1,000,000		1,000,000	1,100,000		1,100,000	
508	ROW FEE - CWS, SWM										
			70,682		79,000		73,000	85,000		85,000	
509	ROW FEE - COB, SEWER										
			194,006		210,000		190,000	220,000		220,000	
510	ROW FEE - COB, SWM										
			265,495		284,000		275,000	300,000		300,000	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 315 ROW FEE - NWNW 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 \$610,000  
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES RECEIVED  
 SO FAR YEAR-TO-DATE. \$20,000
- 316 ROW FEE - FRONTIER  
 TELEPHONE RIGHT OF WAY FEES BASED ON 4.03% OF GROSS REVENUES. \$175,000
- 317 ROW FEE - CENTURY LINK  
 TELEPHONE RIGHT OF WAY FEES BASED ON 4.03% OF GROSS REVENUES, \$6,800
- 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. \$1,050,000  
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES RECEIVED  
 SO FAR YEAR-TO-DATE. \$20,000
- 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  
 FY 2018-19 ESTIMATED  
 CALPINE ENERGY SOLUTIONS - \$135,000  
 CONSTELLATION NEW ENERGY - \$16,000  
 FY 2019-20 BUDGET  
 CALPINE ENERGY SOLUTIONS \$140,000  
 CONSTELLATION NEW ENERGY \$16,500  
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES RECEIVED  
 SO FAR YEAR-TO-DATE. \$47,000
- 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:  
 FY2018-19 ESTIMATES  
 TUALATIN VALLEY WATER DISTRICT - \$400,000  
 WEST SLOPE WATER DISTRICT - \$42,000  
 RALEIGH WATER DISTRICT - \$3,800  
 FY 2019-20 BUDGET  
 TUALATIN VALLEY WATER DISTRICT - DECLINE REFLECTS WITHDRAWAL OF CUSTOMERS TO BEAVERTON \$154,000  
 WEST SLOPE WATER DISTRICT \$42,000  
 RALEIGH WATER DISTRICT \$3,800
- 504 ROW FEE - PGE PRIVILEGE 1.5%  
 1.5% PRIVILEGE RIGHT OF WAY FEE ON PGE'S ELECTRICITY SALES \$1,160,000  
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES RECEIVED  
 SO FAR YEAR-TO-DATE. \$40,000
- 505 ROW FEE - NWNW PRIVILEGE 2.0%  
 2.0% PRIVILEGE RIGHT OF WAY FEE ON NW NATURAL'S GAS SALES \$406,000  
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES RECEIVED  
 SO FAR YEAR-TO-DATE. \$14,000
- 507 ROW FEE - CWS, SEWER  
 5% RIGHT OF WAY FEE ON CLEAN WATER SERVICES' CHARGES FOR DISTRICT-WIDE SEWER SERVICES \$1,100,000
- 508 ROW FEE - CWS, SWM  
 5% RIGHT OF WAY FEE ON CLEAN WATER SERVICES' CHARGES FOR DISTRICT-WIDE SURFACE WATER MANAGEMENT  
 REVENUES \$85,000
- 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 \$220,000
- 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 \$300,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	ROW FEE - COB, WATER		641,861		652,035		732,409	919,379		919,379	
513	COMCAST TAX SETTLEMENT						783,413				
TOTAL CLASS: 10 TAXES											
	42,398,589		44,421,113		45,714,105		46,937,819	47,184,037		47,325,037	
CLASS: 15 INTERGOVERNMENTAL REVENUE											
322	STATE REVENUE SHARING		1,077,650		1,025,000		1,109,000	1,109,000		1,109,000	
324	STATE LIQUOR TAX		1,455,656	1,523,644	1,513,000		1,615,000	1,630,000		1,630,000	
325	STATE CIGARETTE TAX		120,417	117,900	120,000		107,000	107,000		107,000	
327	GRANTS - FEDERAL		626,605	494,367	307,367		300,629	240,464		240,464	
328	GRANTS - STATE		79,827	18,110	33,000		36,220	36,220		36,220	
329	OTHER INTERGOVERNMENTAL REV			140,634	128,000		128,000				

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 ROW FEE - COB, WATER  
 5% RIGHT OF WAY FEE ON THE CITY'S CHARGES FOR WATER SERVICES \$919,379  
 FY20 4000 NEW ACCOUNTS FROM TVWD WITHDRAWAL

513 COMCAST TAX SETTLEMENT  
 REFLECTS SETTLEMENT OF PAST YEARS' DISPUTES REGARDING ASSESSED VALUATION

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 SEPARATE FUND (FUND 103 STATE REVENUE SHARING FUND) \$1,109,000

324 STATE LIQUOR TAX  
 PER CAPITA DISTRIBUTION BASED UPON POPULATION:  
 FUNDED BY STATE LIQUOR TAXES FROM THE 20% DISTRIBUTION POOL \$1,630,000

325 STATE CIGARETTE TAX  
 PER CAPITA DISTRIBUTION BASED UPON POPULATION: \$107,000

327 GRANTS - FEDERAL  
 FY 18-19  
 ODOT DUII COURT GRANT IS ACCOUNTED FOR IN OBJECT 564  
 EMERGENCY MANAGEMENT PERFORMANCE GRANT \$103,947  
 URBAN AREA SECURITY INITIATIVE GRANT \$2,000 (001-10-0636-355)  
 FY 17 SHSP GRANT CERT GRANT \$2,100 (001-10-0639-355)  
 SHSP GRANT, PORTABLE VIDEO SEC SYS \$29,040 (001-10-0636-304)  
 BULLETPROOF VEST PARTNERSHIP GRANT \$7,875  
 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) \$13,700  
 COMMUNITY ORIENTED POLICING (COP) \$41,667  
 ODOT SAFETY BELT GRANT \$30,000  
 ODOT DUII HVE OT GRANT \$45,000  
 ODOT PED SAFETY GRANT \$5,300  
 ODOT DISTRACTED DRIVING GRANT \$5,000  
 ODOT SPEED ENFORCEMENT OT GRANT \$5,000  
 ODOT DUII NO REFUSAL GRANT \$10,000  
 FY 19-20  
 EMERGENCY MANAGEMENT PERFORMANCE GRANT \$103,947  
 URBAN AREA SECURITY INITIATIVE GRANT (001-10-0639-355) \$8,100  
 BULLETPROOF VEST PARTNERSHIP GRANT \$8,000  
 COMMUNITY ORIENTED POLICING (COP) (JUL-SEP 2019) \$10,417  
 ODOT SAFETY BELT GRANT \$37,500  
 ODOT DUII HVE OVERTIME GRANT \$30,000  
 ODOT PED SAFETY GRANT \$2,500  
 DISTRACTED DRIVING \$18,000  
 SPEED ENFORCEMENT OT \$15,000  
 DUII NO REFUSAL GRANT \$7,000

328 GRANTS - STATE  
 ANNUAL DISPUTE RESOLUTION GRANT \$36,220

329 OTHER INTERGOVERNMENTAL REV  
 ALL METRO RECYCLE GRANTS ARE TRANSFERRED TO A SEPARATE REVENUE ACCOUNT 559  
 ALL METRO RECYCLE GRANTS ARE TRANSFERRED TO A SEPARATE REVENUE ACCOUNT 559  
 FY 2017-18 METRO 2040 PLANNING AND DEVELOPMENT GRANT FOR DOWNTOWN DESIGN PROJECT \$150,000  
 FY 2018-19:  
 METRO 2040 PLANNING AND DEVELOPMENT GRANT PROGRAM \$108,000  
 METRO AFFORDABLE HOUSING PROGRAM TECHNICAL ASSISTANCE GRANT \$20,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
553	GRANTS - FEDERAL EPA BROWNFIELDS ASSMT										
	60,303		116,256								
554	GRANTS - STATE CJC B-SOBR										
	171,236		33,177		273,422		254,115				
555	GRANTS - FEDERAL SAMHSA-SOBR/BJA										
	133,875		13,917		54,900		11,056	125,000		125,000	
557	DUII BLOOD DRAW GRANT FED										
	6,870		8,760		8,000		8,000	8,000		8,000	
558	SCHOOL DIST POLICE SRO REIMB										
	108,671		106,284		113,000		108,000	27,000		152,055	
559	METRO RECYCLE/WASTE REDUCTION GRANTS										
	176,758		185,929		187,000		193,437	214,838		214,838	
563	STATE MARIJUANA SALES TAX										
			479,012		292,000		305,000	310,000		310,000	
564	FED GRANTS - DUII COURT										
			90,351		100,000		50,000	50,000		50,000	
565	METRO AFFORDABLE HOUSING BOND ADMIN										
					80,000		80,000	96,000		96,000	
566	METRO PLANNING GRANTS										
								250,000		250,000	
TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE											
	2,940,218		4,405,991		4,234,689		4,305,457	4,203,522		4,328,577	
CLASS: 20 PERMITS & FEES											
330	ENTERPRISE ZONE-FAST TRACK FEE										

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 553 GRANTS - FEDERAL EPA BROWNFIELDS ASSMT  
 EPA FEDERAL BROWNFIELDS ASSESSMENT GRANT. THE TOTAL GRANT AWARD IS \$400,000  
 THE GRANT EXPENDITURES ARE ACCOUNTED FOR IN PROGRAM 0654, OBJECT CODE 414.
- 554 GRANTS - STATE CJC B-SOBR  
 NEW \$288,750 STATE GRANT AWARDED IN FY 2014-15 THROUGH THE STATE OF OREGON'S CRIMINAL  
 JUSTICE COMMISSION COVERING TWO FISCAL YEARS - FY 2014-15 AND FY2015-16  
 2ND GRANT AWARDED FOR TWO ADDITIONAL FISCAL YEARS FY 2017-18 AND FY 2018-19
- 555 GRANTS - FEDERAL SAMHSA-SOBR/BJA  
 NEW \$324,750 FEDERAL GRANT AWARDED IN FY2014-15 THROUGH SAMSHA TREATMENT DRUG COURTS  
 COVERING THREE FEDERAL FISCAL YEAR'S (EACH YEAR IS AWARDED \$108,250): 10/1/2015 TO  
 9/30/2016; 10/1/2016 TO 9/30/2018; AND 10/1/2017 TO 9/30/2018  
 NEW \$500,000 GRANT FROM THE FEDERAL BUREAU OF JUSTICE AT \$125,000 PER YEAR FOR 4 YEARS  
 FY 2019-20 1ST YEAR OF THE GRANT PROGRAM 0576 IN THE MUNICIPAL COURT BUDGET \$125,000
- 557 DUII BLOOD DRAW GRANT FED
- 558 SCHOOL DIST POLICE SRO REIMB  
 EFFECTIVE FY 16-17 THE SCHOOL DISTRICT WILL FUND APPROXIMATELY 80% OF THE NEW SCHOOL  
 RESOURCE OFFICE AT THE NEW SOUTH COOPER MOUNTAIN HIGH SCHOOL  
 FY 18-19: \$27,000 PER QUARTER, FULL YEAR  
 FY 19-20: AFTER THE GRANT EXPIRES IN SEPTEMBER, SCHOOL DISTRICT WILL REIMBURSE 100% OF  
 THE OFFICER'S SALARY AND FRINGE BENEFITS (AMENDMENT PACKET NO. 2) \$152,055
- 559 METRO RECYCLE/WASTE REDUCTION GRANTS  
 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  
 ANNUAL WASTE REDUCTION SERVICE GRANT  
 RECYCLE AT WORK MAINTENANCE  
 FY 2019-20:  
 TARGETED BUSINESS SECTOR COMMERCIAL ORGANICS OUTREACH \$98,343  
 RECYCLE AT WORK MAINTENANCE \$63,102  
 ANNUAL WASTE REDUCTION SERVICE GRANT \$50,222  
 FOOD SCRAPS SUPPLIES FUNDING \$3,171
- 563 STATE MARIJUANA SALES TAX  
 CITY'S DISTRIBUTION OF THE STATE-WIDE MARIJUANA TAX REVENUES \$310,000
- 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.  
 FY 2019-20 ESTIMATED GRANT AWARD \$50,000
- 565 METRO AFFORDABLE HOUSING BOND ADMIN  
 FY 2018-19 \$80,000  
 FY 2019-20 \$96,000
- 566 METRO PLANNING GRANTS  
 FY 2019-20 COOPER MOUNTAIN PLANNING GRANT \$250,000

330 ENTERPRISE ZONE-FAST TRACK FEE

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
331	PLANNING DEV. REV & ANNEX FEES										
	387,911		542,913		380,000		456,000	450,000		450,000	
337	SITE DEVEL PERMIT FEES										
	2,163,767		983,657		1,600,000		1,500,000	1,700,000		1,700,000	
339	PARKING PERMITS										
	1,620		1,730		1,600		4,000	3,000		3,000	
340	MARIJUANA FACILITY LICENSE										
	650		975		425		425	425		425	
342	ALARM SYSTEM PERMITS										
	75,330		76,354		75,000		75,000	75,000		75,000	
359	CITY LIQUOR LICENSES										
	10,355		11,110		11,000		12,000	11,000		11,000	
TOTAL CLASS: 20 PERMITS & FEES											
	2,639,633		1,616,739		2,068,025		2,047,425	2,239,425		2,239,425	
CLASS: 25 SERVICE FEES											
360	HVAC & DOMESTIC HOT WTR SALES										
	931,304		785,289		793,875		793,875	800,000		800,000	
365	FACILITY MANAGEMENT FEES										
	153,305		147,553		166,415		166,415	170,000		170,000	
TOTAL CLASS: 25 SERVICE FEES											
	1,084,609		932,842		960,290		960,290	970,000		970,000	
CLASS: 30 FINES & FORFEITURES											
370	STATE VICTIMS ASSISTANCE REV.										
	35,216		35,216		35,216		35,216	35,216		35,216	
371	COURT FINES AND FORFEITURES										
	2,567,227		2,512,315		2,550,000		2,158,680	2,300,000		2,400,000	
373	PARKING FINES										
	18,796		26,385		18,900		63,000	65,000		85,000	
374	PHOTO RADAR VAN COURT FINES										
	814,854		794,613		860,000		265,000	600,000		600,000	
375	PHOTO RED LIGHT COURT FINES										
	1,405,457		1,297,442		1,400,000		1,021,700	1,100,000		1,100,000	
376	PHOTO INTERSECTION SPEED COURT FINES										
							478,000	1,032,000		1,032,000	
TOTAL CLASS: 30 FINES & FORFEITURES											
	4,841,550		4,665,971		4,864,116		4,021,596	5,132,216		5,252,216	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 331 PLANNING DEV. REV & ANNEX FEES  
 FEES CHARGED FOR PLANNING SERVICES BASED UPON FEES SCHEDULE SET BY CITY COUNCIL RESOLUTION. \$450,000
- 337 SITE DEVEL PERMIT FEES  
 SITE DEVELOPMENT PERMIT FEES \$1,700,000
- 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. \$3,000
- 340 MARIJUANA FACILITY LICENSE  
 6 FACILITY LICENSES \$425
- 342 ALARM SYSTEM PERMITS  
 ALARM PERMITS FEES BASED ON \$10 PER RESIDENTIAL AND \$15 PER COMMERCIAL PERMIT \$75,000
- 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 \$11,000

- 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. \$800,000
- 365 FACILITY MANAGEMENT FEES  
 FACILITY MANAGEMENT FOR THE BEAVERTON CENTRAL PLANT. \$170,000

- 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 \$35,216
- 371 COURT FINES AND FORFEITURES  
 FINE REVENUE COLLECTED THROUGH THE MUNICIPAL COURT'S OPERATIONS \$2,300,000  
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES RECEIVED SO FAR YEAR-TO-DATE. \$100,000
- 373 PARKING FINES  
 PARKING FINES BASED ON \$40 PER PARKING VIOLATION WITH A DISCOUNT OF \$20 IF PAID WITHIN 30. DAYS OF TICKET ISSANCE. \$65,000  
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES RECEIVED SO FAR YEAR-TO-DATE. \$20,000
- 374 PHOTO RADAR VAN COURT FINES  
 CITATION REVENUE FROM PHOTO RADAR PROGRAM (2 VANS IN OPERATION) \$600,000
- 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. \$1,100,000
- 376 PHOTO INTERSECTION SPEED COURT FINES  
 CITATION REVENUE FROM PHOTO INTERSECTION SPEED COURT FINES \$1,032,000

**BP WORKSHEET & JUSTIFICATION**

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

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: 35	MISCELLANEOUS REVENUES										
380	LIEN SEARCHES										
	52,950		53,375		52,000		50,000	52,000		52,000	
381	RENTAL OF CITY/BURA PROPERTY										
	7,435		3,050		18,000		4,800	5,000		5,000	
382	SALE OF CITY OR BURA PROPERTY										
	1,822,213		103,568				10,000				
384	INVESTMENT INTEREST EARNINGS										
	184,645		250,625		481,000		481,000	521,400		521,400	
388	PASSPORT EXECUTION FEE										
	156,560		158,320		230,000		180,000	180,000		180,000	
389	MISCELLANEOUS REVENUES										
	141,811		170,174		140,000		208,000	150,000		150,000	
390	CONTRIBUTIONS AND DONATIONS										
	2,813		10,962		5,000		8,000	10,000		10,000	
391	REIMBURSEMENTS FROM TRI MET										
	570,121		450,553		550,000		574,536	693,476		693,476	
396	FEDERAL FORFEITURE REVENUES										
	51,091		111,282		10,000		10,000	10,000		10,000	
398	SRVS PROVIDED TO OTHER FUNDS										
	647,453		563,975		600,000		600,000	600,000		600,000	
399	REIMBURSEMENTS - OTHER										
	246,854		150,069		100,000		55,931	116,518		116,518	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 380 LIEN SEARCHES  
 LIEN SEARCH FEE \$25. \$52,000
- 381 RENTAL OF CITY/BURA PROPERTY  
 COMMUNITY CENTER RENTAL FEES \$5,000
- 382 SALE OF CITY OR BURA 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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON  
 3.00% \$521,400
- 388 PASSPORT EXECUTION FEE  
 PROCESSING AGENCY FEE FOR PASSPORT PROCESSING AS SET BY THE US DEPARTMENT OF STATE. THE PROCESSING FEE IS  
 \$35 PER APPLICATION. \$180,000
- 389 MISCELLANEOUS REVENUES  
 MISCELLANEOUS FEES: BUSINESS LISTS, JURY FEES, COPY FEES, NSF FEES, REIMBURSEMENTS \$150,000  
 FY 2018-19 INCLUDES A \$83,700 REIMBURSEMENT OF THE TENANT IMPROVEMENT LOAN FROM  
 BEAVERTON BAKERY DUE TO SALE OF THE PROPERTY.
- 390 CONTRIBUTIONS AND DONATIONS  
 MISCELLANEOUS DONATIONS RECEIVED DURING THE YEAR \$10,000
- 391 REIMBURSEMENTS FROM TRI MET  
 REIMBURSEMENT FROM TRI MET FOR SALARY AND FRINGE BENEFITS FOR FOUR (4) POLICE OFFICERS ASSIGNED TO LIGHT  
 RAIL. \$693,476
- 396 FEDERAL FORFEITURE REVENUES  
 THIS REVENUE REIMBURSES FEDERAL FOREITURE EXPENDITURES IN POLICE DEPARTMENT,  
 INVESTIGATIVE PROGRAM (001-60-0623-467) \$10,000
- 398 SRVS PROVIDED TO OTHER FUNDS  
 REVENUE FROM SERVICES PROVIDED TO CAPITAL PROJECTS FOR PROJECT ENGINEERING AND SITE DEVELOPMENT  
 INSPECTIONS. \$600,000
- 399 REIMBURSEMENTS - OTHER  
 FY 2016-17:  
 A ONE TIME \$82,210 REFUND FROM WASTE MANAGEMENT FOR OVERBILLING CITY STREET  
 AND PARK GARBAGE CAN PICK UP FROM 2013 THROUGH 2016  
 POLICE OT REIMBURSEMENTS FOR DUII/SAFE BELT ENFORCEMENT, SPECIAL EVENT TRAFFIC  
 CONTROL, SPECIAL TASK FORCES FROM THE STATE AND OTHER AGENCIES \$131,542  
 MEDIATION TRAINING TRAININGS AND CLASSES \$12,800  
 PASSPORT OVER-NIGHT POSTAGE FEE COLLECTION \$16,052  
 EV STATION REIMBURSEMENT \$558, OTHER MISC RECEITPS \$3,693  
 FY 2017-18 INCLUDES:  
 POLICE OT REIMBURSEMENTS FOR DUII/SAFE BELT ENFORCEMENT, SPECIAL EVENT TRAFFIC  
 CONTROL, SPECIAL TASK FORCES FROM THE STATE AND OTHER AGENCIES \$62,130  
 MEDIATION TRAINING TRAININGS AND CLASSES \$12,475, CONFLICT RESOLUTION GRANT \$18,110  
 PASSPORT OVER-NIGHT POSTAGE FEE COLLECTION \$7,636  
 FY 2018-19:  
 RENTAL INCOME OF SUB-LEASE FOR ECONOMIC DEVELOPMENT SPACE IN WATSON BLDG. \$49,031  
 PASSPORT OVERNIGHT DELIVERY FEE \$4,500; EV STATION REIMBURSEMENTS \$1,600  
 SEE NEW OBJECT CODE 767 FOR POLICE OT REIMBURSEMENTS FOR SPECIAL EVENTS AND  
 TASK FORCES  
 FY 2019-20 RENTAL INCOME OF SUB-LEASE FOR ECONOMIC DEVELOPMENT SPACE IN WATSON BLDG. \$109,618  
 OTHER MISC REIMBURSEMENTS (PASSPORT OVERNIGHT FEE, EV STATIONS) \$6,900

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
751	E-SUITES RENTAL INCOME-3RD FLR											
	558,234		609,197		553,920		565,000	568,000		568,000		
752	BVTN BLDG RENT INCOME FLRS 1&2											
	361,399		339,291		361,258		357,574	373,877		373,877		
753	ENERGY EFFICIENCY REBATES											
	346											
754	FORECLOSURE MEDIATION SVC FEE											
	33,480		28,680		30,000		30,000	25,000		25,000		
755	SPONSORSHIP REVENUES											
			3,500		7,750		7,750	5,000		5,000		
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	166,612		102,955				70,423					
758	POLICE PUBLIC RECORDS RECEIPTS											
	65,587		73,970		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									
767	POLICE REIMB OT - SPECIAL TASKS/EVENT											
							60,000	60,000		60,000		
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	5,072,736		3,195,682		3,208,928		3,343,014	3,440,271		3,440,271		
CLASS: 40 INTERFUND TRANSFERS/LOANS												
412	TRSFERS FROM STREET FUND											
	1,308,064		1,487,171		1,485,093		1,485,093	1,619,727		1,619,727		
414	TRSFERS FROM STATE REV. SHG. FD											
	1,299,915											
417	TRSFERS FROM ASSESSMENT FUND #1											
					1,300		1,300	1,365		1,365		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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751	E-SUITES RENTAL INCOME-3RD FLR RENTAL INCOME FROM THE 3RD FLOOR E-SUITES AT THE BEAVERTON BUILDING - CITY HALL \$568,000	
752	BVTN BLDG RENT INCOME FLRS 1&2 RENTAL INCOME FROM TENANTS ON THE 1ST & 2ND FLOOR AT THE BEAVERTON BUILDING: CENTRAL PLANT SPACE LEASE FY 2018-19 \$73,260; FY 2019-20. \$73,260 ATKINS - FAITHFUL AND GOULD FY218-19 \$59,216; FY2019-20. \$91,004 CONGRESSWOMAN BONAMICI FY 2018-19 \$68,136; FY2019-20 \$75,000 WASHINGTON COUNTY VISITORS ASSN FY 2018-19 \$81,378 ; FY 2019-20 \$81,378 PROFESSIONAL THERAPEUTIC LEASE FY 2018-19 \$28,384; FY 2019-20 \$29,235 RFPIO FY 2018-19 \$43,200 HTC (HEALTH COLLABORATIVE) IN THE SPACE PREVIOUSLY LEASED BY RFPIO CURADITE INC. FY 2018-19 MAY AND JUNE \$833; FY 2019-20 \$4,998 HEALTHSSA INC. FY 2018-19 MAY AND JUNE \$833; FY 2019-20 \$4,998 SOLUTIONAL INC. FY 2018-19 MAY AND JUNE \$2,334; FY 2019-20 \$14,004	
753	ENERGY EFFICIENCY REBATES	
754	FORECLOSURE MEDIATION SVC FEE MEDIATION SERVICE FEES \$25,000	
755	SPONSORSHIP REVENUES CELEBRATION PARADE SPONSORSHIP REVENUES \$5,000	
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 \$70,000	
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	
767	POLICE REIMB OT - SPECIAL TASKS/EVENT FY 18-19 NEW OBJECT CODE TO RECORD REIMBURSEMENTS RECEIVED FOR POLICE OVERTIME INCURRED PROVIDING SECURITIES DURING SPECICAL EVENTS IN THE COMMUNITY AND ALSO PARTICIPATING IN THE SPECIAL LAW ENFORCEMENT TAKS FORCES AND ACTIVITIES \$60,000	
412	TRSFERS FROM STREET FUND OVERHEAD COST ALLOCATION (14.59% OF BUDGETED PERSONAL SERVICES FOR 18-19) \$408,260 BUILDING MAINTENANCE \$13,099 LANDSCAPE \$1,182,800 BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$8,803 BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$6,765	
414	TRSFERS FROM STATE REV. SHG. FD	
417	TRSFERS FROM ASSESSMENT FUND #1 TRANSFER FROM LOMBARD GARDENS LID PRINCIPAL AND INTEREST PAYMENTS \$1,365	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
419	TRSFERS FROM WATER FUND										
	356,391		493,587		548,392		548,392	688,622		688,622	
421	TRSFERS FROM SEWER FUND										
	322,548		336,502		354,528		354,528	384,905		384,905	
425	TRSFERS FROM GARAGE FUND										
	3,616		4,454		4,335		4,335	4,596		4,596	
428	TRSFER FR BUILDING OPERATING FD										
	413,812		618,774		790,479		790,479	877,913		877,913	
430	TRANSFER FROM LIBRARY FUND										
	1,033,809		1,086,228		1,117,025		1,117,025	1,216,522		1,216,522	
432	TRSFER FR PUBLIC WRKS ADMN FUND										
	69,355		80,215		83,669		83,669	88,269		88,269	
437	TRSFERS FRM INSURANCE FUND										
	99,569		85,125		95,492		95,492	101,439		101,439	
438	TRSFERS FRM BEAVERTON ARTS COMM										
	8,972										
439	TRSFERS FRM CAPITAL DEVELOPMENT										
			83,899								
440	TRSFERS FR STREET LIGHTING FUND										
	42,503		42,063		593,284		42,320				
441	TRSFERS FR STORM DRAIN FUND										
	403,310		424,580		444,428		444,428	487,324		487,324	
444	TRSFER FROM BURA GENERAL FUND										
	30,111		122,727		146,854		146,854	366,550		366,550	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
419	TRSFERS FROM WATER FUND	
	OVERHEAD COST ALLOCATION \$448,971	
	ACCOUNTING CHARGES \$100,875	
	BUILDING MAINTENANCE \$20,972	
	LANDSCAPE CHARGES \$88,269	
	BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION \$16,701	
	BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$12,834	
421	TRSFERS FROM SEWER FUND	
	OVERHEAD COST ALLOCATION \$261,176	
	ACCOUNTING CHARGES \$79,528	
	BUILDING MAINTENANCE \$8,457	
	LANDSCAPE \$17,654	
	BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION \$10,229	
	BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$7,861	
425	TRSFERS FROM GARAGE FUND	
	BUILDING MAINTENANCE \$4,596	
428	TRSFER FR BUILDING OPERATING FD	
	OVERHEAD COST ALLOCATION \$475,280	
	BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION \$80,024	
	BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$61,497	
	REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC \$261,112 DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL)	
430	TRANSFER FROM LIBRARY FUND	
	OVERHEAD COST ALLOCATION \$981,595	
	BUILDING MAINTENANCE \$129,005	
	LANDSCAPE \$105,922	
432	TRSFER FR PUBLIC WRKS ADMN FUND	
	LANDSCAPE \$88,269	
437	TRSFERS FRM INSURANCE FUND	
	OVERHEAD COST ALLOCATION \$58,867; ACCOUNTING CHARGES \$42,572	
438	TRSFERS FRM BEAVERTON ARTS COMM	
	PROGRAM MOVED TO THE LODGING TAX FUND, SEE PROGRAM #0528 IN FUND 107	
439	TRSFERS FRM CAPITAL DEVELOPMENT	
	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	
	FY 2019-20 REFLECTS THE STREET LIGHTING FUND TRANSFERRING TO THE STREET FUND, PROGRAM 0811	
441	TRSFERS FR STORM DRAIN FUND	
	GENERAL FUND OVERHEAD COST ALLOCATION \$360,877	
	ACCOUNTING CHARGES \$79,528	
	BUILDING MAINTENANCE \$12,467	
	LANDSCAPE \$17,654	
	BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION \$9,499	
	BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$7,299	
444	TRSFER FROM BURA GENERAL FUND	
	OVERHEAD TRANSFER FROM BURA TO GENERAL FUND SUPPORT. FY 2019-20 PROPOSED:	
	25% OF DEVELOPMENT DIVISION MANAGER \$50,902	
	25% OF SENIOR DEVELOPMENT PROJECT MANAGER (2 POSITIONS) \$88,221	
	75% OF PARKING MGR \$122,484	
	50% OF PROGRAM COORDINATOR \$58,274	
	GENERAL AND ADMIN OVERHEAD CHARGE, 14.59% ON TOTAL STAFF CHARGE \$46,669	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
449	TSFR FR TRANS DEVL TAX/TIF FD										
	22,969		44,616		33,589		33,589	34,118		34,118	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS											
	5,414,944		4,909,941		5,698,468		5,147,504	5,871,350		5,871,350	
TOTAL PROGRAM: 0000 UNRESTRICTED											
	78,485,392		78,688,679		80,966,174		80,980,658	81,504,193		81,890,248	
TOTAL DEPARTMENT: 03 REVENUE											
	78,485,392		78,688,679		80,966,174		80,980,658	81,504,193		81,890,248	

## BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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449 TSFR FR TRANS DEVL TAX/TIF FD  
OVERHEAD COST ALLOCATION \$26,119  
BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION \$4,523  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$3,476



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

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: 05 PERSONNEL SERVICES

003 COUNCILOR

	96,000		96,000		96,000		88,000	96,000	96,000		96,000	
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299 PAYROLL TAXES AND FRINGES

	8,807		8,646		11,400		7,934	8,658	9,468		9,468	
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TOTAL CLASS: 05 PERSONNEL SERVICES

	104,807		104,646		107,400		95,934	104,658	105,468		105,468	
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	91	240		100		143	150	100		100	
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308 PERIODICALS & SUBSCRIPTIONS

	30			80							
--	----	--	--	----	--	--	--	--	--	--	--

317 COMPUTER EQUIPMENT

				895		895	895				
--	--	--	--	-----	--	-----	-----	--	--	--	--

321 TRAVEL, TRAINING & SUBSISTENCE

	28,626	5,942		15,200		7,469	15,200	15,200	15,200		15,200	
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328 MEALS & RELATED EXPENSE

	532	759		2,150		616	1,500	2,400	2,400		2,400	
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341 COMMUNICATIONS EXPENSE

	1,008	857		1,116		1,104	1,025	1,980	1,980		1,980	
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342 DATA COMMUNICATION EXPENSE

	487						240	480	480		480	
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461 SPECIAL EXPENSE

				750			750	6,000	6,000		6,000	
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523 BOARDS & COMMISSIONS EXPENSES

	20,553	20,584		20,200		20,782	19,102	22,600	22,600		22,600	
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TOTAL CLASS: 10 MATERIALS & SERVICES

	51,327	28,382		40,491		31,009	38,862	48,760	48,760		48,760	
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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	18,016		17,809		22,176		18,085	22,176	17,076		17,076	
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TOTAL CLASS: 25 TRANSFERS

	18,016		17,809		22,176		18,085	22,176	17,076		17,076	
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TOTAL DEPARTMENT: 05 CITY COUNCIL

	174,150		150,837		170,067		145,028	165,696	171,304		171,304	
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**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

003	COUNCILOR										
		96,000	96,000		96,000		96,000	96,000		96,000	
299	PAYROLL TAXES AND FRINGES										
		8,807	8,646		11,400		8,658	9,468		9,468	

TOTAL CLASS: 05 PERSONNEL SERVICES

		104,807	104,646		107,400		104,658	105,468		105,468	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
		91	240		100		150	100		100	
308	PERIODICALS & SUBSCRIPTIONS										
		30			80						
317	COMPUTER EQUIPMENT										
					895		895				
321	TRAVEL, TRAINING & SUBSISTENCE										
		28,626	5,942		15,200		15,200	15,200		15,200	
328	MEALS & RELATED EXPENSE										
		532	759		2,150		1,500	2,400		2,400	
341	COMMUNICATIONS EXPENSE										
		1,008	857		1,116		1,025	1,980		1,980	
342	DATA COMMUNICATION EXPENSE										
		487					240	480		480	
461	SPECIAL EXPENSE										
					750		750	6,000		6,000	
523	BOARDS & COMMISSIONS EXPENSES										
		20,553	20,584		20,200		19,102	22,600		22,600	

TOTAL CLASS: 10 MATERIALS & SERVICES

		51,327	28,382		40,491		38,862	48,760		48,760	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
		18,016	17,809		22,176		22,176	17,076		17,076	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

003 COUNCILOR

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 9.86% AND CONSISTS OF THE FOLLOWING:  
 7.65% FICA AND 2.21% IN OTHER PAYROLL TAXES FOR UNEMPLOYMENT, TRIMET, LONG TERM DISABILITY, LIFE INSURANCE, AND WORKERS COMPENSATION INSURANCE.

301 OFFICE EXPENSE

MISCELLANEOUS OFFICE SUPPLIES \$100

308 PERIODICALS & SUBSCRIPTIONS

MISCELLANEOUS PUBLICATIONS

317 COMPUTER EQUIPMENT

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, & LEGISLATIVE, AND CONGRESSIONAL DELEGATION) \$1,000  
 COUNCIL RETREAT \$500

341 COMMUNICATIONS EXPENSE

CELL PHONE CHARGES FOR 3 COUNCILOR PHONES AT \$55 PER EACH MONTH \$1,980

342 DATA COMMUNICATION EXPENSE

TABLET DATA PLAN FOR 1 COUNCILOR \$40 PER MONTH \$480

461 SPECIAL EXPENSE

LOGO APPAREL FOR CITY COUNCILORS (5 @ \$200/EACH) \$1,000  
 COUNCILORS TO ATTEND EVENTS AT OTHER AGENCIES AND NON-PROFITS \$5,000

523 BOARDS & COMMISSIONS EXPENSES

ANNUAL BOARDS AND COMMISSIONS DINNER \$21,400  
 BUDGET COMMITTEE MEETINGS \$1,200

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$17,076

**BP WORKSHEET & JUSTIFICATION**

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

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

TOTAL CLASS: 25 TRANSFERS

	18,016		17,809		22,176		22,176		17,076		17,076
--	--------	--	--------	--	--------	--	--------	--	--------	--	--------

TOTAL PROGRAM: 0511 POLICY DEVELOPMENT

	174,150		150,837		170,067		165,696		171,304		171,304
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TOTAL DEPARTMENT: 05 CITY COUNCIL

	174,150		150,837		170,067		165,696		171,304		171,304
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## BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS




### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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: 05 PERSONNEL SERVICES												
002 MAYOR												
	181,068	1.00	189,926	1.00	188,386	1.00	180,991	198,401	194,168	1.00	193,543	1.00
016 GOVERNMENT RELATIONS MANAGER												
					96,264	1.00	92,690	103,772	108,170	1.00	108,170	1.00
017 MAYORS OFFICE DIRECTOR												
					146,788	1.00	132,371	149,268	161,929	1.00	161,929	1.00
048 ETHNIC MINORITY OUTREACH COORD												
	72,566	1.00										
050 ASST DIRECTOR - GENERAL SERV.												
	114,346	1.00	116,864	1.00	119,254	1.00	109,988	121,214	127,518	1.00	127,518	1.00
052 EMERGENCY MANAGER												
	88,030	1.00	89,674	1.00	91,907	1.00	82,882	91,703	94,760	1.00	94,760	1.00
054 PUBLIC ENGAGEMENT MANAGER												
	112,050	1.00	116,338	1.00	119,254	1.00	34,763	58,770	100,458	1.00	100,458	1.00
058 DEPUTY CITY RECORDER												
	73,522	1.00	69,427	1.00	72,422	1.00	64,072	69,928	71,701	1.00	71,701	1.00
060 CITY RECORDER												
	78,730	1.00	83,231	1.00	85,304	1.00	76,927	86,749	89,625	1.00	89,625	1.00
064 PROPERTY & FACILITIES MANAGER												
	94,383	1.00	114,305	1.00	98,905	1.00	73,428	83,139	108,691	1.00	108,691	1.00
066 CHIEF ADMINISTRATIVE OFFICER												
	171,280	1.00	139,408	1.00								
077 PROGRAM MANAGER												
	305,987	4.00	405,832	5.00	333,672	4.00	308,359	335,904	356,219	4.00	356,219	4.00
078 ADMINISTRATIVE ASSISTANT												
					45,555	1.00	37,687	43,853	62,674	1.00	62,674	1.00
080 SENIOR PROGRAM MANAGER												
	61,158	.60	64,633	.60	66,245	.60	58,750	66,096	68,274	.60	68,274	.60
095 MANANGEMENT ANALYST												

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
	46,210	1.00	75,187	1.00	78,321	1.00	76,972	77,822	81,696	1.00	81,696	1.00
110	PUBLIC INFORMATION COORDINATOR											
	132,246	2.00	137,716	2.00	145,959	2.00	136,643	150,712	162,496	2.00	162,496	2.00
156	FACILITIES MAINTENANCE LEAD											
	79,162	1.00	77,062	1.00	79,964	1.00	70,660	75,933				
185	FACILITIES MAINT TECH											
	234,127	4.00	233,892	4.00	240,799	4.00	219,384	241,600	247,255	4.00	247,255	4.00
186	PROGRAM COORDINATOR											
	446,562	6.75	344,465	7.00	468,129	7.00	396,545	445,385	561,619	8.00	561,619	8.00
197	EVENTS COORDINATOR											
	120,388	2.00	55,511	1.00	63,517	1.00	53,437	61,633	68,940	1.00	68,940	1.00
204	EXECUTIVE ASSISTANT											
	87,247	1.00	95,720	1.00								
210	EMERGENCY MANAGEMENT OFFICER											
	75,926	1.00	77,319	1.00	79,248	1.00	71,464	79,064	81,696	1.00	81,696	1.00
214	EMERG MGMT PROGRAM SPECIALIST											
	64,995	1.00	66,496	1.00	69,464	1.00	60,873	67,092	70,275	1.00	70,275	1.00
221	SUPPORT SPECIALIST 2											
	515,069	11.13	350,988	8.63	452,235	8.63	377,449	422,154	461,864	8.63	461,864	8.63
237	CODE COMPLIANCE OFFICER											
	156,121	3.00	135,996	2.00								
274	SEASONAL WORKFORCE											
	31,989		33,598		19,730		19,108	19,108				
275	TEMPORARY EMPLOYEES											
	21,604		52,935		42,064		25,179	23,792	19,730		19,730	
292	FACILITIES SUPERVISOR											
									86,981	1.00	86,981	1.00
299	PAYROLL TAXES AND FRINGES											
	1,602,248		1,493,563		1,794,671		1,406,437	1,525,456	1,869,058		1,868,903	

TOTAL CLASS: 05 PERSONNEL SERVICES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
	4,967,014	47.48	4,620,086	43.23	4,998,057	41.23	4,167,059	4,598,548	5,255,797	42.23	5,255,017	42.23
CLASS: 10 MATERIALS & SERVICES												
301	OFFICE EXPENSE											
	3,860		3,105		2,965		2,819	3,105	4,050		4,050	
303	OFFICE FURNITURE & EQUIPMENT											
	50		1,774		1,766		973	1,570	5,330		5,330	
304	DEPARTMENT EQUIPMENT EXPENSE											
	16,416		9,840		140,967		134,205	42,855	22,544		22,544	
305	SPECIAL DEPARTMENT SUPPLIES											
	3,026		1,454		3,150		1,413	3,150	3,050		3,050	
307	MEMBERSHIP FEES											
	25,430		19,937		23,385		19,493	23,153	27,725		27,725	
308	PERIODICALS & SUBSCRIPTIONS											
	955		916		3,564		2,996	3,780	4,842		4,842	
316	ADVERTISING, RECORDING & FILING											
	49,159		64,799		67,606		62,042	66,836	67,591		67,591	
317	COMPUTER EQUIPMENT											
	12,819		10,920		11,667		10,580	11,779	1,680		1,680	
318	COMPUTER SOFTWARE											
	3,506		5,741		28,780		28,714	29,106	4,006		4,006	
321	TRAVEL, TRAINING & SUBSISTENCE											
	63,173		85,816		85,050		74,195	72,925	97,930		97,930	
325	COMMUNITY EVENTS EXPENSE											
	245,450		196,991		194,925		191,563	174,650	191,125		191,125	
328	MEALS & RELATED EXPENSE											
	24,386		23,875		24,300		21,642	23,300	25,600		25,600	
329	PUBLIC MEETING BROADCAST EXP											
	57,108		60,395		80,000		65,798	58,000	80,000		80,000	
330	MILEAGE REIMBURSEMENT											
	1,237		1,152		1,985		1,044	1,145	1,740		1,740	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
334	ENERGY EFFICIENCY GRANTS (EECBG)											
					80,013				80,013		80,013	
341	COMMUNICATIONS EXPENSE											
	13,609		13,945		14,964		13,011	13,765	16,860		16,860	
342	DATA COMMUNICATION EXPENSE											
	3,348		2,879		3,840		2,000	2,400	2,880		2,880	
355	CERT PROGRAM EXPENSE											
	25,768		55,515		25,940		14,647	17,540	22,190		22,190	
361	UNIFORMS & SPECIAL CLOTHING											
	88		100		200			200	500		500	
377	PUBLIC RELATIONS EXPENSE											
	35,131		14,055		18,650		14,490	17,650	16,150		16,150	
381	BUILDING EXPENSE											
			33				341					
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS											
	199,395		200,310		201,947		202,000	202,000	205,905		205,905	
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS											
	104,191		123,497		135,000		111,198	135,000	112,000		112,000	
412	ELECTRIC AUTO CHG STATION EXP											
	1,556		1,662		2,000		2,476	3,000	18,000		18,000	
440	RECYCLING OUTREACH EXPENSE											
					76,500		48,809	56,000	62,600		62,600	
461	SPECIAL EXPENSE											
	163,747		149,801		233,175		117,903	203,885	275,160		284,900	
474	SISTER CITIES EXPENSE											
	25,636		11,072		13,350				13,350		13,350	
475	EMERG. INCIDENT ACTIVATION EXP											
					10,000				10,000		10,000	
481	OTHER EXPENSES											
	2,077		1,811		2,000		500	2,000	2,000		2,000	
488	ART DEVELOPMENT EXPENSE											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
	110,288											
511	PROFESSIONAL SERVICES											
	595,246		585,825		711,152		613,047	624,250	684,300		684,300	
523	BOARDS & COMMISSIONS EXPENSES											
	12,709		35,053		30,998		30,077	30,103	31,298		31,298	
525	PMTS TO OTHER GOVERNMENT AGENCIES											
	228,597		254,398		159,959		159,775	159,959	160,424		160,424	
536	MAINTENANCE CONTRACTS											
	3,758		3,934		3,759		4,119	3,759	3,759		3,759	
551	RENTS AND LEASES											
	12,730		14,225		8,671		8,734	8,734	10,035		10,035	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	2,044,449		1,954,830		2,402,228		1,960,604	1,995,599	2,264,637		2,274,377	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
	29,472				25,126		25,126	25,126				
TOTAL CLASS: 15 CAPITAL OUTLAY												
	29,472				25,126		25,126	25,126				
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	476,473		520,739		522,296		367,160	522,296	519,649		519,649	
817	TRSFERS TO GARAGE FUND											
	41,033		33,057		39,052		26,495	39,654	29,446		29,446	
818	TRSFERS TO ISD-ALLOCATED											
	115,796		109,344		124,466		114,094	124,466	130,046		130,046	
TOTAL CLASS: 25 TRANSFERS												
	633,302		663,140		685,814		507,749	686,416	679,141		679,141	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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: 30 FUND BAL/CONTINGENCY/RESERVES												
996 RESERVE - EQUIPMENT REPLACEMT												
					44,176				97,182		97,182	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					44,176				97,182		97,182	
TOTAL DEPARTMENT: 10 MAYOR'S OFFICE												
	7,674,237	47.48	7,238,056	43.23	8,155,401	41.23	6,660,538	7,305,689	8,296,757	42.23	8,305,717	42.23



**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

002 MAYOR  
 181,068 1.00 189,926 1.00 188,386 1.00 198,401 194,168 1.00 193,543 1.00

016 GOVERNMENT RELATIONS MANAGER  
 96,264 1.00 103,772 108,170 1.00 108,170 1.00

095 MANANGEMENT ANALYST  
 78,321 1.00 77,822 81,696 1.00 81,696 1.00

204 EXECUTIVE ASSISTANT  
 87,247 1.00 95,720 1.00

299 PAYROLL TAXES AND FRINGES  
 108,574 115,488 152,012 142,589 164,717 164,562

TOTAL CLASS: 05 PERSONNEL SERVICES

376,889 2.00 401,134 2.00 514,983 3.00 522,584 548,751 3.00 547,971 3.00

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE  
 125 494 100 100 100 100

307 MEMBERSHIP FEES  
 7,089 4,969 5,875 5,875 8,240 8,240

308 PERIODICALS & SUBSCRIPTIONS  
 1,800 2,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 002 MAYOR  
 AMENDMENT NUMBER 8 REDUCED THE MAYOR'S BASE SALARY TO \$185,000. THE PROPOSED BUDGET'S BASE SALARY WAS \$185,598 AND THE TOTAL SALARY AND WAGES BUDGETED WAS \$194,168 CONSISTED OF \$185,598 BASE SALARY  
     \$ 1,428 ADDED 16 HOURS DUE TO FY 2019-20 HAVING 262 PAID DAYS VS 260 STANDARD YEAR  
     \$ 7,142 BUDGETED CASH OUT OF 80 HOURS OF PTO  
 NEW BASE SALARY AT \$185,000 THE ADOPTED BUDGET'S SALARY AND WAGES IS \$193,543 COMPRISED OF \$185,000 BASE SALARY  
     \$ 1,424 ADDED 16 HOURS DUE TO FY 2019-20 HAVING 262 PAID DAYS VS 260 STANDARD YEAR  
     \$ 7,119 BUDGETED CASH OUT OF 80 HOURS OF PTO
- 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 VACANT EXECUTIVE ASSISTANT POSITION BEING ELIMINATED.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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) \$400  
 CITY CLUB OF PORTLAND \$175  
 WORLD AFFAIRS COUNCIL OF OREGON \$500  
 UNIVERSITY OF WISCONSIN MAYOR'S INNOVATION PROJECT \$2,000  
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) FOR MGT ANALYST \$175  
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP FOR MGT ANALYST \$90
- 308 PERIODICALS & SUBSCRIPTIONS  
 OREGON LEGISLATURE BILL TRACKING SERVICE FOR 2019 & 2020 LEGISLATIVE SESSIONS  
 NO NEW EXPENSE UNTIL FY 20/21

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0521 MAYOR'S ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	25,546		23,098		24,700		24,700	24,700		24,700	
328	MEALS & RELATED EXPENSE										
	3,464		2,915		2,900		2,900	2,900		2,900	
341	COMMUNICATIONS EXPENSE										
	1,968		1,172		2,004		2,004	2,100		2,100	
342	DATA COMMUNICATION EXPENSE										
	506		64								
461	SPECIAL EXPENSE										
					500		500	500		500	
474	SISTER CITIES EXPENSE										
			11,072		13,350			13,350		13,350	
481	OTHER EXPENSES										
	2,077		1,811		2,000		2,000	2,000		2,000	
511	PROFESSIONAL SERVICES										
					175,000		185,000	185,000		185,000	
523	BOARDS & COMMISSIONS EXPENSES										
	2,338		22,510		18,648		17,753	18,648		18,648	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	43,113		68,105		246,877		242,832	257,538		257,538	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	2,481		2,199		3,327		3,327	2,202		2,202	
TOTAL CLASS: 25 TRANSFERS											
	2,481		2,199		3,327		3,327	2,202		2,202	
TOTAL PROGRAM: 0521 MAYOR'S ADMINISTRATION											
	422,483	2.00	471,438	2.00	765,187	3.00	768,743	808,491	3.00	807,711	3.00
TOTAL DEPARTMENT: 10 MAYOR'S OFFICE											
	422,483	2.00	471,438	2.00	765,187	3.00	768,743	808,491	3.00	807,711	3.00
TOTAL FUND: 001 GENERAL FUND											
	422,483	2.00	471,438	2.00	765,187	3.00	768,743	808,491	3.00	807,711	3.00

**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 \$100 PER MONTH \$1,200 CELL PHONE CHARGES FOR 1 STAFF @ \$50/MONTH (MANAGEMENT ANALYST) \$600 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 RELLECTS MOVING THE FOLLOWING EXPENSES FROM PROGRAM 0522 TO PROGRAM 0521 FEDERAL REPRESENTATION \$95,000 STATE LEGISLATIVE MATTERS \$90,000
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 \$2,202

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

017	MAYORS OFFICE DIRECTOR				146,788	1.00	149,268	161,929	1.00	161,929	1.00
050	ASST DIRECTOR - GENERAL SERV.										
	114,346	1.00	116,864	1.00	119,254	1.00	121,214	127,518	1.00	127,518	1.00
054	PUBLIC ENGAGEMENT MANAGER							100,458	1.00	100,458	1.00
066	CHIEF ADMINISTRATIVE OFFICER										
	171,280	1.00	139,408	1.00							
078	ADMINISTRATIVE ASSISTANT										
					45,555	1.00	43,853	62,674	1.00	62,674	1.00
095	MANANGEMENT ANALYST										
	46,210	1.00	75,187	1.00							
299	PAYROLL TAXES AND FRINGES										
	122,752		108,653		154,023		145,379	215,754		215,754	

TOTAL CLASS: 05 PERSONNEL SERVICES

	454,588	3.00	440,112	3.00	465,620	3.00	459,714	668,333	4.00	668,333	4.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	652		169		150		300	500		500	
304	DEPARTMENT EQUIPMENT EXPENSE										
					1,600		1,600				
307	MEMBERSHIP FEES										
			386		265		485	1,820		1,820	
308	PERIODICALS & SUBSCRIPTIONS										
					350		350	350		350	
316	ADVERTISING, RECORDING & FILING										
	1,353		643		1,000		1,000	1,000		1,000	
317	COMPUTER EQUIPMENT										
					1,292		1,292				
318	COMPUTER SOFTWARE										
	296						313	313		313	
321	TRAVEL, TRAINING & SUBSISTENCE										
	13,485		22,111		12,450		6,000	13,450		13,450	
325	COMMUNITY EVENTS EXPENSE										
			60								

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 017 MAYORS OFFICE DIRECTOR  
 FY 2018-19 REFLECTS A NEW 1 FTE MAYORS OFFICE DIRECTOR POSITION
- 050 ASST DIRECTOR - GENERAL SERV.
- 054 PUBLIC ENGAGEMENT MANAGER  
 FY 2019-20 REFLECTS THE PUBLIC ENGAGEMENT MANAGER POSITION TRANSFERRING FROM 001-10-0526 TO 001-10-0522 (WAS PREVIOUSLY CALLED STRATEGIC INITIATIVES & COMMUNICATIONS MANAGER).
- 066 CHIEF ADMINISTRATIVE OFFICER  
 FY 2018-19 REFLECTS THE CAO POSITION ELIMINATED AND A NEW MAYORS OFFICE DIRECTOR POSITION CREATED.
- 078 ADMINISTRATIVE ASSISTANT
- 095 MANAGEMENT ANALYST  
 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 MISCELLANEOUS OFFICE SUPPLIES \$500
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 NO APPROPRIATION REQUESTED FOR FY 2019-20
- 307 MEMBERSHIP FEES  
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) FOR DIRECTOR \$1,250  
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP FOR DIRECTOR \$350  
 ELGL MEMBERSHIP FOR CITY \$220
- 308 PERIODICALS & SUBSCRIPTIONS  
 NEWSPAPERS AND MAGAZINE SUBSCRIPTIONS \$350
- 316 ADVERTISING, RECORDING & FILING  
 NOTICES FOR MEETINGS, HEARINGS, ADVERTISING AND PROMOTIONAL EVENTS \$1,000
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 ADOBE ACROBAT PRO \$313
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 SEMINARS, CONFERENCES, LOC, CEO FOR CITIES OR NLC \$7,950  
 DEPARTMENT HEAD RETREAT \$5,500
- 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE										
	3,808		3,877		3,500		3,500	4,000		4,000	
330	MILEAGE REIMBURSEMENT										
	491		325		1,000		280	300		300	
341	COMMUNICATIONS EXPENSE										
	1,091		955		624		624	1,800		1,800	
461	SPECIAL EXPENSE										
	17,403		7,147		4,000		2,760	3,800		3,800	
511	PROFESSIONAL SERVICES										
	256,666		181,399		40,000		40,000	85,000		85,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	295,245		217,072		66,231		58,504	112,333		112,333	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	3,993		3,186		4,434		4,434	1,651		1,651	
818	TRSFERS TO ISD-ALLOCATED										
	115,796		109,344		124,466		124,466	130,046		130,046	
TOTAL CLASS: 25 TRANSFERS											
	119,789		112,530		128,900		128,900	131,697		131,697	
TOTAL PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN											
	869,622	3.00	769,714	3.00	660,751	3.00	647,118	912,363	4.00	912,363	4.00

**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  
 LOCAL MEETINGS, LUNCHEONS, CONFERENCES, 1:1, SPECIAL MEETINGS AND EVENTS, \$4,000  
 (INCREASE REFLECTS ALL STAFF MEETING AND COUNCIL BRIEFING REFRESHMENTS)
  - 330 MILEAGE REIMBURSEMENT  
 REIMBURSEMENT FOR PARKING EXPENSES AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$300
  - 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 3 STAFF @ \$50/MONTH \$1,800
  - 461 SPECIAL EXPENSE  
 SPONSORSHIP TO LEADERSHIP BEAVERTON FOR 4 RESIDENTS MOVED TO 001-10-0659-461  
 WESTSIDE ECONOMIC ALLIANCE BREAKFAST SPONSOR \$1,500  
 ELGL EVENT SPONSORSHIP \$1,500 LEADERSHIP BEAVERTON- 1 STAFF \$800
  - 511 PROFESSIONAL SERVICES  
 FY 2018-19 REFLECTS MOVING FEDERAL REPRESENTATION (\$95,000) AND STATE LEGISLATIVE  
 MATTERS (\$80,000) FROM 0522 TO 0521 MAYORS ADMINISTRATION PROGRAM  
 CHAMBER OF COMMERCE LEADERSHIP BEAVERTON PROGRAM \$10,000  
 ADDITIONAL CONSULTING FEES FOR SPECIAL PROJECTS \$15,000  
 CONSULTING TO REVIEW EXISTING WORK AND DEVELOP THE NECESSARY CODE CHANGES AND  
 IMPLEMENTATIONS PLANS FOR RENTAL INSPECTION / HEALTHY HOUSING ROLL OUT ONCE APPROVED \$60,000
- 
- 816 TRSFRS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651
  - 818 TRSFRS TO ISD-ALLOCATED  
 ALLOCATION FOR MATRIXED BUSINESS ANALYST PROGRAMMER POSITION \$130,046

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

064	PROPERTY & FACILITIES MANAGER	94,383	1.00	114,305	1.00	98,905	1.00	83,139	108,691	1.00	108,691	1.00
156	FACILITIES MAINTENANCE LEAD	79,162	1.00	77,062	1.00	79,964	1.00	75,933				
185	FACILITIES MAINT TECH	234,127	4.00	233,892	4.00	240,799	4.00	241,600	247,255	4.00	247,255	4.00
292	FACILITIES SUPERVISOR								86,981	1.00	86,981	1.00
299	PAYROLL TAXES AND FRINGES	227,519		257,095		264,656		226,685	270,736		270,736	

TOTAL CLASS: 05 PERSONNEL SERVICES

		635,191	6.00	682,354	6.00	684,324	6.00	627,357	713,663	6.00	713,663	6.00
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES	280		1,300		1,200		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	35										
330	MILEAGE REIMBURSEMENT	572		721		450		450	600		600	
341	COMMUNICATIONS EXPENSE	3,277		3,185		3,180		3,171	3,600		3,600	
361	UNIFORMS & SPECIAL CLOTHING	88		100		200		200	500		500	
381	BUILDING EXPENSE			33								
536	MAINTENANCE CONTRACTS	3,519		3,695		3,519		3,519	3,519		3,519	
551	RENTS AND LEASES	9,287		10,906		5,335		5,374	5,335		5,335	

TOTAL CLASS: 10 MATERIALS & SERVICES

		19,453		21,690		15,634		15,664	16,504		16,504	
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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064	PROPERTY & FACILITIES MANAGER	
156	FACILITIES MAINTENANCE LEAD	FY 19-20 REFLECTS THE RECLASSIFICATION OF THE FACILITIES MAINT. LEAD POSITION TO FACILITIES SUPERVISOR POSITION.
185	FACILITIES MAINT TECH	
292	FACILITIES SUPERVISOR	FY 19-20 REFLECTS THE RECLASSIFICATION OF THE FACILITIES MAINT. LEAD POSITION TO FACILITIES SUPERVISOR POSITION.
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
305	SPECIAL DEPARTMENT SUPPLIES	
	HARDWARE & SMALL TOOLS	
	NAMEPLATES	
	SIGNAGE \$1,200	
307	MEMBERSHIP FEES	BOMA ANNUAL DUES \$1,750 (BOMA PREVIOUSLY FUNDED BY 001-13-0007-307)
317	COMPUTER EQUIPMENT	NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE	NO APPROPRIATION REQUESTED
330	MILEAGE REIMBURSEMENT	FACILITY MANAGER AND ONE FACILITY TECH APPROVED TO DRIVE PERSONAL VEHICLES \$600
341	COMMUNICATIONS EXPENSE	CELL PHONE CHARGES FOR 6 STAFF @ \$300 PER MONTH \$3,600
361	UNIFORMS & SPECIAL CLOTHING	CITY LOGO SHIRTS, RAINGEAR AND BOOTS FOR FACILITIES TECHS AND LEAD \$500
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 WORK ORDER SYSTEM \$3,519
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) \$5,335

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0450 BUILDING MAINTENANCE SERVICES

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: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	890		908		1,109		1,109	550		550	
817	TRSFERS TO GARAGE FUND										
	23,856		13,295		30,432		30,432	15,831		15,831	
TOTAL CLASS: 25 TRANSFERS											
	24,746		14,203		31,541		31,541	16,381		16,381	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
996	RESERVE - EQUIPMENT REPLACEMT										
					44,176			97,182		97,182	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					44,176			97,182		97,182	
TOTAL PROGRAM: 0450 BUILDING MAINTENANCE SERVICES											
	679,390	6.00	718,247	6.00	775,675	6.00	674,562	843,730	6.00	843,730	6.00

## 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 \$550

817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND \$15,831

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR VEHICLE REPLACEMENT \$97,182

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

048	ETHNIC MINORITY OUTREACH COORD											
	72,566	1.00										
054	PUBLIC ENGAGEMENT MANAGER											
	112,050	1.00	116,338	1.00	119,254	1.00	58,770					
077	PROGRAM MANAGER											
			78,204	1.00	79,403	1.00	80,787	85,935	1.00	85,935	1.00	
110	PUBLIC INFORMATION COORDINATOR											
	62,570	1.00										
221	SUPPORT SPECIALIST 2											
	27,067	.50	40,071	1.00	51,102	1.00	52,631	58,045	1.00	58,045	1.00	
299	PAYROLL TAXES AND FRINGES											
	126,071		113,873		137,250		89,550	74,455		74,455		

TOTAL CLASS: 05 PERSONNEL SERVICES

	400,324	3.50	348,486	3.00	387,009	3.00	281,738	218,435	2.00	218,435	2.00	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	7						30	50		50		
303	OFFICE FURNITURE & EQUIPMENT											
					416		370	450		450		
307	MEMBERSHIP FEES											
	1,350		1,050		2,650		2,150	2,400		2,400		
317	COMPUTER EQUIPMENT											
	2,562		1,216		760		872					
321	TRAVEL, TRAINING & SUBSISTENCE											
	5,728		5,624		5,175		5,000	6,675		6,675		
325	COMMUNITY EVENTS EXPENSE											
	4,943		4,318		5,300		5,300	6,500		6,500		

**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
054	PUBLIC ENGAGEMENT MANAGER FY 2018-19 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR. FY 2019-20 REFLECTS POS. MOVED TO 001-10-0522-054 AND RENAMED PUBLIC ENGAGEMENT MANAGER
077	PROGRAM MANAGER FY 17-18 REFLECTS THE ETHNIC MINORITY OUTREACH COORDINATOR POSITION BEING RECLASSIFIED TO A PROGRAM MANAGER POSITION.
110	PUBLIC INFORMATION COORDINATOR FY 17-18 REFLECTS POSITION TRANSFERRING FROM PROGRAM 0526 TO PROGRAM 0537 (PUBLIC INFORMATION PROGRAM)
221	SUPPORT SPECIALIST 2 FY 17-18 REFLECTS .50 FTE SS2 POSITION TRANSFERRING TO PROGRAM 0529 AND THEN BEING RECLASSIFIED TO PROGRAM COORDINATOR. FY 17-18 ALSO REFLECTS A NEW 1 FTE SUPPORT SPECIALIST 2 POSITION.
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE OFFICE SUPPLIES \$50
303	OFFICE FURNITURE & EQUIPMENT STANDING DESK \$450
307	MEMBERSHIP FEES HISPANIC METROPOLITAN CHAMBER OF COMMERCE \$500 CULTURALLY-SPECIFIC COMMUNITY-BASED ORGANIZATION MEMBERSHIPS \$300 OREGON ASSOCIATION OF MINORITY ENTREPRENEURS (OAME) \$400 WELCOMING AMERICA \$200 GOVERNMENT ALLIANCE ON RACE AND EQUITY \$1,000
317	COMPUTER EQUIPMENT
321	TRAVEL, TRAINING & SUBSISTENCE WELCOMING AMERICA ANNUAL CONFERENCE EXPENSES \$800 GOVERNING FOR RACIAL EQUITY CONFERENCE \$975 REGIONAL EQUITY-RELATED TRAININGS \$400 EQUITY SEMINAR SERIES WITH SCHOOL AND PARK DISTRICTS \$3,000 INTERNAL EQUITY TEAM TRAINING EXPENSES (MOVED FROM LINE 461) \$1,500
325	COMMUNITY EVENTS EXPENSE NATIONAL WELCOMING WEEK EVENTS \$2,000 INDIGENOUS PEOPLES DAY EXPENSES (MOVED FROM 461) \$1,200 DIVERSITY, EQUITY, & INCLUSION PLAN EVENTS \$1,500 MINORITY, WOMEN, EMERGING SMALL BUSINESS (MWESB) POLICY OUTREACH \$500 COMMUNITY FORUMS/MEETINGS ON EMERGING TOPICS RELATED TO EQUITY AND INCLUSION \$500 CHILDCARE EXPENSES \$800

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE										
	581		801		1,200		800	1,000		1,000	
341	COMMUNICATIONS EXPENSE										
	1,489		1,491		1,632		1,498	1,200		1,200	
377	PUBLIC RELATIONS EXPENSE										
	16,110		1,300		3,500		3,000	1,500		1,500	
461	SPECIAL EXPENSE										
	14,912		19,610		19,300		18,000	27,700		27,700	
474	SISTER CITIES EXPENSE										
	25,636										
511	PROFESSIONAL SERVICES										
	60,964		78,395		79,200		79,200	64,000		64,000	
523	BOARDS & COMMISSIONS EXPENSES										
	2,651		2,767		3,600		3,600	3,600		3,600	
551	RENTS AND LEASES										
	472										
TOTAL CLASS: 10 MATERIALS & SERVICES											
	137,405		116,572		122,733		119,820	115,075		115,075	
CLASS: 25 TRANSFERS											
816	TRSFRS TO REPROGRAPHICS FUND										
	34,825		39,599		34,917		34,917	16,514		16,514	
TOTAL CLASS: 25 TRANSFERS											
	34,825		39,599		34,917		34,917	16,514		16,514	
TOTAL PROGRAM: 0526 CULTURAL INCLUSION											
	572,554	3.50	504,657	3.00	544,659	3.00	436,475	350,024	2.00	350,024	2.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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328	MEALS & RELATED EXPENSE PARTNER AND COMMUNITY MEETINGS \$1,000	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF @ \$50 PER MONTH \$1,200	
377	PUBLIC RELATIONS EXPENSE CULTURALLY SPECIFIC MEDIA OUTREACH TO UNDERREPRESENTED POPULATIONS \$1,500	
461	SPECIAL EXPENSE HISPANIC METROPOLITAN CHAMBER OF COMMERCE ANNUAL EVENT SPONSORSHIP \$1,500 CENTRO CULTURAL OF WASHINGTON COUNTY ANNUAL EVENT SPONSORSHIP \$2,500 VIRGINIA GARCIA ANNUAL EVENT SPONSORSHIP \$1,500 ADELANTE MUJERES ANNUAL EVENT SPONSORSHIP \$2,500 MUSLIM EDUCATIONAL TRUST ANNUAL EVENT SPONSORSHIP \$2,500 UNITE OREGON ANNUAL EVENT SPONSORSHIP \$1,000 COALITION OF COMMUNITIES OF COLOR ANNUAL EVENT SPONSORSHIP \$1,000 TONGA DAY ANNUAL EVENT SPONSORSHIP \$1,200 MLK JR DAY WASHINGTON COUNTY ANNUAL EVENT SPONSORSHIP \$1,000 SPONSORSHIP AT COMMUNITY PARTNER EVENTS \$2,000 MINI-GRANTS FOR PARTNER-LED BEAVERTON WELCOMING WEEK EVENTS \$6,000 GRANTS FOR YEAR-ROUND WELCOMING AND INCLUSION COMMUNITY PROJECTS \$5,000	
474	SISTER CITIES EXPENSE NO APPROPRIATION REQUESTED (EFFECTIVE FY 17-18 SISTER CITY EXPENSES BUDGETED IN PROGRAM 0521)	
511	PROFESSIONAL SERVICES BOLD EMERGING LEADERS TRAINING \$25,000 FOREIGN LANGUAGE TRANSLATION SERVICES \$25,000 FOREIGN LANGUAGE INTERPRETATION PROFESSIONAL SERVICES \$5,000 CULTURAL RESPONSIVENESS STAFF TRAINING \$3,000 CULTURAL RESPONSIVENESS PROFESSIONAL SERVICES \$6,000	
523	BOARDS & COMMISSIONS EXPENSES DIVERSITY ADVISORY BOARD EXPENSES \$1,800 HUMAN RIGHTS ADVISORY COMMISSION EXPENSES \$1,800	
551	RENTS AND LEASES NO APPROPRIATION REQUESTED	
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,514	

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

197	EVENTS COORDINATOR											
	84,527	1.50	55,511	1.00	63,517	1.00	61,633	68,940	1.00	68,940	1.00	
221	SUPPORT SPECIALIST 2											
	38,181	1.00	47,072	1.00	52,396	1.00	52,186	104,075	2.00	104,075	2.00	
274	SEASONAL WORKFORCE											
	31,989		33,598		19,730		19,108					
299	PAYROLL TAXES AND FRINGES											
	46,769		52,174		63,739		59,683	111,894		111,894		

TOTAL CLASS: 05 PERSONNEL SERVICES

	201,466	2.50	188,355	2.00	199,382	2.00	192,610	284,909	3.00	284,909	3.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	27		52		50		50	50		50		
303	OFFICE FURNITURE & EQUIPMENT											
								2,600		2,600		
304	DEPARTMENT EQUIPMENT EXPENSE											
					7,750							
307	MEMBERSHIP FEES											
	2,834		3,035		3,300		3,300	3,300		3,300		
316	ADVERTISING, RECORDING & FILING											
	478		1,704		1,770		1,500	1,500		1,500		
318	COMPUTER SOFTWARE											
	296				300		313	313		313		
321	TRAVEL, TRAINING & SUBSISTENCE											
			1,568		3,600		3,600	5,855		5,855		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

197	EVENTS COORDINATOR 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 FY19-20 REFLECTS RESTRUCTURING TWO TEMP POSITIONS TO CREATE AN ADDITIONAL SS2 POSITION TO PROVIDE YEAR ROUND EVENT SUPPORT
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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE EVENTS OFFICE SUPPLIES \$50
303	OFFICE FURNITURE & EQUIPMENT STANDING DESK EQUIPMENT \$600 OFFICE FURNITURE & EQUIPMENT FOR NEW SS2 POSITION \$2,000
304	DEPARTMENT EQUIPMENT EXPENSE
307	MEMBERSHIP FEES AMERICAN SOCIETY OF COMPOSERS AUTHORS AND PUBLISHERS \$900 BROADCAST MUSIC, INC. \$800 SEASAC MUSIC LICENSES \$1,500 OREGON FESTIVAL AND EVENTS \$100
316	ADVERTISING, RECORDING & FILING THEATER ADS SUMMER EVENTS \$1,500
318	COMPUTER SOFTWARE ADOBE ACROBAT PRO \$313
321	TRAVEL, TRAINING & SUBSISTENCE XLIVE EVENT COORDINATORS CONFERENCE FOR PROFESSIONAL DEVELOPMENT AND VENDOR CONTACTS FOR EVENTS STAFF \$5,500 PROJECT MANAGEMENT TRAINING FOR EVENT COORDINATOR \$355

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
325	COMMUNITY EVENTS EXPENSE										
	233,229		177,798		174,975		159,000	171,475		171,475	
330	MILEAGE REIMBURSEMENT										
		21			200		100	200		200	
341	COMMUNICATIONS EXPENSE										
	1,489		957		1,644		600	600		600	
461	SPECIAL EXPENSE										
	6,674		12,509		14,000		14,000	14,000		14,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	245,027		197,644		207,589		182,463	199,893		199,893	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	106,452		117,919		120,874		120,874	136,518		136,518	
TOTAL CLASS: 25 TRANSFERS											
	106,452		117,919		120,874		120,874	136,518		136,518	
TOTAL PROGRAM: 0527 EVENTS											
	552,945	2.50	503,918	2.00	527,845	2.00	495,947	621,320	3.00	621,320	3.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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325	COMMUNITY EVENTS EXPENSE	
	PICNICS IN THE PARK \$12,000	
	FLICKS BY THE FOUNTAIN \$5,800	
	TREE LIGHTING \$25,000	
	BIKE BEAVERTON \$4,675	
	NIGHT MARKETS (2) \$55,000	
	STATE OF THE CITY ADDRESS \$9,000	
	INTERNATIONAL CELEBRATION \$10,000	
	FOURTH OF JULY EVENT \$5,000	
	EVENT SUPPORT FOR CITY DEPARTMENTS \$17,000	
	CELEBRATION PARADE \$25,000	
	BEAVERTON VOLUNTEER FAIR \$2,500	
	BEAVERTON HALF MARATHON \$500	
330	MILEAGE REIMBURSEMENT	
	REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$200	
341	COMMUNICATIONS EXPENSE	
	MONTHLY SERVICE FOR 1 CELL PHONE @\$50/MONTH \$600	
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	
816	TRSFERS TO REPROGRAPHICS FUND	
	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$136,518	

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

186	PROGRAM COORDINATOR		61,964	1.00	68,624	1.00	68,059	76,321	1.00	76,321	1.00		
221	SUPPORT SPECIALIST 2		27,065	.50	1,536		48,336	1.00	45,786	51,843	1.00	51,843	1.00
299	PAYROLL TAXES AND FRINGES		14,931		30,386		80,112		53,228	61,709		61,709	

TOTAL CLASS: 05 PERSONNEL SERVICES

	41,996	.50	93,886	1.00	197,072	2.00	167,073	189,873	2.00	189,873	2.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE						25	50		50	
303	OFFICE FURNITURE & EQUIPMENT							300		300	
307	MEMBERSHIP FEES		300		300		300	300		300	
318	COMPUTER SOFTWARE				2,000		2,000				
321	TRAVEL, TRAINING & SUBSISTENCE		218		250		250	1,900		1,900	
341	COMMUNICATIONS EXPENSE		550		624		624	600		600	
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS		199,395		200,310		201,947	202,000	205,905	205,905	
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS		104,191		123,497		135,000	135,000	112,000	112,000	

**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 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES \$50
- 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE CHAIR REPLACEMENT \$300
- 307 MEMBERSHIP FEES  
 NON-PROFIT ASSOCIATION OF OREGON (NAO) MEMBERSHIP \$300
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 COMMUNITY SERVICES PROFESSIONAL DEVELOPMENT WORKSHOPS AND TRAININGS \$400  
 HOSTING GRANTEE CAPACITY BUILDING TRAININGS (MOVED FROM LINE 461) \$1,500
- 341 COMMUNICATIONS EXPENSE  
 MONTHLY SERVICE FOR 1 CELL PHONE @\$50/MONTH \$600
- 383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS  
 FUNDING FOR SOCIAL SERVICES AT \$2.10 PER CAPITA ON FY 2019-20 POPULATION ESTIMATE (98,050) \$205,905
- 391 COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS  
 PAL FUNDING (REDUCED FROM \$40,000 IN FY19; \$50,000 IN FY18; \$65,000 IN FY17 PER LEADERSHIP DIRECTION TO REDUCE FUNDING INCREMENTALLY OVER NEXT FEW YEARS) \$30,000  
 FAMILY JUSTICE CENTER \$25,000  
 VISION ACTION NETWORK \$10,000  
 CITY UTILITY HARDSHIP ASSISTANCE \$10,000  
 CITY RESIDENT HOMELESSNESS ASSISTANCE \$10,000  
 SOLVE ANNUAL CONTRIBUTION \$5,000  
 WASHINGTON COUNTY HOMELESS CONNECT \$3,500  
 HOMEPLATE SPONSORSHIP \$3,000  
 COMMUNITY ACTION GALA & LUNCHEON \$3,000  
 BEAVERTON HISTORICAL SOCIETY \$3,000  
 BRIDGE MEADOWS SPONSORSHIP \$3,000  
 MISC. CONTRIBUTIONS OF SUPPORT \$2,500  
 SCHOOL SUPPLY DRIVE SPONSORSHIP \$2,500  
 ANNUAL POINT IN TIME HOMELESS COUNT \$1,000  
 ANNUAL TOY DRIVE PARTNER SPONSORSHIP \$500

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE		5,388		22,200		16,100	26,375		26,375	
511	PROFESSIONAL SERVICES		20,000	95,000	207,500		197,000	217,500		217,500	
523	BOARDS & COMMISSIONS EXPENSES		1,015	796	1,500		1,500	1,500		1,500	
525	PMTS TO OTHER GOVERNMENT AGENCIES		204,445	229,880	134,617		134,617	134,805		134,805	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	529,046		655,939		705,938		689,416	701,235		701,235	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND		1,242	1,158	1,663		1,663	1,101		1,101	
TOTAL CLASS: 25 TRANSFERS											
	1,242		1,158		1,663		1,663	1,101		1,101	
TOTAL PROGRAM: 0529 COMMUNITY SERVICES											
	572,284	.50	750,983	1.00	904,673	2.00	858,152	892,209	2.00	892,209	2.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 461 SPECIAL EXPENSE
  - OPERATIONAL EXPENSES FOR TAX ASSISTANCE PROGRAM EXPENSES \$2,000
  - OPERATIONAL EXPENSES FOR SEVERE WEATHER SHELTER EXPENSES \$2,000
  - SPONSORSHIP AT COMMUNITY PARTNER EVENTS \$2,000
  - INFRASTRUCTURE FOR SAFE PARKING PILOT PROGRAM SITE EXPENSES (POD STORAGE, PORTABLE RESTROOMS, ETC,) \$20,375
  - (MUSLIM EDUCATIONAL TRUST GALA SPONSORSHIP FOR \$2500 MOVED TO 001-10-0526-461)
- 511 PROFESSIONAL SERVICES
  - PARTNER CONTRACT TO OPERATE TAX ASSISTANCE PROGRAM \$25,000
  - PARTNER CONTRACT TO MANAGE BEAVERTON SEVERE WEATHER SHELTER \$45,000
  - PARTNER CONTRACT TO MANAGE FAMILY PROMISE OF BEAVERTON \$50,000
  - COMMUNITY ACTION STREET OUTREACH, SUPPORT FOR WASHINGTON COUNTY COOPERATIVE EFFORT \$25,000
  - OUTREACH WORKER HOUSED AT BEAVERTON CITY LIBRARY (CARRYOVER \$10,800) \$32,500
  - SAFE PARKING PILOT PROGRAM MANAGER \$30,000
  - FINANCIAL LITERACY PROGRAM \$10,000
- 523 BOARDS & COMMISSIONS EXPENSES
  - SOCIAL SERVICES FUNDING COMMITTEE EXPENSES \$1,500
- 525 PMTS TO OTHER GOVERNMENT AGENCIES
  - WASHINGTON COUNTY MUSEUM OPERATIONS (\$.10 PER CAPITA) \$9,805
  - 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, AFFORDABLE HOUSING ACCOUNT 001-70-0662-506)
- 816 TRSFERS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,101

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

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: 05 PERSONNEL SERVICES

058	DEPUTY CITY RECORDER											
	73,522	1.00	69,427	1.00	72,422	1.00	69,928	71,701	1.00	71,701	1.00	
060	CITY RECORDER											
	78,730	1.00	83,231	1.00	85,304	1.00	86,749	89,625	1.00	89,625	1.00	
221	SUPPORT SPECIALIST 2											
	54,878	1.00	53,139	1.00	57,523	1.00	57,057	59,528	1.00	59,528	1.00	
275	TEMPORARY EMPLOYEES											
			4,460		1,800		2,129	1,800		1,800		
299	PAYROLL TAXES AND FRINGES											
	107,238		119,237		131,293		117,694	132,425		132,425		

TOTAL CLASS: 05 PERSONNEL SERVICES

	314,368	3.00	329,494	3.00	348,342	3.00	333,557	355,079	3.00	355,079	3.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	665		600		400		450	450		450		
303	OFFICE FURNITURE & EQUIPMENT											
			565		600		600	630		630		
307	MEMBERSHIP FEES											
	400		400		390		390	420		420		
308	PERIODICALS & SUBSCRIPTIONS											
			36		60		60	60		60		
316	ADVERTISING, RECORDING & FILING											
	2,089		2,838		2,500		2,800	2,800		2,800		
318	COMPUTER SOFTWARE											
			59									
321	TRAVEL, TRAINING & SUBSISTENCE											
	80		1,280		2,000		2,000	2,000		2,000		
328	MEALS & RELATED EXPENSE											
					100		100	100		100		
329	PUBLIC MEETING BROADCAST EXP											
	57,108		60,395		80,000		58,000	80,000		80,000		
341	COMMUNICATIONS EXPENSE											
			231		780		780	600		600		
511	PROFESSIONAL SERVICES											
	6,970		6,778		7,000			7,000		7,000		

**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE MISCELLANEOUS OFFICE SUPPLIES
303	OFFICE FURNITURE & EQUIPMENT ELECTRIC SIT/STAND DESK - MAYOR'S RECEPTION DESK \$400 AERA MAX AIR FILTER/PURIFIER \$230
307	MEMBERSHIP FEES OREGON ASSOCIATION OF MUNICIPAL RECORDERS (2 @ \$60) \$120 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (1 @ \$200; 1 @ \$100) \$300
308	PERIODICALS & SUBSCRIPTIONS OREGON BLUE BOOK AND VALLEY TIMES SUBSCRIPTION
316	ADVERTISING, RECORDING & FILING LEGAL ADVERTISING FOR LIQUOR LICENSES, AND MISC. \$2,800
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE OREGON ASSOCIATION OF MUNICIPAL RECORDERS REGIONAL CONFERENCE INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS CONFERENCE \$2,000
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 \$80,000 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
341	COMMUNICATIONS EXPENSE MONTHLY SERVICE FOR 1 CELL PHONE @ \$50/MONTH. \$600
511	PROFESSIONAL SERVICES VOTERS PAMPHLET (1) MAY 2020 PRIMARY ELECTION \$7,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 10 MATERIALS & SERVICES											
	67,312		73,182		93,830		65,180	94,060		94,060	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	19,380		19,348		17,744		17,744	17,615		17,615	
TOTAL CLASS: 25 TRANSFERS											
	19,380		19,348		17,744		17,744	17,615		17,615	
TOTAL PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN											
	401,060	3.00	422,024	3.00	459,916	3.00	416,481	466,754	3.00	466,754	3.00

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$17,615

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

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: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER											
	40,643	1.00	72,412	1.00	78,122	1.00	77,732	84,544	1.00	84,544	1.00	
110	PUBLIC INFORMATION COORDINATOR											
	69,676	1.00	137,716	2.00	145,959	2.00	150,712	162,496	2.00	162,496	2.00	
221	SUPPORT SPECIALIST 2											
	155,538	3.00	58,725	2.00	53,156	1.00	51,407	56,156	1.00	56,156	1.00	
299	PAYROLL TAXES AND FRINGES											
	127,623		113,779		138,213		130,026	149,486		149,486		

TOTAL CLASS: 05 PERSONNEL SERVICES

	393,480	5.00	382,632	5.00	415,450	4.00	409,877	452,682	4.00	452,682	4.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	398		63		65		50	50		50		
303	OFFICE FURNITURE & EQUIPMENT											
								600		600		
307	MEMBERSHIP FEES											
	335		605		325		400	400		400		
308	PERIODICALS & SUBSCRIPTIONS											
	438		606		606		622	3,682		3,682		
316	ADVERTISING, RECORDING & FILING											
	37,617		49,961		52,236		52,236	52,691		52,691		
318	COMPUTER SOFTWARE											
	2,395		1,349		26,480		26,480	2,840		2,840		
321	TRAVEL, TRAINING & SUBSISTENCE											
	790		5,230		5,500		5,500	6,200		6,200		
328	MEALS & RELATED EXPENSE											
	96		43		150		50	50		50		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 077 PROGRAM MANAGER
  
- 110 PUBLIC INFORMATION COORDINATOR  
 FY 17-18 REFLECTS POSITION TRANSFERRING 1 FTE FROM PROGRAM 0526 TO PROGRAM 0537 (PUBLIC INFORMATION PROGRAM)
  
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 301 OFFICE EXPENSE  
 MISCELLANEOUS OFFICE SUPPLIES \$50
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 STANDING DESK \$600
  
- 307 MEMBERSHIP FEES  
 3CMA INDIVIDUAL ANNUAL MEMBERSHIP \$400  
 FY19-20 DISCONTINUED AMA ANNUAL MEMBERSHIP
  
- 308 PERIODICALS & SUBSCRIPTIONS  
 NEWSPAPER AND MAGAZINE SUBSCRIPTIONS \$242  
 FLASH ALERT \$380  
 ANNUAL CITYWIDE SUBSCRIPTION TO DIGITAL VALLEY TIMES \$3,060
  
- 316 ADVERTISING, RECORDING & FILING  
 ALL CITY ADVERTISING (EVENTS, PROGRAMS, PROJECTS, CITY INITIATIVES) \$21,800  
 PORTLAND RELOCATION GUIDE \$4,655  
 CHAMBER COMMUNITY AND VISITOR GUIDE \$8,736  
 SOCIAL MEDIA MISC. ADVERTISING \$2,500  
 COMMUNITY NEWSPAPERS \$14,000  
 SPECIAL PROJECTS AS NEEDED \$1,000  
 FY19-20 MARKETING PLAN ADVERTISING & SUMMER EVENTS MARKETING CONSOLIDATED INTO ALL CITY
  
- 318 COMPUTER SOFTWARE  
 DROPBOX \$110  
 SMART SHEET FOR 5 \$1,080  
 CONSTANT CONTACT \$1,500  
 SOCIAL MEDIA SOFTWARE \$150
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 3CMA ANNUAL CONFERENCE FOR 1 STAFF \$3,500  
 RAGAN PR, COMMUNICATIONS, SOCIAL MEDIA TRAINING ACCESS PASS \$1,200  
 WEBINARS, TEAM AND LOCAL TRAINING \$1,500
  
- 328 MEALS & RELATED EXPENSE  
 MEALS AND RELATED EXPENSES \$50

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
341	COMMUNICATIONS EXPENSE										
	434		434		444		444	1,332		1,332	
342	DATA COMMUNICATION EXPENSE										
	442		415		960			480		480	
377	PUBLIC RELATIONS EXPENSE										
	17,792		11,555		13,950		13,450	13,450		13,450	
461	SPECIAL EXPENSE										
	1,368		3,857		3,350		1,350	2,350		2,350	
511	PROFESSIONAL SERVICES										
	37,940		60,639		74,800		57,550	43,800		43,800	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	100,045		134,757		178,866		158,132	127,925		127,925	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	132,690		141,233		150,264		150,264	132,115		132,115	
TOTAL CLASS: 25 TRANSFERS											
	132,690		141,233		150,264		150,264	132,115		132,115	
TOTAL PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS											
	626,215	5.00	658,622	5.00	744,580	4.00	718,273	712,722	4.00	712,722	4.00

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF @ \$37 PER MONTH \$1,332
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR SOCIAL MEDIA IPAD \$480
377	PUBLIC RELATIONS EXPENSE ISTOCK PHOTOS (STOCK PHOTOGRAPHY) \$1,200 STOCK VIDEO AND MUSIC \$200 CITYWIDE CAMPAIGNS (RESTAURANT WEEK, MADE IN BEAVERTON, NIGHT MARKET, WELCOMING WEEK) \$12,000 PHOTO SHARING PLATFORM ANNUAL SUBSCRIPTION \$50
461	SPECIAL EXPENSE CITY PROMOTIONAL ITEMS \$1,000 CRITICAL MENTION INC / MEDIA MONITORING \$1,350
511	PROFESSIONAL SERVICES GRAPHIC DESIGN \$17,000 YOUR CITY GRAPHIC DESIGN \$16,800 PROFESSIONAL PHOTOGRAPHY \$5,000 VIDEOGRAPHY \$5,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$132,115

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

052	EMERGENCY MANAGER											
	88,030	1.00	89,674	1.00	91,907	1.00	91,703	94,760	1.00	94,760	1.00	
210	EMERGENCY MANAGEMENT OFFICER											
	75,926	1.00	77,319	1.00	79,248	1.00	79,064	81,696	1.00	81,696	1.00	
214	EMERG MGMT PROGRAM SPECIALIST											
	64,995	1.00	66,496	1.00	69,464	1.00	67,092	70,275	1.00	70,275	1.00	
275	TEMPORARY EMPLOYEES											
	7,758				13,792		3,691					
299	PAYROLL TAXES AND FRINGES											
	154,013		152,455		174,779		164,459	180,803		180,803		

TOTAL CLASS: 05 PERSONNEL SERVICES

	390,722	3.00	385,944	3.00	429,190	3.00	406,009	427,534	3.00	427,534	3.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	197		148		200		200	200		200		
303	OFFICE FURNITURE & EQUIPMENT											
			597									
304	DEPARTMENT EQUIPMENT EXPENSE											
	15,954		9,479		102,577		12,215	22,544		22,544		
305	SPECIAL DEPARTMENT SUPPLIES											
	2,604		145		1,950		1,950	1,850		1,850		
307	MEMBERSHIP FEES											
	670		695		695		695	695		695		
317	COMPUTER EQUIPMENT											
	3,389		9,092		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  
 FOR FY2019 THE EM PROGRAM WILL BE REIMBURSED \$103,947 IN FEDERAL FUNDS UNDER THE EMPG GRANT PROGRAM. THIS IS A 50/50 MATCH GRANT PROGRAM; SO THE GRANT TOTAL IS \$207,894 AND COVERS A MAJOR PORTION OF THE 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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  
 6 BANK RADIO/BATTERY CHARGER \$426  
 6 VHF HANDHELD RADIOS - CONTINUE REPLACEMENT OF OLD F11 RADIOS (\$1,270 X 6) \$7,620  
 6 NEW SPEAKER MICROPHONES (\$153 X 6) \$918  
 10 RADIO HOLSTERS (10 X \$50) \$500  
 AMATEUR RADIO EQUIPMENT UPGRADES \$2,000  
 PACKS FOR FIRST AID KITS AND COMMAND PACKS FOR CERT SPECIAL EVENTS (10 X \$108) \$1,080  
 VHF REPEATER AND ANTENNA \$10,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
 TOTES AND SUPPLIES TO REVISION THE ALT EOC TO BECOME MORE PORTABLE \$200  
 GENERAL SUPPLIES FOR EOC, EXERCISES AND TRAININGS \$150  
 SUPPLIES FOR EXPANDING AND MAINTAINING AMATEUR RADIO FIELD OPERATIONS CAPABILITY INCLUDING CABLES AND PROGRAMMING KITS \$1,500
- 307 MEMBERSHIP FEES  
 THREE OREGON EMERGENCY MANAGEMENT ASSOCIATION MEMBERSHIPS \$300  
 TWO INTERNATIONAL ASSOC. OF EMERGENCY MANAGERS (IAEM) MEMBERSHIPS \$380  
 REGION RELAY COUNCIL MEMBERSHIP \$15
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED FOR FY 2019-20
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	3,875		6,324		9,500		6,000	9,500		9,500	
325	COMMUNITY EVENTS EXPENSE										
	234		239		250		250	250		250	
328	MEALS & RELATED EXPENSE										
	7,528		7,435		9,200		7,700	9,300		9,300	
330	MILEAGE REIMBURSEMENT										
								250		250	
341	COMMUNICATIONS EXPENSE										
	2,700		3,214		2,220		2,220	3,228		3,228	
355	CERT PROGRAM EXPENSE										
	16,292		12,902		13,440		13,440	14,090		14,090	
377	PUBLIC RELATIONS EXPENSE										
	1,229		1,200		1,200		1,200	1,200		1,200	
461	SPECIAL EXPENSE										
	5,339		4,089		5,175		5,175	5,175		5,175	
475	EMERG. INCIDENT ACTIVATION EXP										
					10,000			10,000		10,000	
511	PROFESSIONAL SERVICES										
	109		695		1,000		1,000	6,000		6,000	
525	PMTS TO OTHER GOVERNMENT AGENCIES										
	24,152		24,518		25,342		25,342	25,619		25,619	
536	MAINTENANCE CONTRACTS										
	239		239		240		240	240		240	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	84,807		81,011		192,604		87,242	110,141		110,141	

**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	NATIONAL LEVEL EM CONFERENCE FOR 2 STAFF \$4,300 STATE LEVEL EM CONFERENCE FOR 3 STAFF \$1,750 WEB EOC CONFERENCE FOR EM OFFICER \$2,700 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 (\$400 X 5) \$2,000 EM VOLUNTEER RECOGNITION \$2,500 CERT EVENTS, TRAININGS AND DRILLS \$1,000 CERT MAY DAY EXERCISE \$2,300 EOC EXERCISE \$1,100 IMT TRAINING AND MEETINGS \$400
330	MILEAGE REIMBURSEMENT	MILEAGE REIMBURSEMENT FOR TRAVEL TO/FROM AREA MEETINGS \$250
341	COMMUNICATIONS EXPENSE	IPHONE CHARGES FOR 2 STAFF @ \$60/MONTH \$1,440 COMCAST DEDICATED BUSINESS LINE - EOC WIFI ( \$85 PER MONTH) \$1,020 BASIC CELLPHONE CHARGES FOR 4 EOC CELLPHONES @ \$16/MONTH \$768
355	CERT PROGRAM EXPENSE	MAP YOUR NEIGHBORHOOD SUPPLIES AND MATERIALS \$500 FALL CERT CLASS \$1,850 SPRING CERT CLASS \$1,850 LISTOS CLASS \$240 (2) FIRST AID CERTIFICATION COURSES FOR CERT \$1,100 NAME TAGS FOR PASSPORT SYSTEM \$400 CERT PPE (GIVEN OUT AT CERT BASIC CLASSES) \$2,500 ADVANCED CERT TRAINING \$1,000 CERT PROMO ITEMS \$1,000 SUPPLIES FOR CERT EXERCISES, TRAINING AND EVENTS \$1,000 EM VOLUNTEER RECOGNITION GIFT AND MATERIALS \$2,000 LISTOS FIRST AID KITS (30) GIVEN OUT DURING TRAINING \$150 TEAM LEAD KITS FOR GEO TEAM LEADERS \$500
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 CITY SUPPLEMENTING PURCHASE OF PREPAREDNESS ITEMS BY EMPLOYEES DURING NATIONAL \$1,800 PREPAREDNESS MONTH
475	EMERG. INCIDENT ACTIVATION EXP	CONTINGENCY FOR POSSIBLE EOC ACTIVATIONS FOR DISASTERS AND MAJOR EMERGENCIES \$10,000
511	PROFESSIONAL SERVICES	CONSULTING, SUPPORT, AND MAINTENANCE OF EOC RADIO SYSTEMS \$1,000 CONTRACTOR SUPPORT FOR TRAINING/ DEVELOPMENT OF TECHNICAL MANUAL FOR CROSSBAND REPEATER \$5,000
525	PMTS TO OTHER GOVERNMENT AGENCIES	FEE FOR EMERGENCY MANAGEMENT CO-OP PAYABLE TO WASHINGTON COUNTY \$17,000 REGIONAL DISASTER PREPAREDNESS ORGANIZATION \$8,619
536	MAINTENANCE CONTRACTS	ALARM MONITORING FOR THE EMERGENCY MANAGEMENT OFFICE AT THE COMMUNITY CENTER \$240

**BP WORKSHEET & JUSTIFICATION**

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

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: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	16,492		24,179		23,843		23,843	24,771		24,771	
817	TRSFERS TO GARAGE FUND										
	4,504		5,401		5,740		5,740	6,440		6,440	
TOTAL CLASS: 25 TRANSFERS											
	20,996		29,580		29,583		29,583	31,211		31,211	
TOTAL PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP											
	496,525	3.00	496,535	3.00	651,377	3.00	522,834	568,886	3.00	568,886	3.00

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$24,771
- 817 TRSFERS TO GARAGE FUND  
FUEL AND MAINTENANCE \$6,440

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

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

304 DEPARTMENT EQUIPMENT EXPENSE

29,040 29,040

355 CERT PROGRAM EXPENSE

538 42,613 2,000 2,000

TOTAL CLASS: 10 MATERIALS & SERVICES

538 42,613 31,040 31,040

TOTAL PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

538 42,613 31,040 31,040

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

304 DEPARTMENT EQUIPMENT EXPENSE  
POLICE PLAN ON SPENDING ALL FUNDS FOR THE FY18 SHSP GRANT FUNDED VIDEO SECURITY SYSTEM DURING FY19

355 CERT PROGRAM EXPENSE  
WE RECEIVED \$2,000 FY16 UASI REALLOCATED FUNDS THAT WILL BE EXPENDED DURING FY19. A SUPPLEMENTAL BUDGET REQUEST IS PENDING FOR THE AWARD



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

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

355 CERT PROGRAM EXPENSE

8,938 10,500 2,100 8,100 8,100

TOTAL CLASS: 10 MATERIALS & SERVICES

8,938 10,500 2,100 8,100 8,100

TOTAL PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

8,938 10,500 2,100 8,100 8,100

### 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 UASI GRANT FORWARD TO FY20 \$8,100  
NOTE; A BUDGET AMENDMENT WILL BE DONE TO PUT THESE GRANT FUNDS IN THE FY19 BUDGET  
THEN THESE FUNDS WILL BE ROLLED FORWARD TO FY20  
(FY17 SHSP \$2,100 GRANT FUNDS WERE FULLY EXPENDED)



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

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: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER	88,030	1.00	107,718	1.00	80,704	1.00	82,111	87,362	1.00	87,362	1.00
186	PROGRAM COORDINATOR	141,846	2.00	123,217	2.00	134,412	2.00	132,676	142,703	2.00	142,703	2.00
221	SUPPORT SPECIALIST 2	32,909	.63	33,439	.63	34,593	.63	34,349	35,998	.63	35,998	.63
275	TEMPORARY EMPLOYEES	13,846		5,339								
299	PAYROLL TAXES AND FRINGES	115,717		98,180		157,479		122,004	144,402		144,402	

TOTAL CLASS: 05 PERSONNEL SERVICES

		392,348	3.63	367,893	3.63	407,188	3.63	371,140	410,465	3.63	410,465	3.63
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	478		591		1,000		1,000	1,600		1,600	
307	MEMBERSHIP FEES	670		445		795		795	1,110		1,110	
308	PERIODICALS & SUBSCRIPTIONS	89		234		400		400	400		400	
317	COMPUTER EQUIPMENT			612								
321	TRAVEL, TRAINING & SUBSISTENCE	3,680		5,575		5,400		5,400	9,000		9,000	
328	MEALS & RELATED EXPENSE	3,942		4,455		3,500		4,600	4,500		4,500	
330	MILEAGE REIMBURSEMENT	67		38		75		75	150		150	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

077	PROGRAM MANAGER
186	PROGRAM COORDINATOR FY 18-19 REFLECTS 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 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 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE GENERAL OFFICE SUPPLIES FOR TRAINING, EVENTS AND ADMINISTRATION \$900 CHILDCARE SUPPLIES \$150 FACILITATION SUPPLIES \$150 ADJUSTABLE DESK FOR STAFF \$400
307	MEMBERSHIP FEES OREGON MEDIATION ASSOCIATION (OMA) \$180 RJCO (RESTORATIVE JUSTIC COALITION OF OREGON) \$150 ASSOCIATION FOR CONFLICT RESOLUTION (ACR) \$330 NATIONAL COUNCIL ON AGING (NCOA) \$150 NATIONAL ASSOCIATION OF COMMUNITY AND RESTORATIVE JUSTICE \$300
308	PERIODICALS & SUBSCRIPTIONS CONFLICT RESOLUTION BOOKS, TRAINING DVDS, AND OTHER VOLUNTEER EDUCATIONAL MATERIALS \$400
317	COMPUTER EQUIPMENT
321	TRAVEL, TRAINING & SUBSISTENCE PROFESSIONAL DEVELOPMENT TRAINING FOR 3 STAFF \$3,000 NATIONAL CONFERENCE FOR 1 STAFF \$2,000 OMA TRAINING EVENT REGISTRATION FOR STAFF & VOLUNTEERS \$1,500 TRAVEL & LODGING INSTATE MEETINGS FOR THE OREGON ASSOCIATION OF COMMUNITY DISPUTE RESOLUTION CENTERS (OACDRC) AND RESTORATIVE JUSTICE COALITION OF OREGON (RJCO) \$1,000 NWJF TRAINING EVENT FOR STAFF & VOLUNTEERS \$1,500
328	MEALS & RELATED EXPENSE REFRESHMENTS FOR 32 HOUR BASIC MEDIATION TRAINING \$1,000 REFRESHMENTS FOR MEETINGS AND TRAININGS (APX 30 TRAININGS PER YEAR) \$2,000 VOLUNTEER RECOGNITION EVENT \$500 REFRESHMENTS FOR 32 HOUR RESTORATIVE DIALOGUE TRAINING \$1,000
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS \$150

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
342	DATA COMMUNICATION EXPENSE										
					480						
461	SPECIAL EXPENSE										
	946		1,412		2,100		2,100	4,100		4,100	
511	PROFESSIONAL SERVICES										
	10,692		12,214		11,000		6,500	9,000		9,000	
523	BOARDS & COMMISSIONS EXPENSES										
	645		2,895		1,200		1,200	1,200		1,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	21,209		28,471		25,950		22,070	31,060		31,060	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	5,240		5,298		5,543		5,543	4,404		4,404	
TOTAL CLASS: 25 TRANSFERS											
	5,240		5,298		5,543		5,543	4,404		4,404	
TOTAL PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE											
	418,797	3.63	401,662	3.63	438,681	3.63	398,753	445,929	3.63	445,929	3.63

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

342	DATA COMMUNICATION EXPENSE NO APPROPRIATION REQUESTED
461	SPECIAL EXPENSE OMA EVENT RAFFLE BASKET FOR BEAVERTON DONATION FOR OMA EVENT \$200 MARKETING \$1,500 UNANTICIPATED SPECIAL EXPENSE \$1,000 NWJF RAFFLE BASKET \$200 VOLUNTEER APPRECIATION GIFTS \$400 CHILDCARE FOR TRAININGS AND MEDIATION SESSIONS \$800
511	PROFESSIONAL SERVICES ADVANCED MEDIATION TRAININGS \$4,000 8 - HOUR INTERCULTURAL COMMUNICATION TRAINING MODULE \$2,000 ADVANCED RESTORATIVE JUSTICE TRAININGS \$3,000
523	BOARDS & COMMISSIONS EXPENSES SUPPORT FOR BEAVERTON COMMITTEE ON AGING \$1,200
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$4,404

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

186	PROGRAM COORDINATOR										
	58,460	1.00	9,024	1.00	64,504	1.00	53,129	69,942	1.00	69,942	1.00
275	TEMPORARY EMPLOYEES										
			15,317								
299	PAYROLL TAXES AND FRINGES										
	22,989		6,228		52,495		30,003	52,562		52,562	

TOTAL CLASS: 05 PERSONNEL SERVICES

	81,449	1.00	30,569	1.00	116,999	1.00	83,132	122,504	1.00	122,504	1.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES										
	6,350		5,120		5,970		5,970	6,220		6,220	
317	COMPUTER EQUIPMENT										
	1,315										
321	TRAVEL, TRAINING & SUBSISTENCE										
	4,216		1,972		4,900		3,500	5,950		5,950	
328	MEALS & RELATED EXPENSE										
	211		33		250		200	250		250	
334	ENERGY EFFICIENCY GRANTS (EECBG)										
					80,013			80,013		80,013	
412	ELECTRIC AUTO CHG STATION EXP										
	1,556		1,662		2,000		3,000	18,000		18,000	
461	SPECIAL EXPENSE										
	12,722		7,105		97,000		80,000	119,000		119,000	
511	PROFESSIONAL SERVICES										
	52,053		27,851		65,778		33,000	25,000		25,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

	78,423		43,743		255,911		125,670	254,433		254,433	
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

186 PROGRAM COORDINATOR  
 FY 17-18 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

307 MEMBERSHIP FEES  
 URBAN SUSTAINABILITY DIRECTORS NETWORK (INCREASE DUE TO NEW 2020 MEMBERSHIP RATE) \$1,800  
 INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) \$1,200  
 SOLAR OREGON \$300  
 PARTNERSHIP FOR A SUSTAINABLE WASHINGTON COUNTY (PSWCC) \$2,500  
 ASSOCIATION OF CLIMATE CHANGE OFFICERS (ACCO) \$420

317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE  
 URBAN SUSTAINABILITY DIRECTORS NETWORK (USDN) ANNUAL MEETING \$1,950  
 CLIMATE LEADERSHIP CONFERENCE (2 STAFF) \$1,500  
 OTHER SMART CITY, ECODISTRICT CONFERENCE \$1,200  
 BETTER BUILDINGS CHALLENGE CONFERENCE \$1,300

328 MEALS & RELATED EXPENSE  
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL AND INTERJURISDICTIONAL MEETINGS \$250

334 ENERGY EFFICIENCY GRANTS (EECBG)  
 ROLL FORWARD OF REMAINING EECBG GRANT FUNDS TO BE USED FOR ENERGY EFFICIENCY WEATHERIZATION \$80,013

412 ELECTRIC AUTO CHG STATION EXP  
 MAINTENANCE OF E.V. CHARGING STATIONS, ELECTRICITY BILLS AND RELATED EXPENSES \$3,000  
 EV CHARGING STATION PROGRAM EXPANSION PLANNING (CITY FLEET AND STAFF) \$15,000

461 SPECIAL EXPENSE  
 INTERNAL SUSTAINABILITY PLAN IMPLEMENTATION ACTIONS AND INNOVATIONS \$20,000  
 COMMUNITY CLIMATE ACTION PLAN IMPLEMENTATION PROJECT(S) \$10,000  
 COMMUNITY HOUSEHOLD GHG PUBLIC ENGAGEMENT PLATFORM (BEAVERTON GREEN CHALLENGE) \$7,000  
 OTHER PUBLIC EDUCATION, OUTREACH AND WORKSHOPS \$10,000  
 EMPLOYEE SUSTAINABILITY EDUCATION PROGRAM (TOURS, LUNCH & LEARN, EVENTS, ORIENTATION) \$5,000  
 COMMUNITY ENGAGEMENT CLIMATE & SUSTAINABILITY - SPECIAL ISSUE OF YOUR CITY NEWSLETTER \$10,000  
 CARRYOVER \$57,000 FROM FY 18-19 FOR ENERGY EFFICIENCY HOME WEATHERIZATION IN FY 2019-20 \$57,000

511 PROFESSIONAL SERVICES  
 BEAVERTON CLIMATE ACTION PLAN IMPLEMENTATION SERVICES \$15,000  
 OTHER SUSTAINABILITY CONSULTING \$5,000  
 COMMUNITY SUSTAINABILITY ELECTRONIC NEWSLETTER (DESIGN & IMPLEMENTATION) \$5,000

**BP WORKSHEET & JUSTIFICATION**

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

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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

2,994	3,531	6,100	6,100	3,303	3,303
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TOTAL CLASS: 25 TRANSFERS

2,994	3,531	6,100	6,100	3,303	3,303
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TOTAL PROGRAM: 0656 SUSTAINABILITY

162,866	1.00	77,843	1.00	379,010	1.00	214,902	380,240	1.00	380,240	1.00
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## 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 \$3,303

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

080	SENIOR PROGRAM MANAGER											
	61,158	.60	64,633	.60	66,245	.60	66,096	68,274	.60	68,274	.60	
186	PROGRAM COORDINATOR											
	119,314	1.75	83,317	2.00	129,250	2.00	120,209	132,524	2.00	132,524	2.00	
221	SUPPORT SPECIALIST 2											
	95,808	2.50	67,567	2.00	97,791	2.00	82,693	96,219	2.00	96,219	2.00	
275	TEMPORARY EMPLOYEES											
			8,364									
299	PAYROLL TAXES AND FRINGES											
	116,708		107,894		186,007		139,410	169,785		169,785		

TOTAL CLASS: 05 PERSONNEL SERVICES

	392,988	4.85	331,775	4.60	479,293	4.60	408,408	466,802	4.60	466,802	4.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	73		247		300		200	300		300		
303	OFFICE FURNITURE & EQUIPMENT											
	50		612		750		600	750		750		
307	MEMBERSHIP FEES											
	512		512		550		523	550		550		
308	PERIODICALS & SUBSCRIPTIONS											
	80		40									
317	COMPUTER EQUIPMENT											
	3,051							1,240		1,240		
318	COMPUTER SOFTWARE											
			4,333					540		540		
321	TRAVEL, TRAINING & SUBSISTENCE											
	2,175		2,164		4,375		4,375	5,500		5,500		
328	MEALS & RELATED EXPENSE											
	44		93		200		150	200		200		
342	DATA COMMUNICATION EXPENSE											
	1,920		1,920		1,920		1,920	1,920		1,920		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.

221 SUPPORT SPECIALIST 2

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE

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

317 COMPUTER EQUIPMENT

IPAD REPLACEMENTS (X2) \$1,240

318 COMPUTER SOFTWARE

SMARTSHEET (X3) \$540

321 TRAVEL, TRAINING & SUBSISTENCE

REGISTRATION AND TRAVEL FOR ASSOCIATION OF OREGON RECYCLERS ANNUAL CONFERENCE (5 STAFF) \$3,500  
 OTHER CONFERENCES (EPA, NRC, SWANA) AND TRAINING \$1,500

328 MEALS & RELATED EXPENSE

MEALS, PARKING AND RELATED EXPENSES FOR LOCAL MEETINGS, ETC. \$200

342 DATA COMMUNICATION EXPENSE

DATA PLAN FOR 4 COMMUNICATION DEVICES AT \$480 EACH \$1,920

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
440	RECYCLING OUTREACH EXPENSE				76,500		56,000	62,600		62,600	
461	SPECIAL EXPENSE										
	50,357		42,727		12,650		12,500	11,000		11,000	
511	PROFESSIONAL SERVICES										
	52,188		13,880		37,874		15,000	30,000		30,000	
551	RENTS AND LEASES										
	2,499		2,792		3,336		3,360	4,700		4,700	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	112,949		69,320		138,455		94,628	119,300		119,300	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
					25,126		25,126				
TOTAL CLASS: 15 CAPITAL OUTLAY											
					25,126		25,126				
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	33,247		43,252		37,704		37,704	40,735		40,735	
817	TRSFERS TO GARAGE FUND										
	2,263		6,017		2,880		2,880	7,175		7,175	
TOTAL CLASS: 25 TRANSFERS											
	35,510		49,269		40,584		40,584	47,910		47,910	
TOTAL PROGRAM: 0657 RECYCLING											
	541,447	4.85	450,364	4.60	683,458	4.60	568,746	634,012	4.60	634,012	4.60

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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440	RECYCLING OUTREACH EXPENSE	RESIDENTIAL RECYCLING OUTREACH/EDUCATION ("EVERY DAY IS RECYCLING DAY") \$13,000 RESIDENTIAL COMPOSTING OUTREACH/EDUCATION \$5,000 "RECYCLE RIGHT" ANTI-CONTAMINATION EDUCATION PROJECT \$10,000 FOOD WASTE REDUCTION OUTREACH PROJECT (EAT SMART, WASTE LESS) \$1,000 MULTIFAMILY COMMERCIAL RECYCLING IMPROVEMENT PILOT PROJECT \$5,000 MULTIFAMILY RECYCLING EDUCATION, OUTREACH (RESOURCES, TOTE BAGS, SIGNAGE) \$9,500 RECYCLE AT WORK AND COMMERCIAL COMPOSTING MARKETING, OUTREACH & CONTAINERS \$7,000 COMMERCIAL COMPOSTING EQUIPMENT AND SUPPLIES (METRO GRANT FUNDED) \$3,600 WASTE REDUCTION OUTREACH \$5,000 MASTER RECYCLER CLASS PROGRAM SUPPORT AND SCHOLARSHIPS \$1,000 SUSTAINABLE SHOPPING, IMPLEMENTATION OUTREACH AND RESOURCES \$2,500
461	SPECIAL EXPENSE	COMMUNITY GARDENS -- GENERAL OPERATIONS, EVENTS, PLANNING AND MAINTENANCE \$2,000 COMMUNITY GARDENS -- WATER \$4,000 COMMUNITY GARDENS -- YARD DEBRIS COLLECTION \$2,000 COMMUNITY GARDENS -- MULCH AND PATHWAY MAINTENANCE \$3,000
511	PROFESSIONAL SERVICES	RATE CONSULTANT AND PLANNING SERVICES FOR SOLID WASTE AND RECYCLING PROGRAM \$12,000 DATABASE MANAGEMENT CONSULTING (FOR CHANGES/UPDATES TO SALESFORCE) \$5,000 RESIDENTIAL RECYCLING & COMPOSTING OUTREACH & VIDEOS \$3,000 SINGLE-USE PLASTICS PROJECT (NEXT STEPS, OPPORTUNITIES, PRIORITIES) \$3,000 SUSTAINABILITY & RECYCLING ELECTRONIC NEWSLETTER (PLANNING, DESIGN, DEVELOPMENT) \$5,000 PHOTOGRAPHY SERVICES (PHOTO SHOOT FOR MARKETING & OUTREACH) \$2,000
551	RENTS AND LEASES	HARVEST COURT STORAGE SPACE \$3,500 FUTURE PROGRAM STORAGE (AFTER HARVEST COURT VACATED) \$1,200
641	VEHICLES	
816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$40,735
817	TRSFERS TO GARAGE FUND	FLEET FUEL AND MAINTENANCE EXPENSES \$7,175

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

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: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER	87,768	1.00	92,260	1.00	95,443	1.00	95,274	98,378	1.00	98,378	1.00
186	PROGRAM COORDINATOR	61,992	1.00	66,943	1.00	71,339	1.00	71,312	140,129	2.00	140,129	2.00
221	SUPPORT SPECIALIST 2	38,245	1.00	49,439	1.00	57,338	1.00	46,045				
275	TEMPORARY EMPLOYEES			19,455		26,472		17,972	17,930		17,930	
299	PAYROLL TAXES AND FRINGES	75,582		102,741		102,613		104,746	140,330		140,330	

TOTAL CLASS: 05 PERSONNEL SERVICES

		263,587	3.00	330,838	3.00	353,205	3.00	335,349	396,767	3.00	396,767	3.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	614		731		700		700	700		700	
307	MEMBERSHIP FEES	420		520		520		520	520		520	
308	PERIODICALS & SUBSCRIPTIONS	348				348		348	350		350	
316	ADVERTISING, RECORDING & FILING	7,622		9,653		10,100		9,300	9,600		9,600	
317	COMPUTER EQUIPMENT	645							440		440	
321	TRAVEL, TRAINING & SUBSISTENCE	256		8,171		7,200		6,600	7,200		7,200	
325	COMMUNITY EVENTS EXPENSE	7,044		14,576		14,400		10,100	12,900		12,900	

**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  
 FY 19-20 REFLECTS THE RECLASSIFICATION OF AN SS2 POSITION TO PROGRAM COORDINATOR POSITION.

221 SUPPORT SPECIALIST 2  
 FY 19-20 REFLECTS THE RECLASSIFICATION OF AN SS2 POSITION TO PROGRAM COORDINATOR POSITION.

275 TEMPORARY EMPLOYEES  
 TO HELP WITH NAC OUTREACH AND VOLUNTEER ASSISTANCE.

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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 \$350

316 ADVERTISING, RECORDING & FILING  
 PUBLICITY FOR EVENTS AND ACTIVITIES INCLUDING:  
 BOARDS & COMMISSIONS RECRUITMENT \$3,500  
 NAC OUTREACH \$2,000  
 SOCIAL MEDIA ADVERTISING \$2,000  
 NEIGHBORHOOD EVENTS AND PROJECTS \$600  
 PUBLIC INVOLVEMENT PROJECTS \$1,500

317 COMPUTER EQUIPMENT  
 27 INCH MONITORS (X2) \$440

321 TRAVEL, TRAINING & SUBSISTENCE  
 PUBLIC PARTICIPATION CONFERENCE (IAP2) FOR 2 STAFF \$4,000  
 STAFF TRAINING \$1,200  
 NEIGHBORHOODS USA CONFERENCE FOR 1 STAFF \$2,000

325 COMMUNITY EVENTS EXPENSE  
 LEAF DROP OFF AND NEIGHBORHOOD CLEAN-UP EXPENSES \$3,000  
 NEIGHBORHOOD SUMMIT \$900  
 BEAVERTON LOGO MATERIALS FOR FOUR PICNIC IN THE PARK EVENTS \$1,500  
 CELEBRATE BEAVERTON PARADE FLOAT AND SUPPLIES \$500  
 SPRING VOTERS FORUM \$3,000  
 NAC MOVIE AND CONCERT NIGHTS \$3,000  
 HOT COCOA BOOTH AT TREE LIGHTING \$1,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE										
	4,196		3,937		3,300		3,300	3,300		3,300	
330	MILEAGE REIMBURSEMENT										
	23		47		260		240	240		240	
341	COMMUNICATIONS EXPENSE										
	434		434		1,812		1,800	1,800		1,800	
342	DATA COMMUNICATION EXPENSE										
	480		480		480		480	480		480	
461	SPECIAL EXPENSE										
	40,741		45,878		52,900		51,400	61,160		70,900	
511	PROFESSIONAL SERVICES										
	8,730		11,022		12,000		10,000	12,000		12,000	
523	BOARDS & COMMISSIONS EXPENSES										
	3,642		6,085		6,050		6,050	6,350		6,350	
551	RENTS AND LEASES										
	472		527								
TOTAL CLASS: 10 MATERIALS & SERVICES											
	75,667		102,061		110,070		100,838	117,040		126,780	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	111,244		115,774		114,774		114,774	138,170		138,170	
TOTAL CLASS: 25 TRANSFERS											
	111,244		115,774		114,774		114,774	138,170		138,170	
TOTAL PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.											
	450,498	3.00	548,673	3.00	578,049	3.00	550,961	651,977	3.00	661,717	3.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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328	MEALS & RELATED EXPENSE NAC LEADERSHIP MEETINGS \$1,500 LAND USE TRAINING \$250 PRJCT/EVT COORDINATION \$1,000 QUARTERLY NAC LEADER CHECK-INS \$300 NAC NETWORKING EVENTS \$250	
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR WORK-RELATED ACTIVITIES (NAC MTGS & EVENTS) PROGRAM MANAGER \$80 PROGRAM COORDINATOR \$80 SUPPORT STAFF \$80	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF \$1,200 CELL PHONE CHARGES FOR MYAB STAFF LIAISON \$600	
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 1 COMMUNICATION DEVICE \$480	
461	SPECIAL EXPENSE VOLUNTEER HOUR DISPERSAL FOR NACS \$6,000 NAC MATCHING GRANT PROGRAM \$40,260 AMENDMENT PACKET NO. 2 - INCREASE NAC MATCHING GRANT TO \$50,000 \$9,740 SPEAKER FEES FOR NAC TRAININGS \$1,200 BEAVERTON LOGO WEAR FOR NAC MEMBERS AT CITY-WIDE EVENTS \$1,500 NAC APPEAL \$1,500 RESOURCES FOR SPECIAL ACTIVITIES \$2,500 LEADERSHIP BEAVERTON FOR 4 PEOPLE AT \$775 EACH (MOVED FROM 01-10-0522-461) \$3,100 NAC MEETING ROOM RESERVATIONS \$2,500 NAC SOCIAL MEDIA CONTESTS \$500 NAC VOLUNTEER APPRECIATION \$1,000 PUBLIC INVOLVEMENT EXPENSES \$1,100	
511	PROFESSIONAL SERVICES NEIGHBORHOOD EVENT CONSULTANT \$7,500 PUBLIC INVOLVEMENT PROJECTS \$1,500 PROFESSIONAL PHOTOGRAPHER FOR BOARDS & COMMISSIONS & NACS \$2,000 SIMPLIFY CONSULTING \$1,000	
523	BOARDS & COMMISSIONS EXPENSES NAME BADGES AND MISC. EXPENSES FOR ALL BOARDS \$300 BOARDS & COMMISSIONS MEMBERSHIP TRAINING \$1,250 BCCI ORIENTATION \$150 BCCI PLANNING MEETINGS - REFRESHMENTS AND SUPPLIES \$750 BCCI ANNUAL EVENT (USED TO RECEIVE GRANT FUNDS) \$400 BCCI SUMMIT EVENT (NEW EVENT) \$500 MEETING SUPPLIES \$500 VISIONING ADVISORY COMMITTEE \$2,500	
551	RENTS AND LEASES NO APPROPRIATION REQUESTED	
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$138,170	

**BP WORKSHEET & JUSTIFICATION**

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL DEPARTMENT: 10 MAYOR'S OFFICE											
	7,674,237	47.48	7,238,056	43.23	8,155,401	41.23	7,305,689	8,296,757	42.23	8,305,717	42.23

## BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



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

**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 \$6,900 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**

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
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  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

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

**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	
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		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 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

**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
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  
 DEPT: 13 NON-DEPARTMENTAL  
 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

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





**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

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
038 HUMAN RESOURCES DIRECTOR	99,835	.85	73,554	.85	97,735	.85	44,859	56,189	126,853	.85	126,853	.85
115 HUMAN RESOURCES SPECIALIST	121,442	2.00	130,490	2.00	144,354	2.00	126,282	140,100	154,941	2.00	154,941	2.00
116 HUMAN RESOURCES ASSISTANT	47,937	.95	53,083	.95	55,783	.95	50,054	55,662	65,024	1.42	65,024	1.42
194 BENEFITS REPRESENTATIVE	5,747	.10	6,144	.10	6,754	.10	5,953	6,591	7,310	.10	7,310	.10
202 HUMAN RESOURCES ANALYST	70,819	.90	72,097	.90	74,072	.90	67,992	73,929	76,332	.90	76,332	.90
275 TEMPORARY EMPLOYEES	589											
277 INTERNSHIP PROGRAM	40,278		40,946		45,000		20,955	20,566	40,000		40,000	
285 EMPLOYEE LABOR RELATIONS MANAGER	95,345	.95	100,263	.95	102,744	.95	92,495	102,610	111,333	.95	111,333	.95
286 LEARNING & ORGANIZATIONAL DEV SPECIALIST	53,984	1.00	85,309	1.00	91,892	1.00	82,798	91,620	94,760	1.00	94,760	1.00
299 PAYROLL TAXES AND FRINGES	245,583		240,671		307,092		241,409	262,886	385,902		385,902	

TOTAL CLASS: 05 PERSONNEL SERVICES

	781,559	6.75	802,557	6.75	925,426	6.75	732,797	810,153	1,062,455	7.22	1,062,455	7.22
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	2,421		1,053		700		628	2,000	2,000		2,000	
307 MEMBERSHIP FEES	4,521		8,746		8,923		8,259	8,612	7,536		7,536	
308 PERIODICALS & SUBSCRIPTIONS												

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

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
	12,573		3,660		2,505		2,383	2,593	2,731		2,731	
316	ADVERTISING, RECORDING & FILING											
	11,761		5,508		8,000		4,472	5,000	6,000		6,000	
317	COMPUTER EQUIPMENT											
	2,649		726									
318	COMPUTER SOFTWARE											
					15,500				13,750		13,750	
321	TRAVEL, TRAINING & SUBSISTENCE											
	4,745		6,136		11,714		14,757	13,046	20,837		20,837	
322	EMPLOYEE RECRUITMENT EXPENSE											
	9,250		25,950		66,335		62,830	36,000	10,000		10,000	
326	CITYWIDE TRAINING											
	61,134		55,467		60,000		57,923	60,000	60,000		60,000	
327	TUITION REIMBURSEMENT											
	24,817		23,107		33,000		15,910	30,000	33,000		33,000	
328	MEALS & RELATED EXPENSE											
	1,194		1,278		2,550		2,196	2,100	1,600		1,600	
330	MILEAGE REIMBURSEMENT											
					100			100	100		100	
341	COMMUNICATIONS EXPENSE											
	221		622		624		409	624	624		624	
458	EMPLOYEE TRANSIT EXPENSE											
	51,908		58,817		66,463		61,459	61,459	64,225		64,225	
461	SPECIAL EXPENSE											
	4,086		4,583		6,715		6,496	4,845	4,000		4,000	
481	OTHER EXPENSES											
	24,545		20,857		26,020		24,150	23,220	29,520		29,520	
511	PROFESSIONAL SERVICES											
	47,910		65,703		112,700		109,660	95,197	57,555		57,555	
523	BOARDS & COMMISSIONS EXPENSES											
	1,701											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

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
551	RENTS AND LEASES											
	943		1,054		1,067		1,067	1,067	1,079		1,079	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	266,379		283,267		422,916		372,599	345,863	314,557		314,557	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	10,934		11,544		15,526		9,072	15,526	8,807		8,807	
TOTAL CLASS: 25 TRANSFERS												
	10,934		11,544		15,526		9,072	15,526	8,807		8,807	
TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT												
	1,058,872	6.75	1,097,368	6.75	1,363,868	6.75	1,114,468	1,171,542	1,385,819	7.22	1,385,819	7.22

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**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR											
	88,090	.75	64,901	.75	86,237	.75	49,578	111,931	.75	111,931	.75	
115	HUMAN RESOURCES SPECIALIST											
	105,785	1.75	113,591	1.75	125,836	1.75	121,960	135,212	1.75	135,212	1.75	
116	HUMAN RESOURCES ASSISTANT											
	35,321	.70	39,113	.70	41,103	.70	41,013	47,914	1.04	47,914	1.04	
194	BENEFITS REPRESENTATIVE											
	5,747	.10	6,144	.10	6,754	.10	6,591	7,310	.10	7,310	.10	
202	HUMAN RESOURCES ANALYST											
	70,819	.90	72,097	.90	74,072	.90	73,929	76,332	.90	76,332	.90	
275	TEMPORARY EMPLOYEES											
	589											
285	EMPLOYEE LABOR RELATIONS MANAGER											
	95,345	.95	100,263	.95	102,744	.95	102,610	111,333	.95	111,333	.95	
299	PAYROLL TAXES AND FRINGES											
	205,094		175,169		230,797		193,869	290,123		290,123		

TOTAL CLASS: 05 PERSONNEL SERVICES

	606,790	5.15	571,278	5.15	667,543	5.15	589,550	780,155	5.49	780,155	5.49
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	2,421		1,053		700		2,000	2,000		2,000		
307	MEMBERSHIP FEES											
	4,521		8,746		8,923		8,612	7,536		7,536		
308	PERIODICALS & SUBSCRIPTIONS											
	12,573		3,660		2,455		2,593	2,681		2,681		
316	ADVERTISING, RECORDING & FILING											
	11,761		5,508		8,000		5,000	6,000		6,000		
317	COMPUTER EQUIPMENT											
	2,649		726									
318	COMPUTER SOFTWARE											
					15,500			13,750		13,750		

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

038 HUMAN RESOURCES DIRECTOR  
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 /001-15-0536 / 706-40-0015 /706-40-0016

115 HUMAN RESOURCES SPECIALIST  
 POSITION ALLOCATION: 75% / 25% IN 001-15-0534 / 001-15-0536

116 HUMAN RESOURCES ASSISTANT  
 POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.  
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION

194 BENEFITS REPRESENTATIVE  
 POSITION ALLOCATION: 10% / 90% IN 001-15-0534 / 706-40-0016

202 HUMAN RESOURCES ANALYST  
 POSITION ALLOCATION: 90% / 10% IN 001-15-0534 / 706-40-0016.

275 TEMPORARY EMPLOYEES  
 RECRUITING SYSTEM DATA ENTRY

285 EMPLOYEE LABOR RELATIONS MANAGER  
 POSITION ALLOCATION: 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE  
 MISCELLANEOUS OFFICE SUPPLIES (NEW HR DIRECTOR AND OTHER CHANGES) \$2,000

307 MEMBERSHIP FEES  
 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPLRA) (2 STAFF) \$398  
 AMERICAN SOCIETY FOR TRAINING & DEVELOPMENT (ASTD) \$74  
 SOCIETY FOR HUMAN RESOURCES MANAGEMENT (SHRM) @\$209 EACH (6 STAFF) \$1,254  
 INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION NATIONAL MEMBERSHIP \$405  
 CWCG CORPORATE MEMBERSHIP \$150  
 INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION LOCAL MEMBERSHIP (2 STAFF) \$105  
 PARTNERS IN DIVERSITY ANNUAL MEMBERSHIP \$2,000  
 NORTHWEST PUBLIC EMPLOYEES/CITY MEMBERSHIP/SPONSORSHIP \$3,000  
 NORTHWEST HUMAN RESOURCES MANAGEMENT ASSOCIATION & PORTLAND CHAPTER (2 STAFF) \$150

308 PERIODICALS & SUBSCRIPTIONS  
 SURVEYMONKEY ANNUAL SUBSCRIPTION \$336  
 BOLI PUBLICATIONS \$250  
 TOTAL EMPLOYER COST OF COMPENSATION (TCC PROGRAM THROUGH PSU) \$1,400  
 MILLIMAN OREGON PUBLIC EMPLOYERS SALARY SURVEY \$695

316 ADVERTISING, RECORDING & FILING  
 RECRUITING AND JOB ANNOUNCEMENTS \$6,000

317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED

318 COMPUTER SOFTWARE  
 NEOGOV ONBOARDING SOFTWARE MODULE \$13,750

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	4,745		6,136		11,714		13,046	20,837		20,837	
322	EMPLOYEE RECRUITMENT EXPENSE										
	9,250		25,950		66,335		36,000	10,000		10,000	
328	MEALS & RELATED EXPENSE										
	1,010		1,278		2,150		1,700	1,200		1,200	
341	COMMUNICATIONS EXPENSE										
	221		622		624		624	624		624	
458	EMPLOYEE TRANSIT EXPENSE										
	51,908		58,817		66,463		61,459	64,225		64,225	
461	SPECIAL EXPENSE										
	4,086		4,583		6,715		4,845	4,000		4,000	
481	OTHER EXPENSES										
	167		421		320		320	320		320	
511	PROFESSIONAL SERVICES										
	47,910		65,703		94,200		79,947	39,055		39,055	
523	BOARDS & COMMISSIONS EXPENSES										
	1,701										
TOTAL CLASS: 10 MATERIALS & SERVICES											
	154,923		183,203		284,099		216,146	172,228		172,228	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	8,822		9,173		12,199		12,199	7,156		7,156	
TOTAL CLASS: 25 TRANSFERS											
	8,822		9,173		12,199		12,199	7,156		7,156	
TOTAL PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES											
	770,535	5.15	763,654	5.15	963,841	5.15	817,895	959,539	5.49	959,539	5.49

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

321	TRAVEL, TRAINING & SUBSISTENCE LOCAL GOVERNMENT PERSONNEL INSTITUTE CONFERENCE (2 EMPLOYEES) \$315 CITY COUNTY INSURANCE SERVICES CONFERENCE \$350 LOCAL TRAINING CONFERENCES \$1,000 NEOGOV ANNUAL USER CONFERENCE (3-4 ATTENDEES) \$5,250 BUREAU OF LABOR & INDUSTRIES ANNUAL CONFERENCE \$1,000 ASSOCIATION FOR TALENT DEVELOPMENT CONFERENCE \$289 AMERICAN DISABILITY ACT COORDINATORS CONFERENCE \$1,533 SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) ANNUAL CONFERENCE (2-3) \$2,500 SHRM HUMAN RESOURCES CERTIFICATION INSTITUTE CERTIFICATIONS \$5,200 CLASSIFICATION COMPENSATION CONFERENCES \$1,000 OREGON CHAPTER NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$300 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$2,100
322	EMPLOYEE RECRUITMENT EXPENSE APPROPRIATION FOR EMPLOYEE RECRUITING FOR M1 AND M2 \$10,000
328	MEALS & RELATED EXPENSE MISC MEETING LUNCHESES/HIRING COM. LUNCHESES \$600 ALL SUPERVISORS MEETING LUNCHESES \$600
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR HR DIRECTOR \$624
458	EMPLOYEE TRANSIT EXPENSE TRANSIT PASS PROGRAM FOR ELIGIBLE EMPLOYEES \$64,225
461	SPECIAL EXPENSE MARKETING MATERIALS FOR JOB FAIRS \$1,000 JOB FAIRS \$3,000
481	OTHER EXPENSES HR TEAM DEVELOPMENT 8 FTE @ \$40/EACH \$320
511	PROFESSIONAL SERVICES EMPLOYEE AND LABOR RELATIONS: WORKPLACE SOLUTIONS AND MEDIATIONS \$20,000 EQUAL PAY ACT CONSULTING \$10,000 CLASS & COMPENSATION REVIEW SERVICES \$6,750 AMERICAN DISABILITY ACT CONSULTANT FEES \$2,305
523	BOARDS & COMMISSIONS EXPENSES
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$7,156

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

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: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR											
	11,745	.10	8,653	.10	11,498	.10	6,611	14,922	.10	14,922	.10	
115	HUMAN RESOURCES SPECIALIST											
	15,657	.25	16,899	.25	18,518	.25	18,140	19,729	.25	19,729	.25	
116	HUMAN RESOURCES ASSISTANT											
	12,616	.25	13,970	.25	14,680	.25	14,649	17,110	.38	17,110	.38	
277	INTERNSHIP PROGRAM											
	40,278		40,946		45,000		20,566	40,000		40,000		
286	LEARNING & ORGANIZATIONAL DEV SPECIALIST											
	53,984	1.00	85,309	1.00	91,892	1.00	91,620	94,760	1.00	94,760	1.00	
299	PAYROLL TAXES AND FRINGES											
	40,489		65,502		76,295		69,017	95,779		95,779		

TOTAL CLASS: 05 PERSONNEL SERVICES

	174,769	1.60	231,279	1.60	257,883	1.60	220,603	282,300	1.73	282,300	1.73
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CLASS: 10 MATERIALS & SERVICES

308	PERIODICALS & SUBSCRIPTIONS											
					50			50		50		
326	CITYWIDE TRAINING											
	61,134		55,467		60,000		60,000	60,000		60,000		
327	TUITION REIMBURSEMENT											
	24,817		23,107		33,000		30,000	33,000		33,000		
328	MEALS & RELATED EXPENSE											
	184				400		400	400		400		
330	MILEAGE REIMBURSEMENT											
					100		100	100		100		
481	OTHER EXPENSES											
	24,378		20,436		25,700		22,900	29,200		29,200		
511	PROFESSIONAL SERVICES											
					18,500		15,250	18,500		18,500		
551	RENTS AND LEASES											
	943		1,054		1,067		1,067	1,079		1,079		

TOTAL CLASS: 10 MATERIALS & SERVICES

	111,456		100,064		138,817		129,717	142,329		142,329	
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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038	HUMAN RESOURCES DIRECTOR	
115	HUMAN RESOURCES SPECIALIST	
116	HUMAN RESOURCES ASSISTANT	POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015. FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION
277	INTERNSHIP PROGRAM	CITY-WIDE INTERNSHIP PROGRAM
286	LEARNING & ORGANIZATIONAL DEV SPECIALIST	
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
308	PERIODICALS & SUBSCRIPTIONS	ORGANIZATIONAL DEVELOPMENT BOOKS \$50
326	CITYWIDE TRAINING	LEADERSHIP AND PROFESSIONAL DEVELOPMENT CORE BUSINESS COURSES FOR MANAGER AND TEAMS (PPDD, BCP, DIVERSITY AND INCLUSION) KNOWLEDGE/SKILLS ENHANCEMENT (PROFESSIONAL GROWTH OPPORTUNITIES) COMPUTER SOFTWARE TRAINING (KINETIC) TOTAL TRAINING \$60,000
327	TUITION REIMBURSEMENT	TUITION REIMBURSEMENT \$33,000
328	MEALS & RELATED EXPENSE	REFRESHMENTS FOR TRAINING SESSIONS \$400
330	MILEAGE REIMBURSEMENT	MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR CITY BUSINESS \$100
481	OTHER EXPENSES	EMPLOYEE EVENTS (INCLUDING COMMUNITY GIVING CAMPAIGN, EMPLOYEE APPRECIATION EVENTS, ETC.) \$14,000 SERVICE PINS AND AWARDS \$13,000 BRAVO BEAVERS \$200 EMPLOYEE HANDBOOK REVIEW MEETINGS \$2,000
511	PROFESSIONAL SERVICES	DIVERSITY & INCLUSION \$4,000 CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$14,500
551	RENTS AND LEASES	HARVEST COURT SPACE RENTAL \$1,079

**BP WORKSHEET & JUSTIFICATION**

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

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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

2,112	2,371	3,327	3,327	1,651	1,651
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TOTAL CLASS: 25 TRANSFERS

2,112	2,371	3,327	3,327	1,651	1,651
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TOTAL PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

288,337	1.60	333,714	1.60	400,027	1.60	353,647	426,280	1.73	426,280	1.73
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TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT

1,058,872	6.75	1,097,368	6.75	1,363,868	6.75	1,171,542	1,385,819	7.22	1,385,819	7.22
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**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 \$1,651




### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

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: 05 PERSONNEL SERVICES

021 FINANCE DIRECTOR

158,555	1.00	160,924	1.00	168,065	1.00	149,035	167,663	174,781	1.00	174,781	1.00
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045 FINANCIAL REPORTING MANAGER

187,154	1.75	189,574	1.75	190,150	1.75	174,388	191,657	198,095	1.75	198,095	1.75
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074 BUDGET COORDINATOR

78,116	1.00	80,059	1.00	80,598	1.00	74,886	80,395	82,952	1.00	82,952	1.00
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075 PAYROLL ADMINISTRATOR

97,948	1.00	60,129	1.00	65,420	1.00	59,352	66,458	70,788	1.00	70,788	1.00
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086 ASSISTANT FINANCE DIRECTOR

120,523	1.00	99,641	1.00	187,912	1.70	144,454	160,403	148,101	1.20	148,101	1.20
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149 PURCHASING AGENT

75,902	1.00	77,319	1.00	79,248	1.00	71,464	79,064	81,696	1.00	81,696	1.00
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169 SENIOR ACCOUNTANT

128,479	2.10	172,062	2.10	157,319	1.80	143,289	158,296	153,775	1.65	153,775	1.65
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172 ACCOUNTANT

70,621	1.00	71,942	1.00	73,737	1.00	66,493	73,568	76,016	1.00	76,016	1.00
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221 SUPPORT SPECIALIST 2

41,643	1.00	44,907	1.00	48,346	1.00	43,446	48,234	52,845	1.00	52,845	1.00
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245 ACCOUNTING ASSISTANT

41,448	1.00	49,984	1.00	54,117	1.00	48,433	53,862	58,828	1.00	58,828	1.00
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248 ACCOUNTING SPECIALIST

204,858	4.00	224,948	4.00	218,334	4.00	192,565	219,902	229,643	4.00	229,643	4.00
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275 TEMPORARY EMPLOYEES

22,560		4,164		20,000		1,620	2,000	5,000		5,000	
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299 PAYROLL TAXES AND FRINGES

587,951		610,242		719,539		606,817	656,844	736,843		736,843	
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TOTAL CLASS: 05 PERSONNEL SERVICES

1,815,758	15.85	1,845,895	15.85	2,062,785	16.25	1,776,242	1,958,346	2,069,363	15.60	2,069,363	15.60
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

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												
301 OFFICE EXPENSE	1,947		2,051		2,400		2,205	2,200	2,400		2,400	
303 OFFICE FURNITURE & EQUIPMENT	2,491		1,713		2,005		111	1,500	2,350		2,350	
307 MEMBERSHIP FEES	9,949		10,609		10,470		9,690	10,350	10,840		10,840	
308 PERIODICALS & SUBSCRIPTIONS	766		791		802		1,127	772	802		802	
312 DEPOSIT SHORTAGE/OVERAGE	-1		15				20					
316 ADVERTISING, RECORDING & FILING	5,479		4,859		5,000		4,688	4,300	5,000		5,000	
317 COMPUTER EQUIPMENT			7,637		1,992		2,398	2,500	2,000		2,000	
318 COMPUTER SOFTWARE	296				600		625	620	300		300	
321 TRAVEL, TRAINING & SUBSISTENCE	6,014		7,665		13,300		12,727	11,000	14,770		14,770	
330 MILEAGE REIMBURSEMENT	161		206		225		24	100	100		100	
341 COMMUNICATIONS EXPENSE	1,231		1,185		1,188		940	1,194	1,194		1,194	
481 OTHER EXPENSES	2,097		2,984		2,614		2,793	2,600	2,680		2,680	
511 PROFESSIONAL SERVICES	105,341		100,045		115,360		77,198	115,000	121,120		121,120	
TOTAL CLASS: 10 MATERIALS & SERVICES	135,771		139,760		155,956		114,546	152,136	163,556		163,556	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

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: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	67,588		75,409		80,402		60,551	80,402	84,223		84,223	
TOTAL CLASS: 25 TRANSFERS												
	67,588		75,409		80,402		60,551	80,402	84,223		84,223	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	2,019,117	15.85	2,061,064	15.85	2,299,143	16.25	1,951,339	2,190,884	2,317,142	15.60	2,317,142	15.60

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

021	FINANCE DIRECTOR										
	158,555	1.00	160,924	1.00	168,065	1.00	167,663	174,781	1.00	174,781	1.00
074	BUDGET COORDINATOR										
	78,116	1.00	80,059	1.00	80,598	1.00	80,395	82,952	1.00	82,952	1.00
299	PAYROLL TAXES AND FRINGES										
	98,613		101,092		111,677		107,712	124,159		124,159	

TOTAL CLASS: 05 PERSONNEL SERVICES

	335,284	2.00	342,075	2.00	360,340	2.00	355,770	381,892	2.00	381,892	2.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES										
	220		320		440		320	440		440	
308	PERIODICALS & SUBSCRIPTIONS										
	536		549		560		530	560		560	
316	ADVERTISING, RECORDING & FILING										
	3,874		2,950		3,500		3,100	3,500		3,500	
321	TRAVEL, TRAINING & SUBSISTENCE										
			37								
341	COMMUNICATIONS EXPENSE										
	491		443		444		444	444		444	
481	OTHER EXPENSES										
	2,097		2,984		2,614		2,600	2,680		2,680	

TOTAL CLASS: 10 MATERIALS & SERVICES

	7,218		7,283		7,558		6,994	7,624		7,624	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	13,213		16,750		17,744		17,744	20,918		20,918	

TOTAL CLASS: 25 TRANSFERS

	13,213		16,750		17,744		17,744	20,918		20,918	
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TOTAL PROGRAM: 0541 FINANCE ADMINISTRATION

	355,715	2.00	366,108	2.00	385,642	2.00	380,508	410,434	2.00	410,434	2.00
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**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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 \$1,500  
 CERTIFICATION FILING FEES \$450  
 STATE OF OREGON AUDIT DIVISION ANNUAL FILING FEES \$400  
 GFOA FILING FEES \$1,150

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 (67 FTE'S @ \$40 EA) \$2,680

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$20,918

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

149	PURCHASING AGENT										
	75,902	1.00	77,319	1.00	79,248	1.00	79,064	81,696	1.00	81,696	1.00
221	SUPPORT SPECIALIST 2										
	41,643	1.00	44,907	1.00	48,346	1.00	48,234	52,845	1.00	52,845	1.00
299	PAYROLL TAXES AND FRINGES										
	57,054		64,397		72,875		68,860	78,733		78,733	

TOTAL CLASS: 05 PERSONNEL SERVICES

	174,599	2.00	186,623	2.00	200,469	2.00	196,158	213,274	2.00	213,274	2.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT							350		350	
307	MEMBERSHIP FEES										
	7,560		7,830		7,580		7,580	7,580		7,580	
308	PERIODICALS & SUBSCRIPTIONS										
	230		242		242		242	242		242	
316	ADVERTISING, RECORDING & FILING										
	1,605		1,909		1,500		1,200	1,500		1,500	
318	COMPUTER SOFTWARE										
	296										
321	TRAVEL, TRAINING & SUBSISTENCE										
	952		744		1,800		1,000	2,270		2,270	

TOTAL CLASS: 10 MATERIALS & SERVICES

	10,643		10,725		11,122		10,022	11,942		11,942	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	1,676		1,940		4,438		4,438	3,303		3,303	

TOTAL CLASS: 25 TRANSFERS

	1,676		1,940		4,438		4,438	3,303		3,303	
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TOTAL PROGRAM: 0542 PURCHASING

	186,918	2.00	199,288	2.00	216,029	2.00	210,618	228,519	2.00	228,519	2.00
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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149 PURCHASING AGENT

221 SUPPORT SPECIALIST 2

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT

OFFICE CHAIR FOR MATTHEW RAWLS \$350

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 \$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 2020 CONF, LODGING & REGISTRATION \$450  
 OPFA FALL CONFERENCE, LODGING & REGISTRATION \$470  
 OPFA/COLUMBIA CHAPTER JOINT WORKSHOP \$100  
 MWESB PROGRAM - INCLUDES TRAINING EVENTS WITH SMALL BUSINESSES: \$800  
 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

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$3,303

**BP WORKSHEET & JUSTIFICATION**

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

045	FINANCIAL REPORTING MANAGER	187,154	1.75	189,574	1.75	190,150	1.75	191,657	198,095	1.75	198,095	1.75
075	PAYROLL ADMINISTRATOR	97,948	1.00	60,129	1.00	65,420	1.00	66,458	70,788	1.00	70,788	1.00
086	ASSISTANT FINANCE DIRECTOR	120,523	1.00	99,641	1.00	187,912	1.70	160,403	148,101	1.20	148,101	1.20
169	SENIOR ACCOUNTANT	128,479	2.10	172,062	2.10	157,319	1.80	158,296	153,775	1.65	153,775	1.65
172	ACCOUNTANT	70,621	1.00	71,942	1.00	73,737	1.00	73,568	76,016	1.00	76,016	1.00
245	ACCOUNTING ASSISTANT	41,448	1.00	49,984	1.00	54,117	1.00	53,862	58,828	1.00	58,828	1.00
248	ACCOUNTING SPECIALIST	204,858	4.00	224,948	4.00	218,334	4.00	219,902	229,643	4.00	229,643	4.00
275	TEMPORARY EMPLOYEES	22,560		4,164		20,000		2,000	5,000		5,000	
299	PAYROLL TAXES AND FRINGES	432,284		444,753		534,987		480,272	533,951		533,951	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,305,875	11.85	1,317,197	11.85	1,501,976	12.25	1,406,418	1,474,197	11.60	1,474,197	11.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	1,947		2,051		2,400		2,200	2,400		2,400	
303	OFFICE FURNITURE & EQUIPMENT	2,491		1,713		2,005		1,500	2,000		2,000	
307	MEMBERSHIP FEES	2,169		2,459		2,450		2,450	2,820		2,820	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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045 FINANCIAL REPORTING MANAGER

075 PAYROLL ADMINISTRATOR

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 WILL ALLOW FOR A SMOOTH  
 TRANSITION.  
 FY 19-20 REFLECTS .70 FTE ASST. FINANCE DIRECTOR POSITION REDUCING TO A .20 FTE POSITION.

169 SENIOR ACCOUNTANT  
 ONE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 ONE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.

172 ACCOUNTANT

245 ACCOUNTING ASSISTANT

248 ACCOUNTING SPECIALIST

275 TEMPORARY EMPLOYEES  
 EXTRA HELP TO ASSIST WITH VARIOUS PROJECTS AND TASKS, SUCH AS BUSINESS LICENSES,  
 ACCOUNTING STANDARDS IMPLEMENTATION AND OTHER ACCOUNTING MATTERS.

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE ENTIRE FINANCE DEPARTMENT (20 STAFF)  
 W2 FORMS \$100  
 1099 FORMS \$200  
 GENERAL OFFICE SUPPLIES \$2,100

303 OFFICE FURNITURE & EQUIPMENT  
 NEW CHAIRS, DESK HEIGHT MODIFICATIONS, MONITOR ARMS & CALCULATORS AS NEEDED. \$2,000

307 MEMBERSHIP FEES  
 MEMBERSHIP FEES - AMERICAN PAYROLL ASSOCIATION \$290  
 OREGON SOCIETY OF CPA'S (OSCPA) 2 @\$275 \$550  
 OREGON BOARD OF ACCOUNTANCY (CPA LICENSE RENEWAL) 2@\$160 \$320  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC (OGFOA) 7@\$110 \$770  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) \$790  
 NOTARY PUBLIC \$100

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE 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	
312	DEPOSIT SHORTAGE/OVERAGE											
	-1		15									
317	COMPUTER EQUIPMENT											
			7,637		1,992		2,500	2,000		2,000		
318	COMPUTER SOFTWARE											
					600		620	300		300		
321	TRAVEL, TRAINING & SUBSISTENCE											
	5,062		6,884		11,500		10,000	12,500		12,500		
330	MILEAGE REIMBURSEMENT											
	161		206		225		100	100		100		
341	COMMUNICATIONS EXPENSE											
	740		742		744		750	750		750		
511	PROFESSIONAL SERVICES											
	105,341		100,045		115,360		115,000	121,120		121,120		
TOTAL CLASS: 10 MATERIALS & SERVICES												
	117,910		121,752		137,276		135,120	143,990		143,990		
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	52,699		56,719		58,220		58,220	60,002		60,002		
TOTAL CLASS: 25 TRANSFERS												
	52,699		56,719		58,220		58,220	60,002		60,002		
TOTAL PROGRAM: 0548 FINANCE OPERATIONS												
	1,476,484	11.85	1,495,668	11.85	1,697,472	12.25	1,599,758	1,678,189	11.60	1,678,189	11.60	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	2,019,117	15.85	2,061,064	15.85	2,299,143	16.25	2,190,884	2,317,142	15.60	2,317,142	15.60	

**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  
COMPUTER FOR INTERN \$2,000
- 318 COMPUTER SOFTWARE  
ADOBE ACROBAT PRO FOR ASSISTANT FINANCE DIRECTOR \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE  
GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OGFOA, OSCPA, OCCMA CONFERENCES AND ANNUAL PAYROLL USER GROUP \$12,500
- 330 MILEAGE REIMBURSEMENT  
OCCASIONAL TRAVEL IN NON-CITY VEHICLE AS NECESSARY \$100
- 341 COMMUNICATIONS EXPENSE  
CELL PHONE CHARGES FOR ASSISTANT FINANCE DIRECTOR AT \$62 PER MONTH \$750
- 511 PROFESSIONAL SERVICES  
 ANNUAL AUDIT FEE FOR FY 2018 (\$66,310 CONTRACT PRICE LESS \$27,000 FOR FY 18 INTERIM)  
 REMAINING AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2018 - \$39,310  
 INTERIM AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2019 - \$28,000  
 INVESTMENT PORTFOLIO TRACKING SERVICE - \$2820  
 INVESTMENT ADVISORY SERVICES - \$25,000  
 MISC FEES FOR FINANCIAL PLANNING & BOND COUNSEL - \$9230  
 TOTAL FOR FY 17-18 - \$104,360  
 ANNUAL AUDIT FEE FOR FY 2019 (\$68,300 CONTRACT PRICE LESS \$29,000 FOR FY 19 INTERIM)  
 REMAINING AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2019 \$38,300  
 INTERIM AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2020 \$30,000  
 INVESTMENT PORTFOLIO TRACKING SERVICE \$2,820  
 INVESTMENT ADVISORY SERVICES \$45,000  
 MISC FEES FOR FINANCIAL PLANNING & BOND COUNSEL \$5,000

- 816 TRSFRS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$60,002

**FINANCE - WATER FUND**

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

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: 05 PERSONNEL SERVICES

169 SENIOR ACCOUNTANT	26,408	.30	26,917	.30	35,289	.40	31,800	35,207	40,960	.45	40,960	.45
245 ACCOUNTING ASSISTANT	46,340	1.00	45,645	1.00	64,097	1.34	52,677	57,842	67,353	1.34	67,353	1.34
248 ACCOUNTING SPECIALIST	19,394	.34	19,581	.34	20,137	.34	22,113	23,714	18,347	.34	18,347	.34
275 TEMPORARY EMPLOYEES	3,520						234					
299 PAYROLL TAXES AND FRINGES	51,128		46,717		74,926		59,415	68,174	81,817		81,817	

TOTAL CLASS: 05 PERSONNEL SERVICES

	146,790	1.64	138,860	1.64	194,449	2.08	166,239	184,937	208,477	2.13	208,477	2.13
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	104		192		367		482	750	300		300	
302 POSTAGE EXPENSE	25,539		24,783		28,000		28,000	28,000	32,000		32,000	
303 OFFICE FURNITURE & EQUIPMENT	188		397		1,439		1,232	1,000	400		400	
305 SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000		5,000	5,000	6,500		6,500	
307 MEMBERSHIP FEES	118		270		402		225	402	442		442	
321 TRAVEL, TRAINING & SUBSISTENCE	108		908		1,515		280	1,400	1,373		1,373	
406 BANK SERVICE FEES	83,293		95,298		84,000		86,840	106,500	118,000		118,000	
511 PROFESSIONAL SERVICES												

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

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
	26,092		28,480		31,000		26,202	31,000	32,200		32,200	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	142,160		152,828		151,723		143,261	174,052	191,215		191,215	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	2,351		2,081		2,772		2,422	2,772	2,752		2,752	
TOTAL CLASS: 25 TRANSFERS												
	2,351		2,081		2,772		2,422	2,772	2,752		2,752	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	291,301	1.64	293,769	1.64	348,944	2.08	311,922	361,761	402,444	2.13	402,444	2.13

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**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT	26,408	.30	26,917	.30	35,289	.40	35,207	40,960	.45	40,960	.45
245	ACCOUNTING ASSISTANT	46,340	1.00	45,645	1.00	64,097	1.34	57,842	67,353	1.34	67,353	1.34
248	ACCOUNTING SPECIALIST	19,394	.34	19,581	.34	20,137	.34	23,714	18,347	.34	18,347	.34
275	TEMPORARY EMPLOYEES	3,520										
299	PAYROLL TAXES AND FRINGES	51,128		46,717		74,926		68,174	81,817		81,817	

TOTAL CLASS: 05 PERSONNEL SERVICES

		146,790	1.64	138,860	1.64	194,449	2.08	184,937	208,477	2.13	208,477	2.13
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	104		192		367		750	300		300	
302	POSTAGE EXPENSE	25,539		24,783		28,000		28,000	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT	188		397		1,439		1,000	400		400	
305	SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000		5,000	6,500		6,500	
307	MEMBERSHIP FEES	118		270		402		402	442		442	
321	TRAVEL, TRAINING & SUBSISTENCE	108		908		1,515		1,400	1,373		1,373	
406	BANK SERVICE FEES	83,293		95,298		84,000		106,500	118,000		118,000	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION ALL ARE ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 MISC OFFICE SUPPLIES \$300
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$32,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 MISC. SMALL EQUIPMENT AND REPLACEMENT FURNITURE \$400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. REFLECTS 4100+ NEW  
 ACCOUNTS \$6,500
- 307 MEMBERSHIP FEES  
 AMERICAN WATER WORKS ASSOCIATION \$85  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$102  
 OREGON BOARD OF ACCOUNTANCY \$100  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$72
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 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 \$107  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$107  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400  
 OREGON SOCIETY OF CPAS - ETHICS \$75
- 406 BANK SERVICE FEES  
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD AND LOCKBOX PAYMENTS \$118,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	26,092		28,480		31,000		31,000	32,200		32,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	142,160		152,828		151,723		174,052	191,215		191,215	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	2,351		2,081		2,772		2,772	2,752		2,752	
TOTAL CLASS: 25 TRANSFERS											
	2,351		2,081		2,772		2,772	2,752		2,752	
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS											
	291,301	1.64	293,769	1.64	348,944	2.08	361,761	402,444	2.13	402,444	2.13
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	291,301	1.64	293,769	1.64	348,944	2.08	361,761	402,444	2.13	402,444	2.13

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,500  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,700  
ACCELA CHARGES FOR WEB TRANSACTIONS \$22,700  
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 \$2,752

**FINANCE - SEWER FUND**

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

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: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT											
	26,408	.30	26,917	.30	35,289	.40	31,800	35,207	40,960	.45	40,960	.45
245	ACCOUNTING ASSISTANT											
	46,646	1.00	45,769	1.00	63,744	1.33	52,553	57,663	66,975	1.33	66,975	1.33
248	ACCOUNTING SPECIALIST											
	18,824	.33	19,006	.33	19,544	.33	21,462	23,015	17,808	.33	17,808	.33
275	TEMPORARY EMPLOYEES											
	3,416						227					
299	PAYROLL TAXES AND FRINGES											
	50,932		46,466		74,182		59,125	67,729	81,233		81,233	

156 TOTAL CLASS: 05 PERSONNEL SERVICES

	146,226	1.63	138,158	1.63	192,759	2.06	165,167	183,614	206,976	2.11	206,976	2.11
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	104		167		367		409	750	300		300	
302	POSTAGE EXPENSE											
	25,539		24,783		28,000		28,000	28,000	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT											
	188		397		1,439		1,232	1,000	400		400	
305	SPECIAL DEPARTMENT SUPPLIES											
	6,718		2,500		5,000		5,000	5,000	6,500		6,500	
307	MEMBERSHIP FEES											
	33		185		317		225	317	357		357	
321	TRAVEL, TRAINING & SUBSISTENCE											
	108		610		1,515		280	1,400	1,373		1,373	
406	BANK SERVICE FEES											
	82,073		94,058		84,000		85,580	106,500	118,000		118,000	
511	PROFESSIONAL SERVICES											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

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
	77,709		77,277		85,000		80,042	85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	192,472		199,977		205,638		195,768	227,967	239,130		239,130	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	1,663		1,338		1,663		1,562	1,663	1,651		1,651	
TOTAL CLASS: 25 TRANSFERS												
	1,663		1,338		1,663		1,562	1,663	1,651		1,651	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	340,361	1.63	339,473	1.63	400,060	2.06	362,497	413,244	447,757	2.11	447,757	2.11



**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT	26,408	.30	26,917	.30	35,289	.40	35,207	40,960	.45	40,960	.45
245	ACCOUNTING ASSISTANT	46,646	1.00	45,769	1.00	63,744	1.33	57,663	66,975	1.33	66,975	1.33
248	ACCOUNTING SPECIALIST	18,824	.33	19,006	.33	19,544	.33	23,015	17,808	.33	17,808	.33
275	TEMPORARY EMPLOYEES	3,416										
299	PAYROLL TAXES AND FRINGES	50,932		46,466		74,182		67,729	81,233		81,233	

TOTAL CLASS: 05 PERSONNEL SERVICES

		146,226	1.63	138,158	1.63	192,759	2.06	183,614	206,976	2.11	206,976	2.11
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	104		167		367		750	300		300	
302	POSTAGE EXPENSE	25,539		24,783		28,000		28,000	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT	188		397		1,439		1,000	400		400	
305	SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000		5,000	6,500		6,500	
307	MEMBERSHIP FEES	33		185		317		317	357		357	
321	TRAVEL, TRAINING & SUBSISTENCE	108		610		1,515		1,400	1,373		1,373	
406	BANK SERVICE FEES	82,073		94,058		84,000		106,500	118,000		118,000	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 301 OFFICE EXPENSE  
 MISC OFFICE SUPPLIES \$300
  
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$32,000
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING DESK SURFACE AND CHAIR REPLACEMENT \$400
  
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$6,500
  
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$102  
 OREGON BOARD OF ACCOUNTANCY \$100  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$72
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC- SPRING CONFERENCE \$367  
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$107  
 OREGON SOCIETY OF CPAS - ETHICS \$75  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$107  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400
  
- 406 BANK SERVICE FEES  
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$118,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	77,709		77,277		85,000		85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	192,472		199,977		205,638		227,967	239,130		239,130	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	1,663		1,338		1,663		1,663	1,651		1,651	
TOTAL CLASS: 25 TRANSFERS											
	1,663		1,338		1,663		1,663	1,651		1,651	
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS											
	340,361	1.63	339,473	1.63	400,060	2.06	413,244	447,757	2.11	447,757	2.11
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	340,361	1.63	339,473	1.63	400,060	2.06	413,244	447,757	2.11	447,757	2.11

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
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511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,500  
TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$48,000  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,700  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENTS TRANSACTIONS \$22,700  
CARE TO SHARE ADMINISTRATION FEES FOR HANDLING UTILITY PAYMENT ASSISTANCE \$230

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651

**FINANCE - STORM DRAIN FUND**

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

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: 05 PERSONNEL SERVICES

169 SENIOR ACCOUNTANT	26,410	.30	26,917	.30	35,289	.40	31,797	35,207	40,960	.45	40,960	.45
245 ACCOUNTING ASSISTANT	46,776	1.00	45,681	1.00	63,678	1.33	52,468	57,615	66,935	1.33	66,935	1.33
248 ACCOUNTING SPECIALIST	18,824	.33	19,006	.33	19,545	.33	21,462	23,011	17,808	.33	17,808	.33
275 TEMPORARY EMPLOYEES	3,416						227					
299 PAYROLL TAXES AND FRINGES	47,405		46,496		74,274		59,129	67,751	81,252		81,252	

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TOTAL CLASS: 05 PERSONNEL SERVICES	142,831	1.63	138,100	1.63	192,786	2.06	165,083	183,584	206,955	2.11	206,955	2.11
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	104		167		366		409	750	300		300	
302 POSTAGE EXPENSE	25,539		24,783		28,000		28,000	28,000	32,000		32,000	
303 OFFICE FURNITURE & EQUIPMENT	188		397		1,438		1,230	1,000	400		400	
305 SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000			5,000	6,500		6,500	
307 MEMBERSHIP FEES	33		185		316		225	316	357		357	
321 TRAVEL, TRAINING & SUBSISTENCE	108		609		1,515		280	1,400	1,373		1,373	
406 BANK SERVICE FEES	82,073		94,058		84,000		85,580	106,500	118,000		118,000	
511 PROFESSIONAL SERVICES												

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

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
	77,708		77,277		85,000		80,042	85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	192,471		199,976		205,635		195,766	227,966	239,130		239,130	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	1,662		1,337		1,663		1,562	1,663	1,651		1,651	
TOTAL CLASS: 25 TRANSFERS												
	1,662		1,337		1,663		1,562	1,663	1,651		1,651	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	336,964	1.63	339,413	1.63	400,084	2.06	362,411	413,213	447,736	2.11	447,736	2.11



**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT	26,410	.30	26,917	.30	35,289	.40	35,207	40,960	.45	40,960	.45
245	ACCOUNTING ASSISTANT	46,776	1.00	45,681	1.00	63,678	1.33	57,615	66,935	1.33	66,935	1.33
248	ACCOUNTING SPECIALIST	18,824	.33	19,006	.33	19,545	.33	23,011	17,808	.33	17,808	.33
275	TEMPORARY EMPLOYEES	3,416										
299	PAYROLL TAXES AND FRINGES	47,405		46,496		74,274		67,751	81,252		81,252	

TOTAL CLASS: 05 PERSONNEL SERVICES

		142,831	1.63	138,100	1.63	192,786	2.06	183,584	206,955	2.11	206,955	2.11
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	104		167		366		750	300		300	
302	POSTAGE EXPENSE	25,539		24,783		28,000		28,000	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT	188		397		1,438		1,000	400		400	
305	SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000		5,000	6,500		6,500	
307	MEMBERSHIP FEES	33		185		316		316	357		357	
321	TRAVEL, TRAINING & SUBSISTENCE	108		609		1,515		1,400	1,373		1,373	

406	BANK SERVICE FEES	82,073		94,058		84,000		106,500	118,000		118,000	
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% 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
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 MISC OFFICE SUPPLIES \$300
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$32,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING WORK SURFACE AND CHAIR REPLACEMENT \$400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$6,500
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$102  
 OREGON BOARD OF ACCOUNTANCY \$100  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$72
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 FY 19-20 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 - GOVERNMENT ACCTG & AUDITING CONFERENCE \$107  
 OREGON SOCIETY OF CPAS - ETHICS \$75  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$107  
 OTHER TRAINING AND MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400
- 406 BANK SERVICE FEES  
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$118,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	77,708		77,277		85,000		85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	192,471		199,976		205,635		227,966	239,130		239,130	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	1,662		1,337		1,663		1,663	1,651		1,651	
TOTAL CLASS: 25 TRANSFERS											
	1,662		1,337		1,663		1,663	1,651		1,651	
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS											
	336,964	1.63	339,413	1.63	400,084	2.06	413,213	447,736	2.11	447,736	2.11
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	336,964	1.63	339,413	1.63	400,084	2.06	413,213	447,736	2.11	447,736	2.11

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES

- ARMORED CAR SERVICE \$1,500
- TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) \$48,000
- METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS ) \$6,700
- MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070
- ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENT TRANSACTIONS \$22,700
- CARE TO SHARE PAYMENT ASSISTANCE ADMINISTRATION FEES \$230

816 TRSFERS TO REPROGRAPHICS FUND

- ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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: 05 PERSONNEL SERVICES

029 CASE MANAGER

52,887 1.00 57,891 1.00 62,061 1.00 45,418 57,269 62,352 1.00 62,352 1.00

033 MUNICIPAL JUDGE

147,648 1.00 169,183 1.00 154,168 1.00 142,317 157,399 162,517 1.00 162,517 1.00

034 ASSOCIATE JUDGE

100,030 .80 118,777 .80 136,664 1.00 115,836 128,152 132,409 1.00 132,409 1.00

097 PROGRAMMER ANALYST

68,844 1.00 73,645 1.00 79,270 1.00 71,464 79,064 81,696 1.00 81,696 1.00

103 POLICE OFFICER

21,610 13,744 8,800 6,490

222 SR COURT CLERK

60,393 2.00 104,134 2.00 110,016 2.00 98,944 108,110 121,491 2.00 121,491 2.00

223 COURT CLERK

336,276 7.70 335,641 9.00 461,853 10.00 382,428 440,307 478,592 10.00 478,592 10.00

241 COURT ADMINISTRATOR

105,731 1.00 128,468 1.00 156,321 1.00 156,287 174,880 93,895 1.00 93,895 1.00

271 COURT OPERATIONS SUPERVISOR

154,954 2.00 164,959 2.00 154,387 2.00 164,316 169,467 148,713 2.00 148,713 2.00

275 TEMPORARY EMPLOYEES

4,032 14,262 31,194 2,274 2,273

281 DUII COURT COORDINATOR

.60 48,981 1.00 49,526 47,935 69,193 1.00 69,193 1.00

289 JUDICIAL ASSISTANT

45,939 1.00 45,939 1.00

299 PAYROLL TAXES AND FRINGES

589,105 646,744 969,285 655,500 716,508 813,150 813,150

TOTAL CLASS: 05 PERSONNEL SERVICES

1,641,510 16.50 1,827,448 18.40 2,373,000 20.00 1,890,800 2,081,364 2,209,947 21.00 2,209,947 21.00

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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												
301 OFFICE EXPENSE												
	2,438		3,045		4,062		5,925	6,062	7,500		7,500	
303 OFFICE FURNITURE & EQUIPMENT												
	615		1,171		3,000		3,921	3,700	9,000		9,000	
304 DEPARTMENT EQUIPMENT EXPENSE												
					10,800		10,800	10,800	12,000		12,000	
307 MEMBERSHIP FEES												
	1,247		3,428		4,300		1,787	3,500	4,125		4,125	
308 PERIODICALS & SUBSCRIPTIONS												
	3,423		3,610		3,500		5,146	4,500	4,525		4,525	
312 DEPOSIT SHORTAGE/OVERAGE												
	-25		-296				-21					
316 ADVERTISING,RECORDING & FILING												
	85		105		100							
317 COMPUTER EQUIPMENT												
					2,000		5,739	5,741	3,668		3,668	
321 TRAVEL,TRAINING & SUBSISTENCE												
	46,289		35,912		41,264		28,537	39,976	37,215		37,215	
328 MEALS & RELATED EXPENSE												
	2,629		2,103		1,950		2,873	3,100	4,200		4,200	
330 MILEAGE REIMBURSEMENT												
					100			100	100		100	
341 COMMUNICATIONS EXPENSE												
	1,303		1,351		1,320		1,474	1,320	2,016		2,016	
342 DATA COMMUNICATION EXPENSE												
					320		337	320	660		660	
406 BANK SERVICE FEES												
	45,454		42,665		48,000		35,982	48,000	48,000		48,000	
452 B-SOBR PARTICIPANT DRUG SCREENS												

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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
					102,019		99,350	102,019	36,935		36,935	
453	B-SOBR PARTICIPANT TREATMENT SVCS											
					9,000		38,524	8,000	5,000		5,000	
454	B-SOBR TREATMENT PROVIDERS											
					11,403		17,355	11,403	36,400		36,400	
455	B-SOBR PARTICIPANT ASSISTANCE											
					23,680		20,554	19,780	16,800		16,800	
461	SPECIAL EXPENSE											
	11,720		1,840		1,400		5,180	1,400				
484	JURY AND WITNESS FEES											
	5,490		6,153		8,000		4,293	5,000	5,000		5,000	
501	COURT APPOINTED ATTORNEY FEES											
	333,808		392,543		465,000		503,765	420,000	430,000		430,000	
502	COURT COLLECTION AGENCY FEES											
	156,513		141,001		130,000		130,000	120,000	130,000		130,000	
503	COURT INTERPRETER SVC EXPENSE											
	32,827		32,442		35,000		35,927	35,000	38,000		38,000	
511	PROFESSIONAL SERVICES											
	226,884		82,141		91,500		61,446	62,556	51,000		51,000	
525	PMTS TO OTHER GOVERNMENT AGENCIES											
									60,000		60,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	870,700		749,214		997,718		1,018,894	912,277	942,144		942,144	
CLASS: 15 CAPITAL OUTLAY												
675	COMPUTER SOFTWARE PACKAGES											
					113,335		113,335	63,355	50,000		50,000	
TOTAL CLASS: 15 CAPITAL OUTLAY												
					113,335		113,335	63,355	50,000		50,000	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	42,728		47,887		50,458		35,621	50,458	54,497		54,497	
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818 TRSFERS TO ISD-ALLOCATED

	56,794		60,838		66,165		60,651	66,165	202,368		202,368	
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TOTAL CLASS: 25 TRANSFERS

	99,522		108,725		116,623		96,272	116,623	256,865		256,865	
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TOTAL DEPARTMENT: 45 MUNICIPAL COURT

	2,611,732	16.50	2,685,387	18.40	3,600,676	20.00	3,119,301	3,173,619	3,458,956	21.00	3,458,956	21.00
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**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES											
033	MUNICIPAL JUDGE										
	147,648	1.00	169,183	1.00	154,168	1.00	157,399	162,517	1.00	162,517	1.00
034	ASSOCIATE JUDGE										
	100,030	.80	118,777	.80	136,664	1.00	128,152	132,409	1.00	132,409	1.00
097	PROGRAMMER ANALYST										
	68,844	1.00	73,645	1.00	79,270	1.00	79,064	81,696	1.00	81,696	1.00
222	SR COURT CLERK										
	60,393	2.00	104,134	2.00	110,016	2.00	108,110	121,491	2.00	121,491	2.00
223	COURT CLERK										
	336,276	7.70	335,641	9.00	461,853	10.00	440,307	478,592	10.00	478,592	10.00
241	COURT ADMINISTRATOR										
	105,731	1.00	128,468	1.00	156,321	1.00	174,880	93,895	1.00	93,895	1.00
271	COURT OPERATIONS SUPERVISOR										
	154,954	2.00	164,959	2.00	154,387	2.00	169,467	148,713	2.00	148,713	2.00
275	TEMPORARY EMPLOYEES										
	3,497		14,262		31,194		2,273				
289	JUDICIAL ASSISTANT										
								45,939	1.00	45,939	1.00
299	PAYROLL TAXES AND FRINGES										
	558,575		610,752		882,698		670,822	747,640		747,640	

TOTAL CLASS: 05 PERSONNEL SERVICES											
	1,535,948	15.50	1,719,821	16.80	2,166,571	18.00	1,930,474	2,012,892	19.00	2,012,892	19.00

CLASS: 10 MATERIALS & SERVICES											
301	OFFICE EXPENSE										
	2,408		2,876		2,900		4,900	7,500		7,500	
303	OFFICE FURNITURE & EQUIPMENT										
	615		1,171		3,000		3,700	9,000		9,000	

**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  
 FY 2018-19 REFLECTS MID-YEAR INCREASE OF .20 FTE TO THE .80 FTE POSITION TO CREATE A FULL TIME POSITION VIA THE FIRST SUPPLEMENTAL BUDGET.
- 097 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  
 FY 17-18 ALSO REFLECTS DECREASE DUE TO POSITION VACANCIES DURING THE YEAR.  
 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
- 271 COURT OPERATIONS SUPERVISOR
- 275 TEMPORARY EMPLOYEES
- 289 JUDICIAL ASSISTANT  
 FY 2019-20 REFLECTS A NEW 1 FTE JUDICIAL ASSISTANT POSITION.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE  
 REGULAR OFFICE SUPPLIES/EXPENSES (PAPER, TONER, PENS, ETC.) APPROX. \$500/MONTH \$6,000  
 INCIDENTAL EXPENSES \$500  
 JUDGES ROBES AS NEEDED (APPROX. \$500 EACH) \$1,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 ASSISTIVE LISTENING DEVICES (2 TRANSMITTERS, 10 RECEIVERS) \$3,000  
 OFFICE FURNITURE (REPLACEMENT DESKS, CHAIRS, FLOOR MATS, ETC.) \$3,000  
 OFFICE FURNITURE (DESKS, CHAIRS, FLOOR MATS, ETC.) FOR NEW STAFF \$3,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES										
	1,207		2,943		2,300		2,000	4,125		4,125	
308	PERIODICALS & SUBSCRIPTIONS										
	3,423		3,610		3,500		4,500	4,525		4,525	
312	DEPOSIT SHORTAGE/OVERAGE										
	-25		-296								
316	ADVERTISING, RECORDING & FILING										
	85		105		100						
317	COMPUTER EQUIPMENT										
							3,955	3,668		3,668	
321	TRAVEL, TRAINING & SUBSISTENCE										
	13,548		16,520		20,000		15,000	19,350		19,350	
328	MEALS & RELATED EXPENSE										
	1,079		803		1,950		3,100	4,200		4,200	
330	MILEAGE REIMBURSEMENT										
					100		100	100		100	
341	COMMUNICATIONS EXPENSE										
	1,303		1,351		1,320		1,320	2,016		2,016	
342	DATA COMMUNICATION EXPENSE										
					320		320	660		660	
406	BANK SERVICE FEES										
	45,454		42,665		48,000		48,000	48,000		48,000	

**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 ASSOCIATE JUDGE BAR DUES \$600 OREGON MUNICIPAL JUDGES ASSOCIATION (2 JUDGES + 3 PRO TEMS) \$500 COURT ADMINISTRATOR - OREGON ASSOCIATION OF COURT ADMINISTRATORS (OACA) \$75 COURT OPERATIONS SUPERVISOR - OACA (X2) \$150 SENIOR CLERK - OACA (X2) \$150 COURT CLERK - OACA (X10) \$750 PROGRAMMER ANALYST - OACA \$75 COURT ADMINISTRATOR - NATIONAL ASSOCIATION FOR COURT MANAGEMENT (NACM) \$125 COURT OPERATIONS SUPERVISOR - NACM (X2) \$250 COURT COORDINATOR - CERTIFIED ALCOHOL AND DRUG COUNSELOR (CADC) DUES (EVERY OTHER YEAR) \$175 CASE MANAGER - CADC DUES (EVERY OTHER YEAR) \$175 NATIONAL ASSOCIATION FOR DRUG COURT PROFESSIONALS (NADCP) MEMBERSHIP - \$55 EA. X 9 \$500
308	PERIODICALS & SUBSCRIPTIONS UNIFORM JURY INSTRUCTIONS (\$300 FULL AND \$50 SUPPLEMENT+ SHIPPING) \$350 HANDBOOK FOR JURORS (500 X \$.10 + SHIPPING) \$75 OTHER BOOKS \$100 OREGON STATE STATUTES (2 X \$750) \$1,500 THOMPSON REUTERS WEST - ONLINE LEGAL RESEARCH FOR JUDGES \$2,500
312	DEPOSIT SHORTAGE/OVERAGE NOT NEEDED
316	ADVERTISING,RECORDING & FILING NO APPROPRIATION REQUESTED
317	COMPUTER EQUIPMENT TOPAZ ELECTRONIC SIGNATURE PADS (6 X \$350 EA.) \$2,100 FOR NEW POSITION: DESKTOP COMPUTER \$760 BATTERY BACKUP \$88 24 INCH MONITORS (X2) \$320 DESK PHONE \$400
321	TRAVEL,TRAINING & SUBSISTENCE EXPENSES INCURRED FOR OUT-OF-TOWN TRIPS. COSTS INCLUDE TRANSPORTATION \$15,000 LODGING, AND MEALS OACA FALL AND SPRING CONFERENCES NACM CONFERENCE - COURT ADMINISTRATOR, COURT OPERATIONS SUPERVISOR JUDGES ASSOCIATION CONFERENCE AND ODOT JUDICIAL CONFERENCE - 5 JUDGES & CT ADMIN JOURNAL TECHNOLOGIES CONFERENCE (CT ADMIN; CT SUPS; CT SYS SPEC) OREGON CJIS USERS WORKSHOP (CT SUPS) NATIONAL CENTER FOR STATE COURTS (NCSC) COURT TECHNOLOGY CONFERENCE SEPT 10-12 \$4,350
328	MEALS & RELATED EXPENSE PRISONER AND JUROR MEALS AS NECESSARY. COST OF MEALS AND INCIDENTALS \$200 B-SOBR INCENTIVE AND GRADUATION EVENTS (\$900 X 2 PER YEAR) \$1,800 LUNCH MEETING - JUSTICE COORDINATING COMMITTEE (JCC) \$200 X 6 PER YEAR \$1,200 LUNCH MEETING - COURT APPOINTED ATTORNEY (CAA) \$200 X 4 PER YEAR \$800 B-SOBR QUARTERLY MEETINGS (\$50 X 4 PER YEAR) \$200
330	MILEAGE REIMBURSEMENT COST INCURRED FOR REIMBURSEMENT OF PRIVATELY OWNED VEHICLES USED ON OFFICIAL CITY BUSINESS \$100
341	COMMUNICATIONS EXPENSE CELL PHONE AND RELATED EXPENSES - COURT ADMINISTRATOR (\$42/MONTH) \$504 CELL PHONE AND RELATED EXPENSES - PRESIDING JUDGE (\$42/MONTH) \$504 CELL PHONE AND RELATED EXPENSES - DUII COURT COORDINATOR (\$42/MONTH) \$504 CELL PHONE AND RELATED EXPENSES - CASE MANAGER (\$42/MONTH) \$504
342	DATA COMMUNICATION EXPENSE AIR CARD FOR LAPTOP/SURFACE (\$55/MONTH) \$660
406	BANK SERVICE FEES TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD. \$48,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
484	JURY AND WITNESS FEES										
	5,490		6,153		8,000		5,000	5,000		5,000	
501	COURT APPOINTED ATTORNEY FEES										
	333,808		392,543		465,000		420,000	430,000		430,000	
502	COURT COLLECTION AGENCY FEES										
	156,513		141,001		130,000		120,000	130,000		130,000	
503	COURT INTERPRETER SVC EXPENSE										
	32,827		32,442		35,000		35,000	38,000		38,000	
511	PROFESSIONAL SERVICES										
	27,274		64,073		35,000		45,000	51,000		51,000	
525	PMTS TO OTHER GOVERNMENT AGENCIES										
								60,000		60,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	625,009		707,960		756,490		711,895	817,144		817,144	
CLASS: 15 CAPITAL OUTLAY											
675	COMPUTER SOFTWARE PACKAGES										
					113,335		63,355	50,000		50,000	
TOTAL CLASS: 15 CAPITAL OUTLAY											
					113,335		63,355	50,000		50,000	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	41,813		46,874		49,349		49,349	54,497		54,497	
818	TRSFERS TO ISD-ALLOCATED										
	56,794		60,838		66,165		66,165	202,368		202,368	
TOTAL CLASS: 25 TRANSFERS											
	98,607		107,712		115,514		115,514	256,865		256,865	
TOTAL PROGRAM: 0571 MUNICIPAL COURT SERVICES											
	2,259,564	15.50	2,535,493	16.80	3,151,910	18.00	2,821,238	3,136,901	19.00	3,136,901	19.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

484	JURY AND WITNESS FEES PAYMENT FOR JUROR SERVICE, MILEAGE, AND MEALS; AND COURT WITNESS FEES; JURY POOL LISTS. \$5,000
501	COURT APPOINTED ATTORNEY FEES INDIGENT DEFENSE COUNSEL \$430,000
502	COURT COLLECTION AGENCY FEES COLLECTION AGENCY SERVICES \$130,000
503	COURT INTERPRETER SVC EXPENSE SPANISH INTERPRETER \$27,000 PASSPORT TO LANGUAGES - VARIOUS LANGUAGE INTERPRETERS AS NEEDED FOR COURT PROCEEDINGS \$10,000 LANGUAGE LINE - TELEPHONIC INTERPRETERS FOR COURT PROCEEDINGS AS NEEDED \$1,000
511	PROFESSIONAL SERVICES PRO-TEM JUDGES \$30,000 PSYCHOLOGICAL EVALUATIONS \$5,000 INVESTIGATOR EXPENSE \$12,000 SHREDDING DOCUMENTS \$2,000 EXPERT WITNESS FEES \$2,000
525	PMTS TO OTHER GOVERNMENT AGENCIES 1/2 COST SHARE OF A MENTAL HEALTH LIASON THROUGH WASHINGTON COUNTY \$120K ANNUAL BEAVERTON PORTION \$60,000

675	COMPUTER SOFTWARE PACKAGES APPROPRIATION TO PURCHASE A COMMERCIAL SOFTWARE PRODUCT TO REPLACE THE CURRENT COURT SYSTEM WINCS FY 2018-19 ESTIMATE \$113,35 REFLECTS SERVICES BY VENDOR TO GO LIVE JUNE 2019 ECOURT POST-GO-LIVE ENHANCEMENTS \$50,000
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816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$54,497
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF BUSINESS ANALYST PROGRAMMER POSITION IN SUPPORT OF THE NEW COURT SOFTWARE SYSTEM IMPLEMENTATION \$202,368

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

029	CASE MANAGER	52,887	1.00	51,478	1.00	62,061	1.00	57,269	62,352	1.00	62,352	1.00
103	POLICE OFFICER	18,269		11,689								
275	TEMPORARY EMPLOYEES	535										
281	DUUI COURT COORDINATOR								69,193	1.00	69,193	1.00
299	PAYROLL TAXES AND FRINGES	30,530		31,288		52,883		21,229	65,510		65,510	

TOTAL CLASS: 05 PERSONNEL SERVICES

		102,221	1.00	94,455	1.00	114,944	1.00	78,498	197,055	2.00	197,055	2.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES	40		485		500						
321	TRAVEL, TRAINING & SUBSISTENCE					5,000		8,712				

TOTAL CLASS: 10 MATERIALS & SERVICES

		40		485		5,500		8,712				
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	414										
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TOTAL CLASS: 25 TRANSFERS

		414										
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TOTAL PROGRAM: 0573 FED DUUI COURT ODOT GRANT

		102,675	1.00	94,940	1.00	120,444	1.00	87,210	197,055	2.00	197,055	2.00
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0573 FED DUUI 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
  
- 275 TEMPORARY EMPLOYEES
  
- 281 DUUI COURT COORDINATOR  
 FY 2019-20 REFLECTS THE DUUI COURT COORDINATOR POSITION TRANSFERRING FROM PROGRAM 0574 TO 0573.
  
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 307 MEMBERSHIP FEES  
 NO APPROPRIATION REQUESTED
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 NO APPROPRIATION REQUESTED - THIS WILL COME FROM COURT MAIN BUDGET.
  
- 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 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		8,800						
281	DUII COURT COORDINATOR			.60	48,981	1.00	47,935				
299	PAYROLL TAXES AND FRINGES		4,704		33,704		24,457				

TOTAL CLASS: 05 PERSONNEL SERVICES

		3,341	13,172	.60	91,485	1.00	72,392				
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	30	169		1,162		1,162				
304	DEPARTMENT EQUIPMENT EXPENSE				10,800		10,800				
307	MEMBERSHIP FEES				1,500		1,500				
317	COMPUTER EQUIPMENT				2,000		1,786				
321	TRAVEL, TRAINING & SUBSISTENCE	12,085	10,557		16,264		16,264				
328	MEALS & RELATED EXPENSE	1,050	830								
452	B-SOBR PARTICIPANT DRUG SCREENS				102,019		102,019				
453	B-SOBR PARTICIPANT TREATMENT SVCS				8,000		8,000				
454	B-SOBR TREATMENT PROVIDERS				11,403		11,403				
455	B-SOBR PARTICIPANT ASSISTANCE				19,780		19,780				
461	SPECIAL EXPENSE	11,720	1,840		1,400		1,400				

**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 DUUI COURT COORDINATOR  
 FY 17-18 MID-YEAR REFLECTS .60 FTE DUUI COURT COORDINATOR POSITION ADDED VIA THE FIRST SUPPLEMENTAL BUDGET THAT WILL BE FILLED IN FY 18-19.  
 FY 2018-19 REFLECTS MID-YEAR INCREASE OF .20 FTE TO THE .80 FTE POSITION TO CREATE A FULL TIME POSITION VIA THE FIRST SUPPLEMENTAL BUDGET.  
 FY 2019-20 REFLECTS THE DUUI COURT COORDINATOR POSITION TRANSFERRING FROM PROGRAM 0574 TO 0573.

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE  
 OFFICE MATERIALS; HANDBOOKS; PAPER, MISCELLANEOUS SUPPLIES  
 FY 2019-20 REFLECTS CJC GRANT EXPIRED IN JUNE 2018.

304 DEPARTMENT EQUIPMENT EXPENSE

307 MEMBERSHIP FEES

317 COMPUTER EQUIPMENT

321 TRAVEL, TRAINING & SUBSISTENCE

328 MEALS & RELATED EXPENSE

452 B-SOBR PARTICIPANT DRUG SCREENS

453 B-SOBR PARTICIPANT TREATMENT SVCS

454 B-SOBR TREATMENT PROVIDERS

455 B-SOBR PARTICIPANT ASSISTANCE

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	102,387		11,955		6,500		6,500				
TOTAL CLASS: 10 MATERIALS & SERVICES											
	127,272		25,351		180,828		180,614				
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	501		1,013		1,109		1,109				
TOTAL CLASS: 25 TRANSFERS											
	501		1,013		1,109		1,109				
TOTAL PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT											
	131,114		39,536	.60	273,422	1.00	254,115				

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 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: 0575 Federal SAMHSA-SOBR Grant

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											
321	TRAVEL, TRAINING & SUBSISTENCE										
	20,656		8,835								
328	MEALS & RELATED EXPENSE										
	500		470								
511	PROFESSIONAL SERVICES										
	97,223		6,113		50,000		11,056				

TOTAL CLASS: 10 MATERIALS & SERVICES											
	118,379		15,418		50,000		11,056				
TOTAL PROGRAM: 0575 Federal SAMHSA-SOBR Grant											
	118,379		15,418		50,000		11,056				

### 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

328 MEALS & RELATED EXPENSE

511 PROFESSIONAL SERVICES

NPC RESEARCH - ONGOING DATA COLLECTION SERVICES AND EVALUATIONS  
URINE ANALYSIS - COLLECTIONS OF URINE ANALYSIS (UA); COLLECTION TOOLS;  
SUBSIDIZING PARTICIPANT UA COST  
INTERPRETER SERVICES FOR COURT, GROUPS, & ONE-ON-ONE SESSIONS FOR CLIENTS  
TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES  
TRANSPORTATION - BUS PASSES, OTHER TRANSPORTATION SERVICES  
RESIDENTIAL TREATMENT - 30-90 DAYS (\$5K PER STAY W/OHP OR DEDUCTIBLES W/PRIVATE INS  
TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0576 FED BUREAU OF JUSTICE ADMIN GRANT

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											
304	DEPARTMENT EQUIPMENT EXPENSE							12,000		12,000	
321	TRAVEL, TRAINING & SUBSISTENCE							17,865		17,865	
452	B-SOBR PARTICIPANT DRUG SCREENS							36,935		36,935	
453	B-SOBR PARTICIPANT TREATMENT SVCS				1,000			5,000		5,000	
454	B-SOBR TREATMENT PROVIDERS							36,400		36,400	
455	B-SOBR PARTICIPANT ASSISTANCE				3,900			16,800		16,800	
TOTAL CLASS: 10 MATERIALS & SERVICES							4,900		125,000		125,000
TOTAL PROGRAM: 0576 FED BUREAU OF JUSTICE ADMIN GRANT							4,900		125,000		125,000
TOTAL DEPARTMENT: 45 MUNICIPAL COURT											
	2,611,732	16.50	2,685,387	18.40	3,600,676	20.00	3,173,619	3,458,956	21.00	3,458,956	21.00

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 45 MUNICIPAL COURT  
PROGRAM: 0576 FED BUREAU OF JUSTICE ADMIN GRANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 304 DEPARTMENT EQUIPMENT EXPENSE  
MOBILE MONITORING EQUIPMENT \$12,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
2019 NADCP CONFERENCE EXPENSES \$17,865
- 452 B-SOBR PARTICIPANT DRUG SCREENS  
ACTUAL PROVIDER TO STILL BE DECIDED \$36,935
- 453 B-SOBR PARTICIPANT TREATMENT SVCS  
MENTAL HEALTH ASSESSMENTS - ACTUAL PROVIDER TO STILL BE DECIDED \$5,000
- 454 B-SOBR TREATMENT PROVIDERS  
PEER SUPPORT SPECIALISTS \$36,400
- 455 B-SOBR PARTICIPANT ASSISTANCE  
TRI-MET PASSES FOR PARTICIPANTS \$16,800



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

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: 05 PERSONNEL SERVICES												
020 CITY PROSECUTOR												
	105,731	1.00	105,727	1.00	110,406	1.00	99,955	110,159	115,887	1.00	115,887	1.00
031 CITY ATTORNEY												
	154,344	.85	162,310	.85	160,640	.85	145,947	160,257	162,566	.85	162,566	.85
056 RECORDS MANAGER												
	77,906	.90	80,707	.90	85,893	.90	74,594	84,911	90,160	.90	90,160	.90
117 LEGAL SECRETARY												
	63,341	1.00	64,533	1.00	66,141	1.00	61,104	66,053	63,178	1.00	63,178	1.00
174 RECORDS MANAGEMENT SPECIALIST												
	64,825	1.00	66,570	1.00	67,516	1.00	66,961	74,088	77,302	1.00	77,302	1.00
182 LEGAL SERVICES MANAGER												
	64,370	.85	67,352	.85	74,069	.85	64,137	71,094	79,033	.85	79,033	.85
186 PROGRAM COORDINATOR												
									74,821	1.00	74,821	1.00
192 ASSISTANT CITY ATTORNEY 3												
	200,319	1.85	230,815	1.85	250,148	1.85	227,647	253,126	255,699	1.85	255,699	1.85
196 ASSISTANT CITY ATTORNEY 2												
			14,221	1.00	126,324	1.00	113,915	126,153	130,225	1.00	130,225	1.00
221 SUPPORT SPECIALIST 2												
	269,885	5.40	295,834	5.40	312,237	5.40	266,680	294,299	200,975	3.40	200,975	3.40
235 ASSISTANT CITY ATTORNEY 1												
	144,572	2.00	154,621	2.00	169,934	2.00	150,081	165,806	180,488	2.00	180,488	2.00
275 TEMPORARY EMPLOYEES												
			18,658		1,380			5,336	21,396		21,396	
276 YOUTH ENHANCEMENT WORKFORCE												
	8,363		13,349		12,528		12,348	12,349	15,552		15,552	
291 LEGAL OFFICE ASSISTANT												
									51,534	1.00	51,534	1.00
299 PAYROLL TAXES AND FRINGES												

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

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
	524,360		615,992		722,734		611,579	666,626	777,862		777,862	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	1,678,016	14.85	1,890,689	15.85	2,159,950	15.85	1,894,948	2,090,257	2,296,678	15.85	2,296,678	15.85
CLASS: 10 MATERIALS & SERVICES												
301	OFFICE EXPENSE											
	1,963		1,349		1,700		1,415	1,708	1,800		1,800	
303	OFFICE FURNITURE & EQUIPMENT											
							37					
307	MEMBERSHIP FEES											
	6,702		6,952		8,362		9,157	8,157	8,462		8,462	
308	PERIODICALS & SUBSCRIPTIONS											
	13,100		14,851		14,500		13,916	14,500	16,000		16,000	
316	ADVERTISING, RECORDING & FILING											
	4,000		3,893		7,220		4,500	7,220	7,000		7,000	
317	COMPUTER EQUIPMENT											
	614		2,452		1,280		960	552	660		660	
318	COMPUTER SOFTWARE											
	297		313		297		313		315		315	
321	TRAVEL, TRAINING & SUBSISTENCE											
	17,077		16,673		20,920		12,418	16,320	20,260		20,260	
328	MEALS & RELATED EXPENSE											
	1,102		1,566		1,650		776	1,450	1,650		1,650	
330	MILEAGE REIMBURSEMENT											
	16		111		300		128	300	300		300	
341	COMMUNICATIONS EXPENSE											
	1,510		1,671		2,400		1,647	1,700	3,000		3,000	
342	DATA COMMUNICATION EXPENSE											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

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
	360											
406	BANK SERVICE FEES											
			469		600		400	600	600		600	
481	OTHER EXPENSES											
	288		384		700		100	700	700		700	
483	EXTERNAL LEGAL SERVICES EXP											
	16,757		10,477		36,000		44,384	36,000	20,000		20,000	
511	PROFESSIONAL SERVICES											
	24,100		18,130		42,000		29,507	40,000	26,128		26,128	
551	RENTS AND LEASES											
	7,637		8,535		9,428		9,496	9,496	5,714		5,714	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	95,523		87,826		147,357		129,154	138,703	112,589		112,589	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	11,494		11,380		11,643		8,258	11,643	11,009		11,009	
TOTAL CLASS: 25 TRANSFERS												
	11,494		11,380		11,643		8,258	11,643	11,009		11,009	
TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE												
	1,785,033	14.85	1,989,895	15.85	2,318,950	15.85	2,032,360	2,240,603	2,420,276	15.85	2,420,276	15.85

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**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

020	CITY PROSECUTOR											
	105,731	1.00	105,727	1.00	110,406	1.00	110,159	115,887	1.00	115,887	1.00	
031	CITY ATTORNEY											
	154,344	.85	162,310	.85	160,640	.85	160,257	162,566	.85	162,566	.85	
117	LEGAL SECRETARY											
	63,341	1.00	64,533	1.00	66,141	1.00	66,053	63,178	1.00	63,178	1.00	
182	LEGAL SERVICES MANAGER											
	64,370	.85	67,352	.85	74,069	.85	71,094	79,033	.85	79,033	.85	
186	PROGRAM COORDINATOR											
								74,821	1.00	74,821	1.00	
192	ASSISTANT CITY ATTORNEY 3											
	200,319	1.85	230,815	1.85	250,148	1.85	253,126	255,699	1.85	255,699	1.85	
196	ASSISTANT CITY ATTORNEY 2											
			14,221	1.00	126,324	1.00	126,153	130,225	1.00	130,225	1.00	
221	SUPPORT SPECIALIST 2											
	130,928	2.50	149,457	2.50	158,446	2.50	143,808	29,771	.50	29,771	.50	
235	ASSISTANT CITY ATTORNEY 1											
	144,572	2.00	154,621	2.00	169,934	2.00	165,806	180,488	2.00	180,488	2.00	
275	TEMPORARY EMPLOYEES											
			18,658		1,380		5,336	21,396		21,396		
291	LEGAL OFFICE ASSISTANT											
								51,534	1.00	51,534	1.00	
299	PAYROLL TAXES AND FRINGES											
	395,184		469,453		558,397		502,441	578,390		578,390		

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,258,789	10.05	1,437,147	11.05	1,675,885	11.05	1,604,233	1,742,988	11.05	1,742,988	11.05
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	1,525		1,020		1,500		1,500	1,500		1,500		
303	OFFICE FURNITURE & EQUIPMENT											

**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 FY 19-20 REFLECTS 1 FTE SS2 POSITION RECLASSSED TO LEGAL SECRETARY.
182	LEGAL SERVICES MANAGER POSITION ALLOCATION: 15% INSURANCE FUND AND 85% GENERAL FUND
186	PROGRAM COORDINATOR
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. FY 2017-18 ALSO REFLECTS DECREASE DUE TO POSITION UN-FILLED FOR FIRST PART OF THE YEAR.
221	SUPPORT SPECIALIST 2 FY 19-20 REFLECTS 1 FTE SUPPORT SPECIALIST 2 POSITION RECLASSIFIED TO LEGAL OFFICE ASSISTANT. FY 19-20 ALSO REFLECTS 1 FTE SS2 POSITION RECLASSSED TO LEGAL SECRETARY.
235	ASSISTANT CITY ATTORNEY 1
275	TEMPORARY EMPLOYEES
291	LEGAL OFFICE ASSISTANT FY 19-20 REFLECTS 1 FTE SUPPORT SPECIALIST 2 POSITION RECLASSIFIED TO LEGAL OFFICE ASSISTANT.
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE OFFICE SUPPLIES (PENS, FILES, FOLDERS, BINDERS)
303	OFFICE FURNITURE & EQUIPMENT NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES										
	5,689		5,404		6,935		6,730	7,035		7,035	
308	PERIODICALS & SUBSCRIPTIONS										
	13,100		14,851		14,500		14,500	16,000		16,000	
317	COMPUTER EQUIPMENT										
	614		2,452		1,280		552	660		660	
318	COMPUTER SOFTWARE										
	297		313		297			315		315	
321	TRAVEL, TRAINING & SUBSISTENCE										
	11,485		9,263		13,000		9,000	13,000		13,000	
328	MEALS & RELATED EXPENSE										
	914		1,364		1,200		1,000	1,200		1,200	
330	MILEAGE REIMBURSEMENT										
	16		111		300		300	300		300	
341	COMMUNICATIONS EXPENSE										
	1,510		1,671		2,400		1,700	3,000		3,000	
342	DATA COMMUNICATION EXPENSE										
	360										
406	BANK SERVICE FEES										
			469		600		600	600		600	
481	OTHER EXPENSES										
	288		384		700		700	700		700	
483	EXTERNAL LEGAL SERVICES EXP										
	16,757		10,477		36,000		36,000	20,000		20,000	
511	PROFESSIONAL SERVICES										
	10,095		1,596		5,000		3,000	4,000		4,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	62,650		49,375		83,712		75,582	68,310		68,310	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
307	MEMBERSHIP FEES (1) INTN. MUNICIPAL LAWYERS ASSOC. \$1,025 (2) OREGON DISTRICT ATTORNEYS ASSOC. \$300 (1) NATIONAL ASSOCIATION OF TELECOMMUNICATIONS OFFICERS & ADVISORS \$750 (7) OREGON STATE BAR \$4,410 (5) OREGON CITY ATTORNEY ASSOC. \$300 (1) MULT. CO. BAR ASSOC. \$150 (1) OREGON LABOR AND EMPLOYMENT RELATIONS ASSOC. \$100
308	PERIODICALS & SUBSCRIPTIONS COST OF MAINTAINING LAW LIBRARY (PUBLICATIONS, SUPPLEMENTS, ON-LINE LEGAL RESEARCH, SUBSCRIPTIONS, CLE'S) WESTLAW ONLINE LEGAL RESEARCH SUBSCRIPTION (\$1242 /MONTH - 9 USERS)
317	COMPUTER EQUIPMENT LAPTOP FOR PROSECUTOR \$660
318	COMPUTER SOFTWARE ADOBE ACROBAT PRO \$315
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 5 STAFF (\$250 PER MONTH) \$3,000
342	DATA COMMUNICATION EXPENSE
406	BANK SERVICE FEES ONLINE DISCOVERY VENDOR FEES \$600
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)

**BP WORKSHEET & JUSTIFICATION**

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

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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND  
 8,815                      8,630

8,871                      8,871                      8,257                      8,257

TOTAL CLASS: 25 TRANSFERS

8,815                      8,630                      8,871                      8,871                      8,257                      8,257

TOTAL PROGRAM: 0581 GENERAL LEGAL SERVICES

1,330,254    10.05    1,495,152    11.05    1,768,468    11.05    1,688,686    1,819,555    11.05    1,819,555    11.05

TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE

1,785,033    14.85    1,989,895    15.85    2,318,950    15.85    2,240,603    2,420,276    15.85    2,420,276    15.85

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$8,257


**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

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: 05 PERSONNEL SERVICES

056	RECORDS MANAGER	77,906	.90	80,707	.90	85,893	.90	84,911	90,160	.90	90,160	.90
174	RECORDS MANAGEMENT SPECIALIST	64,825	1.00	66,570	1.00	67,516	1.00	74,088	77,302	1.00	77,302	1.00
221	SUPPORT SPECIALIST 2	138,957	2.90	146,377	2.90	153,791	2.90	150,491	171,204	2.90	171,204	2.90
276	YOUTH ENHANCEMENT WORKFORCE	8,363		13,349		12,528		12,349	15,552		15,552	
299	PAYROLL TAXES AND FRINGES	129,176		146,539		164,337		164,185	199,472		199,472	

TOTAL CLASS: 05 PERSONNEL SERVICES

		419,227	4.80	453,542	4.80	484,065	4.80	486,024	553,690	4.80	553,690	4.80
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	438		329		200		208	300		300	
307	MEMBERSHIP FEES	1,013		1,548		1,427		1,427	1,427		1,427	
316	ADVERTISING, RECORDING & FILING	4,000		3,893		7,220		7,220	7,000		7,000	
318	COMPUTER SOFTWARE											
321	TRAVEL, TRAINING & SUBSISTENCE	5,592		7,410		7,920		7,320	7,260		7,260	
328	MEALS & RELATED EXPENSE	188		202		450		450	450		450	
511	PROFESSIONAL SERVICES	14,005		16,534		37,000		37,000	22,128		22,128	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 056 RECORDS MANAGER  
 POSITION ALLOCATION: 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.
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES \$300
- 307 MEMBERSHIP FEES  
 ASSOC RECORDS MGRS & ADMIN (ARMA) (3)  
 CERTIFIED RECORDS MANAGER FEE (CRM) 1  
 ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) (3)  
 OREGON ASSOC MUNICIPAL RECORDERS (OAMR) (1)  
 NATIONAL ASSOC GOVERNMENT ARCHIVES & RECORDS ADM (NAGARA) (1)
- 316 ADVERTISING, RECORDING & FILING  
 DOCUMENT RECORDING OF EASEMENTS, DEEDS, DEDICATIONS, AGREEMENTS AND ORDINANCES \$7,000  
 E-RECORDING VIA THE INTERNET THROUGH SIMPLIFILE. RECORDING FEES INCREASED JUNE 2018  
 BY \$40 PER DOCUMENT
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ASSOC RECORDS MGRS (ARMA) INTL CONF (NEW ORLEANS) (OCT. 2019) 2 STAFF @ \$2500 EA \$5,000  
 ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) INTL CONF (ORLANDO) (MARCH 2020) 1 STAFF \$1,500  
 ARMA CHAPTER MEETING 8 MTGS @ \$20 PER MTG \$160  
 CERTIFIED RECORDS MANAGER CERTIFICATION (CRM) \$600 (STAFF DID NOT CERTIFY IN FY18/19, BUT WILL TAKE  
 CERTIFICATION IN FY19/20 \$600
- 328 MEALS & RELATED EXPENSE  
 REFRESHMENTS FOR TRIM REGIONAL USERS GROUP (RUG) MEETINGS (6 PER YEAR @ \$75 PER MEETING) \$450
- 511 PROFESSIONAL SERVICES  
 VENDOR CONVERSION OF MICROFILM TO DIGITAL IMAGES - YEAR 4 OF A 5-YEAR PROJECT. \$10,000  
 PROFESSIONAL SHREDDING (RELAY RESOURCES). \$2,128  
 OUTSOURCE SCANNING OF PAPER RECORDS IN PREPARATON OF VACATING AND ELIMINATING HARVEST  
 COURT OFFSITE STORAGE COSTS BY YEAR 2020.  
 SCAN REMAINING AND/OR MAINTENANCE RECORDS TO BE STORED AT GRIFFITH BLDG/BEAVERTON BLDG \$10,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES										
	7,637		8,535		9,428		9,496	5,714		5,714	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	32,873		38,451		63,645		63,121	44,279		44,279	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	2,679		2,750		2,772		2,772	2,752		2,752	
TOTAL CLASS: 25 TRANSFERS											
	2,679		2,750		2,772		2,772	2,752		2,752	
TOTAL PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT											
	454,779	4.80	494,743	4.80	550,482	4.80	551,917	600,721	4.80	600,721	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

551 RENTS AND LEASES  
RENT EXPENSE FOR OFFSITE FACILITY (HARVEST COURT) FOR STORAGE OF PAPER RECORDS \$5,714  
RECORDS MGMT WILL NEED OFFSITE SPACE AT HARVEST COURT THROUGH DECEMBER 2019 ONLY.  
PAPER RECORDS WILL BE DESTROYED, SCANNED OR MOVED TO GRIFFITH DRIVE LOCATION,  
ELIMINATING THE NEED FOR OFFSITE STORAGE AT HARVEST COURT BY 12/2019.

816 TRSFRS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,752



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

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: 05 PERSONNEL SERVICES

026	POLICE CHIEF											
	332,572	1.00	160,185	1.00	168,864	1.00	149,647	164,935	177,172	1.00	177,172	1.00
032	DEPUTY POLICE CHIEF											
					36,367	1.00	11,218		121,786	1.00	121,786	1.00
047	POLICE CAPTAIN											
	334,455	4.00	538,452	4.00	532,327	3.00	504,286	566,082	449,427	3.00	449,427	3.00
055	LIEUTENANT											
	895,119	7.00	766,094	7.00	837,633	7.00	807,008	851,744	871,207	7.00	871,207	7.00
071	POLICE SERGEANT											
	2,165,726	18.00	2,142,764	18.00	2,219,976	18.00	2,000,905	2,205,146	2,262,243	18.00	2,262,243	18.00
077	PROGRAM MANAGER											
									89,706	1.00	89,706	1.00
078	ADMINISTRATIVE ASSISTANT											
	54,894	1.00	59,129	1.00	63,680	1.00	57,309	62,998	66,166	1.00	66,166	1.00
093	POL COMMUNITY SRVCS SPECIALIST											
	63,583	1.00	62,814	1.00	64,928	1.00	55,636	62,615	65,644	1.00	65,644	1.00
095	MANAGEMENT ANALYST											
	78,082	1.00	78,351	1.00	82,796	1.00	74,718	79,825				
103	POLICE OFFICER											
	9,879,976	107.00	10,031,956	109.00	10,849,624	111.00	9,159,478	10,232,710	10,720,282	111.00	10,720,282	111.00
185	FACILITIES MAINT TECH											
									22,573	1.00	22,573	1.00
186	PROGRAM COORDINATOR											
	193,351	2.60	214,735	3.00	226,928	3.00	208,097	226,196	238,057	3.00	238,057	3.00
200	SR PROP & EVIDENCE CONTRL SPEC											
	65,310	1.00	67,933	1.00	71,840	1.00	61,309	69,727	72,621	1.00	72,621	1.00
201	POLICE RECORDS MANAGER											
	81,980	1.00	64,288	1.00	94,599	1.00			78,282	1.00	78,282	1.00
218	POLICE TECHNICIAN											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

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
	70,244	1.00	72,084	1.00	75,209	1.00	23,803	23,802				
221	SUPPORT SPECIALIST 2											
	202,421	3.80	207,968	3.80	212,641	3.80	193,652	214,482	227,314	3.80	227,314	3.80
224	SR POLICE SUPPORT SPECIALIST											
	90,157	2.00	130,843	2.00	133,517	2.00	117,186	128,733	135,770	2.00	135,770	2.00
227	POLICE RECORDS SUPERVISOR											
	65,326	1.00	80,509	1.00	75,663	1.00	70,827	79,136	79,099	1.00	79,099	1.00
228	POLICE PROPERTY CONTROL SPEC											
	118,098	2.00	121,417	2.00	127,720	2.00	110,759	126,851	187,417	3.00	187,417	3.00
229	POLICE SUPPORT SPECIALIST											
	783,588	15.00	789,976	15.00	854,140	15.00	679,135	798,605	926,414	16.00	926,414	16.00
230	POLICE INVENTORY SPECIALIST											
	47,640	1.00	48,836	1.00	53,776	1.00	45,266	52,093				
231	CRIME ANALYST											
	69,198	1.00	74,449	1.00	79,764	1.00	71,313	79,102	82,196	1.00	82,196	1.00
236	COMMUNITY SERVICES OFFICER											
	198,424	3.00	181,675	4.00	262,933	4.00	214,841	249,719	272,895	4.00	272,895	4.00
237	CODE COMPLIANCE OFFICER											
					145,630	2.00	92,375	110,745	139,722	2.00	139,722	2.00
239	SUPPORT SPECIALIST 1											
	44,306	1.00	44,305	1.00	45,600	1.00	42,924	47,567	50,483	1.00	50,483	1.00
259	RETIRED OFFICERS-PHOTO RADAR											
	275,625		288,274		311,759		189,645	187,168	362,542		362,542	
275	TEMPORARY EMPLOYEES											
	113,107		134,440		104,126		121,544	137,187	157,454		157,454	
284	TRAF SAFETY PROGRAM SPECIALIST											
	57,253	1.00	59,620	1.00	63,061	1.00	54,645	61,094	65,813	1.00	65,813	1.00
299	PAYROLL TAXES AND FRINGES											
	8,578,079		9,248,333		10,299,054		8,941,901	9,544,383	10,143,408		10,143,408	

TOTAL CLASS: 05 PERSONNEL SERVICES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

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
	24,858,514	176.40	25,669,430	179.80	28,094,155	183.80	24,059,427	26,362,645	28,065,693	184.80	28,065,693	184.80

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

12,110 11,080 16,365 11,672 12,500 15,765 15,765

303 OFFICE FURNITURE & EQUIPMENT

13,957 15,493 13,100 9,375 9,200 10,800 10,800

304 DEPARTMENT EQUIPMENT EXPENSE

140,530 87,890 215,195 199,166 195,200 132,005 132,005

305 SPECIAL DEPARTMENT SUPPLIES

164,545 185,829 183,767 179,294 182,425 215,511 215,511

307 MEMBERSHIP FEES

12,527 13,040 16,219 12,266 15,000 16,874 16,874

308 PERIODICALS & SUBSCRIPTIONS

5,922 9,316 9,811 5,666 6,200 10,122 10,122

316 ADVERTISING, RECORDING & FILING

1,150 2,279 2,400 2,339 2,400 2,900 2,900

317 COMPUTER EQUIPMENT

75,014 61,719 98,142 98,124 98,024 118,361 118,361

318 COMPUTER SOFTWARE

129 8,419 2,020

321 TRAVEL, TRAINING & SUBSISTENCE

133,551 159,549 183,534 168,954 180,000 183,534 183,534

328 MEALS & RELATED EXPENSE

12,986 11,872 15,785 7,108 13,650 15,560 15,560

330 MILEAGE REIMBURSEMENT

100 100

339 K-9 UNIT EXPENSES

29,710 19,636 22,690 20,107 19,000 21,690 21,690

341 COMMUNICATIONS EXPENSE

83,490 81,159 94,103 76,085 90,000 94,607 94,607

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

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
342	DATA COMMUNICATION EXPENSE											
	38,240		34,618		36,960		29,575	36,000	37,600		37,600	
351	UTILITIES EXPENSE											
	1,882		1,846		2,450		1,474	1,750	48,850		48,850	
360	VEHICLE SET-UP EXPENSE											
	162,209		173,154		176,514		177,097	180,000	201,631		201,631	
361	UNIFORMS & SPECIAL CLOTHING											
	63,531		56,487		69,114		64,855	62,000	70,100		70,100	
371	EQUIPMENT OPER & MAINT EXPENSE											
	12,522		6,809		16,100		5,975	9,100	14,200		14,200	
377	PUBLIC RELATIONS EXPENSE											
	14,057		16,536		16,350		13,424	16,350	17,350		17,350	
381	BUILDING EXPENSE											
									10,000		10,000	
384	BUILDING MAINTENANCE PROJECTS											
									10,000		10,000	
388	PROPERTY INSURANCE											
									15,000		15,000	
406	BANK SERVICE FEES											
	1,363		1,712		1,500		1,332	1,500	1,600		1,600	
442	CODE SERVICE - SIDEWALK REPAIR GRANT											
					75,000		49,602	50,000	50,000		50,000	
443	CODE SERVICE EXPENDITURES											
					11,500		29,044	26,000	36,500		36,500	
461	SPECIAL EXPENSE											
	61,641		54,002		102,350		77,737	91,050	148,597		148,597	
465	VOLUNTEER PROGRAM EXPENSE											
	80		84		709		107	602	602		602	
467	FEDERAL FORFEITURE EXPENSE											
	51,091		111,282		10,000		9,636	10,000	10,000		10,000	
471	DUII BLOOD DRAW GRANT EXPENSE											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

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
	7,170		9,666		14,400		15,480	9,000	8,000		8,000	
472	CENTRAL DISPATCH											
	1,295,676		1,361,825		1,382,501		1,382,500	1,382,501	1,488,897		1,488,897	
476	FEDERAL GRANT EXPENSE											
	150,000											
477	FEDERAL GRANT MATCHING EXP											
	14,222											
478	POLICE RESERVE OFFICERS EXP											
			638		2,000		445	1,000	2,000		2,000	
481	OTHER EXPENSES											
	1,913		3,527		7,392		4,033	3,500	7,400		7,400	
511	PROFESSIONAL SERVICES											
	576,074		609,541		642,014		545,195	546,846	830,376		830,376	
525	PMTS TO OTHER GOVERNMENT AGENCIES											
					9,400							
536	MAINTENANCE CONTRACTS											
	953		953		4,589		953	4,589	29,957		29,957	
551	RENTS AND LEASES											
	76,773		83,606		97,015		94,765	94,765	98,112		98,112	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	3,215,018		3,193,567		3,550,989		3,293,385	3,350,152	3,974,601		3,974,601	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
	167,432		360,577		435,450		427,566	428,447	338,500		338,500	
TOTAL CLASS: 15 CAPITAL OUTLAY												
	167,432		360,577		435,450		427,566	428,447	338,500		338,500	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

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
	127,310		122,255		139,169		98,179	139,169	108,995		108,995	
817	TRSFERS TO GARAGE FUND											
	675,682		713,472		884,813		526,874	884,211	858,454		858,454	
818	TRSFERS TO ISD-ALLOCATED											
	288,593		289,209		315,684		289,377	315,684	288,977		288,977	
TOTAL CLASS: 25 TRANSFERS												
	1,091,585		1,124,936		1,339,666		914,430	1,339,064	1,256,426		1,256,426	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
989	RESERVE - POLICE FORFEITURES											
					47,011				23,029		23,029	
996	RESERVE - EQUIPMENT REPLACEMT											
					478,204				558,605		558,605	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					525,215				581,634		581,634	
TOTAL DEPARTMENT: 60 POLICE DEPARTMENT												
	29,332,549	176.40	30,348,510	179.80	33,945,475	183.80	28,694,808	31,480,308	34,216,854	184.80	34,216,854	184.80

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**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

026	POLICE CHIEF											
		332,572	1.00	160,185	1.00	168,864	1.00	164,935	177,172	1.00	177,172	1.00
032	DEPUTY POLICE CHIEF								121,786	1.00		
047	POLICE CAPTAIN											
		33,060	1.00	139,645	1.00	143,654	1.00	140,168	150,711	1.00	150,711	1.00
077	PROGRAM MANAGER								89,706	1.00	89,706	1.00
078	ADMINISTRATIVE ASSISTANT											
		54,894	1.00	59,129	1.00	63,680	1.00	62,998	66,166	1.00	66,166	1.00
095	MANANGEMENT ANALYST											
		78,082	1.00	78,351	1.00	82,796	1.00	79,825				
239	SUPPORT SPECIALIST 1											
		44,306	1.00	44,305	1.00	45,600	1.00	47,567	50,483	1.00	50,483	1.00
299	PAYROLL TAXES AND FRINGES											
		268,778		263,971		298,035		274,863	384,743		314,917	

TOTAL CLASS: 05 PERSONNEL SERVICES

		811,692	5.00	745,586	5.00	802,629	5.00	770,356	1,040,767	6.00	849,155	5.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
		700		792		3,000		1,500	600		600	
305	SPECIAL DEPARTMENT SUPPLIES											
		1,511		2,821		2,000		2,000	2,000		2,000	
308	PERIODICALS & SUBSCRIPTIONS											
		410		200		200		200	200		200	
317	COMPUTER EQUIPMENT											
		11,050				550		431	1,550		1,550	
328	MEALS & RELATED EXPENSE											
		981		1,212		1,200		1,200	1,500		1,500	
461	SPECIAL EXPENSE											
		2,050		2,050		2,150		2,050	2,255		2,255	
481	OTHER EXPENSES											
		1,913		3,527		7,392		3,500	7,400		7,400	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

026	POLICE CHIEF
032	DEPUTY POLICE CHIEF FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE POLICE CAPTAIN IN PROGRAM 0622 TO 1 FTE DEPUTY POLICE CHIEF. AMENDMENT PACKET NO. 2 TRANSFERRED THE DEPUTY POLICE CHIEF POSITION FROM PROGRAM 0611 TO 0622.
047	POLICE CAPTAIN CAPTAIN RESPONSIBLE FOR MANAGING NEW PUBLIC SAFETY CENTER PROJECT.
077	PROGRAM MANAGER MANAGER OF POLICE FINANCIAL SERVICES (PAYROLL & PURCHASING) AND ALARM PROGRAM. RESPONSIBLE FOR BUDGET PREP AND MGMT, ACCREDITATION, POLICY MGMT, GRANTS MGMT, & SPECIAL PROJECTS. FY 19-20 BUDGET REFLECTS RECLASSIFICATION OF 0611-095 MANAGEMENT ANALYST POSITION.
078	ADMINISTRATIVE ASSISTANT PROVIDES ADMINISTRATIVE SUPPORT TO THE POLICE CHIEF. SUPERVISES POLICE ADMINISTRATION SUPPORT STAFF.
095	MANAGEMENT ANALYST FY 2019-20 BUDGET REFLECTS POSITION RECLASSIFICATION TO PROGRAM MANAGER 0611-077.
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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
303	OFFICE FURNITURE & EQUIPMENT FURNISHINGS FOR ADMINISTRATION \$600 (FY 19-20 BUDGET REFLECTS FEWER REQUESTS.)
305	SPECIAL DEPARTMENT SUPPLIES CERTIFICATES AND PLAQUES FOR CITIZEN AND EMPLOYEE RECOGNITION \$2,000 (INCREASE IN FY 17-18 BUDGET REFLECTS ELECTRONIC ID BADGE SUPPLIES.)
308	PERIODICALS & SUBSCRIPTIONS MISCELLANEOUS BOOKS AND SUBSCRIPTIONS FOR POLICE ADMINISTRATION \$200
317	COMPUTER EQUIPMENT FOR NEW DEPUTY POLICE CHIEF POSITION: COMPUTER, MONITORS, UPS, DESK PHONE \$1,550
328	MEALS & RELATED EXPENSE MEALS FOR PROFESSIONAL MEETINGS & SWEARING-IN RECEPTIONS FOR NEW OFFICERS AND PROMOTIONS \$1,500
461	SPECIAL EXPENSE OREGON ACCREDITATION ALLIANCE EXPENSE - FY 19-20 BUDGET REFLECTS 10% INCREASE. \$2,255
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE (185 FTE @ \$40/FTE) \$7,400

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 10 MATERIALS & SERVICES											
	18,615		10,602		16,492		10,881	15,505		15,505	
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	13,700		20,790		17,406		17,406	24,793		24,793	
TOTAL CLASS: 25 TRANSFERS											
	13,700		20,790		17,406		17,406	24,793		24,793	
TOTAL PROGRAM: 0611 ADMINISTRATION											
	844,007	5.00	776,978	5.00	836,527	5.00	798,643	1,081,065	6.00	889,453	5.00

## BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICE TO THE GARAGE FUND \$24,793

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0620 PUBLIC SAFETY CENTER 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: 05 PERSONNEL SERVICES

185	FACILITIES MAINT TECH							22,573	1.00	22,573	1.00
299	PAYROLL TAXES AND FRINGES							22,890		22,890	

TOTAL CLASS: 05 PERSONNEL SERVICES

								45,463	1.00	45,463	1.00
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES							300		300	
317	COMPUTER EQUIPMENT							1,363		1,363	
330	MILEAGE REIMBURSEMENT							100		100	
341	COMMUNICATIONS EXPENSE							250		250	
351	UTILITIES EXPENSE							46,700		46,700	
361	UNIFORMS & SPECIAL CLOTHING							100		100	
381	BUILDING EXPENSE							10,000		10,000	
384	BUILDING MAINTENANCE PROJECTS							10,000		10,000	
388	PROPERTY INSURANCE							15,000		15,000	
511	PROFESSIONAL SERVICES							105,000		105,000	
536	MAINTENANCE CONTRACTS							2,750		2,750	

TOTAL CLASS: 10 MATERIALS & SERVICES

								191,563		191,563	
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TOTAL PROGRAM: 0620 PUBLIC SAFETY CENTER OPERATIONS

								237,026	1.00	237,026	1.00
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0620 PUBLIC SAFETY CENTER OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 185 FACILITIES MAINT TECH  
 REFLECTS A NEW 1 FTE FACILITIES MAINTENANCE TECH POSITION BUDGETED TO START JANUARY 2020
  
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 305 SPECIAL DEPARTMENT SUPPLIES  
 HARDWARE, TOOLS, NAMEPLATES, SIGNAGE, ETC., FOR NEW PUBLIC SAFETY CENTER (PRO-RATED FOR MARCH TO JUNE 2020)  
 - NEW ITEM FOR FY 19-20 BUDGET. \$300
- 317 COMPUTER EQUIPMENT  
 COMPUTER FOR FACILITIES \$760  
 COMPUTER MONITOR FOR FACILITIES \$115  
 BATTERY BACKUP FOR FACILITIES \$88  
 DESK PHONE FOR FACILITIES \$400
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE EXPENSE FOR NEW PUBLIC SAFETY CTR FACILITIES STAFF- NEW ITEM FOR FY 19-20 BUDGET. \$100
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE EXP FOR FACILITIES STAFF (PRO-RATED BEGIN IN FEB 2020) - NEW ITEM FOR FY 19-20. \$250
- 351 UTILITIES EXPENSE  
 NATURAL GAS, ELECTRICITY, WATER, STORM, SEWER, GARBAGE HAULING, AND RECYCLING FOR NEW PUBLIC SAFETY CENTER (PRO-RATED MARCH TO JUNE 2020 - NEW ITEM IN FY 19-20 BUDGET. \$46,700
- 361 UNIFORMS & SPECIAL CLOTHING  
 CLOTHING FOR NEW PUBLIC SAFETY CENTER FACILITIES STAFF - NEW ITEM FOR FY 19-20 BUDGET. \$100
- 381 BUILDING EXPENSE  
 LIGHT BULBS, PARTS, HARDWARE, REPAIRS, KEYS, PAPER PRODUCTS, AIR FRESHENERS, ETC., FOR NEW PUBLIC SAFETY CENTER - (PRO-RATED FOR MARCH TO JUNE 2020) - NEW ITEM FOR FY 19-20 BUDGET. \$10,000
- 384 BUILDING MAINTENANCE PROJECTS  
 ESTIMATED BUILDING EXPENSE FOR NEW PUBLIC SAFETY CENTER - NEW ITEM FOR FY 19-20 BUDGET. \$10,000
- 388 PROPERTY INSURANCE  
 FOR NEW PUBLIC SAFETY CENTER - NEW ITEM FOR FY 19-20 BUDGET. \$15,000
- 511 PROFESSIONAL SERVICES  
 JANITORIAL, SECURITY, HOLIDAY DECOR, AND SOLAR ARRAY MAINTENANCE FOR NEW PUBLIC SAFETY CENTER (PRO-RATED MARCH TO JUNE 2020) - NEW ITEM FOR FY 19-20 BUDGET. \$105,000
- 536 MAINTENANCE CONTRACTS  
 PEST CONTROL, ELEVATORS, GENERATORS, FIRE SPRINKLERS AND TESTING FOR NEW PUBLIC SAFETY CENTER (PRO-RATED MARCH TO JUNE 2020) - NEW ITEM FOR FY 19-20 BUDGET. \$2,750

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

047	POLICE CAPTAIN										
	133,786	1.00	133,626	1.00	143,630	1.00	142,873	148,005	1.00	148,005	1.00
055	LIEUTENANT										
	92,652	1.00	121,169	1.00	124,997	1.00	124,252	131,131	1.00	131,131	1.00
071	POLICE SERGEANT										
	207,260	2.00	179,947	2.00	246,161	2.00	211,499	236,139	2.00	236,139	2.00
103	POLICE OFFICER										
	201,172	2.00	215,817	2.00	203,312	2.00	184,253	200,841	2.00	200,841	2.00
201	POLICE RECORDS MANAGER										
	81,980	1.00	64,288	1.00	94,599	1.00		78,282	1.00	78,282	1.00
221	SUPPORT SPECIALIST 2										
	149,741	2.80	154,302	2.80	157,802	2.80	159,987	170,237	2.80	170,237	2.80
224	SR POLICE SUPPORT SPECIALIST										
	90,157	2.00	130,843	2.00	133,517	2.00	128,733	135,770	2.00	135,770	2.00
227	POLICE RECORDS SUPERVISOR										
	65,326	1.00	80,509	1.00	75,663	1.00	79,136	79,099	1.00	79,099	1.00
229	POLICE SUPPORT SPECIALIST										
	668,846	13.00	675,221	13.00	732,151	13.00	680,739	805,219	14.00	805,219	14.00
275	TEMPORARY EMPLOYEES										
	32,202		61,150		56,304		96,478	87,538		87,538	
299	PAYROLL TAXES AND FRINGES										
	883,652		1,028,417		1,125,064		967,156	1,119,050		1,119,050	

TOTAL CLASS: 05 PERSONNEL SERVICES

	2,606,774	25.80	2,845,289	25.80	3,093,200	25.80	2,775,106	3,191,311	26.80	3,191,311	26.80
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	11,244		10,135		13,565		11,500	13,765		13,765	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 047 POLICE CAPTAIN  
 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  
 LIEUTENANT RESPONSIBLE FOR THE ADMINISTRATION OF THE PROFESSIONAL STANDARDS AND TRAINING DIVISIONS.
- 071 POLICE SERGEANT  
 SERGEANTS RESPONSIBLE FOR THE SUPERVISION OF THE TRAINING DIVISION AND THE PROFESSIONAL STANDARDS PROGRAM.
- 103 POLICE OFFICER  
 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  
 MANAGER OF THE POLICE RECORDS UNIT WHICH PROCESSES AND ENTERS DATA, DISTRIBUTES AND RETAINS ALL POLICE RECORDS, CITATIONS AND CASE FILES. (FY 2018-19 YTD AND ESTIMATED BUDGET FIGURES REFLECT VACANCY IN POSITION. SENIOR POLICE SUPPORT SPECIALIST IS CURRENTLY SERVING AS INTERIM RECORDS MANAGER.)
- 221 SUPPORT SPECIALIST 2  
 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  
 RESPONSIBLE FOR THE PROCESSING, DATA ENTRY, DISTRIBUTION AND RETENTION OF ALL POLICE RECORDS, CASE REPORTS, CITATIONS, CASE FILES; ASSIGNS SHIFT WORKLOAD. (FY 2018-19 ESTIMATED BUDGET REFLECTS 1 FTE SERVING AS INTERIM RECORDS MANAGER.)
- 227 POLICE RECORDS SUPERVISOR  
 SUPERVISES POLICE RECORDS OPERATIONS.
- 229 POLICE SUPPORT SPECIALIST  
 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. FY 2019-20 REFLECTS RECLASSIFICATION OF THE POLICE INVENTORY SPECIALIST POSITION TO A POLICE SUPPORT SPECIALIST POSITION IN PROGRAM 0621.
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP TO CONDUCT BACKGROUND INVESTIGATIONS ON NEW HIRES & RESERVES (FY 17-18, 18-19, AND 19-20 BUDGETS REFLECT ANTICIPATED RETIREMENTS AND INCREASED FREQUENCY IN OFFICER AND RESERVE RECRUITMENT PROCESSES.)
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 RECORDS FILES, FAX AND TELETYPE SUPPLIES, GENERAL OFFICE SUPPLIES TO SUPPORT ALL POLICE PROGRAMS, POSTAGE/EXPRESS MAILING EXPENSE, ANTI-BACTERIAL CLEANER \$13,765

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
303	OFFICE FURNITURE & EQUIPMENT										
	7,391		8,921		6,300		6,000	8,700		8,700	
305	SPECIAL DEPARTMENT SUPPLIES										
	72,862		77,347		82,850		82,000	82,850		82,850	
308	PERIODICALS & SUBSCRIPTIONS										
	3,998		7,503		7,470		4,500	8,120		8,120	
317	COMPUTER EQUIPMENT										
	622				781		781	1,500		1,500	
328	MEALS & RELATED EXPENSE										
	1,513		1,325		2,000		1,800	2,000		2,000	
371	EQUIPMENT OPER & MAINT EXPENSE										
	7,674		2,670		8,200		3,000	3,700		3,700	
406	BANK SERVICE FEES										
	1,363		1,712		1,500		1,500	1,600		1,600	
461	SPECIAL EXPENSE										
					2,000		2,000	1,000		1,000	
472	CENTRAL DISPATCH										
	1,295,676		1,361,825		1,382,501		1,382,501	1,488,897		1,488,897	
478	POLICE RESERVE OFFICERS EXP										
			638		2,000		1,000	2,000		2,000	
511	PROFESSIONAL SERVICES										
	7,243		5,307		8,000		8,000	15,000		15,000	
536	MAINTENANCE CONTRACTS										
								300		300	
551	RENTS AND LEASES										
	68,358		76,395		88,565		87,565	90,912		90,912	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
303	OFFICE FURNITURE & EQUIPMENT PHONE HEAD SETS FOR RECORDS DIVISION (14) \$3,500 MISC. UNANTICIPATED FURN. & EQUIPT FOR RECORDS DIV IN NEW BLDG \$1,200 REPLACEMENT CHAIRS FOR THE RECORDS DIVISION (4) \$1,000 TRAINING DIVISION FURNISHINGS AND FITNESS EQUIPMENT \$3,000 (INCREASE IN FY 19-20 BUDGET REFLECTS HEAD SETS AND FURNISHINGS FOR THE RECORDS DIVISION.)
305	SPECIAL DEPARTMENT SUPPLIES AMMO - DUTY \$14,000 AMMO - LESS LETHAL \$4,000 AMMO - TRAINING \$55,600 GENERAL TARGETS \$2,900 MISCELLANEOUS SUPPLIES \$1,600 RANGE SUPPLIES \$1,000 RESERVE PROGRAM SUPPLIES \$1,000 WEAPONS PARTS AND CLEANING SUPPLIES \$2,750
308	PERIODICALS & SUBSCRIPTIONS COLE REVERSE DIRECTORY \$440 MANAGEMENT BOOKS \$200 NEW RECRUIT TEST MANUAL FOR TRAINING DIVISION (150) - INCREASE IN FY 19-20 BUDGET. \$2,250 POCKET CRIMINAL AND VEHICLE CODE BOOKS \$1,600 LARGE CRIMINAL BOOKS (REFLECTS PUBLICATION EVERY OTHER YEAR.) \$3,600 THOMAS STREET GUIDE FOR RECORDS \$30 (INCREASE IN FY 19-20 BUDGET REFLECTS MORE RECRUIT TEST MANUALS.)
317	COMPUTER EQUIPMENT PORTABLE PROJECTOR \$1,500
328	MEALS & RELATED EXPENSE HOSTED CLASSES AND MEALS \$2,000
371	EQUIPMENT OPER & MAINT EXPENSE FITNESS EQUIPMENT REPAIR \$200 RADIO MAINTENANCE (FY 18-19 ESTIMATED AND FY 19-20 BUDGET REDUCTIONS REFLECT CONVERSION TO NEW BOND-FUNDED RADIOS) \$2,000 UNCONTRACTED GENERAL MAINTENANCE \$1,500
406	BANK SERVICE FEES TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD. \$1,600
461	SPECIAL EXPENSE POLICE OFFICER RECRUITMENT MISC. EXPENSES, PROMO ITEMS, AND JOB FAIR REGISTRATION FEES \$1,000
472	CENTRAL DISPATCH CITY'S PARTICIPATION IN WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY (WCCCA) (FY 19-20 BUDGET REFLECTS 7.7% WCCCA INCREASE.) \$1,488,897
478	POLICE RESERVE OFFICERS EXP MISC EXPENSES FOR POLICE RESERVE OFFICERS (TEAM BUILDING, MEALS, SUPPLIES). 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.) \$2,000
511	PROFESSIONAL SERVICES DOCUMENT SHREDDING - FY 18-19 INCREASE REFLECTS PREP OF MOVE TO NEW PUBLIC SAFETY CENTER \$8,000 PERSONAL HISTORY BACKGROUND SERVICES (\$4,500 INITIAL SET-UP, PLUS \$40 X 62 APPLICATIONS) - NEW ITEM FOR FY 19-20 BUDGET. \$7,000 (INCREASE IN FY 19-20 BUDGET REFLECTS OUTSIDE INVESTIGATION AND BACKGROUND SERVICES.)
536	MAINTENANCE CONTRACTS PERSONAL HISTORY BACKGROUND SERVICES (RELATED TO REQUEST IN 0621-511) - NEW ITEM IN FY 19-20 BUDGET. \$300
551	RENTS AND LEASES HARVEST COURT LEASE AND FEES (PROPERTY AND EVIDENCE BUILDING/STORAGE) - \$86,780 CANYON ROAD NEIGHBORHOOD RESOURCE CENTER (NRC) - NEW EXPENSE FOR FY 19-20. REFLECTS PROPERTY MGMT. CHANGE IN BILLING FOR SPACE. \$4,132

**BP WORKSHEET & JUSTIFICATION**

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

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

TOTAL CLASS: 10 MATERIALS & SERVICES

	1,477,944		1,553,778		1,605,732		1,592,147	1,720,344		1,720,344	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	127,310		122,255		135,842		135,842	108,995		108,995	
817	TRSFERS TO GARAGE FUND										
	4,507		11,942		5,727		5,727	14,241		14,241	
818	TRSFERS TO ISD-ALLOCATED										
	288,593		289,209		315,684		315,684	288,977		288,977	

TOTAL CLASS: 25 TRANSFERS

	420,410		423,406		457,253		457,253	412,213		412,213	
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TOTAL PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

	4,505,128	25.80	4,822,473	25.80	5,156,185	25.80	4,824,506	5,323,868	26.80	5,323,868	26.80
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## BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$108,995
817	TRSFERS TO GARAGE FUND ALLOCATION OF FLEET SERVICES TO GARAGE FUND \$14,241
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SENIOR PROGRAMMER ANALYST ASSIGNED TO POLICE DEPARTMENT \$129,427 BEAVERTON SHARE OF REGIONAL DATA MANAGEMENT SYSTEM \$95,000 NEIGHBORHOOD RESOURCE CENTER CABLE CONNECTIONS \$2,600 CRIMINAL JUSTICE SECURITY SYSTEM TWO FACTOR AUTHENTICATION \$4,250 MAINTENANCE CONTRACTS \$37,700 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

032	DEPUTY POLICE CHIEF				36,367	1.00			121,786	1.00	
047	POLICE CAPTAIN										
	131,532	1.00	134,999	1.00	104,058		140,168				
055	LIEUTENANT										
	586,876	4.00	407,587	4.00	471,842	4.00	488,394	491,928	4.00	491,928	4.00
071	POLICE SERGEANT										
	1,394,631	11.00	1,378,748	11.00	1,354,586	11.00	1,393,407	1,402,080	11.00	1,402,080	11.00
103	POLICE OFFICER										
	7,262,160	78.00	7,557,066	80.00	7,943,483	83.00	7,828,975	8,027,050	83.00	8,027,050	83.00
221	SUPPORT SPECIALIST 2										
	52,680	1.00	53,666	1.00	54,839	1.00	54,495	57,077	1.00	57,077	1.00
230	POLICE INVENTORY SPECIALIST										
	47,640	1.00	48,836	1.00	53,776	1.00	52,093				
236	COMMUNITY SERVICES OFFICER										
	198,424	3.00	181,675	4.00	262,933	4.00	249,719	272,895	4.00	272,895	4.00
237	CODE COMPLIANCE OFFICER										
					145,630	2.00	110,745	139,722	2.00	139,722	2.00
275	TEMPORARY EMPLOYEES										
	68,416		69,741		47,822		40,709	69,916		69,916	
284	TRAF SAFETY PROGRAM SPECIALIST										
	57,253	1.00	59,620	1.00	63,061	1.00	61,094	65,813	1.00	65,813	1.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 032 DEPUTY POLICE CHIEF  
 FY 2019-20 REFLECTS RECLASSIFICATION OF 1 FTE POLICE CAPTAIN TO DEPUTY POLICE CHIEF. AMENDMENT PACKET NO. 2 TRANSFERRED THE DEPUTY POLICE CHIEF POSITION FROM PROGRAM 0611 TO 0622.
- 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. FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE POLICE CAPTAIN TO DEPUTY POLICE CHIEF.
- 055 LIEUTENANT  
 LIEUTENANTS RESPONSIBLE FOR PATROL, TRAFFIC DIVISION, COMMUNITY SERVICE OFFICERS, CODE SERVICES, AND TRIMET. FY 17-18 BUDGET 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. (TRIMET REIMBURSES CITY FOR 1 FTE SERGEANT.)
- 103 POLICE OFFICER  
 POLICE OFFICERS RESPONDING TO CALLS FOR SERVICE, ENFORCING LAWS, INVESTIGATING CRIMES AND ACCIDENTS, AND PROBLEM-SOLVING. INCLUDES PATROL, TRAFFIC, K-9, BICYCLE, AND 3 FTE ASSIGNED TO TRIMET. (TRIMET REIMBURSES CITY FOR 3 FTE 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)
- 221 SUPPORT SPECIALIST 2  
 PROVIDES ADMINISTRATIVE SUPPORT TO PATROL.
- 230 POLICE INVENTORY SPECIALIST  
 RESPONSIBLE FOR MAINTAINING DEPARTMENT EQUIPMENT AND SUPPLIES. FY 2019-20 REFLECTS RECLASSIFICATION OF THE POLICE INVENTORY SPECIALIST POSITION TO A POLICE SUPPORT SPECIALIST POSITION IN PROGRAM 0621.
- 236 COMMUNITY SERVICES OFFICER  
 OFFICERS RESPONSIBLE FOR TRANSPORTING PRISONERS BETWEEN THE DEPARTMENT, JAIL, AND COURT. ENFORCEMENT OF PARKING REGULATIONS. (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 (\$27,283)  
 COMMUNITY SERVICES OFFICER COURT SECURITY (\$16,263)  
 EXTRA HELP TO PROVIDE SUPPORT TO PROPERTY AND EVIDENCE AND OTHER BPD DIVISIONS IN PREPARATION FOR THE MOVE TO NEW PUBLIC SAFETY CENTER. (\$26,370) - INCREASE FOR FY 19-20.  
 CHAPLAIN SERVICES (BUDGET AMENDMENT TRANSFERS \$19,200 FOR CHAPLAIN SERVICES TO 461).
- 284 TRAF SAFETY PROGRAM SPECIALIST  
 PROVIDES ADMINISTRATIVE SUPPORT TO THE TRAFFIC DIVISION.

**BP WORKSHEET & JUSTIFICATION**

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

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

299	PAYROLL TAXES AND FRINGES										
	5,285,310		5,647,020		6,179,697		5,986,596	6,013,843		6,083,669	

TOTAL CLASS: 05 PERSONNEL SERVICES

	15,084,922	100.00	15,538,958	103.00	16,718,094	108.00	16,406,395	16,540,324	106.00	16,731,936	107.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	866		945		2,800		1,000	2,000		2,000	

303	OFFICE FURNITURE & EQUIPMENT										
	1,938		4,672		3,800		1,700	1,500		1,500	

304	DEPARTMENT EQUIPMENT EXPENSE										
	103,240		87,834		199,995		180,000	120,305		120,305	

305	SPECIAL DEPARTMENT SUPPLIES										
	68,152		77,806		73,192		73,000	102,796		102,796	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 THERMAL PAPER FOR E-CITATIONS AND PROPERTY RECEIPTS - REDUCTION IN FY 19-20 BUDGET. \$1,200  
 TRAFFIC CITATIONS \$800
- 303 OFFICE FURNITURE & EQUIPMENT  
 FURNISHINGS FOR REPORT WRITING ROOM \$500  
 REPLACEMENT CHAIRS FOR PATROL (2) \$1,000  
 (FY 19-20 BUDGET REFLECTS FEWER REQUESTS.)
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 AED HEART DEFIBRILLATOR FOR K9 VEHICLE (4) - NEW REQUEST FOR FY 19-20 BUDGET. \$8,000  
 BICYCLE EQUIPMENT (SET UP, HEADSETS, HELMETS, LIGHTS) \$1,795  
 GLOCK HANDGUN (12) - INCREASE IN REQUEST FOR FY 19-20 BUDGET. \$5,100  
 GLOCK HOLSTER (6) \$600  
 LESS LETHAL 40 MM MULTI-LAUNCHER (4) - DECREASE REQUEST IN FY 19-20 BUDGET. \$11,200  
 LIDAR/RADAR (1) - DECREASE REQUEST IN FY 19-20 BUDGET. \$3,500  
 MISC. EQUIPMENT \$4,500  
 MOTORCYCLE HELMET CONVERSION KIT FOR RADAR DETECTOR \$2,220  
 OFFICER EQUIPMENT \$4,500  
 TURNOVER OFFICER EQUIPMENT \$6,500  
 TURNOVER OFFICER VEST (4) \$3,100  
 TASER EQUIP NEW (35)- FINAL PHASE OF STRATEGY TO STANDARDIZE POLICE UNIFORM EQUIP \$38,290  
 REPLACEMENT VEST (33) - REFLECTS INCREASE IN FY 19-20 (WAS 18) \$25,575  
 VEST FOR RESERVE OFFICER (7) \$5,425  
 (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
- 305 SPECIAL DEPARTMENT SUPPLIES  
 AMMO FOR TNT \$6,000  
 BADGES - INCREASE IN FY 19-20 BUDGET. \$4,000  
 BATTERIES (RADIO, FLASHLIGHT, LESS LETHAL WEAPONS) - DECREASE IN FY 19-20 BUDGET. \$3,105  
 BIKE TRAINING SUPPLIES AND GIVE AWAYS \$800  
 CELL PHONE CHARGERS AND CASES - INCREASE IN FY 19-20 BUDGET. \$2,040  
 CODE SERVICES SUPPLIES \$750  
 FIRST AID AND MEDICAL SUPPLIES \$1,960  
 FINGERPRINTING SUPPLIES \$1,000  
 FLARES \$4,000  
 FLASHLIGHTS AND SUPPLIES \$1,216  
 GLOVES - INCREASE IN FY 19-20 BUDGET. \$5,500  
 MOBILE RESPONSE TEAM (MRT) EQUIPMENT - INCREASE IN FY 19-20 BUDGET. \$3,840  
 MISC. EQUIPMENT AND SUPPLIES \$12,385  
 NYLON GOODS \$2,400  
 REIMBURSEMENT FOR OFFICER EQUIP PER BPA CONTRACT (ESTIMATE)- INCREASE IN FY 19-20 BUDGET \$27,000  
 MOTORCYCLE EQUIPMENT \$1,000  
 TASER BATTERIES, CARTRIDGES, HOLSTERS (70) - INCREASE IN FY 19-20 BUDGET. \$12,300  
 TNT EQUIPMENT - REFLECTS INCREASE IN FY 19-20 FOR GAS MASKS AND TWO ENTRY VESTS \$13,500

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES										
	12,527		13,040		16,219		15,000	16,874		16,874	
308	PERIODICALS & SUBSCRIPTIONS										
	757		677		930		800	955		955	
317	COMPUTER EQUIPMENT										
	55,202		60,206		95,011		95,012	110,020		110,020	
318	COMPUTER SOFTWARE										
			8,419		2,020						
321	TRAVEL, TRAINING & SUBSISTENCE										
	133,551		159,549		183,534		180,000	183,534		183,534	
328	MEALS & RELATED EXPENSE										
	2,860		2,299		3,475		2,500	2,550		2,550	
339	K-9 UNIT EXPENSES										
	29,710		19,636		22,690		19,000	21,690		21,690	
341	COMMUNICATIONS EXPENSE										
	83,490		81,159		94,103		90,000	94,357		94,357	
342	DATA COMMUNICATION EXPENSE										
	38,240		34,618		36,960		36,000	37,600		37,600	
360	VEHICLE SET-UP EXPENSE										
	162,209		173,154		176,514		180,000	201,631		201,631	

**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. \$7,654 TRI-COUNTY GUN PARTICIPATION FEES \$4,800 TRI-COUNTY GUN INSTRUCTOR FEES - INCREASE IN FY 19-20 BUDGET. \$3,920 COLUMBIA COUNTY RANGE FEES \$500
308	PERIODICALS & SUBSCRIPTIONS	ACCIDENT RECONSTRUCTION \$75 AUTO I.D. \$80 CHAPLAIN BOOKS \$250 CODE SERVICES BOOKS \$150 MISC BOOKS/PERIODICALS \$100 DRIVERS LICENSE GUIDE (3) \$150 PUBLICATIONS FOR K-9 OFFICERS \$150
317	COMPUTER EQUIPMENT	TABLETS FOR CITRIX USE BY PHOTO RADAR (X6) \$7,200 VEHICLE KEYBOARDS FOR MDC (X13) \$6,500 MDC PORTABLE KEYBOARDS (X 10) \$3,570 MDC AND DOCK REPLACEMENTS FOR PATROL VEHICLES (X 13) \$68,250 MDC VEHICLE AND OFFICE DOCK SPARES (X13) \$6,500 MDC IN CAR PRINTER REPLACEMENTS (X30) \$18,000
318	COMPUTER SOFTWARE	NO APPROPRIATIONS REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE	TRAVEL AND SUBSISTENCE FOR ENTIRE DEPARTMENT (183.80 FTE) PROVIDES FOR CONTINUING EDUCATION AND TRAINING AND MAINTAINS INDIVIDUAL DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING (DPSST) STATE MANDATED POLICE CERTIFICATIONS. \$183,534
328	MEALS & RELATED EXPENSE	BEAVERTON PARADE BREAKFAST, LIEUTENANTS' QUARTERLY LUNCH MEETINGS, MEETINGS, MISC. MEALS \$2,550
339	K-9 UNIT EXPENSES	K-9 EQUIPMENT, FOOD, AND VET CARE FOR FOUR K-9 TEAMS (REDUCTION FROM FIVE K-9 TEAMS.) \$21,690
341	COMMUNICATIONS EXPENSE	CELL PHONE MONTHLY CHARGES FOR ENTIRE DEPARTMENT FOR 4 REGULAR PHONES, 163 SMART PHONES, AND TETHERING SERVICES FOR 10 DEVICES. \$92,000 PHONE LAND LINE FOR RECORDS DIVISION (PRO-RATED FOR JULY 2019 TO MARCH 2020). \$837 COMCAST LINE FOR CANYON RD NEIGHBORHOOD RESOURCE CENTER \$720 FOR NEW DEPUTY POLICE CHIEF POSITION: \$800
342	DATA COMMUNICATION EXPENSE	DATA PLAN FOR 10 LAPTOPS AND 67 MOBILE DEVICES @ \$480 EACH \$36,960 AIR CARDS FOR VIDEO SAFETY CAMERAS PURCHASED THROUGH HOMELAND SECURITY GRANT (4) PRO-RATED FOR MARCH TO JUNE 2020 - NEW ITEM FOR FY 19-20 BUDGET. \$640
360	VEHICLE SET-UP EXPENSE	VEHICLE EQUIPMENT AND INSTALLATION SERVICES (LIGHTS, INTERIOR AND EXTERIOR EQUIPMENT) FOR 1 PATROL, 2 SGT, AND 2 K-9 REPLACEMENT VEHICLES; 2 PATROL VEHICLES TOTALED IN FY 18-19 \$150,511 ANTENNAS FOR POLICE VEHICLES (40) TO REPLACE INADEQUATE EQUIPT ISSUED THRU BOND- FUNDED RADIOS - NEW ITEM FOR FY 19-20 BUDGET. \$6,400 LIGHTING AND EQUIPMENT FOR REPLACEMENT CID VEHICLE (3) \$4,200 VEHICLE WRAPS, DECALS, AND EXTERIOR VEHICLE PAINT \$24,500 VEHICLE DECOMMISSION (7) \$4,795 MISCELLANEOUS EQUIPMENT AND AUTO PARTS \$3,000 CID MISCELLANEOUS REPLACEMENT PARTS AND SERVICE - INCREASE IN FY 19-20 BUDGET. \$2,500 COMMUNITY SERVICES VEHICLE EQUIPMENT AND MAINTENANCE FOR LEASED VEHICLES. \$2,500 INSTALLATION OF RADAR INTO EXISTING TRAFFIC VEHICLE \$1,500 VEHICLE DETAILING \$1,725

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
361	UNIFORMS & SPECIAL CLOTHING										
	63,531		56,487		69,114		62,000	70,000		70,000	
371	EQUIPMENT OPER & MAINT EXPENSE										
	4,414		4,139		7,200		6,000	10,100		10,100	
442	CODE SERVICE - SIDEWALK REPAIR GRANT										
					75,000		50,000	50,000		50,000	
443	CODE SERVICE EXPENDITURES										
					11,500		26,000	36,500		36,500	
461	SPECIAL EXPENSE										
	24,446		24,615		57,350		57,000	98,242		98,242	
471	DUII BLOOD DRAW GRANT EXPENSE										
	7,170		9,666		14,400		9,000	8,000		8,000	
511	PROFESSIONAL SERVICES										
	16,261		19,714		39,450		44,000	68,830		68,830	
536	MAINTENANCE CONTRACTS										
	953		953		4,589		4,589	26,907		26,907	
551	RENTS AND LEASES										
	1,215		911		1,250						
TOTAL CLASS: 10 MATERIALS & SERVICES											
	810,732		840,499		1,191,096		1,132,601	1,264,391		1,264,391	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
	167,432		360,577		435,450		428,447	338,500		338,500	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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, OFFICER UNIFORMS, TRAFFIC SAFETY VESTS, POLO SHIRTS, HONOR GUARD, RESERVE AND CADET UNIFORMS. \$70,000
371	EQUIPMENT OPER & MAINT EXPENSE BADGE REPAIR, BICYCLE REPAIR, WATERPROOF JACKETS REPAIR AND REFURBISH, RADAR REPAIR (FY 19-20 BUDGET REFLECTS INCREASE IN WATERPROOF JACKETS AND RADAR REPAIRS.) \$10,100
442	CODE SERVICE - SIDEWALK REPAIR GRANT SIDEWALK REPAIR GRANT \$50,000
443	CODE SERVICE EXPENDITURES NUISANCE ABATEMENT CONTRACTORS - INCREASE IN FY 19-20 BUDGET. \$32,500 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 \$4,000 IN-CAR CAMERA REPLACEMENTS (HARDWARE, LICENSES, INSTALL) (4) - NEW ITEM FOR FY 19-20 \$20,292 HOMELESS ASSISTANCE/RV ABATEMENT - NEW ITEM FOR FY 19-20 BUDGET. \$10,000 CAR SEAT CLINIC SUPPLIES \$600 DMV SUSPENSION PACKETS \$2,500 MISC. AND UNANTICIPATED EVENT EXPENSES \$3,000 INVESTIGATIVE MEDICAL - FY 19-20 BUDGET REFLECTS INCREASE. \$3,000 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 UNANTICIPATED MOVING AND BUILDING EXPENSES - NEW ITEM FOR FY 19-20 BUDGET. \$5,000 PUBLIC SAFETY CHAPLAINCY PROGRAM \$34,300
471	DUII BLOOD DRAW GRANT EXPENSE BLOOD DRAW EXPENSE FOR GRANT (FEDERAL GRANT AWARD THRU 9/30/19). \$8,000
511	PROFESSIONAL SERVICES BODY-WORN CAMERA (BWC) SOFTWARE LICENSES, CLOUD STORAGE, AND WARRANTIES \$45,279 INTERPRETER FEES \$5,600 LEXIPOL POLICY SERVICES ANNUAL FEE - INCREASE IN FY 19-20 BUDGET. \$6,201 OFFICER AND RESERVES PSYCH TESTING \$8,000 CADET DRUG SCREENING TESTS (10) - NEW ITEM FOR FY 19-20 BUDGET. \$550 RESERVE OFFICER MEDICAL EVALUATIONS (10) \$3,200
536	MAINTENANCE CONTRACTS TASER WEAPON ASSURANCE MAINTENANCE PLAN \$3,000 TASER ASSURANCE PLAN -WARRANTY & REPLACEMENT - YEAR 2 OUT OF 5 (85) \$16,339 TASER ASSURANCE PLAN -WARRANTY & REPLACEMENT - YR 1 OUT OF 5 (35) - NEW ITEM FOR FY 19-20 \$6,728 K-9 HEAT ALARM SERVER SERVICE - NEW ITEM FOR FY 19-20 BUDGET. \$840
551	RENTS AND LEASES NO APPROPRIATION REQUESTED FOR FY 2019-20

641	VEHICLES *5 REPLACEMENT PATROL VEHICLES (1 PATROL, 2 SERGEANT, 2 K-9), NOS. 14-2 (2014 CHEVY TAHOE SUV), 13-1 (2013 CHEVY TAHOE), 13-2 (2013 CHEVY TAHOE), 11-1 (2011 CHEVY TAHOE), 11-2 (2011 CHEVY TAHOE) WITH POLICE UTILITY SUVS @ \$38,500 EA \$192,500 *2 PATROL VEHICLES TO REPLACE VEHS TOTALED IN FY 18-19, NOS. 17-5 (2016 FORD EXPLORER SUV) AND 16-3 (2016 FORD EXPLORER) WITH POLICE UTILITY SUVS @ \$34,000 EACH \$68,000 *3 REPLACEMENT CID VEHICLES, NOS. 112 (2008 DODGE AVENGER SEDAN), 113 (2008 DODGE AVENGER), 114 (2008 CHEVY IMPALA SEDAN) WITH FORD FUSIONS @ \$26,000 EACH \$78,000
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 15 CAPITAL OUTLAY											
	167,432		360,577		435,450		428,447	338,500		338,500	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND				3,327		3,327				
817	TRSFERS TO GARAGE FUND				774,065		773,463	747,369		747,369	
	588,512		620,322								
TOTAL CLASS: 25 TRANSFERS											
	588,512		620,322		777,392		776,790	747,369		747,369	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
989	RESERVE - POLICE FORFEITURES				47,011			23,029		23,029	
996	RESERVE - EQUIPMENT REPLACEMT				478,204			558,605		558,605	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					525,215			581,634		581,634	
TOTAL PROGRAM: 0622 POLICE DEPT FIELD SERVICES											
	16,651,598	100.00	17,360,356	103.00	19,647,247	108.00	18,744,233	19,472,218	106.00	19,663,830	107.00

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 816 TRSFERS TO REPROGRAPHICS FUND  
NO ALLOCATION IN FY19-20
- 817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE). \$747,369

- 989 RESERVE - POLICE FORFEITURES  
FORFEITED FUNDS AVAILABLE FOR APPROPRIATION. NO APPROPRIATIONS FOR FY 19-20 BUDGET.
- 996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR FUTURE REPLACEMENT OF POLICE CARS AND MOTORCYCLES \$558,605

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

047	POLICE CAPTAIN											
	36,077	1.00	130,182	1.00	140,985	1.00	142,873	150,711	1.00	150,711	1.00	
055	LIEUTENANT											
	122,639	1.00	120,364	1.00	120,397	1.00	119,549	124,074	1.00	124,074	1.00	
071	POLICE SERGEANT											
	332,272	3.00	348,038	3.00	372,227	3.00	367,456	389,612	3.00	389,612	3.00	
103	POLICE OFFICER											
	1,611,374	18.00	1,451,176	18.00	1,795,375	17.00	1,435,113	1,590,154	17.00	1,590,154	17.00	
200	SR PROP & EVIDENCE CONTRL SPEC											
	65,310	1.00	67,933	1.00	71,840	1.00	69,727	72,621	1.00	72,621	1.00	
218	POLICE TECHNICIAN											
	70,244	1.00	72,084	1.00	75,209	1.00	23,802					
228	POLICE PROPERTY CONTROL SPEC											
	118,098	2.00	121,417	2.00	127,720	2.00	126,851	187,417	3.00	187,417	3.00	
229	POLICE SUPPORT SPECIALIST											
	114,742	2.00	114,755	2.00	121,989	2.00	117,866	121,195	2.00	121,195	2.00	
231	CRIME ANALYST											
	69,198	1.00	74,449	1.00	79,764	1.00	79,102	82,196	1.00	82,196	1.00	
299	PAYROLL TAXES AND FRINGES											
	1,389,991		1,457,257		1,783,317		1,495,287	1,673,201		1,673,201		

TOTAL CLASS: 05 PERSONNEL SERVICES

	3,929,945	30.00	3,957,655	30.00	4,688,823	29.00	3,977,626	4,391,181	29.00	4,391,181	29.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
	3,928		1,108									
305	SPECIAL DEPARTMENT SUPPLIES											
	18,091		22,882		20,000		20,000	21,300		21,300		

**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).
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 (16) AND OFFICER ASSIGNED TO THE INTERAGENCY NARCOTICS TEAM TO INVESTIGATE DRUG VIOLATIONS (1). FY 18-19 BUDGET REFLECTS MOVE OF 1 FTE CYBER CRIME OFFICER TO PROGRAM 0622. FY 19-20 REFLECTS 2 FTE VACANT POLICE OFFICER POSITIONS NOT BEING FUNDED.
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. FY 2019-20 REFLECTS RECLASSIFICATION OF THE VACANT POLICE TECH POSITION TO 1 FTE POLICE PROPERTY AND CONTROL SPECIALIST POSITION.
228	POLICE PROPERTY CONTROL SPEC RESPONSIBLE FOR FOUND PROPERTY, PRISONER PROPERTY, AND CRIME SCENE EVIDENCE. INCLUDES PACKAGING, STORAGE, DESTRUCTION, RECORD KEEPING AND DISPOSITION. FY 2019-20 REFLECTS RECLASSIFICATION OF THE POLICE TECH POSITION TO 1 FTE POLICE PROPERTY AND CONTROL SPECIALIST POSITION.
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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
303	OFFICE FURNITURE & EQUIPMENT NO APPROPRIATIONS REQUESTED FOR FY 19-20 BUDGET.
305	SPECIAL DEPARTMENT SUPPLIES MULTI-MEDIA SUPPLIES TO STORE EVIDENCE - CDS, DVDS, FLASHCARDS \$1,000 EVIDENCE SUPPLIES \$19,800 LEATHER GOODS AND MISC. EQUIPMENT FOR DETECTIVES \$500

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
308	PERIODICALS & SUBSCRIPTIONS										
	66		365		365			365		365	
316	ADVERTISING, RECORDING & FILING										
	335		507		600		600	1,000		1,000	
317	COMPUTER EQUIPMENT										
	1,901		1,513		1,800		1,800	1,350		1,350	
318	COMPUTER SOFTWARE										
	129										
328	MEALS & RELATED EXPENSE										
	855		636		960		650	960		960	
371	EQUIPMENT OPER & MAINT EXPENSE										
	434				700		100	400		400	
461	SPECIAL EXPENSE										
	8,725		8,115		16,000		14,000	16,000		16,000	
467	FEDERAL FORFEITURE EXPENSE										
	51,091		111,282		10,000		10,000	10,000		10,000	
511	PROFESSIONAL SERVICES										
	1,857		2,503		4,000		500	4,000		4,000	
525	PMTS TO OTHER GOVERNMENT AGENCIES										
					9,400						
551	RENTS AND LEASES										
	7,200		6,300		7,200		7,200	7,200		7,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	94,612		155,211		71,025		54,850	62,575		62,575	
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	38,794		30,943		49,286		49,286	36,901		36,901	
TOTAL CLASS: 25 TRANSFERS											
	38,794		30,943		49,286		49,286	36,901		36,901	
TOTAL PROGRAM: 0623 INVESTIGATIVE SERVICES											
	4,063,351	30.00	4,143,809	30.00	4,809,134	29.00	4,081,762	4,490,657	29.00	4,490,657	29.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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308	PERIODICALS & SUBSCRIPTIONS PHYSICIAN DESK REFERENCE, MISC BOOKS/MAGAZINES. \$365	
316	ADVERTISING, RECORDING & FILING PUBLIC NOTICES FOR UNCLAIMED PROPERTY - \$1,000	
317	COMPUTER EQUIPMENT DESKTOP COMPUTER FOR PROPERTY AND EVIDENCE \$760 27 INCH MONITORS (X2) \$438 BATTERY BACKUP \$152	
318	COMPUTER SOFTWARE NO APPROPRIATIONS REQUESTED	
328	MEALS & RELATED EXPENSE IN CUSTODY MEALS, MAJOR CRIMES TEAM MEALS, OTHER MEALS, AND PARKING EXPENSE. \$960	
371	EQUIPMENT OPER & MAINT EXPENSE ALARM REPAIRS \$200 CAMERA/VIDEO REPAIRS \$200	
461	SPECIAL EXPENSE BURN/MELTING EVIDENCE FEES \$4,400 INVESTIGATIVE MEDICAL \$2,500 INVESTIGATIVE FUNDS \$6,100 MEDICAL RECORDS FEES \$200 POLYGRAPH \$300 TITLE SEARCH FEES \$300 VEHICLE TOWING/STORAGE \$2,200	
467	FEDERAL FORFEITURE EXPENSE FEDERAL FORFEITURE EXPENSE \$10,000	
511	PROFESSIONAL SERVICES HAZMAT/DEQ CLEANUP (WIN) \$2,000 CID OCCUPATIONAL WELLNESS CHECKS \$2,000	
525	PMTS TO OTHER GOVERNMENT AGENCIES CONTRIBUTION TO WESTSIDE INTERAGENCY NARCOTICS TEAM (WIN) NO APPROPRIATION NECESSARY FOR FY 2019-20	
551	RENTS AND LEASES CONTRACT AGREEMENT FOR UNDERCOVER VEHICLE (4) \$7,200	
817	TRSFERS TO GARAGE FUND FLEET SERVICES PROVIDED BY THE GARAGE FUND \$36,901	

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

055	LIEUTENANT											
		92,952	1.00	116,974	1.00	120,397	1.00	119,549	124,074	1.00	124,074	1.00
071	POLICE SERGEANT											
		231,563	2.00	236,031	2.00	247,002	2.00	232,784	234,412	2.00	234,412	2.00
093	POL COMMUNITY SRVCS SPECIALIST											
		63,583	1.00	62,814	1.00	64,928	1.00	62,615	65,644	1.00	65,644	1.00
103	POLICE OFFICER											
		805,270	9.00	807,897	9.00	907,454	9.00	784,369	902,237	9.00	902,237	9.00
186	PROGRAM COORDINATOR											
		122,693	1.60	138,933	2.00	147,870	2.00	147,064	155,913	2.00	155,913	2.00
275	TEMPORARY EMPLOYEES											
		12,489		3,549								
299	PAYROLL TAXES AND FRINGES											
		679,540		771,604		846,302		761,417	861,329		861,329	

TOTAL CLASS: 05 PERSONNEL SERVICES

		2,008,090	14.60	2,137,802	15.00	2,333,953	15.00	2,107,798	2,343,609	15.00	2,343,609	15.00
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE											
		20,046		56		1,500		1,500	11,700		11,700	
305	SPECIAL DEPARTMENT SUPPLIES											
		3,700		4,475		5,025		5,025	5,565		5,565	
308	PERIODICALS & SUBSCRIPTIONS											
		691		571		846		700	482		482	
316	ADVERTISING, RECORDING & FILING											
		815		1,772		1,800		1,800	1,900		1,900	
317	COMPUTER EQUIPMENT											
		6,239							2,578		2,578	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 055 LIEUTENANT  
 LIEUTENANT RESPONSIBLE FOR ADMINISTRATION OF THE COMMUNITY SERVICES DIVISION. INCLUDES COMMUNITY RESOURCE OFFICERS, SCHOOL RESOURCE OFFICERS, PUBLIC INFORMATION OFFICER, VOLUNTEER PROGRAM, AND VICTIM SERVICES.
- 071 POLICE SERGEANT  
 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  
 PROVIDES COMMUNITY POLICING INFORMATION AND EDUCATION TO THE PUBLIC. ASSISTS WITH DEVELOPMENT AND IMPLEMENTATION OF SPECIALIZED NON-ENFORCEMENT PROGRAMS.
- 103 POLICE OFFICER  
 POLICE OFFICERS ASSIGNED TO RESPONSIBILITIES IN THE SCHOOL RESOURCE PROGRAM (7), PUBLIC INFORMATION OFFICER (1), AND COMMUNITY POLICING (1). (1 SRO FTE IS REIMBURSED BY THE BEAVERTON SCHOOL DISTRICT AND COPS GRANT.)
- 186 PROGRAM COORDINATOR  
 PROGRAM COORD. FOR VICTIM SERVICES (1 FTE); PROGRAM COORD. FOR VOLUNTEER PROGRAM (1 FTE) FY 17-18 REFLECTS VOLUNTEER PROGRAM COORDINATOR'S FTE INCREASING FROM .60 TO 1.0 FTE.
- 275 TEMPORARY EMPLOYEES  
 FY 18-19 BUDGET REFLECTS EXTRA HELP MOVED TO PROGRAM 0622.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 COVERT SURVEILLANCE CAMERAS FOR SROS \$300  
 REPLACEMENT RIFLE VEST PLATE FOR SRO \$1,400  
 AED HEART DEFIBRILLATOR FOR SRO VEHICLE (5) - NEW REQUEST FOR FY 19-20 BUDGET. \$10,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
 CADETS EQUIPMENT AND DUTY GEAR \$1,050  
 MISC. SUPPLIES FOR SROS, STUDENT ACADEMIES, OUTREACH, VOLUNTEERS, AND VICTIM ADVOCATES \$2,875  
 HONOR GUARD SUPPLIES \$1,000  
 KEYBOARDS AND COMPUTER MONITOR ARMS FOR SROS - NEW REQUEST FOR FY 19-20. \$640
- 308 PERIODICALS & SUBSCRIPTIONS  
 MISCELLANEOUS COMMUNITY POLICING BOOKS AND PUBLIC INFORMATION OFFICER SUBSCRIPTIONS \$482 (FY 19-20 BUDGET REFLECTS FEWER REQUESTS.)
- 316 ADVERTISING, RECORDING & FILING  
 COMMUNITY EVENT ADVERTISING AND SAFETY ADS \$1,900
- 317 COMPUTER EQUIPMENT  
 DESKTOP FOR SRO \$760  
 24 INCH MONITORS (X2) \$230  
 BATTERY BACKUP \$88  
 PORTABLE INFOCUS PROJECTOR \$1,500

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE										
	6,777		6,400		8,150		7,500	8,550		8,550	
351	UTILITIES EXPENSE										
	1,367		1,301		1,900		1,400	1,600		1,600	
377	PUBLIC RELATIONS EXPENSE										
	14,057		16,536		16,350		16,350	17,350		17,350	
461	SPECIAL EXPENSE										
	18,236		16,632		24,850		16,000	31,100		31,100	
465	VOLUNTEER PROGRAM EXPENSE										
	80		84		709		602	602		602	
511	PROFESSIONAL SERVICES										
	2,699		1,549		2,700		2,500	2,950		2,950	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	74,707		49,376		63,830		53,377	84,377		84,377	
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	30,169		29,475		38,329		38,329	35,150		35,150	
TOTAL CLASS: 25 TRANSFERS											
	30,169		29,475		38,329		38,329	35,150		35,150	
TOTAL PROGRAM: 0625 COMMUNITY SERVICES											
	2,112,966	14.60	2,216,653	15.00	2,436,112	15.00	2,199,504	2,463,136	15.00	2,463,136	15.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE MISC MEALS FOR HOSTED COMMUNITY EDUCATION, PROGRAMS AND EVENTS \$2,400 STUDENT AND CITIZENS ACADEMIES \$2,150 VOLUNTEER AND VICTIM ADVOCATE RECOGNITION AND APPRECIATION EVENTS \$4,000
351	UTILITIES EXPENSE COST OF UTILITIES AT THE NEIGHBORHOOD RESOURCE CENTER \$1,600
377	PUBLIC RELATIONS EXPENSE NATIONAL NIGHT OUT SUPPLIES - FY 19-20 BUDGET REFLECTS INCREASE \$7,000 PROMO SUPPLIES \$10,100 K-9 TRADING CARDS \$250
461	SPECIAL EXPENSE BPD AWARDS PROGRAM -FY 19-20 REFLECTS \$1,100 INCREASE AND MOVE OF \$400 FROM 328 MEALS EXP \$10,000 CADET SUPPLIES FOR TRAINING EVENTS AND COMPETITIONS - NEW IN FY 19-20 BUDGET. \$1,700 CITIZENS ACADEMY SUPPLIES AND AWARDS RECOGNITION \$1,500 COMMUNITY SERVICES PROGRAM (FUNDED BY DONATIONS FROM COMMUNITY.) \$2,500 MILITARY BANNER PROGRAM \$9,000 PEER COURT SUPPLIES \$700 VICTIM ADVOCATE AND VOLUNTEER PROGRAMS UNIFORMS AND SUPPLIES \$2,950 VICTIM EMERGENCY ASSISTANCE - FY 19-20 REFLECTS INCREASE FOR EMERGENCY HOTEL EXPENSE. \$2,000 VICTIM AWARENESS EDUCATION AND OUTREACH - NEW IN FY 19-20 BUDGET. \$750
465	VOLUNTEER PROGRAM EXPENSE VOLUNTEER SUPPLIES (FUNDS DONATED TO VOLUNTEER PROGRAM) \$602
511	PROFESSIONAL SERVICES SOCIAL MEDIA EXPENSES \$1,450 TV TRACKING COVERAGE MEDIA SERVICE (1/2 EXPENSE IS COVERED IN DEPT. 10 MAYOR'S OFFICE) \$1,500

817	TRSFERS TO GARAGE FUND FLEET SERVICES PROVIDED BY THE GARAGE FUND \$35,150
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**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

186	PROGRAM COORDINATOR										
	52,994	.75	56,852	.75	59,292	.75	59,347	61,604	.75	61,604	.75
259	RETIRED OFFICERS-PHOTO RADAR										
	247,565		258,881		285,002		160,013	290,002		290,002	
299	PAYROLL TAXES AND FRINGES										
	55,506		62,163		50,089		41,645	44,578		44,578	

TOTAL CLASS: 05 PERSONNEL SERVICES

	356,065	.75	377,896	.75	394,383	.75	261,005	396,184	.75	396,184	.75
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES										
	229		498		700		400	700		700	
511	PROFESSIONAL SERVICES										
	229,854		219,009		239,261		114,846	169,476		169,476	

TOTAL CLASS: 10 MATERIALS & SERVICES

	230,083		219,507		239,961		115,246	170,176		170,176	
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TOTAL PROGRAM: 0626 PHOTO RADAR VAN TRAFFIC ENFORCEMENT

	586,148	.75	597,403	.75	634,344	.75	376,251	566,360	.75	566,360	.75
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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 FOR TWO VANS:  
 PRIOR VENDOR MONTHLY FEE FOR 2 VANS \$19,232 OR \$230,784 PER YEAR  
 NEW VENDOR MONTHLY FEE FOR 2 VANS \$13,846 OR \$166,152 PER YEAR  
 FY 2018-19 EXPENSE TOTALS \$114,846 COMPRISED OF  
 PRIOR VENDOR CONTRACT TAIL OUT FOR TWO WEEKS IN JULY \$9,616  
 NEW VENDOR SERVICES PARTIAL 1 ST MONTH OF NOVEMBER \$8,308  
 NEW VENDOR SERVICES FOR 7MONTHS DECEMBER 2018 TO JUNE 2019 \$96,922  
 FY 2019-20 WITH 2% CPI INCREASE TO \$14,123 PER MONTH FOR 12 MONTHS \$169,476

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0627 INTERSECTION PHOTO ENFORCEMENT

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: 05 PERSONNEL SERVICES

186	PROGRAM COORDINATOR										
	17,664	.25	18,950	.25	19,766	.25	19,785	20,540	.25	20,540	.25
259	RETIRED OFFICERS-PHOTO RADAR										
	28,060		29,393		26,757		27,155	72,540		72,540	
299	PAYROLL TAXES AND FRINGES										
	15,302		17,901		16,550		17,419	23,774		23,774	

TOTAL CLASS: 05 PERSONNEL SERVICES

	61,026	.25	66,244	.25	63,073	.25	64,359	116,854	.25	116,854	.25
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CLASS: 10 MATERIALS & SERVICES

351	UTILITIES EXPENSE										
	515		545		550		350	550		550	
511	PROFESSIONAL SERVICES										
	318,160		290,908		348,603		377,000	465,120		465,120	

TOTAL CLASS: 10 MATERIALS & SERVICES

	318,675		291,453		349,153		377,350	465,670		465,670	
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TOTAL PROGRAM: 0627 INTERSECTION PHOTO ENFORCEMENT

	379,701	.25	357,697	.25	412,226	.25	441,709	582,524	.25	582,524	.25
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0627 INTERSECTION PHOTO ENFORCEMENT

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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 INTERSECTION PHOTO  
 ENFORCEMENT CAMERAS @ \$45.83 PER MONTH \$550

511 PROFESSIONAL SERVICES  
 INTERSECTION RED LGT SIGNAL & SPEED VIOLATION FEES BASED UPON CONTRACT FOR 8 APPROACHES:  
 FY 18-19 REFLECTS TRANSITION TO NEW VENDOR AT \$4,750 PER APPROACH FOR 8 APPROACHES AT THE  
 4 INTERSECTIONS WITH CAMERA DETECTION SYSTEMS FOR A TOTAL MONTHLY COST OF \$38,000  
 AND AN ANNUAL COST OF \$456,000  
 FY 2018-19 ESTIMATED COSTS ARE BASED ON THE SYSTEMS ACTIVATED IN LATE AUGUST FOR RED LIGHT  
 DETECTION WITH INTERSECTION SPEED ACTIVATED ON A SET IMPLEMENTATION PATH. VENDOR  
 DISCOUNTED PER APPROACH FEE AT EACH INTERSECTION UNTIL SPEED WAS ACTIVATED  
 FY2018-19 ESTIMATE IS \$377,000  
 FY 19-20 BUDGET REFLECTS A 2% CPI INCREASE TO \$4,845 PER APPROACH FOR 8 APPROACHES AT  
 \$38,760 PER MONTH FOR 12 MONTHS \$465,120

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0637 JUSTICE ASST. GRANT (JAG)

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

304 DEPARTMENT EQUIPMENT EXPENSE

17,244

13,700

13,700

461 SPECIAL EXPENSE

8,184

TOTAL CLASS: 10 MATERIALS & SERVICES

25,428

13,700

13,700

TOTAL PROGRAM: 0637 JUSTICE ASST. GRANT (JAG)

25,428

13,700

13,700

### 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 18-19 (2017 JAG) ESTIMATED REFLECTS 2017 JAG EQUIPMENT
  - FY 17-18 REDUCTION REFLECTS DEPLETION OF 2016 JAG GRANT FUNDS.
  - FY 16-17 (2016 JAG) PORTABLE PRIVACY SCREEN/BARRIER SYSTEM, HAND-HELD TELESCOPIC POLE CAMERA, FIRST RESPONDER MEDICAL KITS, FIREARMS ROBOTIC TARGET SYS, DIGITAL VOICE RECORDERS
- 461 SPECIAL EXPENSE
  - NO APPROPRIATIONS REQUESTED IN FY 19-20 BUDGET.



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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: 05 PERSONNEL SERVICES

014 ASSISTANT CDD DIRECTOR

99,230 1.00 99,230 1.00

022 CDD OPERATIONS MANAGER

83,770 1.00 89,566 1.00 96,509 1.00 86,664 96,298 101,957 1.00 101,957 1.00

023 SR DEVELOPMENT PROJECT MANAGER

198,531 3.00 295,214 3.00 384,999 4.00 341,705 381,177 433,960 4.00 433,960 4.00

024 DEVELOPMENT PROJECT MANAGER

64,189 1.00 67,794 1.00 68,933 1.00 62,713 69,123 71,058 1.00 71,058 1.00

025 DEVELOPMENT PROJECT COORDINATOR

97,806 1.35 102,893 1.35 124,428 1.50 110,017 119,949 105,775 1.25 105,775 1.25

041 COMMUNITY DEVELOPMENT DIRECTOR

143,840 .95 146,528 .95 150,184 .95 135,433 149,839 154,830 .95 154,830 .95

053 SENIOR ENGINEER

135,280 .50 142,786 148,860 58,822 .50 58,822 .50

059 DEVELOPMENT DIVISION MANAGER

120,987 1.00 123,248 1.00 126,324 1.00 113,914 126,030 130,225 1.00 130,225 1.00

068 ENGINEERING ASSOCIATE

32,785 .50 19,235 22,245 105,747 1.50 105,747 1.50

076 OFFICE SUPERVISOR

59,020 .90 66,948 .90 57,710 .90 49,056 51,306 57,210 .90 57,210 .90

081 PLANNING MANAGER

155,762 2.00 166,743 2.00 194,034 2.00 186,118 205,874 217,585 2.00 217,585 2.00

084 PROJECT ENGINEER 1

152,251 1.60 138,526 152,858 162,935 1.60 162,935 1.60

085 PROJECT MANAGER 1

78,307 1.00 71,027 78,146 84,470 1.00 84,470 1.00

090 ECONOMIC DEVELOPMENT MANAGER

108,686 1.00 111,348 1.00 114,128 1.00 102,914 113,858 117,649 1.00 117,649 1.00

091 PROJECT COORDINATOR

247

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	81,397	2.00	135,818	2.00	146,322	2.00	131,317	145,999	157,058	2.00	157,058	2.00
105	SENIOR PLANNER											
	108,789	2.00	261,100	3.00	291,893	4.00	239,463	286,749	365,484	4.00	365,484	4.00
119	ENG. CONST. INSPECTOR LEAD											
					70,552	1.00	70,728	38,949	83,157	1.00	83,157	1.00
123	ENGINEERING TECH 2											
					187,916	3.00	141,663	156,768	129,716	2.00	129,716	2.00
124	ENGINEERING CONST INSPECTOR											
					262,574	4.00	146,388	234,973	355,390	5.00	355,390	5.00
143	SENIOR FIELD INSPECTOR - ENG											
					69,346	1.00	81,387	90,618	98,309	1.00	98,309	1.00
167	PLANNING DIVISION MANAGER											
	86,951	1.00	110,471	1.00	117,828	1.00	105,991	117,531	128,108	1.00	128,108	1.00
180	ASSOCIATE PLANNER											
	456,387	6.00	434,989	7.00	498,830	6.00	394,954	459,391	480,237	6.00	480,237	6.00
181	ASSISTANT PLANNER											
	130,957	2.00	134,318	2.00	145,870	2.00	107,853	122,154	130,936	2.00	130,936	2.00
186	PROGRAM COORDINATOR											
	60,264	1.00	70,667	1.50	112,025	2.35	87,780	104,796	227,671	3.35	227,671	3.35
190	BUSINESS DEVELOPMENT LIAISON											
	93,975	1.00	96,489	1.00	98,905	1.00	89,183	98,673	101,957	1.00	101,957	1.00
221	SUPPORT SPECIALIST 2											
	231,437	4.30	256,430	4.30	295,988	5.80	265,775	314,632	341,304	5.80	341,304	5.80
225	PERMIT TECHNICIAN											
					60,662	1.00	52,879	58,495	62,381	1.00	62,381	1.00
226	PLANNING TECHNICIAN											
	42,512	1.00	30,243						43,655	1.00	43,655	1.00
257	PRINCIPAL PLANNER - TRANS.											
	109,304	1.00	111,348	1.00	114,128	1.00	85,422	108,430	97,997	1.00	97,997	1.00
272	SENIOR TRANSPORTATION PLANNER											
	81,855	1.00	90,916	1.00	94,561	1.00	88,538	96,125	105,824	1.00	105,824	1.00

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
275	TEMPORARY EMPLOYEES											
	3,888		19,657		72,106		38,174	18,858				
290	SITE DEVELOPMENT DIVISION MANAGER											
					69,553	1.00	60,008	71,549	130,592	1.00	130,592	1.00
299	PAYROLL TAXES AND FRINGES											
	1,132,011		1,322,850		2,488,045		1,887,618	2,108,852	2,751,455		2,751,455	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	3,652,318	34.50	4,245,578	36.00	6,912,976	54.10	5,635,229	6,349,105	7,692,684	57.85	7,692,684	57.85
CLASS: 10 MATERIALS & SERVICES												
301	OFFICE EXPENSE											
	2,333		1,892		4,200		3,462	4,273	4,300		4,300	
303	OFFICE FURNITURE & EQUIPMENT											
	4,501		4,973		14,650		10,678	11,450	9,990		9,990	
304	DEPARTMENT EQUIPMENT EXPENSE											
					3,000		1,284	1,700	3,600		3,600	
305	SPECIAL DEPARTMENT SUPPLIES											
	1,607		1,913		5,045		3,302	2,745	3,795		3,795	
307	MEMBERSHIP FEES											
	64,268		62,908		75,857		68,803	73,680	78,566		78,566	
308	PERIODICALS & SUBSCRIPTIONS											
	330		788		1,285		612	1,035	1,539		1,539	
316	ADVERTISING, RECORDING & FILING											
	10,466		8,783		10,300		9,502	6,150	10,300		10,300	
317	COMPUTER EQUIPMENT											
	4,235		7,888		12,800		10,401	11,408	31,086		31,086	
318	COMPUTER SOFTWARE											
	55,180		30,482		36,091		20,001	35,811	42,792		42,792	
321	TRAVEL, TRAINING & SUBSISTENCE											
	50,568		72,516		85,145		55,794	70,500	89,020		89,020	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
325	COMMUNITY EVENTS EXPENSE											
	28,926		38,984		43,100		37,621	37,900	43,500		43,500	
328	MEALS & RELATED EXPENSE											
	6,225		9,378		11,100		6,121	9,600	10,600		10,600	
330	MILEAGE REIMBURSEMENT											
	2,196		3,069		4,400		1,847	3,175	2,650		2,650	
341	COMMUNICATIONS EXPENSE											
	6,568		9,973		21,768		14,185	21,204	17,700		17,700	
342	DATA COMMUNICATION EXPENSE											
					1,880		4,300	280	3,840		3,840	
361	UNIFORMS & SPECIAL CLOTHING											
					3,000		3,455	3,000	3,500		3,500	
377	PUBLIC RELATIONS EXPENSE											
	6,800		12,413		31,428		26,034	24,000	33,300		33,300	
378	WORKFORCE ASSISTANCE EXPENSE											
	30,893		11,000		60,300		10,300	40,000	40,000		40,000	
414	EPA BROWN FIELDS GRANT EXPENSE											
	35,296		111,763									
421	STREET FURNITURE EXPENSE											
			5,842									
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES											
			404,263		375,750		366,948	375,750	376,623		376,623	
461	SPECIAL EXPENSE											
	272,666		2,204		1,800		890	500	1,750		1,750	
481	OTHER EXPENSES											
	1,596		2,321		3,044		2,687	3,044	3,200		3,200	
506	AFFORDABLE HOUSING PROGRAM											
	128,890		148,372		1,287,738		542,604	700,000	740,000		740,000	
509	ACQUISITION DUE DILIGENCE EXP											
	86,171		102,632		50,000		87,047		50,000		50,000	
511	PROFESSIONAL SERVICES											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	576,199		511,679		1,616,430		1,064,944	981,351	1,288,000		1,288,000	
516	BUSINESS STOREFRONT IMPROV EXP											
	78,692		48,262		191,380		190,038	185,000	125,000		125,000	
519	DEV. FEASIBILITY ASSISTANCE											
	63,799		38,555		140,850		58,710	75,250	50,000		50,000	
523	BOARDS & COMMISSIONS EXPENSES											
	591		1,936		2,500		996	2,200	3,500		3,500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,518,996		1,654,789		4,094,841		2,602,566	2,681,006	3,068,151		3,068,151	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
					83,550		72,173	70,414	53,000		53,000	
675	COMPUTER SOFTWARE PACKAGES											
					217,500				750,000		750,000	
TOTAL CLASS: 15 CAPITAL OUTLAY												
					301,050		72,173	70,414	803,000		803,000	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	66,961		74,309		86,518		54,383	86,518	80,369		80,369	
817	TRSFERS TO GARAGE FUND											
					46,229		11,948	46,229	35,733		35,733	
TOTAL CLASS: 25 TRANSFERS												
	66,961		74,309		132,747		66,331	132,747	116,102		116,102	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
996	RESERVE - EQUIPMENT REPLACEMT											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
					48,492				64,273		64,273	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					48,492				64,273		64,273	
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT												
	5,238,275	34.50	5,974,676	36.00	11,490,106	54.10	8,376,299	9,233,272	11,744,210	57.85	11,744,210	57.85



**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

014	ASSISTANT CDD DIRECTOR							99,230	1.00	99,230	1.00
022	CDD OPERATIONS MANAGER										
	83,770	1.00	89,566	1.00	96,509	1.00	96,298	101,957	1.00	101,957	1.00
041	COMMUNITY DEVELOPMENT DIRECTOR										
	143,840	.95	146,528	.95	150,184	.95	149,839	154,830	.95	154,830	.95
076	OFFICE SUPERVISOR										
	59,020	.90	66,948	.90	57,710	.90	51,306	57,210	.90	57,210	.90
221	SUPPORT SPECIALIST 2										
	171,694	3.30	181,910	3.30	238,957	4.80	239,315	273,728	4.80	273,728	4.80
275	TEMPORARY EMPLOYEES				21,000		3,035				
299	PAYROLL TAXES AND FRINGES										
	204,728		231,863		300,656		264,428	382,640		382,640	

TOTAL CLASS: 05 PERSONNEL SERVICES

	663,052	6.15	716,815	6.15	865,016	7.65	804,221	1,069,595	8.65	1,069,595	8.65
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	2,333		1,892		4,200		4,200	4,200		4,200	
303	OFFICE FURNITURE & EQUIPMENT										
	1,170		590		3,850		850	1,600		1,600	
304	DEPARTMENT EQUIPMENT EXPENSE										
					200		200	300		300	
305	SPECIAL DEPARTMENT SUPPLIES										
	536		826		700		700	700		700	
307	MEMBERSHIP FEES										
	5,300		5,491		5,585		5,585	5,330		5,330	
308	PERIODICALS & SUBSCRIPTIONS										
	330		471		575		575	590		590	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 014 ASSISTANT CDD DIRECTOR  
 FY 19-20 REFLECTS A NEW ASSISTANT CDD DIRECTOR POSITION.
- 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 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.
- 275 TEMPORARY EMPLOYEES
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR DEPARTMENT GENERAL FUND POSITIONS \$4,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 DUAL MONITOR ARMS (2 STAFF) \$400  
 CHAIR FOR NEW HIRE (2 STAFF) \$1,200
- 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 (APA) AND OREGON APA CHAPTER (DIRECTOR; OPS MANAGER) \$945  
 URBAN LAND INSTITUTE (1 FULL MEMBER + 2 ASSOC MEMBERS (\$560) AND 1 FULL MEMBER (\$275)) \$835  
 URBAN LAND INSTITUTE SILVER 3-YEAR SPONSORSHIP (PER YEAR COST IS \$3,000) \$3,000  
 COUNCIL OF DEVELOPMENT FINANCE AGENCIES \$550
- 308 PERIODICALS & SUBSCRIPTIONS  
 DAILY JOURNAL OF COMMERCE (PRINT & DIGITAL) \$250  
 PORTLAND BUSINESS JOURNAL (PRINT & DIGITAL) \$140  
 PERIODICALS, BOOKS, ETC. \$200

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
317	COMPUTER EQUIPMENT										
	2,525		2,066					5,982		5,982	
318	COMPUTER SOFTWARE										
	27,494		1,253					4,671		4,671	
321	TRAVEL, TRAINING & SUBSISTENCE										
	12,539		10,491		11,000		11,000	14,100		14,100	
328	MEALS & RELATED EXPENSE										
	2,199		3,589		4,500		4,500	4,500		4,500	
330	MILEAGE REIMBURSEMENT										
	425		298		500		500	500		500	
341	COMMUNICATIONS EXPENSE										
	1,428		1,395		1,368		1,368	2,900		2,900	
481	OTHER EXPENSES										
	1,596		2,321		3,044		3,044	3,200		3,200	
511	PROFESSIONAL SERVICES										
	35,269		67,941		148,351		151,351	149,000		149,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	93,144		98,624		183,873		183,873	197,573		197,573	
CLASS: 15 CAPITAL OUTLAY											
675	COMPUTER SOFTWARE PACKAGES										
					217,500			750,000		750,000	
TOTAL CLASS: 15 CAPITAL OUTLAY											
					217,500			750,000		750,000	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	6,969		6,737		8,316		8,316	4,954		4,954	
TOTAL CLASS: 25 TRANSFERS											
	6,969		6,737		8,316		8,316	4,954		4,954	
TOTAL PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT											

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 317 COMPUTER EQUIPMENT
    - DESKTOP COMPUTER (X2) \$1,520
    - BATTERY BACKUP (X2) \$176
    - 24 INCH MONITORS (X4) \$460
    - DESK PHONE (X2) \$800
    - LAPTOP MID RANGE (X2) \$2,866
    - LAPTOP DOCK \$160
  - 318 COMPUTER SOFTWARE
    - ADOBE PRO \$313
    - MICROSOFT VISIO (X3) \$1,038
    - ADOBE CREATIVE SUITE (X4) \$3,320
  - 321 TRAVEL, TRAINING & SUBSISTENCE
    - URBAN LAND INSTITUTE FALL MEETING WASHINGTON DC (1 STAFF) \$3,000
    - URBAN LAND INSTITUTE SPRING MEETING TORONTO ONTARIO CA (2 STAFF) \$6,000
    - OREGON APA ANNUAL PLANNING MEETING (1 STAFF) \$500
    - LEADERSHIP BEAVERTON (1 STAFF) \$800
    - MISCELLANEOUS TRAINING (8 STAFF) \$2,000
    - SOFTWARE TRAINING (6 STAFF) \$1,800
  - 328 MEALS & RELATED EXPENSE
    - MEALS RELATED TO TRAINING, INTER-JURISDICTIONAL MEETINGS, BUSINESS MEETINGS, ETC. \$4,000
    - MEALS RELATED TO DEVELOPMENT REVIEW PROCESS MEETINGS, WORKSHOPS, ETC. (PHASE 3 AND 4) \$500
  - 330 MILEAGE REIMBURSEMENT
    - MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL \$500
  - 341 COMMUNICATIONS EXPENSE
    - CELL PHONE CHARGES FOR (DIRECTOR, ASSIST DIRECTOR, OPS MGR, OFFICE SUPERVISOR) \$2,400
    - DEVELOPMENT REVIEW PROCESS MARKETING \$500
  - 481 OTHER EXPENSES
    - ORG DEVELOPMENT AND TEAM BUILDING FOR DEPT-WIDE FUNCTIONS (80 FTE, \$40 PER FTE) \$3,200
  - 511 PROFESSIONAL SERVICES
    - TEMPORARY HELP HIRED THROUGH GALT FOUNDATION FOR STAFF ABSENCES \$3,000
    - DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - CONSULTANT CONT'D (75 ADMIN/25 BLDG) \$45,000
    - DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - IMPLEMENT & TRAINING (75 ADMIN/25 BLDG) \$45,000
    - DEVELOPMENT REVIEW PROCESS PHASE 4 - CONSULTANT NEW (75 ADMIN/25 BLDG) \$30,000
    - ORG DEVELOPMENT; MANAGEMENT RETREAT FACILITATOR; HOGAN ASSESSMENTS; TEAM BUILDING \$15,000
    - DUE TO INCREASE OF DEPARTMENT SIZE AND WORK PLAN
    - PSU HATFIELD POST-GRAD INTERN - SUMMER 2019 \$11,000
    - STRATEGIC PLAN UPDATE, ADMINISTRATIVE REPORTING SYSTEMS
- 
- 675 COMPUTER SOFTWARE PACKAGES
    - DEVELOPMENT REVIEW PROCESS ELECTRONIC PERMITTING SYSTEM (75 ADMIN/25 BLDG) \$750,000
    - INCLUSIVE OF BLUEBEAM ELECTRONIC PLAN REVIEW
- 
- 816 TRSFERS TO REPROGRAPHICS FUND
    - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES \$4,954
    - 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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	763,165	6.15	822,176	6.15	1,274,705	7.65	996,410	2,022,122	8.65	2,022,122	8.65

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

090	ECONOMIC DEVELOPMENT MANAGER											
	108,686	1.00	111,348	1.00	114,128	1.00	113,858	117,649	1.00	117,649	1.00	
091	PROJECT COORDINATOR											
	81,397	2.00	135,818	2.00	146,322	2.00	145,999	157,058	2.00	157,058	2.00	
190	BUSINESS DEVELOPMENT LIAISON											
	93,975	1.00	96,489	1.00	98,905	1.00	98,673	101,957	1.00	101,957	1.00	
299	PAYROLL TAXES AND FRINGES											
	116,338		153,170		177,669		167,808	194,533		194,533		

TOTAL CLASS: 05 PERSONNEL SERVICES

	400,396	4.00	496,825	4.00	537,024	4.00	526,338	571,197	4.00	571,197	4.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
	1,392							350		350		
305	SPECIAL DEPARTMENT SUPPLIES											
	282		45		45		45	45		45		
307	MEMBERSHIP FEES											
	46,295		44,505		49,700		49,700	50,640		50,640		
308	PERIODICALS & SUBSCRIPTIONS											
			280		360		360	360		360		
318	COMPUTER SOFTWARE											
	25,390		26,964		35,091		35,091	34,918		34,918		

**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

190 BUSINESS DEVELOPMENT LIAISON

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT

ERGONOMIC EQUIPMENT FOR STAFF \$350

305 SPECIAL DEPARTMENT SUPPLIES

SPECIAL DEPARTMENT SUPPLIES SUCH AS MAPS, TITLE REPORTS, COURIER SERVICES, \$45

307 MEMBERSHIP FEES

OREGON ECONOMIC DEVELOPMENT ASSOCIATION \$750  
 INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL \$600  
 GREATER PORTLAND, INC. \$25,000  
 TECHNOLOGY ASSOCIATION OF OREGON & PDX WOMEN IN TECH (PDXWIT) \$1,500  
 OREGON BIOSCIENCE ASSOCIATION \$850  
 WESTSIDE ECONOMIC ALLIANCE \$8,000  
 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  
 CHAMBER SPONSORSHIPS \$6,500  
 INTERNATIONAL DOWNTOWN ASSOCIATION \$490

308 PERIODICALS & SUBSCRIPTIONS

PORTLAND BUSINESS JOURNAL DIGITAL (FOUR DIGITAL SUBSCRIPTIONS) \$360

318 COMPUTER SOFTWARE

MICROSOFT DYNAMICS CRM SUBSCRIPTION (X6) \$7,500  
 COSTAR \$10,068  
 ESRI BUSINESS ANALYST \$4,500  
 COSTAR TENANT \$3,700  
 VERTICAL EMAIL \$350  
 COSTAR COMPS \$3,400  
 D & B HOVER \$5,400

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	14,341		24,837		16,650		11,000	14,650		14,650	
325	COMMUNITY EVENTS EXPENSE										
	27,174		38,181		40,900		36,900	39,000		39,000	
328	MEALS & RELATED EXPENSE										
	1,481		2,037		1,700		1,000	1,500		1,500	
330	MILEAGE REIMBURSEMENT										
	502		626		1,000		850	900		900	
341	COMMUNICATIONS EXPENSE										
	1,539		2,250		1,992		1,992	1,800		1,800	
377	PUBLIC RELATIONS EXPENSE										
	6,800		11,966		29,928		24,000	32,800		32,800	
378	WORKFORCE ASSISTANCE EXPENSE										
	30,893		11,000		60,300		40,000	40,000		40,000	
414	EPA BROWN FIELDS GRANT EXPENSE										
	35,296		111,763								
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES										
			404,263		375,750		375,750	376,623		376,623	
461	SPECIAL EXPENSE										
	271,025										

**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: OREGON BIO EVENTS \$300 REGISTRATION: MAIN STREET/IDA NATIONAL CONFERENCE (1 STAFF) \$800 JP MORGAN HEALTHCARE CONFERENCE \$500 TRAVEL AND SUBSISTENCE FOR STAFF TO ATTEND THESE CONFERENCES \$7,500 PROFESSIONAL TRAINING EXPENSES \$1,000
325	COMMUNITY EVENTS EXPENSE DOWNTOWN ASSOCIATION AND OTHER COMMERCIAL CORRIDOR SEED FUND \$15,000 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 MUJERES, BEST HQ, SMALL BUSINESS DEVELOPMENT CENTER, SMALL BUSINESS ASSOCIATION, CHAMBER OF COMMERCE, ETC.) \$10,000 POP-UP RETAIL PILOT FOR PROMOTING SMALL BUSINESSES AND SUPPORTING RESTAURANT ROW \$4,000 SIGNATURE EVENTS FOR KEY INITIATIVES RESTAURANTS AND INNOVATION (OTBC/DHC) \$2,500
328	MEALS & RELATED EXPENSE MEALS AND EXPENSES FOR BUSINESS RETENTION/RECRUITMENT AND PARTNER MEETINGS \$1,500
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$900
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF \$1,800
377	PUBLIC RELATIONS EXPENSE PROMOTION OF SHOPPING AND RETAIL NEAR NEIGHBORHOODS \$5,000 PROGRAM UPDATES, COLLATERAL DESIGN, SURVEYING, PROMOTIONAL ITEMS \$2,500 MADE IN BEAVERTON PROMOTIONAL EXPENSES \$7,500 RESTAURANT WEEK PROMOTION EXPENSES \$8,000 SOCIAL MEDIA MATCHING GRANTS FOR SMALL BUSINESS PROMOTION \$9,800
378	WORKFORCE ASSISTANCE EXPENSE STRATEGIC WORKFORCE TRAINING INITIATIVES THROUGH PUBLIC AND PRIVATE PARTNERSHIPS \$40,000
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 WATSON BUILDING/DHC SUBLEASE PAYMENTS (STRATEGIC TENANT LEASE PAYMENTS TO OFFSET) \$98,623 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 POP-UP RETAIL LEASING AND OPERATIONS EXPENSES \$3,000
461	SPECIAL EXPENSE NO APPROPRIATIONS REQUESTED

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	115,718		137,003		148,657		135,000	134,000		134,000	
516	BUSINESS STOREFRONT IMPROV EXP										
	34,334										
TOTAL CLASS: 10 MATERIALS & SERVICES											
	612,462		815,720		762,073		711,688	727,586		727,586	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	6,249		8,578		9,981		9,981	6,606		6,606	
TOTAL CLASS: 25 TRANSFERS											
	6,249		8,578		9,981		9,981	6,606		6,606	
TOTAL PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM											
	1,019,107	4.00	1,321,123	4.00	1,309,078	4.00	1,248,007	1,305,389	4.00	1,305,389	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) \$12,000 CORPORATE HEADQUARTER/LARGE EMPLOYER REAL ESTATE STRATEGY \$7,000 IMPACT BEAVERTON CONTRACT WITH THE BEAVERTON CHAMBER OF COMMERCE \$90,000 MADE IN BEAVERTON CAMPAIGN \$10,000 SPONSOR WORKFORCE / JOB SEEKER TRAINING AND BUSINESS EDUCATION WORKSHOPS \$5,000 HOTEL RECRUITMENT STRATEGY \$10,000
516	BUSINESS STOREFRONT IMPROV EXP NO APPROPRIATIONS REQUESTED. MOVED TO DEVELOPMENT DIVISION ( 001-70-0662).
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$6,606

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

023 SR DEVELOPMENT PROJECT MANAGER  
 198,531 3.00 211,479 2.00 288,582 3.00 285,299 433,960 4.00 433,960 4.00

024 DEVELOPMENT PROJECT MANAGER  
 64,189 1.00 67,794 1.00 68,933 1.00 69,123 71,058 1.00 71,058 1.00

025 DEVELOPMENT PROJECT COORDINATOR  
 97,806 1.35 102,893 1.35 124,428 1.50 119,949 105,775 1.25 105,775 1.25

059 DEVELOPMENT DIVISION MANAGER  
 120,987 1.00 123,248 1.00 126,324 1.00 126,030 130,225 1.00 130,225 1.00

186 PROGRAM COORDINATOR  
 60,264 1.00 70,667 1.50 112,025 2.35 104,796 227,671 3.35 227,671 3.35

221 SUPPORT SPECIALIST 2  
 15,935

275 TEMPORARY EMPLOYEES  
 3,888

299 PAYROLL TAXES AND FRINGES  
 260,461 311,873 416,923 376,898 581,707 581,707

TOTAL CLASS: 05 PERSONNEL SERVICES

806,126 7.35 903,889 6.85 1,137,215 8.85 1,082,095 1,550,396 10.60 1,550,396 10.60

CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT  
 802 589 3,615 3,415 2,865 2,865

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 023 SR DEVELOPMENT PROJECT MANAGER  
 1 FTE SR. DEVELOPMENT PROJECT MANAGER POSITION IS FUNDED BY A 25% TRANSFER FROM THE BURA FUND 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  
 FY 2019-20 REFLECTS TRANSFERRING 1 FTE SR. DEVELOPMENT PROJECT MANAGER BACK TO THE DEVELOPMENT DIVISION FROM THE TRANSPORTATION DIVISION AND THIS POSITION IS FUNDED BY A 75% TRANSFER FROM THE BURA FUND TO THE CITY'S GENERAL FUN
- 024 DEVELOPMENT PROJECT MANAGER
- 025 DEVELOPMENT PROJECT COORDINATOR  
 ONE DEV. PROJECT COORDINATOR POSITION IS ALLOCATED:  
 50% GENERAL FUND - COMMUNITY DEV. DEPT. AND 50% CDBG FUND.  
 FY 2019-20 REFLECTS RE-ALLOCATION OF THE POSITION TO:  
 25% GENERAL FUND - COMMUNITY DEV. DEPT. AND 75% CDBG FUND.
- 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.)  
 FY 18-19 REFLECTS MID-YEAR ESTABLISHMENT OF 1 FTE PROGRAM COORDINATOR THAT IS ALLOCATED 85% GENERAL FUND - CDD DEVELOPMENT PROGRAM & 15% COMMUNITY DEV BLOCK GRANT FUND.  
 FY 19-20 REFLECTS A NEW 1 FTE PROGRAM COORDINATOR POSITION (50% OF THE POSITION IS TO BE CHARGED TO THE BURA FUND IN INTERFUND TRANSFERS).
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE EQUIPMENT FOR NEW EMPLOYEE \$540  
 ERGONOMIC KEYBOARD \$30  
 MONITOR ARMS \$90  
 ARTICULATING KEYBOARD TRAYS \$85  
 TWO ELECTRONIC STANDING DESKS FOR CURRENT EMPLOYEES \$790  
 ONE SET MONITOR ARMS \$195  
 ONE ARTICULATING KEYBOARD TRAY \$170  
 CHAIR, MONITOR ARMS, KEYBOARD TRAY, ERGONOMIC KEYBOARD FOR NEW PROG COORDINTOR \$965

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
305	SPECIAL DEPARTMENT SUPPLIES										
	281		219		300		250	300		300	
307	MEMBERSHIP FEES										
	308		2,243		4,502		2,500	4,321		4,321	
308	PERIODICALS & SUBSCRIPTIONS										
			17		150			389		389	
316	ADVERTISING,RECORDING & FILING										
					300		150	300		300	
317	COMPUTER EQUIPMENT										
			645		4,303		4,303	3,228		3,228	
318	COMPUTER SOFTWARE										
	1,492							830		830	
321	TRAVEL,TRAINING & SUBSISTENCE										
	6,896		9,455		12,500		12,500	12,550		12,550	
325	COMMUNITY EVENTS EXPENSE										
	1,312		147		1,000		1,000	4,000		4,000	
328	MEALS & RELATED EXPENSE										
	808		1,254		1,500		1,500	2,500		2,500	
330	MILEAGE REIMBURSEMENT										
	107				200		75	200		200	
341	COMMUNICATIONS EXPENSE										
	1,675		2,370		2,904		2,904	4,200		4,200	
377	PUBLIC RELATIONS EXPENSE										
506	AFFORDABLE HOUSING PROGRAM										
	128,890		148,372		1,287,738		700,000	740,000		740,000	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
305	SPECIAL DEPARTMENT SUPPLIES PROJECT MANAGEMENT SUPPLIES \$300	
307	MEMBERSHIP FEES HOUSING ALLIANCE \$1,500 APA MEMBERSHIP RENEWAL \$432 PIPTA MEMBERSHIP RENEWAL \$50 PROFESSIONAL TRANSPORTATION PLANNER CERTIFICATION THROUGH ITE \$971 PROJECT MANAGEMENT INSTITUTE: TWO MEMBERSHIPS \$308 NAIOP: COMMERCIAL REAL ESTATE DEVELOPMENT ASSOCIATION: TWO MEMBERSHIPS \$550 ICSC \$125 CREW \$385	
308	PERIODICALS & SUBSCRIPTIONS DAILY JOURNAL OF COMMERCE, PORTLAND BUSINESS JOURNAL \$389	
316	ADVERTISING, RECORDING & FILING PUBLIC NOTICES, ADVERTISEMENTS, ETC. \$300	
317	COMPUTER EQUIPMENT ONE 27 INCH MONITOR \$219 ONE 24 INCH MONITOR \$115 ONE DESKTOP COMPUTER \$760 ONE DESK PHONE \$400 BATTERY BACKUP \$88 BATTERY BACKUP \$152 COMPUTER, MONITORS, AND PHONE FOR NEW PROGRAM COORDINATOR POSITION \$1,494	
318	COMPUTER SOFTWARE ADOBE CREATIVE SUITE \$830	
321	TRAVEL, TRAINING & SUBSISTENCE PMI CONFERENCE \$450 URBANISM NEXT CONFERENCE \$500 MISC REAL ESTATE TRAININGS AND WEBINARS \$1,100 THREE STAFF TO FALL OR SPRING NATIONAL ULI CONFERENCE \$6,500 TWO STAFF TO ULI HOUSING CONFERENCE \$4,000	
325	COMMUNITY EVENTS EXPENSE PARKING, REDEVELOPMENT, HOUSING RELATED COMMUNITY EVENTS \$4,000	
328	MEALS & RELATED EXPENSE ANNUAL RETREAT & WORKING LUNCHESES \$2,500	
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$200	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 7 STAFF (1 MGR, 4 SR DEV MGRS, 1 PROJ MGR, 1 PROJ COORD \$4,200	
377	PUBLIC RELATIONS EXPENSE	
506	AFFORDABLE HOUSING PROGRAM COMMUNITY HOUSING FUND \$100,000 PRESERVATION FUND (NEWLY REGULATED AND EXISTING REGULATED) \$100,000 HOMEOWNERSHIP \$200,000 ECUMENICAL MINISTRIES OF OREGON-HOMESHARE \$45,000 FEASIBILITY ANALYSIS FOR HOUSING DEVELOPMENT ON CITY OWNED SITE(S) \$40,000 HOUSING INVESTMENT FUND (PLUS CARRY FORWARD FROM 18-19 UNSPENT) \$200,000 UNDERWRITING AND FINANCIAL MODELING SERVICES \$15,000 OTHER CONSULTING SERVICES FOR CONSTRUCTION PLANNING/ADMIN, PROGRAM DEVELOPMENT, RACIAL EQUITY, DEVELOPMENT FEASIBILITY, COMMUNITY ENGAGEMENT, ETC \$40,000	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
509	ACQUISITION DUE DILIGENCE EXP										
	86,171		102,632		50,000			50,000		50,000	
511	PROFESSIONAL SERVICES										
	115,174		13,814		155,157		100,000	225,000		225,000	
516	BUSINESS STOREFRONT IMPROV EXP										
	44,358		48,262		191,380		185,000	125,000		125,000	
519	DEV. FEASIBILITY ASSISTANCE										
	63,799		38,555		140,850		75,250	50,000		50,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	452,073		368,574		1,856,399		1,088,847	1,225,683		1,225,683	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	9,170		9,767		7,762		7,762	16,514		16,514	
TOTAL CLASS: 25 TRANSFERS											
	9,170		9,767		7,762		7,762	16,514		16,514	
TOTAL PROGRAM: 0662 DEVELOPMENT DIVISION											
	1,267,369	7.35	1,282,230	6.85	3,001,376	8.85	2,178,704	2,792,593	10.60	2,792,593	10.60

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

509	ACQUISITION DUE DILIGENCE EXP DUE DILIGENCE CONSULTANTS FOR ACQUISITION OPPORTUNITIES \$50,000
511	PROFESSIONAL SERVICES PARKING MANAGEMENT STRATEGY (COULD BE PARTIALLY OR ENTIRELY OFFSET THROUGH CITATION COST SHARING WITH PARKING ENFORCEMENT COMPANY) \$150,000 DEVELOPMENT NEGOTIATION CONSULTING SERVICES \$50,000 URBAN PARKS AND PLAZA LOCATION AND ACQUISITION PLAN \$25,000
516	BUSINESS STOREFRONT IMPROV EXP STOREFRONT DESIGN AND IMPROVEMENT GRANTS (BURA/GF 50/50 SPLIT TOTAL OF \$150,000) \$75,000 BEAVERTON DOWNTOWN ASSOCIATION (BDA) CO-SIGN PROJECT \$50,000
519	DEV. FEASIBILITY ASSISTANCE PREDEVELOPMENT GRANT PROGRAM (BURA/GENERAL FUND SPLIT \$75,000) \$50,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,514

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

081	PLANNING MANAGER											
	155,762	2.00	166,743	2.00	194,034	2.00	205,874	217,585	2.00	217,585	2.00	
105	SENIOR PLANNER											
	108,789	2.00	261,100	3.00	291,893	4.00	286,749	365,484	4.00	365,484	4.00	
167	PLANNING DIVISION MANAGER											
	86,951	1.00	110,471	1.00	117,828	1.00	117,531	128,108	1.00	128,108	1.00	
180	ASSOCIATE PLANNER											
	381,357	5.00	357,525	6.00	418,993	5.00	381,439	398,907	5.00	398,907	5.00	
181	ASSISTANT PLANNER											
	130,957	2.00	134,318	2.00	145,870	2.00	122,154	130,936	2.00	130,936	2.00	
221	SUPPORT SPECIALIST 2											
	59,743	1.00	58,585	1.00	57,031	1.00	66,726	67,576	1.00	67,576	1.00	
226	PLANNING TECHNICIAN											
	42,512	1.00	30,243					43,655	1.00	43,655	1.00	
275	TEMPORARY EMPLOYEES											
			1,190									
299	PAYROLL TAXES AND FRINGES											
	458,525		491,727		661,063		541,523	701,010		701,010		

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,424,596	14.00	1,611,902	15.00	1,886,712	15.00	1,721,996	2,053,261	16.00	2,053,261	16.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
	1,137		2,823		4,375		4,375	2,100		2,100		
305	SPECIAL DEPARTMENT SUPPLIES											
	508		812		500		250	250		250		
307	MEMBERSHIP FEES											
	4,730		5,300		5,000		5,000	5,845		5,845		
308	PERIODICALS & SUBSCRIPTIONS											
			20		200		100	200		200		
316	ADVERTISING, RECORDING & FILING											
	10,466		8,783		10,000		6,000	10,000		10,000		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 081 PLANNING MANAGER  
 FY 17-18 REFLECTS DECREASE DUE TO POSITION VACANCY DURING YEAR.
- 105 SENIOR PLANNER  
 FY 17-18 REFLECTS A NEW 1 FTE SENIOR PLANNER.  
 FY 18-19 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ASSOCIATE PLANNER POSITION TO 1 FTE SENIOR PLANNER POSITION.
- 167 PLANNING DIVISION MANAGER
- 180 ASSOCIATE PLANNER  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PLANNING TECH POSITION TO 1 FTE ASSOCIATE PLANNER POSITION.  
 FY 18-19 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ASSOCIATE PLANNER POSITION TO 1 FTE SENIOR 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.  
 FY 19-20 REFLECTS A NEW 1 FTE 2-YEAR LIMITED DURATION PLANNING TECH POSITION.
- 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION REQUIRED
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT  
 HEIGHT ADJUSTABLE DESK (\$400) AND ERGONOMIC CHAIR (\$600) FOR NEW PLANNING TECH \$1,000  
 ERGONOMIC OFFICE CHAIR (\$600) TO REPLACE OLDER MODEL \$600  
 MISCELLANEOUS ERGONOMIC DEVICES FOR NEW ASSISTANT, ASSOCIATE, OR SENIOR PLANNER \$500
- 305 SPECIAL DEPARTMENT SUPPLIES  
 PUBLIC HEARING EXPENSES AND SUPPLIES \$250
- 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION MEMEBERSHIP (10 STAFF) \$3,800  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (3 STAFF) \$1,800  
 URBAN LAND INSTITUTE MEMBERSHIP (3 STAFF) \$245
- 308 PERIODICALS & SUBSCRIPTIONS  
 TECHNICAL MANUALS, SUBSCRIPTIONS, REFERENCE BOOKS \$200
- 316 ADVERTISING,RECORDING & FILING  
 MAILINGS FOR COMPREHENSIVE PLAN CHANGES, URBAN SERVICE BOUNDARY MEETINGS, PUBLIC \$10,000  
 HEARING NOTICES, ETC.

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
317	COMPUTER EQUIPMENT										
	1,710		3,307		275		275	19,469		19,469	
318	COMPUTER SOFTWARE										
			2,265		1,000		720				
321	TRAVEL, TRAINING & SUBSISTENCE										
	11,290		16,051		18,900		16,000	18,200		18,200	
325	COMMUNITY EVENTS EXPENSE										
	120		175		200						
328	MEALS & RELATED EXPENSE										
	984		1,847		1,800		500	1,000		1,000	
330	MILEAGE REIMBURSEMENT										
	42		154		100		50	50		50	
341	COMMUNICATIONS EXPENSE										
	1,491		2,973		3,132		2,400	1,800		1,800	
342	DATA COMMUNICATION EXPENSE										
								480		480	
461	SPECIAL EXPENSE										
	1,641		2,204		1,800		500	1,750		1,750	
511	PROFESSIONAL SERVICES										
	166,950		235,341		409,378		395,000	355,000		355,000	
523	BOARDS & COMMISSIONS EXPENSES										
	591		1,936		2,500		2,200	2,200		2,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	201,660		283,991		459,160		433,370	418,344		418,344	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	41,133		43,535		43,805		43,805	44,038		44,038	
TOTAL CLASS: 25 TRANSFERS											
	41,133		43,535		43,805		43,805	44,038		44,038	
TOTAL PROGRAM: 0676 PLANNING DIVISION											
	1,667,389	14.00	1,939,428	15.00	2,389,677	15.00	2,199,171	2,515,643	16.00	2,515,643	16.00

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

317	COMPUTER EQUIPMENT MONITOR (X2) \$438 DESKTOP COMPUTER \$760 BATTERY BACKUP \$152 DESK PHONE \$400 HIGH END LAPTOP WITH AIRCARD \$1,969 PLANNING COMMISSION LAPTOP PLACEHOLDER (X7) \$14,000 NEW COMPUTER AND PHONE FOR NEW PLANNING TECH POSITION \$1,750
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE NATIONAL AMERICAN PLANNING ASSOCIATION CONFERENCE IN HOUSTON, TX (2 STAFF) \$5,000 OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE IN PORTLAND, OR (8 STAFF) \$3,200 LEGAL ISSUES IN PLANNING WORKSHOP (10 STAFF) \$1,500 URBAN LAND INSTITUTE NATIONAL CONFERENCE OR TRANSPORTATION RESEARCH BOARD (2 STAFF) \$5,000 REGIONAL WORKSHOPS AND REGIONAL CITY VISITS \$2,500 MISCELLANEOUS TRAININGS AND WEBINARS \$1,000
325	COMMUNITY EVENTS EXPENSE NOT NEEDED, MOVED TO 'SPECIAL EXPENSE' 461
328	MEALS & RELATED EXPENSE BREAKFAST OR LUNCHTIME MEETINGS WITH EXTERNAL STAKEHOLDERS; OVERTIME MEALS. \$1,000
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING. \$50
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 4 STAFF (PLANNING DIVISION MANAGER, 3 PLANNING MANAGERS) \$1,800
342	DATA COMMUNICATION EXPENSE AIRCARD FOR PLANNING DIVISION MANAGER @ \$40 PER MONTH \$480
461	SPECIAL EXPENSE OPEN HOUSE AND MARKETING EXPENSES RELATED TO PLANNING STUDIES AND PROJECTS \$1,000 PLANNING DIVISION TEAM RETREAT \$750
511	PROFESSIONAL SERVICES DOWNTOWN DESIGN PROJECT PHASE II CONTINGENCY \$30,000 HOUSING OPTIONS PROJECT IMPLEMENTATION (TRANSPORTATION ANALYSIS) \$30,000 MASTER PLANNING/DEVELOPMENT AGREEMENT CONSULTANT ASSISTANCE \$20,000 COOPER MOUNTAIN COMMUNITY PLAN (TOTAL COST OF MULTI-YEAR PROJECT ESTIMATED AT \$825,000) PRE-GRANT ACTIVITY SUCH AS ANALYSIS OF INFRASTRUCTURE FUNDING AND HABITAT PROTECTION \$25,000 PLANNING AND DEVELOPMENT (PARTAILLY FUNDED BY \$185,000 METRO GRANT REIMBURSEMENT) \$230,000 WEST FIVE IMPLEMENTATION (TRANSPORTATION ANALYSIS) \$20,000
523	BOARDS & COMMISSIONS EXPENSES PLANNING COMMISSION RECOGNITION EVENT \$1,500 MISCELLANEOUS TRAINING \$350 MEETING EXPENSES \$350
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$44,038

**BP WORKSHEET & JUSTIFICATION**

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

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: 05 PERSONNEL SERVICES

053	SENIOR ENGINEER				135,280	.50	148,860	58,822	.50	58,822	.50
068	ENGINEERING ASSOCIATE				32,785	.50	22,245	105,747	1.50	105,747	1.50
084	PROJECT ENGINEER 1				152,251	1.60	152,858	162,935	1.60	162,935	1.60
085	PROJECT MANAGER 1				78,307	1.00	78,146	84,470	1.00	84,470	1.00
119	ENG. CONST. INSPECTOR LEAD				70,552	1.00	38,949	83,157	1.00	83,157	1.00
123	ENGINEERING TECH 2				187,916	3.00	156,768	129,716	2.00	129,716	2.00
124	ENGINEERING CONST INSPECTOR				262,574	4.00	234,973	355,390	5.00	355,390	5.00
143	SENIOR FIELD INSPECTOR - ENG				69,346	1.00	90,618	98,309	1.00	98,309	1.00
221	SUPPORT SPECIALIST 2						8,591				
225	PERMIT TECHNICIAN				60,662	1.00	58,495	62,381	1.00	62,381	1.00
275	TEMPORARY EMPLOYEES				33,172		15,823				
290	SITE DEVELOPMENT DIVISION MANAGER				69,553	1.00	71,549	130,592	1.00	130,592	1.00
299	PAYROLL TAXES AND FRINGES				758,969		607,200	781,419		781,419	

TOTAL CLASS: 05 PERSONNEL SERVICES

					1,911,367	14.60	1,685,075	2,052,938	15.60	2,052,938	15.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE						73	100		100	
303	OFFICE FURNITURE & EQUIPMENT				2,810		2,810	1,115		1,115	
304	DEPARTMENT EQUIPMENT EXPENSE				2,800		1,500	3,300		3,300	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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.	
068	ENGINEERING ASSOCIATE FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO AN ENGINEERING ASSOCIATE	
084	PROJECT ENGINEER 1	
085	PROJECT MANAGER 1	
119	ENG. CONST. INSPECTOR LEAD	
123	ENGINEERING TECH 2 FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO AN ENGINEERING ASSOCIATE	
124	ENGINEERING CONST INSPECTOR FY 2019-20 REFLECTS 1 FTE ENGR CONST INSPECTOR POSITION'S ALLOCATION CHANGING FROM 20/40/40 IN STREET FUND 101-72-0735 / WATER FUND 501-72-0740 / STORM FUND 513-72-0740 TO 100% IN GENERAL FUND (001-70-0701)	
143	SENIOR FIELD INSPECTOR - ENG	
221	SUPPORT SPECIALIST 2	
225	PERMIT TECHNICIAN	
275	TEMPORARY EMPLOYEES	
290	SITE DEVELOPMENT DIVISION MANAGER	
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES	

301	OFFICE EXPENSE RANDOM OFFICE EXPENSE NOT COVERED BY DEPARTMENT \$100	
303	OFFICE FURNITURE & EQUIPMENT REPLACE OFFICE CHAIRS (1 STAFF) \$700 ADJUSTABLE HEIGHT WORK SURFACE (1 STAFF) \$415	
304	DEPARTMENT EQUIPMENT EXPENSE SELF CALIBRATING LEVELS FOR ADA RAMPS (8) \$2,400 RECHARGABLE BATTERY LIGHTS (4) \$600 MISCELLANEOUS EQUIPMENT \$300	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
305	SPECIAL DEPARTMENT SUPPLIES				3,000		1,500	2,000		2,000	
307	MEMBERSHIP FEES				3,675		3,500	3,930		3,930	
317	COMPUTER EQUIPMENT				6,352		5,000	2,407		2,407	
318	COMPUTER SOFTWARE							400		400	
321	TRAVEL, TRAINING & SUBSISTENCE				16,200		12,000	19,475		19,475	
328	MEALS & RELATED EXPENSE				600		600	600		600	
330	MILEAGE REIMBURSEMENT				200		200	500		500	
341	COMMUNICATIONS EXPENSE				11,340		11,340	6,400		6,400	
342	DATA COMMUNICATION EXPENSE				1,880		280	3,360		3,360	
361	UNIFORMS & SPECIAL CLOTHING				3,000		3,000	3,500		3,500	
511	PROFESSIONAL SERVICES				400,000		100,000	150,000		150,000	
TOTAL CLASS: 10 MATERIALS & SERVICES					451,857		141,803	197,087		197,087	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES				83,550		70,414	53,000		53,000	
TOTAL CLASS: 15 CAPITAL OUTLAY					83,550		70,414	53,000		53,000	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND				10,000		10,000	3,303		3,303	
817	TRSFERS TO GARAGE FUND				46,229		46,229	35,733		35,733	
TOTAL CLASS: 25 TRANSFERS					56,229		56,229	39,036		39,036	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

305	SPECIAL DEPARTMENT SUPPLIES BATTERIES MISCELLANEOUS SUPPLIES AND MATERIALS
307	MEMBERSHIP FEES ASSOCIATION OF STATE FLOODPLAIN MANAGERS (3 STAFF AT \$160 EA) \$480 PROFESSIONAL ENGINEERS REGISTRATION (4 AT \$180 EA) \$720 AMERICAN SOCIETY OF CIVIL ENGINEERS (4 AT \$245 EA) \$980 AMERICAN PUBLIC WORKS ASSOCIATION (5 AT \$200 EA) \$1,000 EROSION CONTROL CERTIFICATES (5 AT \$150 EA) \$750
317	COMPUTER EQUIPMENT 27 INCH MONITORS (X2) \$438 HIGH END LAPTOP \$1,969
318	COMPUTER SOFTWARE MICROSOFT PROJECT \$400
321	TRAVEL, TRAINING & SUBSISTENCE PROFESSIONAL DEVELOPMENT HOURS REQUIRED (17 STAFF AT \$750 EA) \$12,750 ODOT TRAINING CERTIFICATION (7 STAFF AT \$225 EA) \$1,575 EROSION CONTROL TRAINING (10 STAFF AT \$150 EA) \$1,150 STATE AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 STAFF AT \$1000 EA) \$2,000 NATIONAL APWA (1 STAFF) \$2,000
328	MEALS & RELATED EXPENSE MEALS FOR STAFF MEETINGS AND BUSINESS MEETINGS; PARKING FOR JURISDICTIONAL MEETINGS \$600
330	MILEAGE REIMBURSEMENT MILEAGE FOR MEETINGS \$500
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 10 STAFF \$6,000 NEW PHONES FOR 2 STAFF MEMBERS @\$200 EACH \$400
342	DATA COMMUNICATION EXPENSE AIRCARDS FOR 7 IPADS @ \$40 EACH PER MONTH \$3,360
361	UNIFORMS & SPECIAL CLOTHING RAINGEAR (3 SETS @\$500 EACH); CLOTHING (\$100 PER EMPLOYEES); JACKETS (\$150 EACH X 2) \$3,500 RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS AND SAFETY EQUIPMENT
511	PROFESSIONAL SERVICES ENGINEERING CONSTRUCTION INSPECTIONS CONSULTANT \$100,000 PLAN REVIEW RETAINER SERVICES \$50,000
641	VEHICLES 2-657, (2005 FORD RANGER) \$26,500 2-658, (2005 FORD RANGER) \$26,500
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$3,303
817	TRSFERS TO GARAGE FUND FLEET SERVICES PROVIDED BY THE GARAGE FUND \$35,733



## BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

996 RESERVE - EQUIPMENT REPLACEMT  
VEHICLE AND EQUIPMENT REPLACEMENT RESERVE \$64,273

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

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: 05 PERSONNEL SERVICES

023	SR DEVELOPMENT PROJECT MANAGER											
			83,735	1.00	96,417	1.00	95,878					
180	ASSOCIATE PLANNER											
	75,030	1.00	77,464	1.00	79,837	1.00	77,952	81,330	1.00	81,330	1.00	
257	PRINCIPAL PLANNER - TRANS.											
	109,304	1.00	111,348	1.00	114,128	1.00	108,430	97,997	1.00	97,997	1.00	
272	SENIOR TRANSPORTATION PLANNER											
	81,855	1.00	90,916	1.00	94,561	1.00	96,125	105,824	1.00	105,824	1.00	
275	TEMPORARY EMPLOYEES											
			18,467		17,934							
299	PAYROLL TAXES AND FRINGES											
	91,959		134,217		172,765		150,995	110,146		110,146		

TOTAL CLASS: 05 PERSONNEL SERVICES

	358,148	3.00	516,147	4.00	575,642	4.00	529,380	395,297	3.00	395,297	3.00	
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
			971					1,960		1,960		
305	SPECIAL DEPARTMENT SUPPLIES											
			11		500			500		500		
307	MEMBERSHIP FEES											
	7,635		5,369		7,395		7,395	8,500		8,500		
317	COMPUTER EQUIPMENT											
			1,870		1,870		1,830					
318	COMPUTER SOFTWARE											
	804							1,973		1,973		
321	TRAVEL, TRAINING & SUBSISTENCE											
	5,502		11,682		9,895		8,000	10,045		10,045		

**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.  
 FY 2019-20 REFLECTS THIS 1 FTE TRANSFERRED BACK TO THE DEVELOPMENT DIVISON 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 303 OFFICE FURNITURE & EQUIPMENT  
 CHAIR FOR NEW HIRE (1 STAFF) \$600  
 VARIABLE HEIGHT WORK SURFACE (2 STAFF) \$1,000  
 ERGONOMIC KEYBOARD AND MOUSE TRAY (3 STAFF) \$360
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MAPS, TITLE REPORTS, COURIER SERVICES. \$500
- 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION (APA) AND OREGON APA CHAPTER (3 STAFF) \$1,300  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (1 STAFF) \$600  
 WESTSIDE TRANSPORTATION ALLIANCE ANNUAL DUES \$5,000  
 TRANSPORTATION FOR AMERICA MEMBERSHIP \$1,250  
 OREGON TRANSPORTATION FORUM \$350
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 ADOBE PRO FOR SENIOR TRANSPORTATION PLANNER \$313  
 ADOBE CREATIVE SUITE (X2) \$1,660
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 LEADERSHIP BEAVERTON (1 STAFF) \$800  
 OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE (3 STAFF) \$2,100  
 OREGON ACTIVE TRANSPORTATION SUMMIT (1 STAFF) \$500  
 AMERICAN PLANNING ASSOCIATION NATIONAL PLANNING CONFERENCE (1 STAFF) \$3,000  
 SMART CITIES CONFERENCE (1 STAFF) \$2,500  
 ANNUAL MANAGEMENT TRAINING FOR PRINCIPAL TRANSPORTATION PLANNER (1 STAFF) \$500  
 AICP TEST TRAINING CLASSES AND MATERIALS (1 STAFF) \$220  
 AICP TEST FEE (1 STAFF) \$425

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
325	COMMUNITY EVENTS EXPENSE										
	320		481		1,000			500		500	
328	MEALS & RELATED EXPENSE										
	753		651		1,000		1,500	500		500	
330	MILEAGE REIMBURSEMENT										
	1,120		1,991		2,400		1,500	500		500	
341	COMMUNICATIONS EXPENSE										
	435		985		1,032		1,200	600		600	
377	PUBLIC RELATIONS EXPENSE										
			447		1,500			500		500	
421	STREET FURNITURE EXPENSE										
			5,842								
511	PROFESSIONAL SERVICES										
	143,088		57,580		354,887		100,000	275,000		275,000	
523	BOARDS & COMMISSIONS EXPENSES										
								1,300		1,300	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	159,657		87,880		381,479		121,425	301,878		301,878	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	3,440		5,692		6,654		6,654	4,954		4,954	
TOTAL CLASS: 25 TRANSFERS											
	3,440		5,692		6,654		6,654	4,954		4,954	
TOTAL PROGRAM: 0738 TRANSPORTATION PLANNING											
	521,245	3.00	609,719	4.00	963,775	4.00	657,459	702,129	3.00	702,129	3.00
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT											
	5,238,275	34.50	5,974,676	36.00	11,490,106	54.10	9,233,272	11,744,210	57.85	11,744,210	57.85

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

325	COMMUNITY EVENTS EXPENSE VARIOUS TRANSPORTATION MEETINGS \$500 COMMUNITY AND COORDINATION WITH OTHER JURISDICTIONS
328	MEALS & RELATED EXPENSE REFRESHMENTS FOR MEEETINGS \$500
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$500
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGE FOR 1 CELL PHONE (TRANSPORTATION DIVISION MANAGER) \$600
377	PUBLIC RELATIONS EXPENSE OPEN HOUSES, LITERATURE IN SUPPORT OF PROGRAMS \$500
421	STREET FURNITURE EXPENSE NO APPROPRIATIONS REQUESTED FOR FY 19-20
511	PROFESSIONAL SERVICES TECHNOLOGY ADVANCEMENT PLAN (WITH CARRY FORWARD) \$75,000 TRANSPORTATION SYSTEM PLAN UPDATE \$150,000 TECHNOLOGY PILOT PROJECTS (EG DOCKLESS BIKE, AUTONOMOUS VEHICLE SHUTTLE) \$25,000 MILLIKAN WAY ENGINEERING PRELIMINARY DESIGN (CITY SHARE OF WASHINGTON COUNTY PROJECT) \$25,000
523	BOARDS & COMMISSIONS EXPENSES OREGON ACTIVE TRANSPORTATION SUMMIT (2 BICYCLE ADVISORY COMMITTEEE MEMBERS) \$1,000 BICYCLE ADVISORY COMMITTEE MEETING REFRESHMENTS \$300
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$4,954



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 05 PERSONNEL SERVICES

049 PROG COORDINATOR -PUBLIC WORKS

64,205	1.00	67,889	1.00	75,413	1.00	65,686	70,045	81,898	1.00	81,898	1.00
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053 SENIOR ENGINEER

109,304	1.00	126,337	2.00								
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063 PUBLIC WORKS SUPRVISR-ARBORIST

54,194	.70	59,928	.70	52,021	.70	45,591	49,845	55,131	.70	55,131	.70
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084 PROJECT ENGINEER 1

138,670	1.60	143,586	1.60								
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085 PROJECT MANAGER 1

		18,166	1.00								
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112 PUBLIC WORKS MANAGER 3

32,807	.30	33,405	.30	35,552	.30	32,910	34,814	37,325	.30	37,325	.30
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119 ENG. CONST. INSPECTOR LEAD

87,840	1.00	61,173	1.00								
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123 ENGINEERING TECH 2

172,329	4.00	177,609	3.00								
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124 ENGINEERING CONST INSPECTOR

283,244	4.00	227,702	4.00								
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143 SENIOR FIELD INSPECTOR - ENG

		18,513	1.00								
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166 LANDSCAPE TECHNICIAN

355,359	7.00	365,328	7.00	329,951	6.00	298,551	324,859	340,711	6.00	340,711	6.00
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170 PUBLIC WORKS LEAD

				61,220	1.00	44,639	50,253	66,618	1.00	66,618	1.00
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188 INVENTORY CONTROL TECHNICIAN

13,757	.25	15,822	.25								
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215 UTILITY WORKER

76,917	2.00	67,995	2.00	83,029	2.00	66,996	74,887	85,880	2.00	85,880	2.00
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221 SUPPORT SPECIALIST 2

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	53,739	1.00	32,256	1.00								
225	PERMIT TECHNICIAN											
			31,858	1.00								
274	SEASONAL WORKFORCE											
	53,988		56,514		68,000		35,967	68,000	70,000		70,000	
275	TEMPORARY EMPLOYEES											
	11,293		759									
299	PAYROLL TAXES AND FRINGES											
	895,998		878,100		496,437		386,783	422,968	483,553		483,553	

TOTAL CLASS: 05 PERSONNEL SERVICES

	2,403,644	23.85	2,382,940	26.85	1,201,623	11.00	977,123	1,095,671	1,221,116	11.00	1,221,116	11.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	1,684		823									
303	OFFICE FURNITURE & EQUIPMENT											
	4,253		5,756									
304	DEPARTMENT EQUIPMENT EXPENSE											
	9,142		11,320		9,200		6,685	7,600	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES											
	2,016		3,835		3,000		2,696	2,800	3,000		3,000	
307	MEMBERSHIP FEES											
	2,583		2,876		1,500		733	708	1,500		1,500	
317	COMPUTER EQUIPMENT											
	7,698		18,653						1,200		1,200	
318	COMPUTER SOFTWARE											
			60									
321	TRAVEL, TRAINING & SUBSISTENCE											
	6,275		14,075		5,000		5,043	4,541	5,000		5,000	
328	MEALS & RELATED EXPENSE											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	636		203		200		48	175	200		200	
341	COMMUNICATIONS EXPENSE											
	5,285											
351	UTILITIES EXPENSE											
	126,254		133,667		150,000		125,398	150,000	150,000		150,000	
361	UNIFORMS & SPECIAL CLOTHING											
	9,480		11,244		7,500		2,462	5,056	7,500		7,500	
371	EQUIPMENT OPER & MAINT EXPENSE											
									13,820			
372	ROLLING STOCK & EQUIPMENT UNDER \$10K											
											13,820	
382	GROUNDS MAINTENANCE											
	5,145		8,059		10,000		9,950	10,000	10,000		10,000	
419	CHEMICAL & LABORATORY SUPPLIES											
	9,606		14,851		16,000		15,731	16,000	16,000		16,000	
420	LANDSCAPE MAINTENANCE											
	74,688		71,780		70,000		59,252	70,000	72,000		72,000	
421	STREET FURNITURE EXPENSE											
	2,999		7,390		7,000		4,125	6,500	7,000		7,000	
423	GRAFFITI REMOVAL EXPENSE											
	2,177		4,075		5,000		3,740	4,200	5,000		5,000	
424	CITY PARK FACILITY MAINT EXP											
	17,055		19,297		20,000		20,147	10,000	20,000		20,000	
425	DUMPING EXPENSES											
	17,204		13,657		16,000		20,485	16,000	16,000		16,000	
436	THE ROUND PLAZA MAINT EXPENSE											
	15,685		6,553		18,000		18,340	7,861	20,000		20,000	
450	SNRA TREE REPLANING EXPENSE											
									50,000		50,000	
461	SPECIAL EXPENSE											
			58		150		661	150	150		150	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
511	PROFESSIONAL SERVICES											
	30,837		177,463		35,000		31,553	35,000	35,000		35,000	
551	RENTS AND LEASES											
	1,517		1,697		2,500		2,901	2,172	2,500		2,500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	352,219		527,392		376,050		329,950	348,763	445,870		445,870	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
	92,255		117,262		85,021		80,618	79,538	39,000		39,000	
670	ROLLING STOCK											
									30,300		30,300	
671	EQUIPMENT											
681	IMPROVEMENTS											
	33,080											
TOTAL CLASS: 15 CAPITAL OUTLAY												
	125,335		117,262		85,021		80,618	79,538	69,300		69,300	
CLASS: 25 TRANSFERS												
804	TRSFER - OPERATIONS ADMIN											
	168,720		184,263		166,888		152,981	166,888	151,616		151,616	
817	TRSFERS TO GARAGE FUND											
	135,549		131,969		127,810		85,124	127,810	121,250		121,250	
TOTAL CLASS: 25 TRANSFERS												
	304,269		316,232		294,698		238,105	294,698	272,866		272,866	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
972	RESERVE - OPERATIONS FACILITY REPLACMT											
											70,597	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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
990	RESERVE - TREE PRESERVATION											
					165,878				105,878		105,878	
996	RESERVE - EQUIPMENT REPLACEMT											
					152,269				187,675		187,675	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					318,147				293,553		364,150	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	3,185,467	23.85	3,343,826	26.85	2,275,539	11.00	1,625,796	1,818,670	2,302,705	11.00	2,373,302	11.00

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER											
	13,217	.10	13,265	.10	13,804	.10	12,748	13,770	14,488	.10	14,488	.10
068	ENGINEERING ASSOCIATE											
	72,269	1.00	47,130	1.00	68,086	1.00	61,081	67,921				
085	PROJECT MANAGER 1											
			72,983	1.00	83,364	1.00	74,952	82,947	90,244	1.00	90,244	1.00
113	ENGINEERING TECH 3											
	167,034	3.00	157,737	3.00	83,473	1.00	76,291	83,278	76,265	1.00	76,265	1.00
123	ENGINEERING TECH 2											
	56,254	1.00	71,244	1.00	132,336	2.00	119,427	131,397	70,545	1.00	70,545	1.00
146	SURVEYOR (PLS)											
	78,348	1.00	76,870	1.00	144,016	2.00	128,560	143,144	165,113	2.00	165,113	2.00
175	PROJECT ENGINEER 2											
	113,335	1.00	113,917	1.00	118,518	1.00	102,914	113,858	170,453	1.00	170,453	1.00
250	PROJECT MANAGER 2											
	88,010	1.00										
275	TEMPORARY EMPLOYEES											
	19,703		22,764		17,178		14,755	14,755				
299	PAYROLL TAXES AND FRINGES											
	309,338		321,616		413,641		341,866	365,343	309,989		309,989	

TOTAL CLASS: 05 PERSONNEL SERVICES

	917,508	8.10	897,526	8.10	1,074,416	8.10	932,594	1,016,413	897,097	6.10	897,097	6.10
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	1,510		2,719		2,500		2,132	2,000	2,500		2,500	
303	OFFICE FURNITURE & EQUIPMENT											
	400		2,655		4,080		3,091	3,000	3,550		3,550	
304	DEPARTMENT EQUIPMENT EXPENSE											

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
	3,100		199		2,965		1,821	2,100	2,965		2,965	
305	SPECIAL DEPARTMENT SUPPLIES											
	1,861		1,480		4,150		2,762	1,000	3,750		3,750	
307	MEMBERSHIP FEES											
	397		1,528		1,360		410	800	1,740		1,740	
308	PERIODICALS & SUBSCRIPTIONS											
	306		61		400		39		200		200	
314	OUTSIDE REPRODUCTION EXPENSES											
	782		429		1,000		376	376	1,000		1,000	
316	ADVERTISING,RECORDING & FILING											
	97		99		400		83	200	400		400	
317	COMPUTER EQUIPMENT											
	883		3,459		200				200		200	
318	COMPUTER SOFTWARE											
	613		175		4,300		3,000	2,000	1,200		1,200	
321	TRAVEL,TRAINING & SUBSISTENCE											
	899		2,758		10,800		5,285	6,000	11,100		11,100	
325	COMMUNITY EVENTS EXPENSE											
			25									
328	MEALS & RELATED EXPENSE											
	170		315		300		210	250	300		300	
341	COMMUNICATIONS EXPENSE											
	2,008											
361	UNIFORMS & SPECIAL CLOTHING											
	1,119		1,254		1,950		1,609	1,800	1,950		1,950	
371	EQUIPMENT OPER & MAINT EXPENSE											
	1,085		3,183		2,000		1,085	1,200	2,400		2,400	
511	PROFESSIONAL SERVICES											
	1,785		11,679		11,020		10,423	13,000	3,000		3,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
	17,015		32,018		47,425		32,326	33,726	36,255		36,255	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
			24,230									
671	EQUIPMENT											
	14,767				22,000		21,797	22,000				
TOTAL CLASS: 15 CAPITAL OUTLAY												
	14,767		24,230		22,000		21,797	22,000				
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	12,336		17,614		16,633		18,264	16,633	25,872		25,872	
817	TRSFERS TO GARAGE FUND											
	5,786		5,010		7,400		7,094	7,400	5,953		5,953	
818	TRSFERS TO ISD-ALLOCATED											
	2,788		2,835		2,200		2,017	2,200	2,200		2,200	
TOTAL CLASS: 25 TRANSFERS												
	20,910		25,459		26,233		27,375	26,233	34,025		34,025	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
996	RESERVE - EQUIPMENT REPLACEMT											
					11,815				37,378		37,378	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					11,815				37,378		37,378	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING												
	970,200	8.10	979,233	8.10	1,181,889	8.10	1,014,092	1,098,372	1,004,755	6.10	1,004,755	6.10

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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

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: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER	13,217	.10	13,265	.10	13,804	.10	13,770	14,488	.10	14,488	.10
068	ENGINEERING ASSOCIATE	72,269	1.00	47,130	1.00	68,086	1.00	67,921				
085	PROJECT MANAGER 1			72,983	1.00	83,364	1.00	82,947	90,244	1.00	90,244	1.00
113	ENGINEERING TECH 3	167,034	3.00	157,737	3.00	83,473	1.00	83,278	76,265	1.00	76,265	1.00
123	ENGINEERING TECH 2	56,254	1.00	71,244	1.00	132,336	2.00	131,397	70,545	1.00	70,545	1.00
146	SURVEYOR (PLS)	78,348	1.00	76,870	1.00	144,016	2.00	143,144	165,113	2.00	165,113	2.00
175	PROJECT ENGINEER 2	113,335	1.00	113,917	1.00	118,518	1.00	113,858	170,453	1.00	170,453	1.00
250	PROJECT MANAGER 2	88,010	1.00									
275	TEMPORARY EMPLOYEES	19,703		22,764		17,178		14,755				
299	PAYROLL TAXES AND FRINGES	309,338		321,616		413,641		365,343	309,989		309,989	

TOTAL CLASS: 05 PERSONNEL SERVICES

		917,508	8.10	897,526	8.10	1,074,416	8.10	1,016,413	897,097	6.10	897,097	6.10
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	1,510		2,719		2,500		2,000	2,500		2,500	
303	OFFICE FURNITURE & EQUIPMENT	400		2,655		4,080		3,000	3,550		3,550	
304	DEPARTMENT EQUIPMENT EXPENSE	3,100		199		2,965		2,100	2,965		2,965	
305	SPECIAL DEPARTMENT SUPPLIES	1,861		1,480		4,150		1,000	3,750		3,750	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 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  
 FY 2019-20 REFLECTS POSITION'S ALLOCATION CHANGING FROM 100% IN GENERAL FUND (001-72-0703) TO 50/50 IN SEWER AND STORM FUNDS (502-72-0740 / 513-72-0740)
- 085 PROJECT MANAGER 1  
 FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
- 113 ENGINEERING TECH 3  
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ET3 POSITION TO ET2.
- 123 ENGINEERING TECH 2  
 FY 2018-19 REFLECTS RECLASSIFICATION OF 1 FTE ET3 POSITION TO ET2.  
 FY 2019-20 REFLECTS 1 FTE ET2 TRANSFERRED FROM THE GENERAL FUND - ENGINEERING TO 50 / 25 / 25 IN WATER FUND / SEWER FUND / STORM DRAIN FUND - ENTERPRISE MGMT PROGRAM.
- 146 SURVEYOR (PLS)
- 175 PROJECT ENGINEER 2  
 FY 19-20 REFLECTS INCREASE DUE TO THE INCUMBENT RETIRING JULY 1, 2019, AND RETURNING TO WORK 1040 HOURS TO COMPLETE CIP PROJECTS THAT ARE IN CONSTRUCTION.
- 250 PROJECT MANAGER 2  
 FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
- 275 TEMPORARY EMPLOYEES  
 RETIRED EMPLOYEES RETURNING TO INSPECT PROJECTS.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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 (1) \$450  
 MONITOR ARMS FOR SIT STAND DESKS (2) \$700  
 REPLACE EQUIPMENT FOR TECHS \$1,200
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT SURVEYING STAKES, INSPECTION SPECIAL EQUIPMENT AND SUPPLIES \$1,500  
 INK FOR EPSON WIDE FORMAT PRINTER (5 CARTRIDGES) \$1,265  
 TONER CARTRIDGE FOR RICOH WIDE FORMAT/SCANNER \$200
- 305 SPECIAL DEPARTMENT SUPPLIES  
 BENCHMARKS, MONUMENTS AND SURVEYING SUPPLIES \$2,750  
 PAPER FOR WIDE FORMAT PLOTTERS \$500  
 SPECIAL ENGINEERING SUPPLIES (PAINT, SCALES, TAPE MEASURES) \$500

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES										
	397		1,528		1,360		800	1,740		1,740	
308	PERIODICALS & SUBSCRIPTIONS										
	306		61		400			200		200	
314	OUTSIDE REPRODUCTION EXPENSES										
	782		429		1,000		376	1,000		1,000	
316	ADVERTISING, RECORDING & FILING										
	97		99		400		200	400		400	
317	COMPUTER EQUIPMENT										
	883		3,459		200			200		200	
318	COMPUTER SOFTWARE										
	613		175		4,300		2,000	1,200		1,200	
321	TRAVEL, TRAINING & SUBSISTENCE										
	899		2,758		10,800		6,000	11,100		11,100	
325	COMMUNITY EVENTS EXPENSE										
			25								
328	MEALS & RELATED EXPENSE										
	170		315		300		250	300		300	
341	COMMUNICATIONS EXPENSE										
	2,008										
361	UNIFORMS & SPECIAL CLOTHING										
	1,119		1,254		1,950		1,800	1,950		1,950	
371	EQUIPMENT OPER & MAINT EXPENSE										
	1,085		3,183		2,000		1,200	2,400		2,400	
511	PROFESSIONAL SERVICES										
	1,785		11,679		11,020		13,000	3,000		3,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	17,015		32,018		47,425		33,726	36,255		36,255	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
			24,230								
671	EQUIPMENT										
	14,767				22,000		22,000				

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 307 MEMBERSHIP FEES
  - 2 - PROFESSIONAL ENGINEER \$400
  - 1 - PROFESSIONAL LAND SURVEYOR REGISTRATION (MS) \$220
  - 2 - PLSO MEMBERSHIP (\$100 EA) (MS, CN) \$200
  - ASCE MEMBERSHIP \$300
  - 2 - APWA MEMBERSHIP \$400
  - NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS (NSPE) MEMBERSHIP (JB) \$220
- 308 PERIODICALS & SUBSCRIPTIONS
  - TECHNICAL AND PROFESSIONAL JOURNALS, DESIGN MANUALS, TECHNICAL SOFTWARE REFERENCE \$100
  - MATERIALS, NEWSPAPER NOTICES FOR PLAN CODE AMENDMENTS \$100
- 314 OUTSIDE REPRODUCTION EXPENSES
  - VARIOUS WATER CONSERVATION PRINT MATERIALS \$700
  - ENGINEERING-RELATED PUBLICATION EXPENSES \$300
- 316 ADVERTISING, RECORDING & FILING
  - RECORD OF SURVEY EXPENSES \$400
- 317 COMPUTER EQUIPMENT
  - LARGE IPHONE FOR FIELD WORK \$200
- 318 COMPUTER SOFTWARE
  - CARLSON SURVEY SOFTWARE \$1,200
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - 5 - TRAVEL & TRAINING EXPENSES FOR TRAINING (ENG TECHS, ASSOC ENG, AND PROJ MGR) \$3,000
  - 3 - AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900
  - CIVIL 3D TRAINING (ALL PUBLIC WORKS CADD USERS) \$2,000
  - 2 - OSU SURVEY SEMINARS (MS, CN) \$1,700
  - MISC TRAINING \$1,500
  - TECH TRAINING (MUNICIPAL FORMS, ODOT CLASS) (AL, GJ, PM, WB) (\$500EA) \$2,000
- 325 COMMUNITY EVENTS EXPENSE
- 328 MEALS & RELATED EXPENSE
  - INTERJURISDICTIONAL & PROFESSIONAL ASSOCIATION MEETINGS- MEALS & PARKING \$150
  - NORTHWEST USER GROUP MEETING - HOSTING \$150
- 341 COMMUNICATIONS EXPENSE
  - BEGINNING FY 2017-18 ENGINEERING COMMUNICATIONS EXPENSE WILL BE ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
- 361 UNIFORMS & SPECIAL CLOTHING
  - 7 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMP) \$1,050  
 (EMPLOYEES: 1 PROJ ENG, 1 PROJ MGR, 2 SURVEYOR, 3 TECHS)
  - MISC TEAM SAFETY GEAR \$900
- 371 EQUIPMENT OPER & MAINT EXPENSE
  - ANNUAL MAINTENANCE PLAN FOR WIDE FORMAT PRINTER/SCANNER \$1,200
  - ANNUAL MAINTENANCE AND RECALIBRATION OF SURVEY INSTRUMENTS: \$1,200
- 511 PROFESSIONAL SERVICES
  - ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000

641 VEHICLES

671 EQUIPMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

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

TOTAL CLASS: 15 CAPITAL OUTLAY

	14,767		24,230		22,000		22,000				
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	12,336		17,614		16,633		16,633	25,872		25,872
817	TRSFERS TO GARAGE FUND	5,786		5,010		7,400		7,400	5,953		5,953
818	TRSFERS TO ISD-ALLOCATED	2,788		2,835		2,200		2,200	2,200		2,200

TOTAL CLASS: 25 TRANSFERS

	20,910		25,459		26,233		26,233	34,025		34,025	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

996	RESERVE - EQUIPMENT REPLACEMT					11,815			37,378		37,378
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

						11,815			37,378		37,378
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TOTAL PROGRAM: 0703 ENGINEERING MGMT SERVICES

	970,200	8.10	979,233	8.10	1,181,889	8.10	1,098,372	1,004,755	6.10	1,004,755	6.10
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TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

	970,200	8.10	979,233	8.10	1,181,889	8.10	1,098,372	1,004,755	6.10	1,004,755	6.10
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### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$25,872

817 TRSFERS TO GARAGE FUND  
GARAGE TRANSFER \$5,953

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 \$37,378

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

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: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS	64,205	1.00	67,889	1.00	75,413	1.00	70,045	81,898	1.00	81,898	1.00
063	PUBLIC WORKS SUPRVISR-ARBORIST	54,194	.70	59,928	.70	52,021	.70	49,845	55,131	.70	55,131	.70
112	PUBLIC WORKS MANAGER 3	32,807	.30	33,405	.30	35,552	.30	34,814	37,325	.30	37,325	.30
166	LANDSCAPE TECHNICIAN	355,359	7.00	365,328	7.00	329,951	6.00	324,859	340,711	6.00	340,711	6.00
170	PUBLIC WORKS LEAD					61,220	1.00	50,253	66,618	1.00	66,618	1.00
188	INVENTORY CONTROL TECHNICIAN	13,757	.25	15,822	.25							
215	UTILITY WORKER	76,917	2.00	67,995	2.00	83,029	2.00	74,887	85,880	2.00	85,880	2.00
274	SEASONAL WORKFORCE	53,988		56,514		68,000		68,000	70,000		70,000	
275	TEMPORARY EMPLOYEES	8,661										
299	PAYROLL TAXES AND FRINGES	391,198		427,546		496,437		422,968	483,553		483,553	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,051,086	11.25	1,094,427	11.25	1,201,623	11.00	1,095,671	1,221,116	11.00	1,221,116	11.00
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE	6,701		11,093		9,200		7,600	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES	2,016		2,133		3,000		2,800	3,000		3,000	
307	MEMBERSHIP FEES	973		990		1,500		708	1,500		1,500	
317	COMPUTER EQUIPMENT	780							1,200		1,200	
321	TRAVEL, TRAINING & SUBSISTENCE	3,411		5,024		5,000		4,541	5,000		5,000	
328	MEALS & RELATED EXPENSE	386				200		175	200		200	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 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 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
  
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
        34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
        RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
        24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
        LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
        24.00% 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. \$10,000
  
- 305    SPECIAL DEPARTMENT SUPPLIES  
        MISCELLANEOUS HAND TOOLS RELATED TO LANDSCAPE MAINTENANCE AND CONSTRUCTION, VECTOR CONTROL, AND  
        GRAFFITI ABATEMENT PROGRAMS. \$3,000
  
- 307    MEMBERSHIP FEES  
        PESTICIDE APPLICATOR LICENSE RENEWAL (ANNUAL FEE)  
        MEMBERSHIP IN COMMUNITY TREES  
        MEMBERSHIP IN THE OREGON VECTOR CONTROL ASSOCIATION \$1,500
  
- 317    COMPUTER EQUIPMENT  
        IPADS FOR FIELD INVENTORY (X2) \$1,200
  
- 321    TRAVEL, TRAINING & SUBSISTENCE  
        TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES. \$5,000
  
- 328    MEALS & RELATED EXPENSE  
        MEALS ASSOCIATED WITH OVERTIME AFTER HOURS WORK PER UNION CONTRACT, CREW MEETINGS \$200

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
351	UTILITIES EXPENSE										
	126,254		133,667		150,000		150,000	150,000		150,000	
361	UNIFORMS & SPECIAL CLOTHING										
	7,872		9,267		7,500		5,056	7,500		7,500	
371	EQUIPMENT OPER & MAINT EXPENSE										
								13,820			
372	ROLLING STOCK & EQUIPMENT UNDER \$10K										
										13,820	
382	GROUNDS MAINTENANCE										
	5,145		8,059		10,000		10,000	10,000		10,000	
419	CHEMICAL & LABORATORY SUPPLIES										
	9,606		14,851		16,000		16,000	16,000		16,000	
420	LANDSCAPE MAINTENANCE										
	74,688		71,780		70,000		70,000	72,000		72,000	
421	STREET FURNITURE EXPENSE										
	2,999		7,390		7,000		6,500	7,000		7,000	
423	GRAFFITI REMOVAL EXPENSE										
	2,177		4,075		5,000		4,200	5,000		5,000	
424	CITY PARK FACILITY MAINT EXP										
	17,055		19,297		20,000		10,000	20,000		20,000	
425	DUMPING EXPENSES										
	17,204		13,657		16,000		16,000	16,000		16,000	
436	THE ROUND PLAZA MAINT EXPENSE										
	15,685		6,553		18,000		7,861	20,000		20,000	
450	SNRA TREE REPLANING EXPENSE										
								50,000		50,000	
461	SPECIAL EXPENSE										
			58		150		150	150		150	
511	PROFESSIONAL SERVICES										
	30,837		32,762		35,000		35,000	35,000		35,000	
551	RENTS AND LEASES										
	1,517		1,697		2,500		2,172	2,500		2,500	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	325,306		342,353		376,050		348,763	445,870		445,870	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

351	UTILITIES EXPENSE WATER SERVICE TO CITY LANDSCAPES ELECTRICAL SERVICES TO CITY LANDSCAPES GARBAGE COLLECTION SERVICE ON STREET R.O.W. AND OTHER VARIOUS CITY OWNED SITES \$150,000
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND SPECIAL SAFETY EQUIPMENT PER UNION CONTRACT. \$7,500
371	EQUIPMENT OPER & MAINT EXPENSE AMENDMENT PACKET NO. 2 - NEW ACCOUNT (372) CREATED FOR PURCHASING EQUIPMENT UNDER \$10,000 CAPITALIZATION THRESHOLD.
372	ROLLING STOCK & EQUIPMENT UNDER \$10K AMENDMENT PACKET NO. 2 - NEW ACCOUNT (372) CREATED TORO GRANDSTAND RIDING MOWER \$7,320 RIDING MOWER - REPLACEMENT OF 17-502, 2007 GRAVELY WITH LIKE TYPE MOWER. \$6,500
382	GROUNDS MAINTENANCE LAWN AND SHRUB FERTILIZER, BARKDUST, REPLACEMENT PLANTS, IRRIGATION REPAIR PARTS ON CITY FACILITY GROUNDS. \$10,000
419	CHEMICAL & LABORATORY SUPPLIES MISCELLANEOUS LAWN AND SHRUB CARE, VEGETATION CONTROL AND VECTOR CONTROL CHEMICALS \$16,000
420	LANDSCAPE MAINTENANCE IRRIGATION REPAIR SUPPLIES, REPLACEMENT PLANT MATERIAL FOR STREET RIGHT-OF-WAY LANDSCAPES, REPLACEMENT PLANT MATERIAL FOR DOWNTOWN FLOWER BASKETS \$72,000
421	STREET FURNITURE EXPENSE STREET FURNITURE (BENCHES, DRINKING FOUNTAINS) REPLACEMENT AND ADDITIONS \$7,000
423	GRAFFITI REMOVAL EXPENSE SUPPLIES RELATED TO CLEANUP AND ABATEMENT OF GRAFFITI \$5,000
424	CITY PARK FACILITY MAINT EXP ANNUAL FOUNTAIN PERMIT AND EXPENDITURES RELATED TO MAINTENANCE, REPAIRS, AND IMPROVEMENTS TO CITY PARK. \$20,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL. \$16,000
436	THE ROUND PLAZA MAINT EXPENSE MISCELLANEOUS REPAIRS AND SUPPLIES FOR THE PUBLIC PLAZAS AT THE ROUND. ELECTRICAL/WATER USAGE FY. INCREASE DUE TO REPAIR NEEDED TO FOUNTAIN AND REPLACE FENCE \$20,000
450	SNRA TREE REPLANING EXPENSE UTILIZATION OF TREE MITIGATION IN-LIEU FUNDS COLLECTED FROM DEVELOPERS WHEN SIGNIFICANT GROVES ARE ELIMINATED DUE TO DEVELOPMENT FY 18-19: CONTROL INVASIVE PLANTS IN THE GROVE NEAR OPERATIONS (SNRA 38, G11) FY 19-20: 3 INVASIVE CONTROL PROJECTS AND 2 PLANTING PROJECTS IN SIGNIFICANT GROVE AREAS \$10,000 FOR EACH PROJECT \$50,000
461	SPECIAL EXPENSE COMMERCIAL DRIVER LICENSES RENEWALS \$150
511	PROFESSIONAL SERVICES INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS TREE REMOVALS AND LAWN AERATION \$35,000
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL \$2,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

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: 15 CAPITAL OUTLAY

641	VEHICLES	40,119		38,667		85,021		79,538		39,000		39,000
670	ROLLING STOCK									30,300		30,300
671	EQUIPMENT											
681	IMPROVEMENTS	33,080										
TOTAL CLASS: 15 CAPITAL OUTLAY		73,199		38,667		85,021		79,538		69,300		69,300

CLASS: 25 TRANSFERS

804	TRSFER - OPERATIONS ADMIN	147,016		161,384		166,888		166,888		151,616		151,616
817	TRSFERS TO GARAGE FUND	99,321		101,959		127,810		127,810		121,250		121,250
TOTAL CLASS: 25 TRANSFERS		246,337		263,343		294,698		294,698		272,866		272,866

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

972	RESERVE - OPERATIONS FACILITY REPLACMT											70,597
990	RESERVE - TREE PRESERVATION					165,878				105,878		105,878
996	RESERVE - EQUIPMENT REPLACMT					152,269				187,675		187,675
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES						318,147				293,553		364,150

TOTAL PROGRAM: 0772 LANDSCAPE MAINTENANCE

		1,695,928	11.25	1,738,790	11.25	2,275,539	11.00	1,818,670	2,302,705	11.00	2,373,302	11.00
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS		3,185,467	23.85	3,343,826	26.85	2,275,539	11.00	1,818,670	2,302,705	11.00	2,373,302	11.00

TOTAL FUND: 001 GENERAL FUND

		63,945,004	344.28	64,471,134	350.83	80,966,174	357.08	68,517,286	81,504,193	361.65	81,890,248	361.65
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 641 VEHICLES  
 ONE ADDITIONAL FORD F150 PICKUP TRUCK. COAT INCLUDES CAB GUARD, TOOL BOX SAFETY LIGHTING AND TITLE. \$39,000
  
- 670 ROLLING STOCK  
 FLOWER WATERING VEHICLE (2) -  
 REPLACEMENT OF #192, 2002 YAMAHA GRIZZLY UTILITY ATV WITH JOHN DEERE GATOR UTILITY \$15,150  
 VEHICLE (COST INCLUDES VEHICLE, WATER PUMP, HOSE REEL, PLUMBING)  
 REPLACEMENT OF #194, 2014 JOHN DEERE GATOR UTILITY VEHICLE WITH LIKE VEHICLE \$15,150  
 THIS WILL BECOME THE BACKUP WATERING VEHICLE
  
- 671 EQUIPMENT
  
- 681 IMPROVEMENTS  
 NO APPROPRIATION REQUESTED
  
  
  
- 804 TRSFR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND \$151,616
  
- 817 TRSFRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE AND REPLACEMENT) PROVIDED \$121,250  
 BY THE GARAGE FUND
  
  
  
- 972 RESERVE - OPERATIONS FACILITY REPLACMT  
 AMENDMENT PACKET NO. 4B - ESTABLISH A RESERVE TO BEGIN ACCUMULATING FUNDS  
 FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX.  
 TOTAL RESERVE IN FY 2019-20 IS \$500,000 AND THEY ARE IN INDIVIDUAL FUNDS AS FOLLOWS: \$70,597  
 GENERAL FUND \$70,597  
 STREET FUND \$132,657  
 WATER FUND \$121,939  
 SEWER FUND \$65,269  
 STORM DRAIN FUND \$109,538
  
- 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)  
 USE OF THIS FUNDS IS BUDGETED IN 001-85-0772-450 \$105,878
  
- 996 RESERVE - EQUIPMENT REPLACMT  
 RESERVE FOR VEHICLE REPLACEMENT \$187,675



### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-3,739,094		-3,780,729		-3,661,795		-3,661,795	-3,661,795	-3,382,191		-3,382,191	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-3,739,094		-3,780,729		-3,661,795		-3,661,795	-3,661,795	-3,382,191		-3,382,191	
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CLASS: 10 TAXES

309 ROW FEE - ALLOCATION FROM GF

	-600,000		-600,000		-300,000		-275,000	-300,000	-1,515,732		-1,515,732	
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TOTAL CLASS: 10 TAXES

	-600,000		-600,000		-300,000		-275,000	-300,000	-1,515,732		-1,515,732	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

323 STATE GASOLINE TAX

	-5,675,965		-6,163,141		-7,047,900		-5,858,960	-7,180,000	-7,387,000		-7,387,000	
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329 OTHER INTERGOVERNMENTAL REV

	-356,537								-25,000		-25,000	
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560 COUNTY VEHICLE REGISTRATION FEES

					-1,590,000		-1,198,839	-1,590,000	-1,590,000		-1,590,000	
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561 COUNTY 1 CENT GAS TAX

			-351,778		-356,000		-291,348	-363,000	-363,000		-363,000	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-6,032,502		-6,514,919		-8,993,900		-7,349,147	-9,133,000	-9,365,000		-9,365,000	
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

	-6,400		-863		-1,000		-17,312	-6,000	-61,000		-61,000	
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384 INVESTMENT INTEREST EARNINGS

	-39,477		-51,095		-63,000		-64,007	-70,000	-94,000		-94,000	
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389 MISCELLANEOUS REVENUES

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 03 REVENUE

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
	-19,004		-22,721		-16,000		-4,845	-10,000	-10,000		-10,000	
398	SRVS PROVIDED TO OTHER FUNDS											
	-11,443		-15									
399	REIMBURSEMENTS - OTHER											
	-82,266		-88,548		-45,600		-58,332	-85,000	-85,000		-85,000	
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	-7,327		-4,821				-2,380	-2,380				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-165,917		-168,063		-125,600		-146,876	-173,380	-250,000		-250,000	
CLASS: 40 INTERFUND TRANSFERS/LOANS												
411	TRSFERS FROM GENERAL FUND											
					-550,964							
416	TRSFERS FROM CAPITAL PROJECTS FUND											
					-72,635			-72,635				
440	TRSFERS FR STREET LIGHTING FUND											
								-533,586				
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
					-623,599			-606,221				
TOTAL DEPARTMENT: 03 REVENUE												
	-10,537,513		-11,063,711		-13,704,894		-11,432,818	-13,874,396	-14,512,923		-14,512,923	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 05 PERSONNEL SERVICES

051	CITY ENGINEER											
	38,901	.33	41,612	.33	43,861	.33	39,548	43,759	45,215	.33	45,215	.33
084	PROJECT ENGINEER 1											
	104,982	1.30	120,411	1.30	215,130	2.30	112,494	152,617	292,587	3.10	292,587	3.10
099	CITY TRANSPORTATION ENGINEER											
	85,314	.70	86,921	.70	89,094	.70	82,300	88,886	91,826	.70	91,826	.70
124	ENGINEERING CONST INSPECTOR											
		.20	12,414	.20	13,411	.20	11,991	13,938				
276	YOUTH ENHANCEMENT WORKFORCE											
	9,396		8,392		15,000		10,226	15,000	10,000		10,000	
299	PAYROLL TAXES AND FRINGES											
	103,548		123,850		193,953		121,435	140,435	202,436		202,436	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	342,141	2.53	393,600	2.53	570,449	3.53	377,994	454,635	642,064	4.13	642,064	4.13

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
					2,500			2,500	100		100	
304	DEPARTMENT EQUIPMENT EXPENSE											
	517		750		900		912	1,700	1,200		1,200	
305	SPECIAL DEPARTMENT SUPPLIES											
	265		709		750		701	750	1,000		1,000	
307	MEMBERSHIP FEES											
	5,001		5,424		6,075		6,770	9,660	8,705		8,705	
308	PERIODICALS & SUBSCRIPTIONS											
	445		500		500		295	350	500		500	
316	ADVERTISING, RECORDING & FILING											
	287		356		500		313	450	500		500	
317	COMPUTER EQUIPMENT											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
	1,254				2,595		2,258	1,225				
318	COMPUTER SOFTWARE											
			6,208		1,000			1,000				
321	TRAVEL, TRAINING & SUBSISTENCE											
	1,498		1,875		5,500		670	3,000	4,000		4,000	
328	MEALS & RELATED EXPENSE											
					100			50	100		100	
341	COMMUNICATIONS EXPENSE											
	1,649											
361	UNIFORMS & SPECIAL CLOTHING											
			480		700		439	700	850		850	
461	SPECIAL EXPENSE											
					700		870	700	800		800	
511	PROFESSIONAL SERVICES											
	600		9,830		20,518		10,652	11,581	10,000		10,000	
523	BOARDS & COMMISSIONS EXPENSES											
	114				200			150	200		200	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	11,630		26,132		42,538		23,880	33,816	27,955		27,955	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	4,138		4,811		4,435		3,694	4,435	4,954		4,954	
817	TRSFERS TO GARAGE FUND											
	5,214		8,723		6,680		10,163	6,680	10,388		10,388	
818	TRSFERS TO ISD-ALLOCATED											
	66,125		80,443		94,495		86,620	94,495	108,466		108,466	
835	TRSFER TO GF, BVTN BLDG OPERATIONS											
			18,626		9,313		8,537	9,313	8,803		8,803	
836	TRSFER TO GF, BVTN BLDG DEBT SVC											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
			24,782		9,367		8,586	9,367	6,765		6,765	
TOTAL CLASS: 25 TRANSFERS												
	75,477		137,385		124,290		117,600	124,290	139,376		139,376	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
996 RESERVE - EQUIPMENT REPLACEMT												
					19,711				22,932		22,932	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					19,711				22,932		22,932	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING												
	429,248	2.53	557,117	2.53	756,988	3.53	519,474	612,741	832,327	4.13	832,327	4.13

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 05 PERSONNEL SERVICES												
049 PROG COORDINATOR -PUBLIC WORKS									47,974	1.00	47,974	1.00
057 PUBLIC WORKS SUPERVISOR	41,867	.50										
063 PUBLIC WORKS SUPRVISR-ARBORIST	23,227	.30	25,684	.30	22,296	.30	19,539	21,362	23,625	.30	23,625	.30
085 PROJECT MANAGER 1									74,859	1.00	74,859	1.00
112 PUBLIC WORKS MANAGER 3	81,057	.73	73,484	.74	79,338	.74	73,900	78,340	121,641	1.04	121,641	1.04
126 TRAFFIC SIGNAL MAINT TECH	105,445	1.50	97,594	1.50	103,630	1.50	86,067	93,616	220,461	3.00	220,461	3.00
132 SIGN AND MARKING LEAD	73,702	1.00	74,642	1.00	76,820	1.00	72,686	79,520	81,356	1.00	81,356	1.00
164 ARBORIST TECHNICIAN	109,518	2.00	101,601	2.00	117,579	2.00	100,029	106,494	128,113	2.00	128,113	2.00
166 LANDSCAPE TECHNICIAN	41,435	1.00	47,121	1.00	50,436	1.00	45,204	50,338	55,869	1.00	55,869	1.00
170 PUBLIC WORKS LEAD			21,242	.33	23,809	.33	17,651	17,206	23,405	.33	23,405	.33
176 PUBLIC WORKS EQUIPMNT OPERATOR	64,986	1.00	115,520	2.00	132,083	2.00	94,546	108,545	127,252	2.00	127,252	2.00
177 PUBLIC WORKS TECHNICIAN	266,342	5.00	222,884	4.00	215,058	4.00	180,492	197,143	231,391	4.00	231,391	4.00
188 INVENTORY CONTROL TECHNICIAN	13,754	.25	15,820	.25								
211 TRAFFIC SIGNAL MAINT LEAD	46,397	.50	47,373	.50	44,419	.50	43,959	44,257	109,772	1.00	109,772	1.00
215 UTILITY WORKER												

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	99,561	2.00	37,410	1.00	40,951	1.00	36,633	40,577	45,879	1.00	45,879	1.00
216	SUPERVISING ELECTRICIAN											
	82,777	1.00	67,571	1.00	85,631	1.00	81,564	88,312	109,746	1.00	109,746	1.00
246	SIGN AND MARKING TECH 2											
	61,111	1.00	62,617	1.00	64,873	1.00	58,754	62,920	70,315	1.00	70,315	1.00
274	SEASONAL WORKFORCE											
	76,278		78,256		140,000		79,769	140,000	141,500		141,500	
275	TEMPORARY EMPLOYEES											
	2,662		1,511									
299	PAYROLL TAXES AND FRINGES											
	677,745		584,764		713,401		582,477	632,840	927,242		927,242	
313	TOTAL CLASS: 05 PERSONNEL SERVICES											
	1,867,864	17.78	1,675,094	16.62	1,910,324	16.37	1,573,270	1,761,470	2,540,400	20.67	2,540,400	20.67
	CLASS: 10 MATERIALS & SERVICES											
304	DEPARTMENT EQUIPMENT EXPENSE											
	13,199		16,028		16,800		11,881	13,100	37,600		37,600	
305	SPECIAL DEPARTMENT SUPPLIES											
	14,150		14,808		14,500		12,925	14,200	14,000		14,000	
307	MEMBERSHIP FEES											
	1,318		1,428		2,000		1,406	1,606	2,300		2,300	
308	PERIODICALS & SUBSCRIPTIONS											
					300			275	300		300	
317	COMPUTER EQUIPMENT											
			3,419									
321	TRAVEL, TRAINING & SUBSISTENCE											
	7,105		12,271		14,800		14,257	12,857	15,800		15,800	
328	MEALS & RELATED EXPENSE											
	764				250		88	200	250		250	
335	PEDESTRIAN PATH MAINTENANCE											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	7		65,800		60,000			20,000	50,000		50,000	
338	HISTORIC/SIGNIFICANT TREE PRES											
			1,000		1,000			1,000	1,000		1,000	
341	COMMUNICATIONS EXPENSE											
	5,945		5,020		6,500			500	1,000		1,000	
351	UTILITIES EXPENSE											
	67,976		73,105		75,000		56,919	70,000	75,000		75,000	
361	UNIFORMS & SPECIAL CLOTHING											
	14,138		12,468		15,900		4,925	15,050	19,550		19,550	
371	EQUIPMENT OPER & MAINT EXPENSE											
			42,230		13,538		35,470	13,760	39,000		39,000	
401	CITY TRAFFIC SIGNAL MAINT											
	70,783		80,058		91,375		81,275	91,000	95,000		95,000	
403	NEW DEVICE INSTALLATION											
	26,235		18,640		20,000		14,872	18,000	20,000		20,000	
404	TRAFFIC MARKINGS (STREET)											
	36,050		49,295		50,000		48,447	50,000	87,000		87,000	
405	TRAFFIC SIGNS											
	20,280		21,982		25,000		23,301	25,000	30,000		30,000	
407	DEVELOPMENT TREE PROGRAM											
			5,775		15,000		660	3,860	15,000		15,000	
408	ST PEDESTRIAN LIGHT MAINT											
									85,000		85,000	
420	LANDSCAPE MAINTENANCE											
	7,150		8,935		10,000		9,797	10,000	10,000		10,000	
422	STREET RECONSTRUCTION EXPENSE											
	1,429,273		1,817,372		2,004,462		2,924,828	2,018,000	1,250,000		1,250,000	
425	DUMPING EXPENSES											
	24,641		16,806		14,000		7,419	14,000	14,000		14,000	
426	UNIMPROVED (STREET MATERIALS)											
	702		963		1,500			1,500	1,500		1,500	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
427	IMPROVED (STREET MATERIALS)											
	222,362		156,319		243,680		263,088	243,680	260,000		260,000	
430	BRIDGE MAINTENANCE											
	9,962		9,974		10,000		9,245	10,000	10,000		10,000	
449	ADA RAMPS RETROFIT EXPENSE											
					1,200,000			1,200,000	1,400,000		1,400,000	
451	CITY STREET LIGHTING											
									744,000		744,000	
461	SPECIAL EXPENSE											
	271		1,060		400		959	1,014	700		700	
511	PROFESSIONAL SERVICES											
	99,409		101,809		99,400		96,246	95,311	112,000		112,000	
551	RENTS AND LEASES											
	6,900		9,463		10,500		2,036	5,868	8,000		8,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	2,078,620		2,546,028		4,015,905		3,620,044	3,949,781	4,398,000		4,398,000	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
	105,437		105,549		192,550		167,945	170,000	237,000		223,500	
670	ROLLING STOCK											
									10,000		25,965	
671	EQUIPMENT											
	20,686		91,815		27,000		26,469	27,499				
681	IMPROVEMENTS											
			14,899		220,000		188,284	186,000	397,700		397,700	
TOTAL CLASS: 15 CAPITAL OUTLAY												
	126,123		212,263		439,550		382,698	383,499	644,700		647,165	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
801	TRSFR TO GENERAL FD - OVERHEAD											
	358,060		345,899		333,549		305,753	333,549	408,260		408,260	
802	TRSFR TO GENERAL FD-ACCOUNTING											
	7,500		7,500									
803	TRSFR TO GENERAL FD-LANDSCAPE											
	929,360		1,074,880		1,121,160		1,027,730	1,121,160	1,182,800		1,182,800	
804	TRSFR - OPERATIONS ADMIN											
	251,953		255,059		251,985		227,663	251,985	284,899		284,899	
805	TRSFR TO G/F BLDG MAINT											
	13,144		15,484		11,704		10,729	11,704	13,099		13,099	
808	TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)											
	60,837		15,189		16,469		15,097	16,469	16,297		16,297	
814	TRSFRS TO CAPITAL PROJ. FUND											
	121,479		111,183		1,495,112		334,599	1,595,265	575,000		575,000	
815	TRSFRS TO CAPITAL DEV. FUND											
	163,758		234,955		116,250		2,566	11,250	106,000		106,000	
817	TRSFRS TO GARAGE FUND											
	216,006		198,504		290,572		164,328	290,572	255,679		255,679	
819	TRSFRS TO INSURANCE FUND											
	132,834		152,760		152,760		140,030	152,760	199,452		199,452	

TOTAL CLASS: 25 TRANSFERS

	2,254,931		2,411,413		3,789,561		2,228,495	3,784,714	3,041,486		3,041,486	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

972	RESERVE - OPERATIONS FACILITY REPLACMT											
											132,657	
982	RESERVE - DEVELOPMENT TREES											
					65,000				82,315		82,315	
991	CONTINGENCY - UNRESERVED											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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				
					1,697,465				2,209,466		2,074,344					
996	RESERVE - EQUIPMENT REPLACEMT				1,030,101				764,229		764,229					
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					2,792,566				3,056,010		3,053,545					
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS					6,327,538	17.78	6,844,798	16.62	12,947,906	16.37	7,804,507	9,879,464	13,680,596	20.67	13,680,596	20.67

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**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		3,739,094	3,780,729	3,661,795	3,661,795	3,382,191	3,382,191				

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		3,739,094	3,780,729	3,661,795	3,661,795	3,382,191	3,382,191				
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CLASS: 10 TAXES

309	ROW FEE - ALLOCATION FROM GF										
		600,000	600,000	300,000	300,000	1,515,732	1,515,732				

TOTAL CLASS: 10 TAXES

		600,000	600,000	300,000	300,000	1,515,732	1,515,732				
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CLASS: 15 INTERGOVERNMENTAL REVENUE

323	STATE GASOLINE TAX										
		5,675,965	6,163,141	7,047,900	7,180,000	7,387,000	7,387,000				

329	OTHER INTERGOVERNMENTAL REV										
		356,537						25,000		25,000	

560	COUNTY VEHICLE REGISTRATION FEES										
				1,590,000	1,590,000	1,590,000	1,590,000				

561	COUNTY 1 CENT GAS TAX										
			351,778	356,000	363,000	363,000	363,000			363,000	

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		6,032,502	6,514,919	8,993,900	9,133,000	9,365,000	9,365,000				
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY										
		6,400	863	1,000	6,000	61,000	61,000				

384	INVESTMENT INTEREST EARNINGS										
		39,477	51,095	63,000	70,000	94,000	94,000				

389	MISCELLANEOUS REVENUES										
		19,004	22,721	16,000	10,000	10,000	10,000				

**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

RIGHT OF WAY FEES ALLOCATED TO THE STREET FUND TO ASSIST WITH STREET OVERLAYS \$300,000  
 BEGINNING FY 2019-20 THE STREET LIGHTING FUND WAS MERGED INTO THE STREET FUND AND THE  
 FUNDING SOURCE OF PROPERTY TAXES WAS REPLACED WITH WITH RIGHT OF WAY FEE REVENUE  
 ALLOCATED FROM THE GENERAL FUND \$1,215,732

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. \$7,387,000

329 OTHER INTERGOVERNMENTAL REV

FY 2017-18 REVISED BUDGET REFLECTS THE COUNTY GAS TAX IS RECORDED IN A SEPARATE REVENUE  
 ACCOUNT 561  
 FY 2019-20 REFLECTS REIMBURSEMENT FROM ODOT FOR 105TH AVE PEDESTRIAN & BIKE IMPROVEMENT  
 PROJECT (101-85-0733-404) \$25,000

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. \$1,590,000

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 \$363,000

382 SALE OF CITY OR BURA PROPERTY

SALE OF SURPLUS EQUIPMENT \$1,000  
 SALE OF VEHICLE 6-630 BUCKET/CHIP TRUCK \$60,000

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON  
 3.00% \$94,000

389 MISCELLANEOUS REVENUES

REIMBURSEMENT FOR DAMAGES TO CITY PROPERTY \$10,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
398	SRVS PROVIDED TO OTHER FUNDS											
	11,443		15									
399	REIMBURSEMENTS - OTHER											
	82,266		88,548		45,600		85,000	85,000		85,000		
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	7,327		4,821				2,380					
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	165,917		168,063		125,600		173,380	250,000		250,000		
CLASS: 40 INTERFUND TRANSFERS/LOANS												
411	TRSFERS FROM GENERAL FUND											
					550,964							
416	TRSFERS FROM CAPITAL PROJECTS FUND											
					72,635		72,635					
440	TRSFERS FR STREET LIGHTING FUND											
							533,586					
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
					623,599		606,221					
TOTAL PROGRAM: 0000 UNRESTRICTED												
	10,537,513		11,063,711		13,704,894		13,874,396	14,512,923		14,512,923		
TOTAL DEPARTMENT: 03 REVENUE												
	10,537,513		11,063,711		13,704,894		13,874,396	14,512,923		14,512,923		

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

398	SRVS PROVIDED TO OTHER FUNDS REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE CAPITAL PROJECT CONSTRUCTION SERVICES.
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 \$85,000
757	MED/LIFE INS PREM REFUND DISTRIBUTION MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411	TRSFERS FROM GENERAL FUND
416	TRSFERS FROM CAPITAL PROJECTS FUND
440	TRSFERS FR STREET LIGHTING FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

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: 05 PERSONNEL SERVICES

051	CITY ENGINEER											
	38,901	.33	41,612	.33	43,861	.33	43,759	45,215	.33	45,215	.33	
084	PROJECT ENGINEER 1											
	104,982	1.30	120,411	1.30	215,130	2.30	152,617	292,587	3.10	292,587	3.10	
099	CITY TRANSPORTATION ENGINEER											
	85,314	.70	86,921	.70	89,094	.70	88,886	91,826	.70	91,826	.70	
124	ENGINEERING CONST INSPECTOR											
		.20	12,414	.20	13,411	.20	13,938					
276	YOUTH ENHANCEMENT WORKFORCE											
	9,396		8,392		15,000		15,000	10,000		10,000		
299	PAYROLL TAXES AND FRINGES											
	103,548		123,850		193,953		140,435	202,436		202,436		

TOTAL CLASS: 05 PERSONNEL SERVICES

	342,141	2.53	393,600	2.53	570,449	3.53	454,635	642,064	4.13	642,064	4.13
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
					2,500		2,500	100		100		
304	DEPARTMENT EQUIPMENT EXPENSE											
	517		750		900		1,700	1,200		1,200		
305	SPECIAL DEPARTMENT SUPPLIES											
	265		709		750		750	1,000		1,000		
307	MEMBERSHIP FEES											
	5,001		5,424		6,075		9,660	8,705		8,705		
308	PERIODICALS & SUBSCRIPTIONS											
	445		500		500		350	500		500		

**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  
 ONE PROJECT ENGINEER 1 POSITION IS ALLOCATED: 10% 101-72-0735, 60% 001-70-0701, 10% 501-72-0740, 10% 502-72-0740, AND 10% 513-72-0740,  
 ONE PROJECT ENGINEER 1 POSITION IS ALLOCATED:  
 20% 101-72-0735, 40% 501-72-0740, AND 40% 513-72-0740,  
 FY 2018-19 REFLECTS A NEW 1 FTE PROJECT ENGINEER 1 POSITION TO MANAGE THE SIDEWALK IMPROVEMENT PROGRAM.  
 FY 2019-20 REFLECTS 1 FTE PROJECT ENGR 1 POSITION BEING REALLOCATED FROM 20/40/40 IN STREET FUND / WATER FUND / STORM DRAIN FUND TO 100% IN STREET FUND PROGRAM 0735.
  
- 099 CITY TRANSPORTATION ENGINEER  
 POSITION ALLOCATION IS 30% TIF/TDT 114-72-0669 AND 70% STREET FUND 101-72-0735
  
- 124 ENGINEERING CONST INSPECTOR  
 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED  
 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735  
 FY 2019-20 REFLECTS 1 FTE ENGR CONST INSPECTOR POSITION'S ALLOCATION CHANGING FROM 20/40/40 IN STREET FUND 101-72-0735 / WATER FUND 501-72-0740 / STORM FUND 513-72-0740 TO 100% IN GENERAL FUND (001-70-0701)
  
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACEMENT OF OFFICE EQUIPMENT \$100
  
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 EQUIPMENT FOR TRAFFIC SURVEYS AND PRE-MARKING  
 ROAD TUBES AND ANCHORS  
 TRAFFIC COUNTERS REPAIR \$1,200
  
- 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 \$1,000
  
- 307 MEMBERSHIP FEES  
 LICENSE RENEWAL FOR 3 PROFESSIONAL ENGINEERS (\$200 EA) \$600  
 INSTITUTE OF TRANSPORTATION ENGINEERS \$350  
 LEAGUE OF OREGON CITIES TRANSPORTATION PROGRAM \$6,345  
 ALLIANCE FOR COMMUNITY TRAFFIC SAFETY \$100  
 MEMBERSHIP FEES FOR NEW 1 FTE PROJ ENGINEER POSITION \$1,310
  
- 308 PERIODICALS & SUBSCRIPTIONS  
 UPDATES FOR AMERICAN ASSOCIATION STATE HIGHWAY TRANSPORTATION OFFICIALS \$500

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
316	ADVERTISING,RECORDING & FILING										
	287		356		500		450	500		500	
317	COMPUTER EQUIPMENT										
	1,254				2,595		1,225				
318	COMPUTER SOFTWARE										
			6,208		1,000		1,000				
321	TRAVEL,TRAINING & SUBSISTENCE										
	1,498		1,875		5,500		3,000	4,000		4,000	
328	MEALS & RELATED EXPENSE										
					100		50	100		100	
341	COMMUNICATIONS EXPENSE										
	1,649										
361	UNIFORMS & SPECIAL CLOTHING										
			480		700		700	850		850	
461	SPECIAL EXPENSE										
					700		700	800		800	
511	PROFESSIONAL SERVICES										
	600		9,830		20,518		11,581	10,000		10,000	
523	BOARDS & COMMISSIONS EXPENSES										
	114				200		150	200		200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	11,630		26,132		42,538		33,816	27,955		27,955	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	4,138		4,811		4,435		4,435	4,954		4,954	
817	TRSFERS TO GARAGE FUND										
	5,214		8,723		6,680		6,680	10,388		10,388	
818	TRSFERS TO ISD-ALLOCATED										
	66,125		80,443		94,495		94,495	108,466		108,466	
835	TRSFER TO GF, BVTN BLDG OPERATIONS										
			18,626		9,313		9,313	8,803		8,803	
836	TRSFER TO GF, BVTN BLDG DEBT SVC										
			24,782		9,367		9,367	6,765		6,765	
TOTAL CLASS: 25 TRANSFERS											
	75,477		137,385		124,290		124,290	139,376		139,376	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
996	RESERVE - EQUIPMENT REPLACEMT										
					19,711			22,932		22,932	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					19,711			22,932		22,932	
TOTAL PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT											
	429,248	2.53	557,117	2.53	756,988	3.53	612,741	832,327	4.13	832,327	4.13

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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316	ADVERTISING,RECORDING & FILING TRAFFIC COMMISSION ADVERTISING, NOTICES, ETC. \$500	
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED	
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED	
321	TRAVEL,TRAINING & SUBSISTENCE TRAINING FEES AND TRAVEL RELATED TO TRAINING (3 PE, 1 TRANSPORTATION ENG) \$2,000 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 ADMINSTRATION FUND	
361	UNIFORMS & SPECIAL CLOTHING 5 - RAINGEAR, VESTS, HARDHATS, GLASSES, FOOTWEAR, AND SAFETY EQUIPMENT. (\$150EA) \$750 2 - VESTS & SAFETY ITEMS FOR STUDENT INTERNS \$100	
461	SPECIAL EXPENSE FACILITY USE FEES FOR NEIGHBORHOOD MEETINGS \$800	
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 \$4,954	
817	TRSFERS TO GARAGE FUND ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND \$10,388	
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$91,266 SOFTWARE MAINTENANCE COSTS \$2,200 ENGINEERING SOFTWARE UPGRADES \$15,000	
835	TRSFER TO GF, BVTN BLDG OPERATIONS BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$8,803	
836	TRSFER TO GF, BVTN BLDG DEBT SVC BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$6,765	
996	RESERVE - EQUIPMENT REPLACEMT RESERVE FOR EQUIPMENT REPLACEMENT \$22,932	

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING											
	429,248	2.53	557,117	2.53	756,988	3.53	612,741	832,327	4.13	832,327	4.13

## BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

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: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS							47,974	1.00	47,974	1.00
057	PUBLIC WORKS SUPERVISOR										
	41,867	.50									
085	PROJECT MANAGER 1							74,859	1.00	74,859	1.00
112	PUBLIC WORKS MANAGER 3										
	37,315	.33	28,944	.34	31,928	.34	31,920	34,555	.34	34,555	.34
170	PUBLIC WORKS LEAD										
			21,242	.33	23,809	.33	17,206	23,405	.33	23,405	.33
176	PUBLIC WORKS EQUIPMNT OPERATOR										
	64,986	1.00	115,520	2.00	132,083	2.00	108,545	127,252	2.00	127,252	2.00
177	PUBLIC WORKS TECHNICIAN										
	266,342	5.00	222,884	4.00	215,058	4.00	197,143	231,391	4.00	231,391	4.00
188	INVENTORY CONTROL TECHNICIAN										
	8,252	.15	9,492	.15							
215	UTILITY WORKER										
	65,161	1.00									
274	SEASONAL WORKFORCE										
	28,569		42,438		60,000		60,000	60,000		60,000	
299	PAYROLL TAXES AND FRINGES										
	294,473		240,711		278,001		242,379	371,537		371,537	

TOTAL CLASS: 05 PERSONNEL SERVICES

	806,965	7.98	681,231	6.82	740,879	6.67	657,193	970,973	8.67	970,973	8.67
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE										
	3,960		7,981		8,600		5,000	3,600		3,600	
305	SPECIAL DEPARTMENT SUPPLIES										
	8,766		9,526		8,000		8,000	7,000		7,000	
317	COMPUTER EQUIPMENT										
			1,963								

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049 PROG COORDINATOR -PUBLIC WORKS  
 FY 19-20 REFLECTS A NEW 1 FTE PROGRAM COORD - PUBLIC WORKS POSITION.
- 057 PUBLIC WORKS SUPERVISOR
- 085 PROJECT MANAGER 1  
 FY 2019-20 REFLECTS A PROJECT MANAGER POSITION TRANSFERRING FROM THE PUBLIC WORKS ADMIN FUND (605) TO THE STREET FUND (101)
- 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 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 BOBCAT SKID STEER 6-509 COMBINATION BUCKET ATTACHEMENT  
 HEATED HOSE FOR CIMLINE 230 CRACK SEALER 27-502 \$3,600
- 305 SPECIAL DEPARTMENT SUPPLIES  
 CONES, SIGNS, STANDS, PAINT \$2,000  
 RAKES, SHOVELS, CONCRETE TOOLS & MISC PAVING SUPPLIES \$1,000  
 CONCRETE/ASPHALT SAW BLADES \$1,200  
 SIDEWALK GRINDER REPLACEMENT TEETH \$800  
 LUMBER, STAKES, PLASTIC & TARPS \$1,000  
 OTHER SUPPLIES \$1,000
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATIONS REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	2,916		4,305		5,200		4,000	5,200		5,200	
328	MEALS & RELATED EXPENSE										
	181										
335	PEDESTRIAN PATH MAINTENANCE										
	7		65,800		60,000		20,000	50,000		50,000	
361	UNIFORMS & SPECIAL CLOTHING										
	5,151		5,278		5,200		5,200	5,850		5,850	
371	EQUIPMENT OPER & MAINT EXPENSE										
			42,230		13,538		13,760	30,000		30,000	
422	STREET RECONSTRUCTION EXPENSE										
	1,429,273		1,817,372		2,004,462		2,018,000	1,250,000		1,250,000	
425	DUMPING EXPENSES										
	13,143		9,736		6,000		6,000	6,000		6,000	
426	UNIMPROVED (STREET MATERIALS)										
	702		963		1,500		1,500	1,500		1,500	
427	IMPROVED (STREET MATERIALS)										
	222,362		156,319		243,680		243,680	260,000		260,000	
430	BRIDGE MAINTENANCE										
	9,962		9,974		10,000		10,000	10,000		10,000	
449	ADA RAMPS RETROFIT EXPENSE										
					1,200,000		1,200,000	1,400,000		1,400,000	
461	SPECIAL EXPENSE										
	271		1,060		300		959	600		600	
511	PROFESSIONAL SERVICES										
	52,010		76,354		54,400		54,400	42,000		42,000	
551	RENTS AND LEASES										
	4,891		7,227		6,500		2,500	2,500		2,500	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	1,753,595		2,216,088		3,627,380		3,592,999	3,074,250		3,074,250	

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
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
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND
335	PEDESTRIAN PATH MAINTENANCE PATH FENCING, ASPHALT REPAIRS AND OVERLAYS; 183RD/FIELDSTONE, 22ND/MAIN SEAL COATING, ASPHALT AND CONCRETE MATERIALS FOR SURFACE MAINTENANCE \$50,000
361	UNIFORMS & SPECIAL CLOTHING 8 EMPLOYEES AT \$650 EACH \$5,200 RAIN GEAR, SAFETY GLASSES, GLOVES AND BOOTS SAFETY GEAR FOR NEW PROGRAM COORD - PUBLIC WORKS POSITION \$650
371	EQUIPMENT OPER & MAINT EXPENSE PAVER REPAIRS AND OVERHAUL - BOTH PAVERS 14-502, 14-504 DELAYS REPLACEMENT OF BOTH \$30,000
422	STREET RECONSTRUCTION EXPENSE FY 18-19 ESTIMATED \$2,018,000 AS FOLLOWS: GENERAL OVERLAYS \$1,200,000 CONCRETE STREET REPAIRS \$50,000 OVERLAY FOR MENLO DRIVE \$250,000 JENKINS ROAD PROJECT \$518,000 FY 19-20 PROPOSED: GENERAL OVERLAYS FOR FY 2019-20 \$1,200,000 CONCRETE STREET REPAIRS \$50,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL \$6,000
426	UNIMPROVED (STREET MATERIALS) MATERIALS NEEDED FOR MAINTENANCE AND REPAIR OF UNIMPROVED STREETS \$1,500 (ASPHALT PRODUCTS & ROCK)
427	IMPROVED (STREET MATERIALS) MATERIALS NEEDED FOR MAINTENANCE OF IMPROVED STREETS \$50,000 INLAYS FOR OVERLAY PREPARATION (BASED ON \$1.2 MILLION IN 422) \$200,000 CRACK SEALING \$10,000
430	BRIDGE MAINTENANCE BRIDGE MAINTENANCE: CONCRETE, ROCK, WOOD, PAINT, AND RELATED MATERIALS \$10,000 (7 BOX CULVERTS & 16 BRIDGES)
449	ADA RAMPS RETROFIT EXPENSE RETROFIT ADA RAMPS FOR COMPLIANCE; FY 19/20 (200 @ APPROX. \$7000 EA) \$1,400,000
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSES AND RENEWAL \$600
511	PROFESSIONAL SERVICES BRIDGE AND PATH INSPECTIONS \$15,000 MISCELLANEOUS WORK, I.E. PORTABLE RESTROOM SERVICING, COVERALL CLEANING \$2,000 CONTRACTED BRIDGE MAINTENANCE WORK IDENTIFIED IN THE INSPECTIONS \$25,000
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL \$2,500 ARCTIC DRIVE STORAGE LOT LEASE- MOVED OUT OF ARCTIC DRIVE LOT

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

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: 15 CAPITAL OUTLAY

641	VEHICLES										
		48,765	69,523					13,500			
670	ROLLING STOCK										13,500
671	EQUIPMENT		91,815		8,500		8,500				
TOTAL CLASS: 15 CAPITAL OUTLAY											
		48,765	161,338		8,500		8,500	13,500			13,500

CLASS: 25 TRANSFERS

801	TRSFRR TO GENERAL FD - OVERHEAD	358,060	345,899		333,549		333,549	361,933			361,933
802	TRSFRR TO GENERAL FD-ACCOUNTING	7,500	7,500								
803	TRSFRR TO GENERAL FD-LANDSCAPE	929,360	1,074,880		1,121,160		1,121,160	1,182,800			1,182,800
804	TRSFRR - OPERATIONS ADMIN	251,953	255,059		248,360		248,360	284,899			284,899
805	TRSFRR TO G/F BLDG MAINT	13,144	15,484		11,704		11,704	13,099			13,099
808	TRSFRRS TO GIS PGRM (TO ISD FUND 2018-19)	60,837	15,189		16,469		16,469	16,297			16,297
814	TRSFRRS TO CAPITAL PROJ. FUND	121,479	111,183		1,495,112		1,595,265	575,000			575,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 641 VEHICLES  
 AMENDMENT PACKET NO. 2 - TRANSFER APPROPRIATION FROM ACCOUNT 641 TO 670
  - 670 ROLLING STOCK  
 AMENDMENT PACKET NO. 2 - TRANSFER APPROPRIATION FROM ACCOUNT 641 TO 670  
 REPLACEMENT WINTER SANDING ATTACHMENTS INCLUDING PLOW ATTACHMENT AND WET KIT  
 FOR REPLACEMENT VEHICLE 3-614 THAT IS BUDGETED IN 513-85-0739-641. \$13,500
  - 671 EQUIPMENT
- 
- 801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND. \$361,933  
 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES EXPENDITURES
  - 802 TRSFR 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 TRSFR TO GENERAL FD-LANDSCAPE  
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND FOR MAINTAINING LANDSCAPES IN THE STREET  
 RIGHT OF WAYS. \$1,182,800
  - 804 TRSFR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND \$284,899
  - 805 TRSFR TO G/F BLDG MAINT  
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$13,099
  - 808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)  
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES \$16,297
  - 814 TRSFRS TO CAPITAL PROJ. FUND  
 FY 2017-18 PROJECTS:  
 3106 MENLO DR SIDEWALKS \$28,018  
 3189 TRAFFIC CALMING PROJECTS \$0  
 3410 DENNEY RD MUP \$568  
 3411 CEDAR HILLS BLVD BRIDGE PILE REPAIR \$2,004  
 3412 BH HWY FIBER CONNECTION BUDGETED - \$53,000; ESTIMATED - \$53,000  
 3413 CITYWIDE FIBER CONNECTIONS: \$50,537  
 FY 2018-19 PROJECTS:  
 3106 MENLO DR SIDEWALKS BUDGETED \$921,265; ESTIMATED \$921,265  
 3112 SIDEWALK - ALLEN 92ND TO SCHOLLS BUDGETED \$0, ESTIMATED \$170,000  
 3189 TRAFFIC CALMING PROJECTS BUDGETED \$40,000; ESTIMATED \$0  
 3410 DENNEY RD MUP BUDGETED \$260,000; ESTIMATED \$267,000  
 3411 CEDAR HILLS BLVD BRIDGE PILE REPAIR BUDGETED \$150,000; ESTIMATED \$137,000  
 3413 CITYWIDE FIBER CONNECTIONS BUDGETED \$68,847; ESTIMATED \$100,000  
 FY 2019-20 PROJECTS  
 3106 MENLO DR \$64,000  
 3113 SIDEWALK - LAURELWOOD AVE \$172,500  
 3143 ACTIVE TRANSPORTATION PROJECTS \$70,000  
 3189 ANNUAL TRAFFIC CALMING \$20,000  
 3410 DENNEY RD MUP \$153,500  
 3413 CITYWIDE FIBER CONNECTIONS \$95,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
815	TRSFERS TO CAPITAL DEV. FUND										
	163,758		234,955		116,250		11,250	106,000		106,000	
817	TRSFERS TO GARAGE FUND										
	159,924		144,628		214,437		214,437	172,047		172,047	
819	TRSFERS TO INSURANCE FUND										
	132,834		152,760		152,760		152,760	190,950		190,950	
TOTAL CLASS: 25 TRANSFERS											
	2,198,849		2,357,537		3,709,801		3,704,954	2,903,025		2,903,025	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
972	RESERVE - OPERATIONS FACILITY REPLACMT										
										132,657	
991	CONTINGENCY - UNRESERVED										
					1,697,465			2,209,466		2,074,344	
996	RESERVE - EQUIPMENT REPLACEMT										
					1,030,101			764,229		764,229	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					2,727,566			2,973,695		2,971,230	
TOTAL PROGRAM: 0732 STREET MAINTENANCE											
	4,808,174	7.98	5,416,194	6.82	10,814,126	6.67	7,963,646	9,935,443	8.67	9,932,978	8.67

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 815 TRSFERS TO CAPITAL DEV. FUND
  - FY 2017-18 PROJECTS
    - 3518 CANYON RD ALTERNATE BIKE NETWORK \$164,829
    - 3519 CANYON RD INTERSECTION IMPROVEMENTS \$70,126
  - FY 2018-19 PROJECTS
    - 3518 CANYON RD ALTERNATE BIKE NETWORK BUDGETED \$1,250; ESTIMATED \$1,250
    - 3519 CANYON RD INTERSECTION IMPROVEMENTS BUDGETED \$115,000; ESTIMATED \$10,000
  - FY 2019-20 PROJECTS
    - 3519 CANYON RD INTERSECTION IMPROVEMENTS \$106,000
- 817 TRSFERS TO GARAGE FUND
  - ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE). \$172,047
- 819 TRSFERS TO INSURANCE FUND
  - ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$190,950

- 972 RESERVE - OPERATIONS FACILITY REPLACMT
  - AMENDMENT PACKET NO. 4B - ESTABLISH A RESERVE TO BEGIN ACCUMULATING FUNDS FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX.
  - TOTAL RESERVE IN FY 2019-20 IS \$500,000 AND THEY ARE IN INDIVIDUAL FUNDS AS FOLLOWS: \$132,657
  - GENERAL FUND \$70,597
  - STREET FUND \$132,657
  - WATER FUND \$121,939
  - SEWER FUND \$65,269
  - STORM DRAIN FUND \$109,538
- 991 CONTINGENCY - UNRESERVED
  - STREET FUND CONTINGENCY
- 996 RESERVE - EQUIPMENT REPLACMT
  - RESERVE FOR STREET FUND VEHICLES \$764,229

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

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: 05 PERSONNEL SERVICES

112	PUBLIC WORKS MANAGER 3	32,807	.30	33,405	.30	35,555	.30	34,815	37,323	.30	37,323	.30
126	TRAFFIC SIGNAL MAINT TECH	105,445	1.50	97,594	1.50	103,630	1.50	93,616	123,819	1.50	123,819	1.50
132	SIGN AND MARKING LEAD	73,702	1.00	74,642	1.00	76,820	1.00	79,520	81,356	1.00	81,356	1.00
188	INVENTORY CONTROL TECHNICIAN	5,502	.10	6,328	.10							
211	TRAFFIC SIGNAL MAINT LEAD	46,397	.50	47,373	.50	44,419	.50	44,257	54,880	.50	54,880	.50
215	UTILITY WORKER	34,400	1.00	37,410	1.00	40,951	1.00	40,577	45,879	1.00	45,879	1.00
216	SUPERVISING ELECTRICIAN	82,777	1.00	67,571	1.00	85,631	1.00	88,312	109,746	1.00	109,746	1.00
246	SIGN AND MARKING TECH 2	61,111	1.00	62,617	1.00	64,873	1.00	62,920	70,315	1.00	70,315	1.00
274	SEASONAL WORKFORCE	31,023		26,763		48,000		48,000	49,500		49,500	
275	TEMPORARY EMPLOYEES	2,662										
299	PAYROLL TAXES AND FRINGES	282,764		252,120		300,511		277,295	319,985		319,985	

TOTAL CLASS: 05 PERSONNEL SERVICES

		758,590	6.40	705,823	6.40	800,390	6.30	769,312	892,803	6.30	892,803	6.30
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE	6,655		3,864		5,000		4,500	29,000		29,000	
305	SPECIAL DEPARTMENT SUPPLIES	2,877		2,489		3,000		2,800	3,000		3,000	
307	MEMBERSHIP FEES	100		200		500		400	500		500	
308	PERIODICALS & SUBSCRIPTIONS					300		275	300		300	
317	COMPUTER EQUIPMENT			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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% 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 \$5,000 REPLACEMENT DIRECTIONAL DRILL RODS \$24,000
305	SPECIAL DEPARTMENT SUPPLIES MISCELLANEOUS SMALL TOOLS AND SUPPLIES ASSOCIATED WITH TRAFFIC SIGNAL AND SIGN MAINTENANCE \$3,000
307	MEMBERSHIP FEES INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION (IMSA) MEMBERSHIP RENEWALS AND ELECTRICAL LICENSE RENEWALS \$500
308	PERIODICALS & SUBSCRIPTIONS ELECTRICAL CODE BOOKS AND REFERENCE MANUALS \$300
317	COMPUTER EQUIPMENT NO APPROPRIATIONS REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
321	TRAVEL, TRAINING & SUBSISTENCE		2,958		2,500		1,800	2,500		2,500		
328	MEALS & RELATED EXPENSE		191		200		150	200		200		
341	COMMUNICATIONS EXPENSE		5,945		6,500		500	1,000		1,000		
351	UTILITIES EXPENSE		67,976		73,105		75,000	70,000		75,000		
361	UNIFORMS & SPECIAL CLOTHING		6,048		5,793		7,500	7,000		7,500		
371	EQUIPMENT OPER & MAINT EXPENSE							9,000		9,000		
401	CITY TRAFFIC SIGNAL MAINT		70,783		80,058		91,375	91,000		95,000		
403	NEW DEVICE INSTALLATION		26,235		18,640		20,000	18,000		20,000		
404	TRAFFIC MARKINGS (STREET)		36,050		49,295		50,000	50,000		87,000		
405	TRAFFIC SIGNS		20,280		21,982		25,000	25,000		30,000		
461	SPECIAL EXPENSE				100		55	100		100		
511	PROFESSIONAL SERVICES		30,914		7,669		25,000	24,000		25,000		
551	RENTS AND LEASES		616		631		2,000	1,800		2,000		
TOTAL CLASS: 10 MATERIALS & SERVICES												
		274,670		273,160		313,975		297,280		387,100		387,100
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES		56,672		36,026		192,550	170,000				
670	ROLLING STOCK							10,000		12,465		
671	EQUIPMENT		20,686				18,500	18,999				
681	IMPROVEMENTS		14,899				220,000	186,000		148,000		
TOTAL CLASS: 15 CAPITAL OUTLAY												
		77,358		50,925		431,050		374,999		158,000		160,465

**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 TRAINING ASSOCIATED WITH FIBER OPTICS, TRAFFIC SIGNALS, MUTCD, O.D.O.T. TRAFFIC SIGNALS ELECTRICAL CODE CLASSES. \$2,500
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH OVERTIME WORK AND AFTER HOURS CALL OUTS PER UNION CONTRACT. CREW MEETINGS \$200
341	COMMUNICATIONS EXPENSE PAGER AND TELEPHONE CONNECTION CHARGES TO SIGNALIZED INTERSECTIONS \$1,000 REDUCED DUE TO REMOVAL OF RED LIGHT RUNNING PHONE LINES
351	UTILITIES EXPENSE ENERGY COSTS ASSOCIATED WITH TRAFFIC SIGNAL DEVICES \$75,000
361	UNIFORMS & SPECIAL CLOTHING RAINGEAR, CLOTHING, FOOTWEAR AND SAFETY EQUIPMENT PER UNION CONTRACT. \$7,500
371	EQUIPMENT OPER & MAINT EXPENSE REPLACEMENT OF ONE HOT PLASTIC APPLICATOR CART FOR ROADWAY STRIPING \$9,000
401	CITY TRAFFIC SIGNAL MAINT MISCELLANEOUS TRAFFIC SIGNAL CONTROLLERS, LIGHTS AND VIDEO DETECTION EQUIPMENT \$95,000 REPLACEMENTS AND UPGRADES, FLASHING BEACONS AT INTERSECTIONS AND SCHOOL ZONES
403	NEW DEVICE INSTALLATION TRAFFIC SIGN/STRIPING INSTALLATION REQUESTED THROUGH THE TRAFFIC COMMISSION INCLUDING \$20,000 RECTANGULAR RAPID FLASHING BEACONS
404	TRAFFIC MARKINGS (STREET) PAINT, THERMOPLASTIC AND RAISED PAVEMENT MARKERS FOR MAINTENANCE \$50,000 105TH AVE PEDESTRIAN & BIKE PATH IMPROVEMENTS \$25,000 NEIGHBORHOOD BIKEWAY PROJECT #68 \$12,000
405	TRAFFIC SIGNS SIGNS, MATERIALS, SHEETING, POSTS \$25,000; ADDITIONAL FUNDS FOR INCREASED PRICING ON MATERIALS \$5,000
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE RENEWAL \$100
511	PROFESSIONAL SERVICES CONTRACT STRIPING; MISCELLANEOUS CONTRACT ELECTRICAL; ONE CALL FEES; MAINTENANCE FEES \$25,000 ASSOCIATED WITH TRANSUIT TRAFFIC SOFTWARE AND SYDNEY CONTROL AUTOMATED TRAFFIC SOFTWARE (SCATS)
551	RENTS AND LEASES TRAFFIC MAINTENANCE RENTALS LEASES AND STORAGE AREA ASSOCIATED WITH 160TH AND SHAW \$2,000

641	VEHICLES NO APPROPRIATION REQUIRED FOR FY 19/20
670	ROLLING STOCK REPLACEMENT OF ONE EQUIPMENT TRAILER FOR ROADWAY STRIPING EQUIPMENT \$10,000; AMENDMENT PACKET NO. 2 - ADDITIONAL APPROPRIATION \$2,465
671	EQUIPMENT
681	IMPROVEMENTS INSTALLATION OF PEDESTRIAN CROSSING SIGNAL AND OPTIC ON SW. BARROWS RD. \$148,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

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: 25 TRANSFERS

804 TRSFR - OPERATIONS ADMIN

3,625 3,625

817 TRSFERS TO GARAGE FUND

36,477 27,326 51,227 51,227 32,526 32,526

TOTAL CLASS: 25 TRANSFERS

36,477 27,326 54,852 54,852 32,526 32,526

TOTAL PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

1,147,095 6.40 1,057,234 6.40 1,600,267 6.30 1,496,443 1,470,429 6.30 1,472,894 6.30

### BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

804 TRSFR - OPERATIONS ADMIN

817 TRSFERS TO GARAGE FUND  
FLEET SERVICES PROVIDED BY THE GARAGE FUND \$32,526



**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0775 URBAN FORESTRY

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: 05 PERSONNEL SERVICES

063	PUBLIC WORKS SUPRVISR-ARBORIST											
	23,227	.30	25,684	.30	22,296	.30	21,362	23,625	.30	23,625	.30	
112	PUBLIC WORKS MANAGER 3											
	10,935	.10	11,135	.10	11,855	.10	11,605	12,440	.10	12,440	.10	
164	ARBORIST TECHNICIAN											
	109,518	2.00	101,601	2.00	117,579	2.00	106,494	128,113	2.00	128,113	2.00	
166	LANDSCAPE TECHNICIAN											
	41,435	1.00	47,121	1.00	50,436	1.00	50,338	55,869	1.00	55,869	1.00	
274	SEASONAL WORKFORCE											
	16,686		9,055		32,000		32,000	32,000		32,000		
275	TEMPORARY EMPLOYEES											
			1,511									
299	PAYROLL TAXES AND FRINGES											
	100,508		91,933		134,889		113,166	131,559		131,559		

TOTAL CLASS: 05 PERSONNEL SERVICES

	302,309	3.40	288,040	3.40	369,055	3.40	334,965	383,606	3.40	383,606	3.40
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE											
	2,584		4,183		3,200		3,600	4,000		4,000		
305	SPECIAL DEPARTMENT SUPPLIES											
	2,507		2,793		3,500		3,400	3,500		3,500		
307	MEMBERSHIP FEES											
	1,218		1,228		1,500		1,206	1,500		1,500		
321	TRAVEL, TRAINING & SUBSISTENCE											
	4,189		5,008		7,100		7,057	7,100		7,100		
328	MEALS & RELATED EXPENSE											
	392				50		50	50		50		
338	HISTORIC/SIGNIFICANT TREE PRES											
			1,000		1,000		1,000	1,000		1,000		
361	UNIFORMS & SPECIAL CLOTHING											
	2,939		1,397		3,200		2,850	3,200		3,200		
407	DEVELOPMENT TREE PROGRAM											
			5,775		15,000		3,860	15,000		15,000		
420	LANDSCAPE MAINTENANCE											
	7,150		8,935		10,000		10,000	10,000		10,000		
425	DUMPING EXPENSES											
	11,498		7,070		8,000		8,000	8,000		8,000		

**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 POSITION ALLOCATION: 30% IN STREET FUND AND 70% IN GENERAL FUND (001-85-0772-063)
112	PUBLIC WORKS MANAGER 3 POSITION ALLOCATION: 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
164	ARBORIST TECHNICIAN
166	LANDSCAPE TECHNICIAN
274	SEASONAL WORKFORCE
275	TEMPORARY EMPLOYEES NO APPROPRIATION REQUESTED
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
304	DEPARTMENT EQUIPMENT EXPENSE REPLACEMENT OF POWER EQUIPMENT ASSOCIATED WITH TREE PRUNING, REMOVAL AND CARE. \$4,000
305	SPECIAL DEPARTMENT SUPPLIES SMALL TOOLS ASSOCIATED WITH TREE PRUNING, REMOVAL AND PLANTING ACTIVITIES \$3,500
307	MEMBERSHIP FEES PESTICIDE APPLICATORS LICENSES, INTERNATIONAL SOCIETY OF ARBORISTS CERTIFICATIONS AND CHAPTER DUES FOR CITY MEMBERSHIP \$1,500
321	TRAVEL, TRAINING & SUBSISTENCE REQUIRED TRAINING ASSOCIATED WITH ARBORIST CERTIFICATIONS AND PESTICIDE APPLICATORS LICENSE. \$7,100
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH OVERTIME AFTER HOURS CALL OUTS PER UNION CONTRACT. \$50
338	HISTORIC/SIGNIFICANT TREE PRES HISTORIC/SIGNIFICANT TREE PRESERVATION FUNDS \$1,000
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND ASSOCIATED SAFETY EQUIPMENT REQUIRED PER UNION CONTRACT. \$3,200
407	DEVELOPMENT TREE PROGRAM 75 NEW DEVELOPMENT TREES: PURCHASED, INSTALLED AND MAINTAINED FOR 1 YEAR @ \$200 PER TREE. \$15,000
420	LANDSCAPE MAINTENANCE REPLACEMENT AND INFILL TREES AND RELATED MATERIALS ASSOCIATED WITH TREE REMOVAL, PLANTING AND MAINTENANCE. \$10,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL. \$8,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0775 URBAN FORESTRY

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	16,485		17,786		20,000		16,911	20,000		20,000	
551	RENTS AND LEASES										
	1,393		1,605		2,000		1,568	2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	50,355		56,780		74,550		59,502	75,350		75,350	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
								223,500		223,500	
TOTAL CLASS: 15 CAPITAL OUTLAY											
								223,500		223,500	
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	19,605		26,550		24,908		24,908	31,662		31,662	
TOTAL CLASS: 25 TRANSFERS											
	19,605		26,550		24,908		24,908	31,662		31,662	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
982	RESERVE - DEVELOPMENT TREES										
					65,000			82,315		82,315	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					65,000			82,315		82,315	
TOTAL PROGRAM: 0775 URBAN FORESTRY											
	372,269	3.40	371,370	3.40	533,513	3.40	419,375	796,433	3.40	796,433	3.40

### BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0775 URBAN FORESTRY

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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511 PROFESSIONAL SERVICES  
EMERGENCY TREE REMOVALS; INSECT & DISEASE SPRAYING; FRIENDS OF TREES; PLANTING PROJECTS \$20,000

551 RENTS AND LEASES  
MISCELLANEOUS EQUIPMENT RENTAL AND LEASES \$2,000

641 VEHICLES  
FORESTRY BUCKET/CHIP TRUCK - REPLACEMENT OF #6-630 WITH HIGHER CAPACITY AERIAL (65') AND  
CHIP BODY VEHICLE. COST INCLUDES AERIAL AND CHIP BODY, CHASSIS, TOOLBOX, SAFETY  
LIGHTING AND TITLE. \$223,500

817 TRSFERS TO GARAGE FUND  
FLEET SERVICES PROVIDED BY THE GARAGE FUND \$31,662

982 RESERVE - DEVELOPMENT TREES

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

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: 05 PERSONNEL SERVICES											
112	PUBLIC WORKS MANAGER 3							37,323	.30	37,323	.30
126	TRAFFIC SIGNAL MAINT TECH							96,642	1.50	96,642	1.50
211	TRAFFIC SIGNAL MAINT LEAD							54,892	.50	54,892	.50
299	PAYROLL TAXES AND FRINGES							104,161		104,161	

TOTAL CLASS: 05 PERSONNEL SERVICES											
								293,018	2.30	293,018	2.30

CLASS: 10 MATERIALS & SERVICES											
304	DEPARTMENT EQUIPMENT EXPENSE							1,000		1,000	
305	SPECIAL DEPARTMENT SUPPLIES							500		500	
307	MEMBERSHIP FEES							300		300	
321	TRAVEL, TRAINING & SUBSISTENCE							1,000		1,000	
361	UNIFORMS & SPECIAL CLOTHING							3,000		3,000	
408	ST PEDESTRIAN LIGHT MAINT							85,000		85,000	
451	CITY STREET LIGHTING							744,000		744,000	
511	PROFESSIONAL SERVICES							25,000		25,000	
551	RENTS AND LEASES							1,500		1,500	

TOTAL CLASS: 10 MATERIALS & SERVICES											
								861,300		861,300	

CLASS: 15 CAPITAL OUTLAY											
681	IMPROVEMENTS							249,700		249,700	

TOTAL CLASS: 15 CAPITAL OUTLAY											
								249,700		249,700	

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 112 PUBLIC WORKS MANAGER 3  
 FY 2019-20 REFLECTS THE STREET LIGHTING FUND TRANSFERRING TO THE STREET FUND.
- 126 TRAFFIC SIGNAL MAINT TECH
- 211 TRAFFIC SIGNAL MAINT LEAD
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 MISCELLANEOUS TOOLS RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE. \$1,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SMALL SUPPLIES RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE \$500
- 307 MEMBERSHIP FEES  
 ELECTRICAL LICENSE RENEWAL FEES \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN \$1,000
- 361 UNIFORMS & SPECIAL CLOTHING  
 CLOTHING, RAINGEAR, FOOTWEAR AND SAFETY RELATED EQUIPMENT PER UNION CONTRACT. \$3,000
- 408 ST PEDESTRIAN LIGHT MAINT  
 MAINTENANCE & REPAIR OF STREET - PEDESTRIAN PATH LIGHTING (LAMPS, POLES, CONTROLLERS) \$85,000
- 451 CITY STREET LIGHTING  
 ENERGY COSTS AND POLE RENTAL FOR STREET AND PEDESTRIAN PATH LIGHTING ESTIMATED AT \$64,000 PER MONTH. NO ANTICIPATED BILLING INCREASE BY PORTLAND GENERAL ELECTRIC. \$744,000
- 511 PROFESSIONAL SERVICES  
 CONTRACT MISCELLANEOUS ELECTRICAL AND LIGHTING REPAIR WORK NOT ABLE TO BE PERFORMED BY CITY STAFF. UNDERGROUND UTILITY LOCATES, ONE CALL FEES (\$10,500 SPLIT WATER, SEWER, STREET LIGHTING, STORM, STREET) \$25,000
- 551 RENTS AND LEASES  
 RENTS AND LEASES OF EQUIPMENT USED FOR STREET LIGHTING REPAIR. \$1,500
- 681 IMPROVEMENTS  
 FOR CONTINUED RETROFITTING OF EXISTING STREET LIGHTING FROM HIGH PRESSURE SODIUM TO LED (454 LAMPS @ \$550 PER LIGHT) \$249,700

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

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: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD							46,327		46,327								
817	TRSFERS TO GARAGE FUND							19,444		19,444								
819	TRSFERS TO INSURANCE FUND							8,502		8,502								
TOTAL CLASS: 25 TRANSFERS								74,273		74,273								
TOTAL PROGRAM: 0811 STREET LIGHTING & MAINTENANCE								1,478,291	2.30	1,478,291	2.30							
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS								6,327,538	17.78	6,844,798	16.62	12,947,906	16.37	9,879,464	13,680,596	20.67	13,680,596	20.67
TOTAL FUND: 101 STREET FUND								6,756,786	20.31	7,401,915	19.15	13,704,894	19.90	10,492,205	14,512,923	24.80	14,512,923	24.80

### BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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801	TRSFER TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND. 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$46,327	
817	TRSFERS TO GARAGE FUND FLEET SERVICES PROVIDED BY THE GARAGE FUND \$19,444	
819	TRSFERS TO INSURANCE FUND	

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		277,960	284,598		341,934		341,934				

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		277,960	284,598		341,934		341,934				
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES										
		462	677		1,000		2,000				

311	PROPERTY TAXES - CURRENT YEAR										
		1,115,969	1,157,122		1,180,564		1,182,964				

312	PROPERTY TAXES - PRIOR YEARS										
		12,810	9,632		10,000		10,000				

513	COMCAST TAX SETTLEMENT										
							30,442				

TOTAL CLASS: 10 TAXES

		1,129,241	1,167,431		1,191,564		1,225,406				
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		4,865	7,585		13,200		16,000				

389	MISCELLANEOUS REVENUES										
		5,658	12,868		165,000		98,779				

398	SRVS PROVIDED TO OTHER FUNDS										
		24,262	1,457		2,000						

757	MED/LIFE INS PREM REFUND DISTRIBUTION										
		1,729	935				460				

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		36,514	22,845		180,200		115,239				
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TOTAL PROGRAM: 0000 UNRESTRICTED

		1,443,715	1,474,874		1,713,698		1,682,579				
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TOTAL DEPARTMENT: 03 REVENUE

		1,443,715	1,474,874		1,713,698		1,682,579				
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**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 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 \$3.7380 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.1248 STREET LIGHTING FUND; TOTALING \$4.2245 WITH VOTER APPROVED DEBT OF \$0.2052 GIVES A TOTAL TAX RATE OF \$4.4297

312 PROPERTY TAXES - PRIOR YEARS  
 PRIOR YEARS' PROPERTY ASSESSMENTS PAID IN CURRENT YEAR RECEIVED THROUGH WASHINGTON COUNTY

513 COMCAST TAX SETTLEMENT

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

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: 05 PERSONNEL SERVICES

112	PUBLIC WORKS MANAGER 3	32,808	.30	33,402	.30	35,555	.30	34,815			
126	TRAFFIC SIGNAL MAINT TECH	94,714	1.50	60,630	1.50	34,385	1.50	32,729			
211	TRAFFIC SIGNAL MAINT LEAD	46,397	.50	47,370	.50	44,423	.50	44,265			
299	PAYROLL TAXES AND FRINGES	100,749		77,701		68,174		66,484			

TOTAL CLASS: 05 PERSONNEL SERVICES

		274,668	2.30	219,103	2.30	182,537	2.30	178,293			
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE	941		476		1,000		500			
305	SPECIAL DEPARTMENT SUPPLIES	267		123		500		250			
307	MEMBERSHIP FEES					300		150			
321	TRAVEL, TRAINING & SUBSISTENCE			341		1,000		500			
328	MEALS & RELATED EXPENSE	68				200		100			
361	UNIFORMS & SPECIAL CLOTHING	3,014		2,577		3,000		2,757			
408	ST PEDESTRIAN LIGHT MAINT	48,521		64,690		86,200		86,000			
451	CITY STREET LIGHTING	724,327		734,935		744,000		740,000			
511	PROFESSIONAL SERVICES	2,987		4,827		25,000		21,669			
551	RENTS AND LEASES	616		631		1,500		1,277			

TOTAL CLASS: 10 MATERIALS & SERVICES

		780,741		808,600		862,700		853,203			
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CLASS: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD	42,503		42,063		42,320		42,320			
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**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.  
 FY 2019-20 REFLECTS THE STREET LIGHTING FUND TRANSFERRING TO THE STREET FUND, PROGRAM 0811

126 TRAFFIC SIGNAL MAINT TECH  
 FY 2019-20 REFLECTS THE STREET LIGHTING FUND TRANSFERRING TO THE STREET FUND, PROGRAM 0811

211 TRAFFIC SIGNAL MAINT LEAD  
 FY 2019-20 REFLECTS THE STREET LIGHTING FUND TRANSFERRING TO THE STREET FUND, PROGRAM 0811

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

304 DEPARTMENT EQUIPMENT EXPENSE  
 FY 2019-20 REFLECTS THE STREET LIGHTING FUND TRANSFERRING TO THE STREET FUND, PROGRAM 0811

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  
 MEALS ASSOCIATED WITH OVERTIME WORK PER UNION CONTRACT, CREW MEETINGS

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  
 NO ANTICIPATED BILLING INCREASE BY PORTLAND GENERAL ELECTRIC

511 PROFESSIONAL SERVICES  
 CONTRACT MISCELLANEOUS ELECTRICAL AND LIGHTING REPAIR WORK NOT ABLE TO BE  
 PERFORMED BY CITY STAFF, UNDERGROUND UTILITY LOCATES  
 ONE CALL FEES (\$10,500 SPLIT WATER, SEWER, STREET LIGHTING, STORM, STREET)

551 RENTS AND LEASES  
 RENTS AND LEASES OF EQUIPMENT USED FOR STREET LIGHTING REPAIR

801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
804	TRSFER - OPERATIONS ADMIN										
	30,057		32,994		34,895		34,895				
807	TRSFER TO GENERAL FUND										
					550,964						
810	TRSFERS TO STREET FUND										
							533,586				
817	TRSFERS TO GARAGE FUND										
	19,585		16,392		25,443		25,443				
818	TRSFERS TO ISD-ALLOCATED										
	5,645		6,988		8,037		8,037				
819	TRSFERS TO INSURANCE FUND										
	5,915		6,802		6,802		6,802				
TOTAL CLASS: 25 TRANSFERS											
	103,705		105,239		668,461		651,083				
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED										
996	RESERVE - EQUIPMENT REPLACEMT										
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
TOTAL PROGRAM: 0811 STREET LIGHTING & MAINTENANCE											
	1,159,114	2.30	1,132,942	2.30	1,713,698	2.30	1,682,579				
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS											
	1,159,114	2.30	1,132,942	2.30	1,713,698	2.30	1,682,579				
TOTAL FUND: 111 STREET LIGHTING FUND											
	1,159,114	2.30	1,132,942	2.30	1,713,698	2.30	1,682,579				

### BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 804 TRSFR - OPERATIONS ADMIN  
ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND
  - 807 TRSFR TO GENERAL FUND
  - 810 TRSFRS TO STREET 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
  - 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





### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

504 METRO AFFORDABLE HOUSING BOND EXP

									3,000,000		3,000,000	
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TOTAL CLASS: 10 MATERIALS & SERVICES

									3,000,000		3,000,000	
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TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

									3,000,000		3,000,000	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 15 INTERGOVERNMENTAL REVENUE  
 567 METRO AFFORDABLE HOUSING BOND REV

3,000,000 3,000,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

3,000,000 3,000,000

TOTAL PROGRAM: 0000 UNRESTRICTED

3,000,000 3,000,000

TOTAL DEPARTMENT: 03 REVENUE

3,000,000 3,000,000

### BP WORKSHEET & JUSTIFICATION

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

567 METRO AFFORDABLE HOUSING BOND REV  
FUNDING FROM METRO HOUSING BOND FOR AN AFFORDABLE HOUSING  
DEVELOPMENT TO BE BUILT AT SW 1ST STREET AND MAIN AVE (MARY ANN APT.) \$3,000,000


**BP WORKSHEET & JUSTIFICATION**

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

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

504 METRO AFFORDABLE HOUSING BOND EXP

3,000,000 3,000,000

TOTAL CLASS: 10 MATERIALS & SERVICES

3,000,000 3,000,000

TOTAL PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

3,000,000 3,000,000

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

3,000,000 3,000,000

TOTAL FUND: 104 METRO AFFORDABLE HOUSING BOND FUND

3,000,000 3,000,000

### BP WORKSHEET & JUSTIFICATION

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

504 METRO AFFORDABLE HOUSING BOND EXP  
HOUSING BOND FUNDED EXPENDITURE FOR AN AFFORDABLE APARTMENT BUILDING PROJECT \$3,000,000  
AT SW 1ST ST AND MAIN AVE (MARY ANN APT.)




### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

-2,030,043	-1,853,820	-1,530,238	-1,530,238	-1,530,238	-1,530,238	-1,505,541	-1,505,541
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-2,030,043	-1,853,820	-1,530,238	-1,530,238	-1,530,238	-1,530,238	-1,505,541	-1,505,541
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CLASS: 20 PERMITS & FEES

333 BUILDING PERMITS FEES

-1,376,464	-1,477,981	-2,060,000	-1,511,743	-1,800,000	-2,300,000	-2,300,000
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334 PLAN CHECK FEE - COMMERCIAL

-699,598	-667,228	-795,000	-631,283	-725,000	-675,000	-675,000
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335 PLAN CHECK FEE - RESIDENT

-76,999	-152,159	-155,000	-321,871	-285,000	-220,000	-220,000
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336 PLAN CHECK FEE - FIRE SAFE

-380,667	-336,866	-510,000	-321,846	-425,000	-400,000	-400,000
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338 INSPECTION FEES - PLUMBING

-250,758	-255,633	-515,000	-358,053	-375,000	-590,000	-590,000
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341 INSPECTION FEES - ELECTRICAL

-356,744	-407,302	-550,000	-397,853	-425,000	-590,000	-590,000
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358 SEWER INSPECTION FEES

-1,575	-2,825	-6,555	-5,820	-6,875	-8,125	-8,125
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602 MISCELLANEOUS SMALL PERMIT FEES

-38,000	-31,138	-100,000	-100,000	-100,000	-100,000
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TOTAL CLASS: 20 PERMITS & FEES

-3,142,805	-3,299,994	-4,629,555	-3,579,607	-4,141,875	-4,883,125	-4,883,125
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-23,913	-34,351	-41,800	-33,086	-41,800	-52,500	-52,500
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389 MISCELLANEOUS REVENUES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND

DEPT: 03 REVENUE

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
	-65,961		-95,218		-62,000		-63,003	-62,000	-50,000		-50,000	
399	REIMBURSEMENTS - OTHER											
	-200											
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	-8,664		-6,109				-4,033	-4,033				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-98,738		-135,678		-103,800		-100,122	-107,833	-102,500		-102,500	
TOTAL DEPARTMENT: 03 REVENUE												
	-5,271,586		-5,289,492		-6,263,593		-5,209,967	-5,779,946	-6,491,166		-6,491,166	

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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: 05 PERSONNEL SERVICES

027 SR. STRUCTURAL PLANS EXAMINER

89,827	1.00	96,489	1.00	98,905	1.00	89,717	98,576	103,093	1.00	103,093	1.00
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041 COMMUNITY DEVELOPMENT DIRECTOR

7,572	.05	7,712	.05	7,903	.05	7,128	7,888	8,146	.05	8,146	.05
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073 BUILDING OFFICIAL

109,304	1.00	115,166	1.00	93,349	1.00	66,277	82,967	108,918	1.00	108,918	1.00
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076 OFFICE SUPERVISOR

6,557	.10	7,438	.10	3,700	.10	5,450	5,701	6,355	.10	6,355	.10
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118 ELECTRICAL INSPECTOR LEAD

75,725	1.00	84,523	1.00	95,437	1.00	85,467	95,209	99,320	1.00	99,320	1.00
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120 PLANS EXAMINER 2

246,625	3.00	258,612	3.00	244,227	3.00	233,370	251,904	265,847	3.00	265,847	3.00
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121 BUILDING INSPECTOR

432,086	5.00	446,166	5.00	469,169	5.00	412,709	463,486	482,688	5.00	482,688	5.00
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127 PLUMBING INSPECTOR LEAD

94,231	1.00	100,124	1.00	103,328	1.00	92,917	103,077	107,497	1.00	107,497	1.00
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128 ELECTRICAL INSPECTOR

147,123	2.00	125,584	2.00	167,187	2.00	151,901	170,163	184,987	2.00	184,987	2.00
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129 PLUMBING INSPECTOR

161,958	2.00	171,908	2.00	177,592	2.00	159,111	177,178	184,836	2.00	184,836	2.00
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134 PLANS EXAMINER 1

				30,263	1.00	18,524	23,730	60,967	1.00	60,967	1.00
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142 SENIOR PLANS EXAMINER

94,719	1.00	96,489	1.00	98,905	1.00	111,032	119,643	95,165	1.00	95,165	1.00
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144 SENIOR FIELD INSPECTOR - BLDG

102,775	1.00	104,709	1.00	107,327	1.00	98,175	104,026	110,619	1.00	110,619	1.00
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150 STRUCTURAL PLANS EXAMINER

74,641	1.00	81,918	1.00	73,312	1.00	60,212	71,840	75,270	1.00	75,270	1.00
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221 SUPPORT SPECIALIST 2

365

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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		
	10,324	.20	10,716	.20	11,512	.20	9,897	10,952	11,417	.20	11,417	.20		
225	PERMIT TECHNICIAN													
	105,449	3.00	113,032	3.00	163,456	3.00	125,864	137,006	174,533	3.00	174,533	3.00		
275	TEMPORARY EMPLOYEES													
	15,145		25,890		100,654		85,088	85,467	71,482		71,482			
299	PAYROLL TAXES AND FRINGES													
	870,265		932,578		1,161,458		932,548	998,986	1,141,927		1,141,927			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	2,644,326	22.35	2,779,054	22.35	3,207,684	23.35	2,745,387	3,007,799	3,293,067	23.35	3,293,067	23.35		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	1,514		1,056		2,100		1,671	2,100	2,300		2,300			
303	OFFICE FURNITURE & EQUIPMENT													
	540		1,451		3,510		1,977	3,420						
304	DEPARTMENT EQUIPMENT EXPENSE													
	1,517		483		2,150		637	1,900	1,925		1,925			
305	SPECIAL DEPARTMENT SUPPLIES													
	756		165		800		30	800	800		800			
307	MEMBERSHIP FEES													
	6,484		2,728		5,170		4,243	3,903	6,857		6,857			
308	PERIODICALS & SUBSCRIPTIONS													
	1,154		7,263		3,700		360	2,890	21,760		21,760			
317	COMPUTER EQUIPMENT													
	35,473		10,950		15,000		5,423	5,423						
321	TRAVEL, TRAINING & SUBSISTENCE													
	16,967		13,395		18,715		14,184	16,055	26,456		26,456			
328	MEALS & RELATED EXPENSE													
	71		74		275		103	275	275		275			
330	MILEAGE REIMBURSEMENT													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	93		49		125		339	25	125		125	
341	COMMUNICATIONS EXPENSE											
	7,387		8,722		8,724		7,266	8,724	8,736		8,736	
342	DATA COMMUNICATION EXPENSE											
	9,651		6,718		6,240		5,602	6,240	6,888		6,888	
361	UNIFORMS & SPECIAL CLOTHING											
	840		993		1,575		100	1,175	1,600		1,600	
371	EQUIPMENT OPER & MAINT EXPENSE											
					380			380	380		380	
377	PUBLIC RELATIONS EXPENSE											
	1,500		1,000		2,000		1,000	2,000	2,000		2,000	
406	BANK SERVICE FEES											
	31,317		39,163		41,000		35,704	40,000	40,000		40,000	
511	PROFESSIONAL SERVICES											
					128,750		99,237	72,500	70,000		70,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	115,264		94,210		240,214		177,876	167,810	190,102		190,102	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
	47,893		47,437		51,000		49,698	49,698	26,500		26,500	
675	COMPUTER SOFTWARE PACKAGES											
					37,500				250,000		250,000	
TOTAL CLASS: 15 CAPITAL OUTLAY												
	47,893		47,437		88,500		49,698	49,698	276,500		276,500	
CLASS: 25 TRANSFERS												
801	TRSFER TO GENERAL FD - OVERHEAD											
	413,812		404,014		698,063		639,891	698,063	736,392		736,392	
816	TRSFERS TO REPROGRAPHICS FUND											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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	AMOUNT	FTE
	7,578		6,730		7,762		4,984	7,762		5,505		5,505		
817	TRSFERS TO GARAGE FUND													
	43,062		41,057		55,462		28,752	55,462		48,863		48,863		
818	TRSFERS TO ISD-ALLOCATED													
	145,833		171,992		195,395		179,112	195,395		178,715		178,715		
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
			92,148		46,074		42,235	46,074		80,024		80,024		
836	TRSFER TO GF, BVTN BLDG DEBT SVC													
			122,612		46,342		42,480	46,342		61,497		61,497		
TOTAL CLASS: 25 TRANSFERS														
	610,285		838,553		1,049,098		937,454	1,049,098		1,110,996		1,110,996		
368	CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED													
					1,589,990					1,511,284		1,511,284		
996	RESERVE - EQUIPMENT REPLACEMT													
					88,107					109,217		109,217		
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					1,678,097					1,620,501		1,620,501		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	3,417,768	22.35	3,759,254	22.35	6,263,593	23.35	3,910,415	4,274,405	6,491,166	23.35	6,491,166	23.35		



**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		2,030,043	1,853,820		1,530,238		1,530,238	1,505,541		1,505,541	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		2,030,043	1,853,820		1,530,238		1,530,238	1,505,541		1,505,541	
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CLASS: 20 PERMITS & FEES

333	BUILDING PERMITS FEES										
		1,376,464	1,477,981		2,060,000		1,800,000	2,300,000		2,300,000	

334	PLAN CHECK FEE - COMMERCIAL										
		699,598	667,228		795,000		725,000	675,000		675,000	

335	PLAN CHECK FEE - RESIDENT										
		76,999	152,159		155,000		285,000	220,000		220,000	

336	PLAN CHECK FEE - FIRE SAFE										
		380,667	336,866		510,000		425,000	400,000		400,000	

338	INSPECTION FEES - PLUMBING										
		250,758	255,633		515,000		375,000	590,000		590,000	

341	INSPECTION FEES - ELECTRICAL										
		356,744	407,302		550,000		425,000	590,000		590,000	

358	SEWER INSPECTION FEES										
		1,575	2,825		6,555		6,875	8,125		8,125	

602	MISCELLANEOUS SMALL PERMIT FEES										
					38,000		100,000	100,000		100,000	

TOTAL CLASS: 20 PERMITS & FEES

		3,142,805	3,299,994		4,629,555		4,141,875	4,883,125		4,883,125	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		23,913	34,351		41,800		41,800	52,500		52,500	

389	MISCELLANEOUS REVENUES										
		65,961	95,218		62,000		62,000	50,000		50,000	

399	REIMBURSEMENTS - OTHER										
	200										

757	MED/LIFE INS PREM REFUND DISTRIBUTION										
		8,664	6,109				4,033				

**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 16-17 DATA IS BASED UPON 19 SINGLE FAMILY RESIDENTIAL UNITS, 350 MULTI FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 17-18 DATA IS BASED UPON 64 SINGLE FAMILY RESIDENTIAL UNITS, 230 MULTI FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 18-19 ESTIMATED IS BASED UPON 180 SINGLE FAMILY RESIDENTAL UNITS, 352 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 19-20 ESTIMATED IS BASED UPON 225 SINGLE FAMILY RESIDENTAL UNITS, 575 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS \$2,300,000

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 \$100,000

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$52,500

389 MISCELLANEOUS REVENUES

ADMINISTRATION FEE FOR COLLECTING:  
 METRO CONSTRUCTION EXCISE TAX  
 THPRD SYSTEM DEVELOPMENT FEES  
 SCHOOL CONSTRUCTION EXCISE TAX \$50,000

399 REIMBURSEMENTS - OTHER

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: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	98,738		135,678		103,800		107,833	102,500		102,500	
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TOTAL PROGRAM: 0000 UNRESTRICTED

	5,271,586		5,289,492		6,263,593		5,779,946	6,491,166		6,491,166	
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TOTAL DEPARTMENT: 03 REVENUE

	5,271,586		5,289,492		6,263,593		5,779,946	6,491,166		6,491,166	
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### BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

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: 05 PERSONNEL SERVICES

041	COMMUNITY DEVELOPMENT DIRECTOR											
	7,572	.05	7,712	.05	7,903	.05	7,888	8,146	.05	8,146	.05	
073	BUILDING OFFICIAL											
	109,304	1.00	115,166	1.00	93,349	1.00	82,967	108,918	1.00	108,918	1.00	
076	OFFICE SUPERVISOR											
	6,557	.10	7,438	.10	3,700	.10	5,701	6,355	.10	6,355	.10	
142	SENIOR PLANS EXAMINER											
	23,680	.25	24,123	.25	24,724	.25	29,911	23,793	.25	23,793	.25	
144	SENIOR FIELD INSPECTOR - BLDG											
	25,694	.25	26,179	.25	26,829	.25	26,004	27,654	.25	27,654	.25	
221	SUPPORT SPECIALIST 2											
	10,324	.20	10,716	.20	11,512	.20	10,952	11,417	.20	11,417	.20	
275	TEMPORARY EMPLOYEES											
					15,002		20,239					
299	PAYROLL TAXES AND FRINGES											
	95,439		108,356		115,030		77,639	80,984		80,984		

TOTAL CLASS: 05 PERSONNEL SERVICES

	278,570	1.85	299,690	1.85	298,049	1.85	261,301	267,267	1.85	267,267	1.85
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	1,514		1,056		2,100		2,100	2,300		2,300		
303	OFFICE FURNITURE & EQUIPMENT											
					1,670							
304	DEPARTMENT EQUIPMENT EXPENSE											
	592				100		100	100		100		
305	SPECIAL DEPARTMENT SUPPLIES											
	8		71		150		150	150		150		
307	MEMBERSHIP FEES											
	1,320		1,355		1,675		1,675	1,687		1,687		
308	PERIODICALS & SUBSCRIPTIONS											
	98		611		800		800	600		600		

**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).

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE  
 GENERAL OFFICE SUPPLIES (23 STAFF AT \$100 EACH). \$2,300

303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATIONS REQUESTED FOR FY 17-18..

304 DEPARTMENT EQUIPMENT EXPENSE  
 MISC TOOLS, ETC. \$100

305 SPECIAL DEPARTMENT SUPPLIES  
 LABELS, INK STAMPS, ARCHITECT/ENGINEER SCALES, ETC. \$150

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$1,687  
 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)  
 ICC CERTIFICATION RENEWAL (1 STAFF)  
 STATE REQUIRED OREGON INSPECTOR CERTIFICATION RENEWAL (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. NEW STATE STRUCTURAL AND MECHANICAL CODEBOOKS AND RELATED STANDARDS, ETC. \$600

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
317	COMPUTER EQUIPMENT										
	35,473		10,950		15,000		5,423				
321	TRAVEL, TRAINING & SUBSISTENCE										
	14,244		11,510		14,355		12,855	22,583		22,583	
328	MEALS & RELATED EXPENSE										
	71		74		225		225	225		225	
330	MILEAGE REIMBURSEMENT										
	93		49		100			100		100	
341	COMMUNICATIONS EXPENSE										
	7,387		8,722		8,724		8,724	8,736		8,736	
342	DATA COMMUNICATION EXPENSE										
	9,651		6,718		6,240		6,240	6,888		6,888	
371	EQUIPMENT OPER & MAINT EXPENSE										
					380		380	380		380	
377	PUBLIC RELATIONS EXPENSE										
	1,500		1,000		2,000		2,000	2,000		2,000	
406	BANK SERVICE FEES										
	31,317		39,163		41,000		40,000	40,000		40,000	
511	PROFESSIONAL SERVICES										
					128,750		72,500	70,000		70,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	103,268		81,279		223,269		153,172	155,749		155,749	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
	47,893		47,437		51,000		49,698	26,500		26,500	
675	COMPUTER SOFTWARE PACKAGES										
					37,500			250,000		250,000	
TOTAL CLASS: 15 CAPITAL OUTLAY											
	47,893		47,437		88,500		49,698	276,500		276,500	
CLASS: 25 TRANSFERS											
801	TRSFER TO GENERAL FD - OVERHEAD										
	413,812		404,014		698,063		698,063	736,392		736,392	

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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317	COMPUTER EQUIPMENT	
321	TRAVEL, TRAINING & SUBSISTENCE	
	ALL TRAVEL, TRAINING & SUBSISTENCE \$22,583	
	OBOA ANNUAL BUSINESS MEETING (4 SENIOR STAFF)	
	TRAINING, TRAVEL, FOOD AND LODGING (17 CERTIFIED STAFF)	
	REGISTRATION FOR OBOA QUARTERLY BUSINESS MEETINGS (4 STAFF)	
	BUILDING/MECHANICAL INSPECTOR TRAINING COURSE (1 STAFF)	
	REGISTRATION FOR STATE REQUIRED CODE CHANGE CLASSES	
	TRAINING, TRAVEL, FOOD AND LODGING (3 PERMIT TECHNICIANS)	
328	MEALS & RELATED EXPENSE	
	MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC.	
	\$225	
330	MILEAGE REIMBURSEMENT	
	MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING \$100	
341	COMMUNICATIONS EXPENSE	
	CELL PHONE CHARGES FOR 14 INSPECTORS AT \$727 PER MONTH \$8,736	
342	DATA COMMUNICATION EXPENSE	
	DATA PLAN FOR 14 COMMUNICATION DEVICES AT \$480 EACH \$6,888	
371	EQUIPMENT OPER & MAINT EXPENSE	
	MAINTENANCE COSTS AND CONTRACTS FOR PLAN PERFORATOR \$380	
377	PUBLIC RELATIONS EXPENSE	
	ALL PUBLIC RELATIONS EXPENSES \$2,000	
	OBOA PUBLIC OUTREACH PROMOTING THE VALUE OF BUILDING CODE ADMINISTRATION	
	CDD DEVELOPMENT REVIEW PROCESS CUSTOMER SERVICE ENHANCEMENTS	
406	BANK SERVICE FEES	
	ANNUAL TRANSACTION FEES FOR PERMITS PAID BY CREDIT CARD. \$40,000	
511	PROFESSIONAL SERVICES	
	CONTRACT PLANS REVIEW SERVICES \$30,000	
	DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - CONSULTANT CONT'D \$15,000	
	DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - IMPLEMENTATION AND TRAINING \$15,000	
	DEVELOPMENT REVIEW PROCESS PHASE 4 - CONSULTANT NEW \$10,000	
641	VEHICLES	
	REPLACEMENT OF 2-656, 2005 FORD RANGER PICKUP WITH FORD ESCAPE.	
	(COST INCLUDES VEHICLE, COMPUTER CHARGER, SAFETY LIGHTING, AND LICENSING) \$26,500	
675	COMPUTER SOFTWARE PACKAGES	
	E-PERMITTING SOFTWARE \$250,000	
801	TRSFER TO GENERAL FD - OVERHEAD	
	ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND	
	14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$475,280	
	REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL) \$261,112	

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
816	TRSFERS TO REPROGRAPHICS FUND										
	7,578		6,730		7,762		7,762	5,505		5,505	
817	TRSFERS TO GARAGE FUND										
	43,062		41,057		55,462		55,462	48,863		48,863	
818	TRSFERS TO ISD-ALLOCATED										
	145,833		171,992		195,395		195,395	178,715		178,715	
835	TRSFER TO GF, BVTN BLDG OPERATIONS										
			92,148		46,074		46,074	80,024		80,024	
836	TRSFER TO GF, BVTN BLDG DEBT SVC										
			122,612		46,342		46,342	61,497		61,497	
TOTAL CLASS: 25 TRANSFERS											
	610,285		838,553		1,049,098		1,049,098	1,110,996		1,110,996	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED										
					1,589,990			1,511,284		1,511,284	
996	RESERVE - EQUIPMENT REPLACEMT										
					88,107			109,217		109,217	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					1,678,097			1,620,501		1,620,501	
TOTAL PROGRAM: 0664 BLDG DIVISION ADMINISTRATION											
	1,040,016	1.85	1,266,959	1.85	3,337,013	1.85	1,513,269	3,431,013	1.85	3,431,013	1.85

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$5,505
817	TRSFERS TO GARAGE FUND FLEET SERVICES PROVIDED BY THE GARAGE FUND \$48,863
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND. \$138,241; ALLOCATION OF PARTIAL BUSINESS ANALYST PROGRAMMER FOR THE BRAD SYSTEM SUPPORT \$40,474
835	TRSFER TO GF, BVTN BLDG OPERATIONS BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$80,024
836	TRSFER TO GF, BVTN BLDG DEBT SVC BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$61,497

991	CONTINGENCY - UNRESERVED
996	RESERVE - EQUIPMENT REPLACEMT RESERVE FOR BUILDING FUND VEHICLES. \$109,217

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

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: 05 PERSONNEL SERVICES

027	SR. STRUCTURAL PLANS EXAMINER											
	89,827	1.00	96,489	1.00	98,905	1.00	98,576	103,093	1.00	103,093	1.00	
120	PLANS EXAMINER 2											
	246,625	3.00	258,612	3.00	244,227	3.00	251,904	265,847	3.00	265,847	3.00	
134	PLANS EXAMINER 1											
					30,263	1.00	23,730	60,967	1.00	60,967	1.00	
142	SENIOR PLANS EXAMINER											
	71,039	.75	72,366	.75	74,181	.75	89,732	71,372	.75	71,372	.75	
150	STRUCTURAL PLANS EXAMINER											
	74,641	1.00	81,918	1.00	73,312	1.00	71,840	75,270	1.00	75,270	1.00	
225	PERMIT TECHNICIAN											
	105,449	3.00	113,032	3.00	163,456	3.00	137,006	174,533	3.00	174,533	3.00	
275	TEMPORARY EMPLOYEES											
					38,477		35,680	22,300		22,300		
299	PAYROLL TAXES AND FRINGES											
	295,593		327,004		450,537		361,172	433,595		433,595		

TOTAL CLASS: 05 PERSONNEL SERVICES

	883,174	8.75	949,421	8.75	1,173,358	9.75	1,069,640	1,206,977	9.75	1,206,977	9.75
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
	540		1,451		650		2,230					
304	DEPARTMENT EQUIPMENT EXPENSE											
	9		130		350		400	125		125		
305	SPECIAL DEPARTMENT SUPPLIES											
	748		94		300		300	300		300		
307	MEMBERSHIP FEES											
	1,564		590		1,960		983	1,870		1,870		
308	PERIODICALS & SUBSCRIPTIONS											
	488		1,160		1,000		1,000	9,160		9,160		

TOTAL CLASS: 10 MATERIALS & SERVICES

	3,349		3,425		4,260		4,913	11,455		11,455	
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TOTAL PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

	886,523	8.75	952,846	8.75	1,177,618	9.75	1,074,553	1,218,432	9.75	1,218,432	9.75
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**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
- 134 PLANS EXAMINER 1
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATIONS REQUESTED
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT CALCULATORS, HEAVY DUTY STAPLERS, ETC. \$125
- 305 SPECIAL DEPARTMENT SUPPLIES  
 ARCHITECT/ENGINEER SCALES AND REPLACE WORN OUT INK STAMPS, ETC. \$300
- 307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$1,870  
 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. \$9,160

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0666 BUILDING INSPECTION

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: 05 PERSONNEL SERVICES

121	BUILDING INSPECTOR	432,086	5.00	446,166	5.00	469,169	5.00	463,486	482,688	5.00	482,688	5.00
144	SENIOR FIELD INSPECTOR - BLDG	77,081	.75	78,530	.75	80,498	.75	78,022	82,965	.75	82,965	.75
275	TEMPORARY EMPLOYEES	13,213		13,994		22,865		22,803	26,224		26,224	
299	PAYROLL TAXES AND FRINGES	224,576		240,425		269,874		254,915	291,384		291,384	

TOTAL CLASS: 05 PERSONNEL SERVICES

		746,956	5.75	779,115	5.75	842,406	5.75	819,226	883,261	5.75	883,261	5.75
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE	351		309		800		500	800		800	
305	SPECIAL DEPARTMENT SUPPLIES					150		150	150		150	
307	MEMBERSHIP FEES	1,315		418		580		580	1,400		1,400	
308	PERIODICALS & SUBSCRIPTIONS	137		2,929		1,000		500	10,600		10,600	
361	UNIFORMS & SPECIAL CLOTHING	315		339		800		500	800		800	

TOTAL CLASS: 10 MATERIALS & SERVICES

		2,118		3,995		3,330		2,230	13,750		13,750	
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TOTAL PROGRAM: 0666 BUILDING INSPECTION

		749,074	5.75	783,110	5.75	845,736	5.75	821,456	897,011	5.75	897,011	5.75
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**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

304 DEPARTMENT EQUIPMENT EXPENSE  
 ALL DEPARTMENT EQUIPMENT EXPENSE TOTAL \$800  
 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. \$150

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$1,400  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAMS (2 STAFF)  
 STATE CERTIFICATION EXAM (2 STAFF)  
 STATE CERTIFICATION EXAM (2 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS - CYCLICAL EDITIONS \$10,600

361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, PROTECTIVE EYEWEAR \$800

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

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: 05 PERSONNEL SERVICES

127	PLUMBING INSPECTOR LEAD											
		94,231	1.00	100,124	1.00	103,328	1.00	103,077	107,497	1.00	107,497	1.00
129	PLUMBING INSPECTOR											
		161,958	2.00	171,908	2.00	177,592	2.00	177,178	184,836	2.00	184,836	2.00
275	TEMPORARY EMPLOYEES											
						10,758		4,034	10,758		10,758	
299	PAYROLL TAXES AND FRINGES											
		144,494		154,636		168,014		159,665	172,436		172,436	

TOTAL CLASS: 05 PERSONNEL SERVICES

		400,683	3.00	426,668	3.00	459,692	3.00	443,954	475,527	3.00	475,527	3.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
						595		595				
304	DEPARTMENT EQUIPMENT EXPENSE											
		119				400		400	400		400	
305	SPECIAL DEPARTMENT SUPPLIES											
						100		100	100		100	
307	MEMBERSHIP FEES											
		1,130		125		565		565	905		905	
308	PERIODICALS & SUBSCRIPTIONS											
		274		1,255		400		200	900		900	
361	UNIFORMS & SPECIAL CLOTHING											
		269		390		400		300	400		400	

TOTAL CLASS: 10 MATERIALS & SERVICES

		1,792		1,770		2,460		2,160	2,705		2,705	
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TOTAL PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

		402,475	3.00	428,438	3.00	462,152	3.00	446,114	478,232	3.00	478,232	3.00
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**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATION REQUESTED

304 DEPARTMENT EQUIPMENT EXPENSE  
 ALL DEPARTMENT EQUIPMENT EXPENSE TOTAL \$400  
 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. \$100

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$905  
 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)  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$900

361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC. \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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: 05 PERSONNEL SERVICES

118	ELECTRICAL INSPECTOR LEAD											
		75,725	1.00	84,523	1.00	95,437	1.00	95,209	99,320	1.00	99,320	1.00
128	ELECTRICAL INSPECTOR											
		147,123	2.00	125,584	2.00	167,187	2.00	170,163	184,987	2.00	184,987	2.00
275	TEMPORARY EMPLOYEES											
		1,932		11,896		13,552		2,711	12,200		12,200	
299	PAYROLL TAXES AND FRINGES											
		110,163		102,157		158,003		145,595	163,528		163,528	

TOTAL CLASS: 05 PERSONNEL SERVICES

		334,943	3.00	324,160	3.00	434,179	3.00	413,678	460,035	3.00	460,035	3.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
						595		595				
304	DEPARTMENT EQUIPMENT EXPENSE											
		446		44		500		500	500		500	
305	SPECIAL DEPARTMENT SUPPLIES											
						100		100	100		100	
307	MEMBERSHIP FEES											
		1,155		240		390		100	995		995	
308	PERIODICALS & SUBSCRIPTIONS											
		157		1,308		500		390	500		500	
321	TRAVEL, TRAINING & SUBSISTENCE											
		2,723		1,885		4,360		3,200	3,873		3,873	
328	MEALS & RELATED EXPENSE											
						50		50	50		50	
330	MILEAGE REIMBURSEMENT											
						25		25	25		25	
361	UNIFORMS & SPECIAL CLOTHING											
		256		264		375		375	400		400	

**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

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT

NO APPROPRIATION REQUESTED

304 DEPARTMENT EQUIPMENT EXPENSE

REPLACEMENT HAND TOOLS, BELT PACKS, TOWELS, CELL PHONES FOR INSPECTIONS, COMPUTER CASES, ETC. \$500

305 SPECIAL DEPARTMENT SUPPLIES

INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTIONS, ARCHITECT/ENGINEER SCALES, ETC. \$100

307 MEMBERSHIP FEES

IAEI MEMBERSHIP RENEWALS (3 STAFF) \$995

308 PERIODICALS & SUBSCRIPTIONS

REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$500

321 TRAVEL, TRAINING & SUBSISTENCE

ALL TRAVEL, TRAINING & SUBSISTENCE TOTAL \$3,873  
 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). \$50

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). \$25

361 UNIFORMS & SPECIAL CLOTHING

SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC. \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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

TOTAL CLASS: 10 MATERIALS & SERVICES

	4,737		3,741		6,895		5,335	6,443		6,443	
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TOTAL PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

	339,680	3.00	327,901	3.00	441,074	3.00	419,013	466,478	3.00	466,478	3.00
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TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

	3,417,768	22.35	3,759,254	22.35	6,263,593	23.35	4,274,405	6,491,166	23.35	6,491,166	23.35
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TOTAL FUND: 105 BUILDING OPERATING FUND

	3,417,768	22.35	3,759,254	22.35	6,263,593	23.35	4,274,405	6,491,166	23.35	6,491,166	23.35
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**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	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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-146,350		-39,094		-36,426		-36,427		-36,426			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-146,350		-39,094		-36,426		-36,427		-36,426			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

	-912,178		-584,897		-979,018		-251,343		-696,538		-992,480		-1,000,510
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-912,178		-584,897		-979,018		-251,343		-696,538		-992,480		-1,000,510
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,744		-751		-400		-47		-400		-500		-500
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389 MISCELLANEOUS REVENUES

	-39,105		-74,713		-51,767		-4,018		-50,752		-20,000		-20,000
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392 CDBG SECTION 108 RENTAL INCOME

	-73,200		-73,200		-73,200		-73,200		-73,200		-73,200		-73,200
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-114,049		-148,664		-125,367		-77,265		-124,352		-93,700		-93,700
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TOTAL DEPARTMENT: 03 REVENUE

	-1,172,577		-772,655		-1,140,811		-365,035		-857,316		-1,086,180		-1,094,210
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390

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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: 05 PERSONNEL SERVICES

025	DEVELOPMENT PROJECT COORDINATOR											
	50,915	.65	51,912	.65	40,432	.50	33,570	35,995	54,668	.75	54,668	.75
186	PROGRAM COORDINATOR											
			6,933	.50	32,106	.65	20,513	25,026	41,098	.65	41,098	.65
221	SUPPORT SPECIALIST 2											
	26,246	.50	15,937									
299	PAYROLL TAXES AND FRINGES											
	16,894		23,850		25,807		18,814	20,104	35,699		35,699	

TOTAL CLASS: 05 PERSONNEL SERVICES

	94,055	1.15	98,632	1.15	98,345	1.15	72,897	81,125	131,465	1.40	131,465	1.40
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	7											
307	MEMBERSHIP FEES											
	1,980		940		1,500		100	1,500	1,500		1,500	
316	ADVERTISING, RECORDING & FILING											
	253		378		300		168	150	100		100	
318	COMPUTER SOFTWARE											
	7,000		6,500		6,500		6,500	6,500	6,500		6,500	
321	TRAVEL, TRAINING & SUBSISTENCE											
	4,314		5,187		4,600		2,301	3,800	4,600		4,600	
328	MEALS & RELATED EXPENSE											
	11		7		120		17	55	120		120	
330	MILEAGE REIMBURSEMENT											
	124		255		300		10	100	100		100	
377	PUBLIC RELATIONS EXPENSE											
					300		137	290	300		300	
380	CDBG PUBLIC SERVICES FUNDING GRANTS											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
			118,764		102,000		93,149	93,149	120,000		120,000	
381	BUILDING EXPENSE											
	1,221		2,667		34,094		22,083	36,426				
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS											
	120,181											
416	UNCOMMITTED GRANT FUNDS											
			7,566		267,887				231,998		240,028	
461	SPECIAL EXPENSE											
	201,250		220,000		320,000		320,000	320,000	240,000		240,000	
511	PROFESSIONAL SERVICES											
	2,000		500		12,570			30,000	12,000		12,000	
513	CDBG ACCESSIBILITY MINOR REHAB											
	134,019		139,000		173,731		173,731	167,989	195,000		195,000	
517	CDBG ECON DEVELOPMENT EXPENSE											
	140,182		135,082		115,400		115,400	115,400	141,947		141,947	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	612,542		636,846		1,039,302		733,596	775,359	954,165		962,195	
CLASS: 20 DEBT SERVICE												
709	CDBG SECTION 108 PRINCIPAL											
	405,000											
751	CDBG SECTION 108 INTEREST											
	21,075											
TOTAL CLASS: 20 DEBT SERVICE												
	426,075											
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	812		750		832		509	832	550		550	
TOTAL CLASS: 25 TRANSFERS												
	812		750		832		509	832	550		550	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
998 RESERVE												
					2,332							
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					2,332							
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT												
	1,133,484	1.15	736,228	1.15	1,140,811	1.15	807,002	857,316	1,086,180	1.40	1,094,210	1.40

393



**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		146,350	39,094		36,426		36,426				

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		146,350	39,094		36,426		36,426				
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		1,744	751		400		400	500		500	

389	MISCELLANEOUS REVENUES										
		39,105	74,713		51,767		50,752	20,000		20,000	

392	CDBG SECTION 108 RENTAL INCOME										
		73,200	73,200		73,200		73,200	73,200		73,200	

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		114,049	148,664		125,367		124,352	93,700		93,700	
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TOTAL PROGRAM: 0000 UNRESTRICTED

		260,399	187,758		161,793		160,778	93,700		93,700	
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### BP WORKSHEET & JUSTIFICATION

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

384 INVESTMENT INTEREST EARNINGS  
INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$500

389 MISCELLANEOUS REVENUES  
LOAN REPAYMENTS AND HOUSING REHAB PROGRAM INCOME \$20,000

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 \$73,200

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 ADMINISTRATION

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: 05 PERSONNEL SERVICES

025	DEVELOPMENT PROJECT COORDINATOR											
	50,915	.65	51,912	.65	40,432	.50	35,995	54,668	.75	54,668	.75	
186	PROGRAM COORDINATOR											
			6,933	.50	32,106	.65	25,026	41,098	.65	41,098	.65	
221	SUPPORT SPECIALIST 2											
	26,246	.50	15,937									
299	PAYROLL TAXES AND FRINGES											
	16,894		23,850		25,807		20,104	35,699		35,699		

TOTAL CLASS: 05 PERSONNEL SERVICES

	94,055	1.15	98,632	1.15	98,345	1.15	81,125	131,465	1.40	131,465	1.40
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	7											
307	MEMBERSHIP FEES											
	1,980		940		1,500		1,500	1,500		1,500		
316	ADVERTISING, RECORDING & FILING											
	253		378		300		150	100		100		
318	COMPUTER SOFTWARE											
	7,000		6,500		6,500		6,500	6,500		6,500		
321	TRAVEL, TRAINING & SUBSISTENCE											
	4,314		5,187		4,600		3,800	4,600		4,600		
328	MEALS & RELATED EXPENSE											
	11		7		120		55	120		120		
330	MILEAGE REIMBURSEMENT											
	124		255		300		100	100		100		
377	PUBLIC RELATIONS EXPENSE											
					300		290	300		300		
511	PROFESSIONAL SERVICES											
	2,000		500		12,570		30,000	12,000		12,000		

TOTAL CLASS: 10 MATERIALS & SERVICES

	15,689		13,767		26,190		42,395	25,220		25,220	
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**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  
 THE DEV. PROJECT COORDINATOR POSITION IS ALLOCATED: 50% GENERAL FUND AND 50% CDBG FUND.  
 FY 2019-20 REFLECTS RE-ALLOCATION OF THE POSITION TO:  
 25% GENERAL FUND - COMMUNITY DEV. DEPT. AND 75% CDBG FUND.
- 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.)  
 FY 18-19 REFLECTS MID-YEAR ESTABLISHMENT OF 1 FTE PROGRAM COORDINATOR THAT IS ALLOCATED  
 85% GENERAL FUND - CDD DEVELOPMENT PROGRAM & 15% COMMUNITY DEV BLOCK GRANT FUND.
- 221 SUPPORT SPECIALIST 2  
 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.)
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE  
 NO APPROPRIATIONS REQUESTED
- 307 MEMBERSHIP FEES  
 NCDCA \$900  
 NWACDM \$600
- 316 ADVERTISING, RECORDING & FILING  
 REQUIRED PUBLIC NOTICES FOR CDBG ACTIVITIES. \$100
- 318 COMPUTER SOFTWARE  
 ANNUAL SUBSCRIPTION FOR ZOOMGRANTS. \$6,500  
 (REPORTING AND INVOICING APPLICATION FOR CDBG GRANT PROGRAMS)
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TWO NATIONAL CDBG TRAINING CONFERENCES FOR THE PROJECT COORDINATOR AND REGIONAL  
 CONFERENCE AND TRAINING FOR THE PROJECT COORDINATOR AND PROGRAM COORDINATOR \$4,600
- 328 MEALS & RELATED EXPENSE  
 PARKING EXPENSES FOR CDBG-RELATED EVENTS \$120
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO LOCAL TRAVEL. \$100
- 377 PUBLIC RELATIONS EXPENSE  
 PROGRAM OUTREACH MATERIALS AND SUPPLIES. \$300
- 511 PROFESSIONAL SERVICES  
 CON PLAN & AFFIRMATIVELY FURTHERING FAIR HOUSING CONTINGENCY MONEY AND SUPPORT FOR  
 FAIR HOUSING WORK AND EVENTS \$12,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 ADMINISTRATION

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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND  
     812                      750

832                      832                      550                      550

TOTAL CLASS: 25 TRANSFERS

812                      750                      832                      832                      550                      550

TOTAL PROGRAM: 0611 ADMINISTRATION

110,556    1.15    113,149    1.15    125,367    1.15    124,352    157,235    1.40    157,235    1.40

**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 \$550

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

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: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL										
	38,958				38,472		36,095	2,377			2,377

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	38,958				38,472		36,095	2,377			2,377
TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS											
	38,958				38,472		36,095	2,377			2,377

### 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 A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME \$2,377


**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

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

380	CDBG PUBLIC SERVICES FUNDING GRANTS				9,390		9,390				
416	UNCOMMITTED GRANT FUNDS				2,377						
513	CDBG ACCESSIBILITY MINOR REHAB										
	20,000										
517	CDBG ECON DEVELOPMENT EXPENSE				26,705		26,705				

TOTAL CLASS: 10 MATERIALS & SERVICES

	20,000				38,472		36,095				
TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS											
	20,000				38,472		36,095				

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380 CDBG PUBLIC SERVICES FUNDING GRANTS

416 UNCOMMITTED GRANT FUNDS

513 CDBG ACCESSIBILITY MINOR REHAB  
NO APPROPRIATIONS REQUESTED

517 CDBG ECON DEVELOPMENT EXPENSE  
MICRO ENTERPRISE DEVELOPMENT SUPPORT.

CARRYOVER AMOUNT \$2,377 FOR THIS PROGRAM IS IN ADMIN EXPENSE

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

475,219	88,396	32,390	32,390
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

475,219	88,396	32,390	32,390
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TOTAL PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

475,219	88,396	32,390	32,390
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### 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



**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

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

380	CDBG PUBLIC SERVICES FUNDING GRANTS		118,764		32,390		32,390				
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS		120,181								
461	SPECIAL EXPENSE		176,000								
513	CDBG ACCESSIBILITY MINOR REHAB		114,019								
517	CDBG ECON DEVELOPMENT EXPENSE		140,182								

TOTAL CLASS: 10 MATERIALS & SERVICES

		550,382	118,764		32,390		32,390				
TOTAL PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17											
		550,382	118,764		32,390		32,390				

### 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
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- 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  
FY 17-18 NEW OBJECT CODE 380 WAS CREATED TO DIFFERENTIATE FROM OTHER SOCIAL SERVICE GRANTS EXPENSE
- 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

	487,990	153,904	145,053	8,851	8,851
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	487,990	153,904	145,053	8,851	8,851
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TOTAL PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

	487,990	153,904	145,053	8,851	8,851
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### 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  
REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME \$8,851



**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

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

380 CDBG PUBLIC SERVICES FUNDING GRANTS  
 56,363 47,512

416 UNCOMMITTED GRANT FUNDS  
 7,566

461 SPECIAL EXPENSE  
 220,000 97,541 97,541

513 CDBG ACCESSIBILITY MINOR REHAB  
 130,489

517 CDBG ECON DEVELOPMENT EXPENSE  
 135,082

TOTAL CLASS: 10 MATERIALS & SERVICES

	493,137	153,904	145,053
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TOTAL PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

	493,137	153,904	145,053
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**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).
- 513 CDBG ACCESSIBILITY MINOR REHAB  
 NO APPROPRIATIONS REQUESTED
- 517 CDBG ECON DEVELOPMENT EXPENSE  
 NO APPROPRIATIONS REQUESTED  
 CARRYOVER AMOUNT \$8,851 FOR THIS PROGRAM IS IN ADMIN EXPENSE





### 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  
FY F19-20 INCLUDES \$11,305 REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE  
NOT COVERED BY PROGRAM INCOME



### 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
  - BOYS AND GIRLS AID \$25,000
  - GOOD NEIGHBOR CENTER \$22,000
  - COMMUNITY ACTION - EMERGENCY RENT \$28,000
  - ECUMENICAL MINISTRIES OF OREGON \$20,000
  - CPAH \$15,000
  - CASA (CHILD ADVOCATES) (ADDITIONAL \$2,000 IN PROGRAM 6026 FOR A TOTAL OF \$10,000) \$8,000
- 416 UNCOMMITTED GRANT FUNDS
- 461 SPECIAL EXPENSE
  - PROUD GROUND (HOME OWNERSHIP)
  - NO APPROPRIATIONS REQUESTED
- 513 CDBG ACCESSIBILITY MINOR REHAB
- 517 CDBG ECON DEVELOPMENT EXPENSE
  - SUPPORT FOR LOCAL MICROENTERPRISE ORGANIZATIONS
  - ADELANTE MUJERES \$61,947
  - MICRO ENTERPRISE SERVICES OF OREGON \$80,000
  - REMAINING BALANCE OF CARRYOVER AMOUNT \$11,305 FOR THIS PROGRAM IS IN ADMIN EXPENSE

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

710,000 718,030

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

710,000 718,030

TOTAL PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

710,000 718,030

TOTAL DEPARTMENT: 03 REVENUE

1,172,577 772,655 1,140,811 857,316 1,086,180 1,094,210

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

GRANT AWARD AMOUNT FOR THE 26TH PROGRAM YEAR \$710,000  
INCLUDES REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME  
\$41,119  
AMENDMENT PACKET NO. 2 - INCREASE TO REFLECT ENTITLEMENT GRANT ALLOCATION  
AND ADJUST THE CORRESPONDING APPROPRIATION IN UNCOMMITTED GRANT FUNDS EXPENSE. \$8,030


**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

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

380 CDBG PUBLIC SERVICES FUNDING GRANTS

2,000 2,000

416 UNCOMMITTED GRANT FUNDS

231,998 240,028

461 SPECIAL EXPENSE

240,000 240,000

513 CDBG ACCESSIBILITY MINOR REHAB

195,000 195,000

TOTAL CLASS: 10 MATERIALS & SERVICES

668,998 677,028

TOTAL PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

668,998 677,028

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380	CDBG PUBLIC SERVICES FUNDING GRANTS CASA (CHILD ADVOCATES) (ADDITIONAL \$8,000 IN PROGRAM 6026 FOR A TOTAL OF \$10,000) \$2,000
416	UNCOMMITTED GRANT FUNDS AMENDMENT PACKET NO. 2 - INCREASE TO REFLECT ENTITLEMENT GRANT ALLOCATION AND ADJUST THE CORRESPONDING APPROPRIATION IN UNCOMMITTED GRANT FUNDS EXPENSE. \$8,030
461	SPECIAL EXPENSE PROUD GROUND (HOME OWNERSHIP). \$240,000
513	CDBG ACCESSIBILITY MINOR REHAB REBUILDING TOGETHER WASHINGTON COUNTY \$15,000 WILLAMETTE WEST HABITAT FOR HUMANITY \$30,000 UNLIMITED CHOICES INC. \$50,000 COMMUNITY ACTION - HOUSING REHAB/WEATHERIZATION \$100,000 THE BALANCE BETWEEN \$710,000 AWARD AMOUNT AND PROGRAM 6026 TOTAL \$668,998 IS APPROPRIATED IN THE ADMIN EXPENSE (\$41,002)

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

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												
381	BUILDING EXPENSE											
	1,221		2,667		34,094		36,426					
461	SPECIAL EXPENSE											
	250											
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,471		2,667		34,094		36,426					
CLASS: 20 DEBT SERVICE												
709	CDBG SECTION 108 PRINCIPAL											
	42,000											
751	CDBG SECTION 108 INTEREST											
	11,074											
TOTAL CLASS: 20 DEBT SERVICE												
	53,074											
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
998	RESERVE											
							2,332					
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
							2,332					
TOTAL PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER												
	54,545		2,667		36,426		36,426					
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT												
	1,133,484	1.15	736,228	1.15	1,140,811	1.15	857,316	1,086,180	1.40	1,094,210	1.40	
TOTAL FUND: 106 COMMUNITY DEV. BLOCK GRANT												
	1,133,484	1.15	736,228	1.15	1,140,811	1.15	857,316	1,086,180	1.40	1,094,210	1.40	

### 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.

998 RESERVE  
RESERVE ACCOUNT FOR FUTURE BUILDING MAINTENANCE NEEDS AT THE CHILD CARE FACILITY.



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

			-1,233,059		-886,204		-886,204	-886,204	-1,534,041		-1,534,041	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

			-1,233,059		-886,204		-886,204	-886,204	-1,534,041		-1,534,041	
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CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)

	-800,185		-1,158,948		-1,259,150		-1,029,304	-1,259,150	-1,450,117		-1,450,117	
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TOTAL CLASS: 10 TAXES

	-800,185		-1,158,948		-1,259,150		-1,029,304	-1,259,150	-1,450,117		-1,450,117	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

	-725,907		-717,212		-790,645		-640,452	-790,645	-910,092		-910,092	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-725,907		-717,212		-790,645		-640,452	-790,645	-910,092		-910,092	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-3,276		-18,727		-24,500		-11,801	-14,500	-17,400		-17,400	
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390 CONTRIBUTIONS AND DONATIONS

			-500									
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

			-87				-327	-327				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-3,276		-19,314		-24,500		-12,128	-14,827	-17,400		-17,400	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

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
			-454,258		-557,070			-544,043	-648,626		-648,626	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
			-454,258		-557,070			-544,043	-648,626		-648,626	
TOTAL DEPARTMENT: 03 REVENUE												
	-1,529,368		-3,582,791		-3,517,569		-2,568,088	-3,494,869	-4,560,276		-4,560,276	

424

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

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: 05 PERSONNEL SERVICES

018 CAPITAL CAMPAIGN MANAGER

24,149 1.00 100,067 1.00 106,304 1.00 95,975 106,080 109,611 1.00 109,611 1.00

077 PROGRAM MANAGER

23,464 1.00 84,743 1.00 76,061 84,552 91,743 1.00 91,743 1.00

186 PROGRAM COORDINATOR

8,706

197 EVENTS COORDINATOR

74,868 1.00 75,075 1.00 68,138 74,926 78,091 1.00 78,091 1.00

221 SUPPORT SPECIALIST 2

52,691 1.00 58,119 1.00 47,748 52,999 58,742 1.00 58,742 1.00

273 PRCA GENERAL MANAGER

30,152 1.00 114,143 1.00 117,005 1.00 105,499 116,724 120,612 1.00 120,612 1.00

275 TEMPORARY EMPLOYEES

4,698 22,032 9,122 12,161 22,930 22,930

299 PAYROLL TAXES AND FRINGES

23,905 150,891 223,171 184,541 197,758 231,948 231,948

TOTAL CLASS: 05 PERSONNEL SERVICES

78,206 2.00 529,528 5.00 686,449 5.00 587,084 645,200 713,677 5.00 713,677 5.00

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

1,422 400 214 396 400 400

303 OFFICE FURNITURE & EQUIPMENT

1,877 1,489 2,900 1,500 1,500 1,500 1,500

307 MEMBERSHIP FEES

2,241 3,614 5,475 2,565 5,425 5,915 5,915

308 PERIODICALS & SUBSCRIPTIONS

370 340 900 161 900 900 900

317 COMPUTER EQUIPMENT

425

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

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
	4,028		4,503		100		857	857				
318	COMPUTER SOFTWARE											
	630		8,522		500		2,109	1,906	557		557	
321	TRAVEL, TRAINING & SUBSISTENCE											
	943		16,356		30,000		5,447	9,052	25,500		25,500	
325	COMMUNITY EVENTS EXPENSE											
			93,132		86,650		80,519	85,920	93,150		93,150	
328	MEALS & RELATED EXPENSE											
			1,139		3,000		888	1,489	2,500		2,500	
330	MILEAGE REIMBURSEMENT											
			91		350		125	350	350		350	
341	COMMUNICATIONS EXPENSE											
	260		1,908		2,448		1,465	1,368	1,800		1,800	
461	SPECIAL EXPENSE											
			160,335		607,025		606,336	609,810	590,000		590,000	
488	ART DEVELOPMENT EXPENSE											
			94,903		96,000		85,187	92,547	122,000		122,000	
508	BCA PREDEVELOPMENT EXPENSES											
	115,409											
511	PROFESSIONAL SERVICES											
	92,345		347,438		99,788		65,563	99,788	220,000		220,000	
523	BOARDS & COMMISSIONS EXPENSES											
			5,008		2,000		759	2,000	2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	218,103		740,200		937,536		853,695	913,308	1,066,572		1,066,572	
CLASS: 25 TRANSFERS												
815	TRSFERS TO CAPITAL DEV. FUND											
			1,408,243		378,085		297,085	378,085	100,000		100,000	
816	TRSFERS TO REPROGRAPHICS FUND											

426

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND                      DEPT: 20 FINANCE DEPARTMENT

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
			3,066		5,444		7,470	5,444	19,266		19,266	
818	TRSFERS TO ISD-ALLOCATED											
			15,550		18,791		17,225	18,791	18,732		18,732	
TOTAL CLASS: 25 TRANSFERS												
			1,426,859		402,320		321,780	402,320	137,998		137,998	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					1,491,264				2,642,029		2,642,029	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					1,491,264				2,642,029		2,642,029	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	296,309	2.00	2,696,587	5.00	3,517,569	5.00	1,762,559	1,960,828	4,560,276	5.00	4,560,276	5.00

427

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL		1,233,059		886,204		886,204	1,534,041		1,534,041	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

			1,233,059		886,204		886,204	1,534,041		1,534,041	
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CLASS: 10 TAXES

506	CITY 4% LODGING TAX (TLT)		1,158,948		1,259,150		1,259,150	1,450,117		1,450,117	
		800,185									

TOTAL CLASS: 10 TAXES

		800,185	1,158,948		1,259,150		1,259,150	1,450,117		1,450,117	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326	COUNTY 2.5% LODGING TAX		717,212		790,645		790,645	910,092		910,092	
		725,907									

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		725,907	717,212		790,645		790,645	910,092		910,092	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS		18,727		24,500		14,500	17,400		17,400	
		3,276									

390 CONTRIBUTIONS AND DONATIONS  
 500

757	MED/LIFE INS PREM REFUND DISTRIBUTION						327				
			87								

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		3,276	19,314		24,500		14,827	17,400		17,400	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND		454,258		557,070		544,043	648,626		648,626	
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

			454,258		557,070		544,043	648,626		648,626	
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TOTAL PROGRAM: 0000 UNRESTRICTED

		1,529,368	3,582,791		3,517,569		3,494,869	4,560,276		4,560,276	
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TOTAL DEPARTMENT: 03 REVENUE

		1,529,368	3,582,791		3,517,569		3,494,869	4,560,276		4,560,276	
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**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. \$1,450,117

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 \$910,092

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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$17,400

390 CONTRIBUTIONS AND DONATIONS

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFRS FROM GENERAL FUND

SUBSIDY OF 100% OF THE ARTS PROGRAM'S OPERATING COSTS FUNDED BY THE GENERAL FUND. \$648,626  
 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: 0802 PRCA FACILITY DEVELOPMENT

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: 05 PERSONNEL SERVICES

018	CAPITAL CAMPAIGN MANAGER										
	24,149	1.00	100,067	1.00	106,304	1.00	106,080	109,611	1.00	109,611	1.00
273	PRCA GENERAL MANAGER										
	30,152	1.00	114,143	1.00	117,005	1.00	116,724	120,612	1.00	120,612	1.00
275	TEMPORARY EMPLOYEES										
			4,698		13,932		5,000	5,000		5,000	
299	PAYROLL TAXES AND FRINGES										
	23,905		84,112		101,374		95,141	110,463		110,463	

TOTAL CLASS: 05 PERSONNEL SERVICES

	78,206	2.00	303,020	2.00	338,615	2.00	322,945	345,686	2.00	345,686	2.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
			1,328		200		200	200		200	
303	OFFICE FURNITURE & EQUIPMENT										
	1,877		1,489		2,000			1,000		1,000	
307	MEMBERSHIP FEES										
	2,241		595		2,900		2,900	2,485		2,485	
308	PERIODICALS & SUBSCRIPTIONS										
	370		340		900		900	900		900	
317	COMPUTER EQUIPMENT										
	4,028		1,600								
318	COMPUTER SOFTWARE										
	630		8,000				500				
321	TRAVEL, TRAINING & SUBSISTENCE										
	943		14,265		25,000		5,000	18,000		18,000	
328	MEALS & RELATED EXPENSE										
			953		2,000		500	1,000		1,000	
330	MILEAGE REIMBURSEMENT										
			91		200		200	200		200	
341	COMMUNICATIONS EXPENSE										
	260		1,599		1,248		600	600		600	

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0802 PRCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

018 CAPITAL CAMPAIGN MANAGER

273 PRCA GENERAL MANAGER

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE

OFFICE SUPPLIES \$200

303 OFFICE FURNITURE & EQUIPMENT

ADDITIONAL NEEDS IN TBB 2ND FLOOR \$1,000

307 MEMBERSHIP FEES

INTERNATIONAL ASSOCIATION OF VENUE MANAGERS (IAVM) \$470  
 ARTS NORTHWEST \$115  
 ASSOCIATION OF PERFORMING ARTS PROFESSIONALS \$400  
 WESTERN ARTS ALLIANCE \$450  
 CALIFORNIA PRESENTERS \$250  
 POLLSTAR \$600  
 NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION \$200

308 PERIODICALS & SUBSCRIPTIONS

SUBSCRIPTIONS \$300  
 PARTNER ORGANIZATION TICKETS PURCHASES TO EVENTS \$600

317 COMPUTER EQUIPMENT

NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE

NO APPROPRIATIONS REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE

TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES \$18,000

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 1 CELL PHONE @ 50 PER MONTH \$600

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 PRCA FACILITY DEVELOPMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE		150,457		598,825		598,825	579,000		579,000	
508	BCA PREDEVELOPMENT EXPENSES		115,409								
511	PROFESSIONAL SERVICES		92,345	347,438	99,788		99,788	220,000		220,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	218,103		528,155		733,061		709,413	823,385		823,385	
CLASS: 25 TRANSFERS											
815	TRSFERS TO CAPITAL DEV. FUND		1,408,243		378,085		378,085	100,000		100,000	
816	TRSFERS TO REPROGRAPHICS FUND		865		1,562		1,562	550		550	
TOTAL CLASS: 25 TRANSFERS											
			1,409,108		379,647		379,647	100,550		100,550	
TOTAL PROGRAM: 0802 PRCA FACILITY DEVELOPMENT											
	296,309	2.00	2,240,283	2.00	1,451,323	2.00	1,412,005	1,269,621	2.00	1,269,621	2.00
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	296,309	2.00	2,696,587	5.00	3,517,569	5.00	1,960,828	4,560,276	5.00	4,560,276	5.00
TOTAL FUND: 107 LODGING TAX (TLT) FUND											
	296,309	2.00	2,696,587	5.00	3,517,569	5.00	1,960,828	4,560,276	5.00	4,560,276	5.00

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 PRCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

461	SPECIAL EXPENSE FUNDING FOR BEAVERTON ARTS FOUNDATION PRCA CAPITAL CAMPAIGN GRANT CAMPAIGN OPERATIONS MANAGER (1FTE, SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS) \$69,232 CAMPAIGN ADMINISTRATIVE ASSISTANT (1 FTE, OFFICE SUPPORT FOR CAMPAIGN AND BOARD) \$49,001 CAMPAIGN MAJOR GIFTS OFFICER (0.75 FTE, CULTIVATE MAJOR DONORS) \$99,928 CAMPAIGN COMMUNITY ENGAGEMENT MANAGER (1 FTE, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH) \$91,965 CAPITAL CAMPAIGN ADVISERS \$50,000 CONTRACTED LEGAL/ACCOUNTING SERVICES \$50,000 CAMPAIGN MARKETING \$53,000 FUNDRAISING RESEARCH \$2,874 FUNDRAISING EVENTS \$26,000 CONTRACTED SERVICES - PR, EVENT COORDINATION, GRAPHIC DESIGN, GRANTWRITING, COPYWRITER \$30,000 OTHER: OFFICE SUPPLIES, COMPUTER EQUIP SOFTWARE, TRAVEL, SUBSISTENCE, MEALS \$28,000 RENT IN E-SUITES (NEEDED IF MOVE OF PRCA STAFF TO 2ND FLOOR DOES NOT WORK OUT) \$29,000
508	BCA PREDEVELOPMENT EXPENSES
511	PROFESSIONAL SERVICES OPERATIONS PLANNING: MARKETING AND BRAND DEVELOPMENT \$60,000 CATERING AND CONCESSIONS PLANNING \$20,000 MANAGEMENT AND POLICY ADISORY SUPPORT \$40,000 PROGRAMMING OUTREACH AND FOCUS GROUPS \$20,000 PRE-OPENING PROGRAMMING AND EVENTS \$40,000 TOURISM AND PROMOTION SUPPORT (CHAMBER OF COMMERCE) \$25,000 COMMUNITY OUTREACH \$15,000
815	TRSFERS TO CAPITAL DEV. FUND FY 17-18 3521 - BEAVERTON CTR FOR THE ARTS BUDGET \$1,408,243 FY 18-19 AND FY 19-20 3521 - BEAVERTON CTR FOR THE ARTS \$100,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0528 ARTS PROGRAM

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: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER										
		23,464	1.00	84,743	1.00	84,552	91,743	1.00	91,743	1.00	
186	PROGRAM COORDINATOR										
		8,706									
197	EVENTS COORDINATOR										
		74,868	1.00	75,075	1.00	74,926	78,091	1.00	78,091	1.00	
221	SUPPORT SPECIALIST 2										
		52,691	1.00	58,119	1.00	52,999	58,742	1.00	58,742	1.00	
275	TEMPORARY EMPLOYEES										
				8,100		7,161	17,930		17,930		
299	PAYROLL TAXES AND FRINGES										
		66,779		121,797		102,617	121,485		121,485		

TOTAL CLASS: 05 PERSONNEL SERVICES

		226,508	3.00	347,834	3.00	322,255	367,991	3.00	367,991	3.00	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
		94		200		196	200		200		
303	OFFICE FURNITURE & EQUIPMENT										
				900		1,500	500		500		
307	MEMBERSHIP FEES										
		3,019		2,575		2,525	3,430		3,430		
317	COMPUTER EQUIPMENT										
		2,903		100		857					
318	COMPUTER SOFTWARE										
		522		500		1,406	557		557		
321	TRAVEL, TRAINING & SUBSISTENCE										
		2,091		5,000		4,052	7,500		7,500		
325	COMMUNITY EVENTS EXPENSE										
		93,132		86,650		85,920	93,150		93,150		

**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
- 275 TEMPORARY EMPLOYEES  
 1040 HOURS FOR EVENT PRODUCTION AND SPECIAL PROJECTS SUPPORT
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 ARTS OFFICE SUPPLIES \$200
- 303 OFFICE FURNITURE & EQUIPMENT  
 MISC. OFFICE FURNITURE REPLACEMENTS AS NEEDED \$500
- 307 MEMBERSHIP FEES  
 PORTLAND ART MUSEUM \$2,400  
 AMERICANS FOR THE ARTS \$150  
 GRANTMAKERS IN THE ARTS \$600  
 WILLAMETTE VALLEY DEVELOPMENT OFFICERS \$200  
 TUALATIN VALLEY CREATES \$80
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 MS OFFICE FOR TABLETS (X2) \$557
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ARTS PROGRAM WORKSHOPS AND TRAININGS - ALL STAFF \$1,500  
 AMERICANS FOR THE ARTS ANNUAL CONFERENCE - 1 STAFF \$2,500  
 CREATIVE TIME SUMMIT - 1 STAFF \$2,000  
 GRANTMAKERS IN THE ARTS ANNUAL CONFERENCE - 1 STAFF \$1,500
- 325 COMMUNITY EVENTS EXPENSE  
 TEN TINY DANCES \$20,150  
 BEAVERTON ARTS MIX \$26,000  
 MAYOR'S BALL SPONSORSHIP & VIDEO \$10,000  
 MAJOR CONCERT \$25,000  
 CHALK ART FESTIVAL SPONSORSHIP \$12,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE		186		1,000		989	1,500		1,500	
330	MILEAGE REIMBURSEMENT				150		150	150		150	
341	COMMUNICATIONS EXPENSE		309		1,200		768	1,200		1,200	
461	SPECIAL EXPENSE		9,878		8,200		10,985	11,000		11,000	
488	ART DEVELOPMENT EXPENSE		94,903		96,000		92,547	122,000		122,000	
523	BOARDS & COMMISSIONS EXPENSES		5,008		2,000		2,000	2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES			212,045		204,475		203,895	243,187		243,187	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND		2,201		3,882		3,882	18,716		18,716	
818	TRSFERS TO ISD-ALLOCATED		15,550		18,791		18,791	18,732		18,732	
TOTAL CLASS: 25 TRANSFERS			17,751		22,673		22,673	37,448		37,448	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED				1,491,264			2,642,029		2,642,029	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					1,491,264			2,642,029		2,642,029	
TOTAL PROGRAM: 0528 ARTS PROGRAM			456,304	3.00	2,066,246	3.00	548,823	3,290,655	3.00	3,290,655	3.00

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE REFRESHMENTS FOR ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION \$500 MEALS FOR 1% FOR ART SELECTION COMMITTEE MEETINGS \$1,000
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSES FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$150
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF AT \$50 PER MONTH \$1,200
461	SPECIAL EXPENSE ART ACQUISITION AND CITY FACILITY & REVOLVING ART DISPLAY HANGING SYSTEM IMPROVEMENTS \$6,000 ARTIST FEES FOR SPECIAL PROJECTS \$5,000
488	ART DEVELOPMENT EXPENSE ARTIST WORKSHOP SERIES \$5,000 ARTS LIVES HERE PLACE/NEIGHBORHOOD-BASED PROJECT SUPPORT GRANTS 2 @ \$5,000 EACH \$10,000 COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS \$14,000 EMERGING ARTS OPPORTUNITIES GRANTS FOR ARTISTS & INDIVIDUALS \$3,000 PUBLIC ART - COLLECTIONS CARE \$10,000 CRESCENT CONNECTION TRAIL FOOTINGS & ENGINEERING TO PLACE STATUARY THAT WAS GIVEN TO THE CITY AS A GIFT \$20,000 SUPPORT FOR OTHER CITY DEPARTMENT ART INITIATIVES \$5,000 CRESCENT CONNECTION TRAIL WAYFINDING \$5,000 DOWNTOWN PLACEMAKING PROJECTS AND STRATEGIC OPPORTUNITIES \$50,000
523	BOARDS & COMMISSIONS EXPENSES BAC BOARD EXPENSES \$2,000

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$18,716
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$18,732

991	CONTINGENCY - UNRESERVED
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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL												
301 BEGINNING WORKING CAPITAL												
					-595,579		-595,579	-595,579		-606,979		-606,979
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL												
					-595,579		-595,579	-595,579		-606,979		-606,979
CLASS: 20 PERMITS & FEES												
610 TRANSP SDC - SO. COOPER MTN												
			-594,071		-300,000					-200,000		-200,000
TOTAL CLASS: 20 PERMITS & FEES												
			-594,071		-300,000					-200,000		-200,000
CLASS: 35 MISCELLANEOUS REVENUES												
384 INVESTMENT INTEREST EARNINGS												
			-1,508				-9,081	-11,400		-15,000		-15,000
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
			-1,508				-9,081	-11,400		-15,000		-15,000
TOTAL DEPARTMENT: 03 REVENUE												
			-595,579		-895,579		-604,660	-606,979		-821,979		-821,979

438

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND      DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					895,579					821,979		821,979
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					895,579					821,979		821,979
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TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

					895,579					821,979		821,979
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**BP WORKSHEET & JUSTIFICATION**

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL				595,579		595,579		606,979		606,979
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

					595,579		595,579		606,979		606,979
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CLASS: 20 PERMITS & FEES

610	TRANSP SDC - SO. COOPER MTN				300,000				200,000		200,000
			594,071								

TOTAL CLASS: 20 PERMITS & FEES

			594,071		300,000				200,000		200,000
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS						11,400		15,000		15,000
			1,508								

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

			1,508				11,400		15,000		15,000
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TOTAL PROGRAM: 0000 UNRESTRICTED

			595,579		895,579		606,979		821,979		821,979
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TOTAL DEPARTMENT: 03 REVENUE

			595,579		895,579		606,979		821,979		821,979
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### BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

610 TRANSP SDC - SO. COOPER MTN  
SUPPLEMENTARY TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE ONLY FOR SOUTH COOPER MOUNTAIN - OFTEN CREDITS EARNED BY DEVELOPERS OFFSET CHARGES \$200,000

384 INVESTMENT INTEREST EARNINGS  
FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$15,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

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: 30 FUND BAL/CONTINGENCY/RESERVES  
 991 CONTINGENCY - UNRESERVED

					895,579			821,979		821,979	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					895,579			821,979		821,979	
TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS											
					895,579			821,979		821,979	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING											
					895,579			821,979		821,979	
TOTAL FUND: 112 TRANSPORTATION SYSTEMS DEV FUND											
					895,579			821,979		821,979	

### 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	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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

-8,620,503	-11,559,192	-10,242,563	-10,242,563	-10,242,563	-12,650,873	-12,650,873
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-8,620,503	-11,559,192	-10,242,563	-10,242,563	-10,242,563	-12,650,873	-12,650,873
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CLASS: 20 PERMITS & FEES

345 TRANSPORTATION DEVELOPMENT TAX

-2,428,808	-771,845	-1,566,000	-3,445,335	-3,250,000	-1,500,000	-1,500,000
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TOTAL CLASS: 20 PERMITS & FEES

-2,428,808	-771,845	-1,566,000	-3,445,335	-3,250,000	-1,500,000	-1,500,000
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-94,225	-151,720	-181,400	-171,320	-205,000	-236,500	-236,500
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399 REIMBURSEMENTS - OTHER

-883,151
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

-119
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-977,376	-151,839	-181,400	-171,320	-205,000	-236,500	-236,500
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TOTAL DEPARTMENT: 03 REVENUE

-12,026,687	-12,482,876	-11,989,963	-13,859,218	-13,697,563	-14,387,373	-14,387,373
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445

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 05 PERSONNEL SERVICES

099	CITY TRANSPORTATION ENGINEER											
	36,563	.30	37,252	.30	38,183	.30	35,272	38,095	39,352	.30	39,352	.30
113	ENGINEERING TECH 3											
	63,214	1.00	67,445	1.00	72,675	1.00	65,426	72,399	78,106	1.00	78,106	1.00
299	PAYROLL TAXES AND FRINGES											
	55,786		61,620		69,668		60,452	64,984	73,621		73,621	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	155,563	1.30	166,317	1.30	180,526	1.30	161,150	175,478	191,079	1.30	191,079	1.30

CLASS: 10 MATERIALS & SERVICES

525	PMTS TO OTHER GOVERNMENT AGENCIES											
			200,000		161,170		22,243	22,243	138,927		138,927	
TOTAL CLASS: 10 MATERIALS & SERVICES												
			200,000		161,170		22,243	22,243	138,927		138,927	

CLASS: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD											
	22,969		22,694		24,156		22,143	24,156	26,119		26,119	
814	TRSFERS TO CAPITAL PROJ. FUND											
	124,839		21,755		104,000		27,745	55,225	664,000		664,000	
816	TRSFERS TO REPROGRAPHICS FUND											
	611		539		832		455	832	550		550	
818	TRSFERS TO ISD-ALLOCATED											
	5,799		7,178		8,323		7,629	8,323	8,371		8,371	
820	TRSFERS TO CAP PROJ FUND - TDT											
	157,713		1,799,908		1,824,488		114,089	751,000	1,905,000		1,905,000	
835	TRSFER TO GF, BVTN BLDG OPERATIONS											
			9,406		4,703		4,311	4,703	4,523		4,523	
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	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
			12,516		4,730		4,336	4,730	3,476		3,476	
TOTAL CLASS: 25 TRANSFERS												
	311,931		1,873,996		1,971,232		180,708	848,969	2,612,039		2,612,039	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
975 RESERVE - TIF (PRIOR TO TDT)												
					440,021				230,051		230,051	
991 CONTINGENCY - UNRESERVED												
					9,237,014				11,215,277		11,215,277	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					9,677,035				11,445,328		11,445,328	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING												
	467,494	1.30	2,240,313	1.30	11,989,963	1.30	364,101	1,046,690	14,387,373	1.30	14,387,373	1.30

447

**BP WORKSHEET & JUSTIFICATION**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		8,620,503	11,559,192	10,242,563	10,242,563	12,650,873		12,650,873			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		8,620,503	11,559,192	10,242,563	10,242,563	12,650,873		12,650,873			
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CLASS: 20 PERMITS & FEES

345	TRANSPORTATION DEVELOPMENT TAX										
		2,428,808	771,845	1,566,000	3,250,000	1,500,000		1,500,000			

TOTAL CLASS: 20 PERMITS & FEES

		2,428,808	771,845	1,566,000	3,250,000	1,500,000		1,500,000			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		94,225	151,720	181,400	205,000	236,500		236,500			

399 REIMBURSEMENTS - OTHER  
 883,151

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 119

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		977,376	151,839	181,400	205,000	236,500		236,500			
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TOTAL PROGRAM: 0000 UNRESTRICTED

		12,026,687	12,482,876	11,989,963	13,697,563	14,387,373		14,387,373			
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TOTAL DEPARTMENT: 03 REVENUE

		12,026,687	12,482,876	11,989,963	13,697,563	14,387,373		14,387,373			
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### BP WORKSHEET & JUSTIFICATION

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 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  
FY 19-20 ESTIMATED IS BASED UPON 225 SINGLE FAMILY RESIDENTIAL UNITS, 575 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS \$1,500,000

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$236,500

399 REIMBURSEMENTS - OTHER

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

CLASS: 05 PERSONNEL SERVICES

099	CITY TRANSPORTATION ENGINEER											
	36,563	.30	37,252	.30	38,183	.30	38,095	39,352	.30	39,352	.30	
113	ENGINEERING TECH 3											
	63,214	1.00	67,445	1.00	72,675	1.00	72,399	78,106	1.00	78,106	1.00	
299	PAYROLL TAXES AND FRINGES											
	55,786		61,620		69,668		64,984	73,621		73,621		

TOTAL CLASS: 05 PERSONNEL SERVICES

	155,563	1.30	166,317	1.30	180,526	1.30	175,478	191,079	1.30	191,079	1.30
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CLASS: 10 MATERIALS & SERVICES

525	PMTS TO OTHER GOVERNMENT AGENCIES											
			200,000		161,170		22,243	138,927		138,927		

TOTAL CLASS: 10 MATERIALS & SERVICES

			200,000		161,170		22,243	138,927		138,927	
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CLASS: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD											
	22,969		22,694		24,156		24,156	26,119		26,119		
814	TRSFERS TO CAPITAL PROJ. FUND											
	124,839		21,755		104,000		55,225	664,000		664,000		
816	TRSFERS TO REPROGRAPHICS FUND											
	611		539		832		832	550		550		
818	TRSFERS TO ISD-ALLOCATED											
	5,799		7,178		8,323		8,323	8,371		8,371		
820	TRSFERS TO CAP PROJ FUND - TDT											
	157,713		1,799,908		1,824,488		751,000	1,905,000		1,905,000		

**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

525 PMTS TO OTHER GOVERNMENT AGENCIES  
 FY 17-18: IGA PAYMENT FOR HIGHWAY 26 AND CEDAR HILLS SIGNAL IMPROVEMENT  
 FY 18-19 AND FY 19-20: ODOT IGA PAYMENT FOR ALL ROADS TRANSPORTATION SAFETY (ARTS) PROGRAM FOR THE SYSTEMIC SIGNALS AND ILLUMINATION PROJECT IN BEAVERTON (7.78% MATCH) \$138,927

801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.  
 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$26,119

814 TRSFERS TO CAPITAL PROJ. FUND  
 FY 2017-18  
 3192 HOCKEN BRIDGE \$3,853  
 3408 HOCKEN AVE (RR-TV HWY) WIDENING \$17,902  
 FY 2018-19  
 3408 HOCKEN AVE (RR-TV HWY) WIDENING BUDGETED \$104,000; ESTIMATE \$55,225  
 FY 2019-20  
 3408 HOCKEN AVE (RR-TV HWY) WIDENING \$664,000  
 3192 HOCKEN BRIDGE BUDGETED - \$0; ESTIMATED - \$9,000

816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550

818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$8,371

820 TRSFERS TO CAP PROJ FUND - TDT  
 FY 2017-18 PROJECTS:  
 3321 WESTGATE DR/DAWSON WY INTERSECTION \$81,382  
 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT \$175,764  
 3329 MURRAY BLVD/ALLEN BLVD INTERSECTION BUDGETED - \$50,000; ESTIMATED - \$1,348  
 3407 CRESCENT CONNECTION BUDGETED - \$1,602,032; ESTIMATE - \$1,541,414  
 FY 2018-19 PROJECTS:  
 3321 WESTGATE DR/CEDAR HILLS BLVD/DAWSON WY BUDGETED \$1,616,000; ESTIMATED \$580,000  
 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT BUDGETED \$84,000; ESTIMATED \$87,000  
 3407 CRESCENT CONNECTION BUDGETED \$124,488; ESTIMATED \$84,000  
 FY 2019-20 PROJECTS:  
 3321 WESTGATE DR/CEDAR HILLS BLVD/DAWSON WY INTERSECTION \$1,715,000  
 3329 MURRAY BLVD/ALLEN BLVD INTERSECTION IMPROVEMENT \$120,000  
 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT \$70,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
835	TRSFR TO GF, BVTN BLDG OPERATIONS		9,406		4,703		4,703	4,523		4,523	
836	TRSFR TO GF, BVTN BLDG DEBT SVC		12,516		4,730		4,730	3,476		3,476	
TOTAL CLASS: 25 TRANSFERS											
	311,931		1,873,996		1,971,232		848,969	2,612,039		2,612,039	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
975	RESERVE - TIF (PRIOR TO TDT)				440,021			230,051		230,051	
991	CONTINGENCY - UNRESERVED				9,237,014			11,215,277		11,215,277	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					9,677,035			11,445,328		11,445,328	
TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS											
	467,494	1.30	2,240,313	1.30	11,989,963	1.30	1,046,690	14,387,373	1.30	14,387,373	1.30
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING											
	467,494	1.30	2,240,313	1.30	11,989,963	1.30	1,046,690	14,387,373	1.30	14,387,373	1.30
TOTAL FUND: 114 TRAFFIC IMPACT/DEV TAX FUND											
	467,494	1.30	2,240,313	1.30	11,989,963	1.30	1,046,690	14,387,373	1.30	14,387,373	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

835 TRSFR TO GF, BVTN BLDG OPERATIONS  
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$4,523

836 TRSFR TO GF, BVTN BLDG DEBT SVC  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$3,476

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) \$230,051

991 CONTINGENCY - UNRESERVED



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-893,921		-1,149,194		-1,120,591		-1,120,591	-1,120,591	-1,429,484		-1,429,484	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-893,921		-1,149,194		-1,120,591		-1,120,591	-1,120,591	-1,429,484		-1,429,484	
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-1,229		-1,800		-2,000		-3,185	-4,000	-2,000		-2,000	
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311 PROPERTY TAXES - CURRENT YEAR

	-2,965,882		-3,075,145		-3,421,459		-3,391,271	-3,428,415	-3,523,382		-3,523,382	
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312 PROPERTY TAXES - PRIOR YEARS

	-32,028		-25,432		-20,000		-19,638	-20,000	-20,000		-20,000	
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513 COMCAST TAX SETTLEMENT

							-65,630	-65,630				
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TOTAL CLASS: 10 TAXES

	-2,999,139		-3,102,377		-3,443,459		-3,479,724	-3,518,045	-3,545,382		-3,545,382	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

	-39,433											
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328 GRANTS - STATE

	-20,542		-15,960		-15,960		-15,696	-15,696	-15,696		-15,696	
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329 OTHER INTERGOVERNMENTAL REV

	-5,542,299		-5,732,291		-5,825,339		-5,866,584	-5,866,584	-6,000,099		-6,000,099	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-5,602,274		-5,748,251		-5,841,299		-5,882,280	-5,882,280	-6,015,795		-6,015,795	
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CLASS: 30 FINES & FORFEITURES

372 LIBRARY FINES

454

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

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
	-204,114		-134,778		-130,000		-119,159	-130,000	-130,000		-130,000	
TOTAL CLASS: 30 FINES & FORFEITURES												
	-204,114		-134,778		-130,000		-119,159	-130,000	-130,000		-130,000	
CLASS: 35 MISCELLANEOUS REVENUES												
381	RENTAL OF CITY/BURA PROPERTY											
	-1,500		-2,700		-1,000		-2,200	-1,500	-1,500		-1,500	
383	SALE OF LIBRARY BOOKS											
	-553		-915		-500		-738	-700	-500		-500	
384	INVESTMENT INTEREST EARNINGS											
	-18,458		-30,340		-40,400		-31,991	-40,400	-46,800		-46,800	
389	MISCELLANEOUS REVENUES											
	-28,905		-27,802		-24,000		-27,822	-24,000	-25,000		-25,000	
390	CONTRIBUTIONS AND DONATIONS											
	-980		-9,306		-1,000		-580	-500	-1,000		-1,000	
399	REIMBURSEMENTS - OTHER											
	-590		-1,375									
753	ENERGY EFFICIENCY REBATES											
	-6,021		-7,239		-8,000		-6,842	-8,000	-8,000		-8,000	
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	-15,084		-12,343				-7,590	-7,590				
761	LIBRARY TRUST DONATIONS											
	-26,360		-80,080		-31,000		-77,510	-65,000	-60,000		-60,000	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-98,451		-172,100		-105,900		-155,273	-147,690	-142,800		-142,800	
CLASS: 40 INTERFUND TRANSFERS/LOANS												
411	TRSFERS FROM GENERAL FUND											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

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
					-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												
	-9,846,513		-10,306,700		-10,933,480		-10,757,027	-11,090,837	-11,263,461		-11,263,461	

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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: 05 PERSONNEL SERVICES

035 LIBRARY DIRECTOR

127,171	1.00	131,489	1.00	132,909	1.00	85,945	92,510	129,412	1.00	129,412	1.00
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221 SUPPORT SPECIALIST 2

79,924	1.60	103,824	2.00	104,392	2.00	88,464	98,700	111,224	2.00	111,224	2.00
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244 MANAGER - VOLUNTEER SERVICES

75,901	1.00	78,568	1.00								
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258 LIBRARY PROGRAM ASSISTANT

68,686	1.50	79,984	1.50	87,481	1.70	75,585	86,762	97,003	1.70	97,003	1.70
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260 LIBRARIAN

706,317	11.75	686,254	10.50	668,627	10.25	583,361	646,069	696,510	10.25	696,510	10.25
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261 SENIOR LIBRARY ASSISTANT

168,838	3.00	179,688	4.00	229,645	4.00	195,411	217,783	231,837	4.00	231,837	4.00
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263 LIBRARY REFERENCE ASSISTANT

348,330	6.80	378,780	6.90	407,436	8.03	344,704	391,111	448,562	8.08	448,562	8.08
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264 SENIOR LIBRARIAN

138,500	2.00	206,798	3.00	218,801	3.00	190,113	211,292	230,599	3.00	230,599	3.00
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265 LIBRARY ASSISTANT 2

650,412	15.00	937,570	19.55	962,062	20.60	850,030	953,174	1,026,187	20.60	1,026,187	20.60
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266 DIVISION LIBRARIAN 1

348,330	4.00	359,558	4.00	450,988	5.00	411,128	452,563	469,284	5.00	469,284	5.00
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268 LIBRARY SUPERVISOR

116,417	2.00	136,558	3.00	216,720	3.00	183,803	215,301	234,146	3.00	234,146	3.00
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269 LIBRARY ASSISTANT 1

521,296	12.90	538,343	12.10	499,783	11.00	454,555	499,124	509,150	11.00	509,150	11.00
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270 LIBRARY AIDE - BRANCH

266,793	5.80										
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274 SEASONAL WORKFORCE

7,060		9,804		12,505		7,035	12,200	13,037		13,037	
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275 TEMPORARY EMPLOYEES

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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
	192,294		168,727		223,093		202,957	221,555	218,556		218,556	
288	LIBRARY BUILDING MONITOR											
					38,551	1.00	26,611	30,885	50,981	1.00	50,981	1.00
299	PAYROLL TAXES AND FRINGES											
	1,997,585		2,123,476		2,475,091		1,977,621	2,153,900	2,511,308		2,511,308	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	5,813,854	68.35	6,119,421	68.55	6,728,084	70.58	5,677,323	6,282,929	6,977,796	70.63	6,977,796	70.63
CLASS: 10 MATERIALS & SERVICES												
301	OFFICE EXPENSE											
	6,899		6,224		9,500		6,841	9,700	10,000		10,000	
303	OFFICE FURNITURE & EQUIPMENT											
	3,103		24,267		13,600		14,922	22,603	48,182		48,182	
304	DEPARTMENT EQUIPMENT EXPENSE											
	1,794		11,214		43,774		31,137	42,296	35,104		35,104	
305	SPECIAL DEPARTMENT SUPPLIES											
	30,800		39,730		37,700		36,143	34,938	35,690		35,690	
310	LIBRARY MATERIAL											
	531,473		540,175		690,000		622,089	686,500	613,000		613,000	
312	DEPOSIT SHORTAGE/OVERAGE											
	-285		-91				-334					
313	INTERLIBRARY LOAN EXPENSES											
	382		1,521		2,500		111	1,500	1,500		1,500	
316	ADVERTISING, RECORDING & FILING											
317	COMPUTER EQUIPMENT											
	15,452		12,430		34,309		35,278	34,725	36,074		36,074	
318	COMPUTER SOFTWARE											
	6,179		7,456		15,321		9,374	14,502	16,734		16,734	
320	LIBRARY MATERIAL - GRANT FUNDED											

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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
	39,466											
321	TRAVEL, TRAINING & SUBSISTENCE											
	10,755		25,434		32,750		18,031	32,000	42,850		42,850	
330	MILEAGE REIMBURSEMENT											
	604		1,040		1,500		952	1,500	2,000		2,000	
341	COMMUNICATIONS EXPENSE											
	11,680		13,303		11,424		7,243	11,000			11,500	
342	DATA COMMUNICATION EXPENSE											
	728		480		480		400	480	480		480	
351	UTILITIES EXPENSE											
	128,665		127,459		140,000		113,272	140,000	145,000		145,000	
361	UNIFORMS & SPECIAL CLOTHING											
									1,900		1,900	
365	STATE READY TO READ GRANT PROG											
	15,386		14,742		15,960		8,831	15,696	15,696		15,696	
377	PUBLIC RELATIONS EXPENSE											
	34,583		29,082		43,200		37,182	40,200	55,350		55,350	
381	BUILDING EXPENSE											
	26,820		37,796		42,000		52,698	43,052	42,000		42,000	
384	BUILDING MAINTENANCE PROJECTS											
	42,605		51,988		69,640		12,962	50,140	137,640		137,640	
406	BANK SERVICE FEES											
	7,046		6,043		9,300		5,354	7,900	9,300		9,300	
461	SPECIAL EXPENSE											
	7,270		8,086		10,300		8,210	10,300	10,300		10,300	
465	VOLUNTEER PROGRAM EXPENSE											
	6,160		6,801		7,500		6,074	7,500	7,500		7,500	
481	OTHER EXPENSES											
	2,002		2,886		4,823		2,019	4,823	4,840		4,840	
511	PROFESSIONAL SERVICES											
	168,636		197,994		174,467		171,425	175,636	192,744		192,744	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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
523	BOARDS & COMMISSIONS EXPENSES											
	293		365		300		171	300	300		300	
536	MAINTENANCE CONTRACTS											
	53,848		60,488		62,801		61,575	62,627	64,722		64,722	
551	RENTS AND LEASES											
	231,383		241,128		241,759		245,981	241,944	247,812		247,812	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,383,727		1,468,041		1,714,908		1,507,941	1,691,862	1,776,718		1,788,218	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
	22,047											
TOTAL CLASS: 15 CAPITAL OUTLAY												
	22,047											
CLASS: 25 TRANSFERS												
801	TRSFR TO GENERAL FD - OVERHEAD											
	841,053		873,625		892,571		818,190	892,571	981,595		981,595	
803	TRSFR TO GENERAL FD-LANDSCAPE											
	83,226		96,258		100,402		92,035	100,402	105,922		105,922	
805	TRSFR TO G/F BLDG MAINT											
	109,530		116,345		124,052		113,714	124,052	129,005		129,005	
816	TRSFRS TO REPROGRAPHICS FUND											
	97,044		103,482		108,680		81,023	108,680	118,903		118,903	
817	TRSFRS TO GARAGE FUND											
	5,751		5,635		13,356		7,830	13,356	6,702		6,702	
818	TRSFRS TO ISD-ALLOCATED											
	244,069		291,729		335,929		307,935	335,929	344,716		344,716	
819	TRSFRS TO INSURANCE FUND											

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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
	97,019		111,572		111,572		102,274	111,572	139,465		139,465	
TOTAL CLASS: 25 TRANSFERS												
	1,477,692		1,598,646		1,686,562		1,523,001	1,686,562	1,826,308		1,826,308	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
978	RESERVE - LIBRARY TRUST FUNDS				48,300				92,226		92,226	
991	CONTINGENCY - UNRESERVED				753,871				586,903		575,403	
996	RESERVE - EQUIPMENT REPLACEMT				1,755				3,510		3,510	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					803,926				682,639		671,139	
TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT												
	8,697,320	68.35	9,186,108	68.55	10,933,480	70.58	8,708,265	9,661,353	11,263,461	70.63	11,263,461	70.63

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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		893,921	1,149,194	1,120,591	1,120,591	1,429,484		1,429,484			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		893,921	1,149,194	1,120,591	1,120,591	1,429,484		1,429,484			
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES										
		1,229	1,800	2,000	4,000	2,000		2,000			2,000

311	PROPERTY TAXES - CURRENT YEAR										
		2,965,882	3,075,145	3,421,459	3,428,415	3,523,382		3,523,382			3,523,382

312	PROPERTY TAXES - PRIOR YEARS										
		32,028	25,432	20,000	20,000	20,000		20,000			20,000

513	COMCAST TAX SETTLEMENT						65,630				
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TOTAL CLASS: 10 TAXES

		2,999,139	3,102,377	3,443,459	3,518,045	3,545,382		3,545,382			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL										
		39,433									

328	GRANTS - STATE										
		20,542	15,960	15,960	15,696	15,696		15,696			15,696

329	OTHER INTERGOVERNMENTAL REV										
		5,542,299	5,732,291	5,825,339	5,866,584	6,000,099		6,000,099			6,000,099

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		5,602,274	5,748,251	5,841,299	5,882,280	6,015,795		6,015,795			
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CLASS: 30 FINES & FORFEITURES

372	LIBRARY FINES										
		204,114	134,778	130,000	130,000	130,000		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 \$2,000

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 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 \$3.7380 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.1248 STREET LIGHTING FUND; TOTALING \$4.2245 WITH VOTER APPROVED DEBT OF \$0.2052 GIVES A TOTAL TAX RATE OF \$4.4297  
 FY 20 \$3.8683 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.0000 STREET LIGHTING FUND; TOTALING \$4.2300 WITH VOTER APPROVED DEBT OF \$0.1997 GIVES A TOTAL TAX RATE OF \$4.4297. THE STREET LIGHTING FUND'S PROPERTY TAXES WAS REPLACED WITH A RIGHT OF WAY FEE TRANSFER FROM THE GENERAL FUND  
 FY 2019-20 PROPERTY TAX REVENUES \$3,523,382

312 PROPERTY TAXES - PRIOR YEARS  
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY \$20,000

513 COMCAST TAX SETTLEMENT  
 REFLECTS SETTLEMENT OF PAST YEARS' DISPUTES REGARDING ASSESSED VALUATION

327 GRANTS - FEDERAL

328 GRANTS - STATE  
 READY TO READ GRANT \$15,696

329 OTHER INTERGOVERNMENTAL REV  
 FUNDING FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS):  
 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 AND A POOL TWO DISTRIBUTION OF \$41,245  
 FY 19-20 REGULAR DISTRIBUTION \$6,000,099  
 THE POOL TWO DISTRIBUTION WILL BE DETERMINED DURING THE FISCAL YEAR

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. \$130,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 30 FINES & FORFEITURES

	204,114		134,778		130,000		130,000	130,000		130,000	
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY/BURA PROPERTY				1,000		1,500	1,500		1,500	
		1,500	2,700								
383	SALE OF LIBRARY BOOKS				500		700	500		500	
		553	915								
384	INVESTMENT INTEREST EARNINGS				40,400		40,400	46,800		46,800	
		18,458	30,340								
389	MISCELLANEOUS REVENUES				24,000		24,000	25,000		25,000	
		28,905	27,802								
390	CONTRIBUTIONS AND DONATIONS				1,000		500	1,000		1,000	
		980	9,306								
399	REIMBURSEMENTS - OTHER										
		590	1,375								
753	ENERGY EFFICIENCY REBATES				8,000		8,000	8,000		8,000	
		6,021	7,239								
757	MED/LIFE INS PREM REFUND DISTRIBUTION						7,590				
		15,084	12,343								
761	LIBRARY TRUST DONATIONS				31,000		65,000	60,000		60,000	
		26,360	80,080								

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	98,451		172,100		105,900		147,690	142,800		142,800	
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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				
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TOTAL PROGRAM: 0000 UNRESTRICTED

	9,846,513		10,306,700		10,933,480		11,090,837	11,263,461		11,263,461	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 381 RENTAL OF CITY/BURA PROPERTY  
 REVENUES FROM THE RENTAL OF MEETING ROOMS AT THE LIBRARY \$1,500
- 383 SALE OF LIBRARY BOOKS  
 SALE OF OLD LIBRARY BOOKS REMOVED FROM CIRCULATION AND BOOK BAG SALES \$500
- 384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON  
 3.00% \$46,800
- 389 MISCELLANEOUS REVENUES  
 REVENUES GENERATED FROM COPYING AND PRINTING CHARGES. \$25,000
- 390 CONTRIBUTIONS AND DONATIONS  
 MISCELLANEOUS PATRON DONATIONS RECEIVED FOR THE LIBRARY \$1,000  
 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 \$8,000
- 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:  
 FRIENDS OF THE BEAVERTON CITY LIBRARY AND THE BEAVERTON LIBRARY FOUNDATION  
 FY 17-18 DONATIONS: FRIENDS OF THE BEAVERTON CITY LIBRARY \$48,474; THE BEAVERTON  
 LIBRARY FOUNDATION \$29,550; PRIVATE DONATIONS \$2056  
 FY 18-19 DONATIONS (THROUGH 3/26/19): FRIENDS OF THE BEAVERTON CITY LIBRARY \$56,100;  
 PRIVATE DONATIONS \$610
- 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)  
 LIBRARY SAFETY OFFICER + STAFFING TO INCREASE THE LIBRARY'S HOURS OF OPERATIONS
- 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

City of Beaverton - Finance  
 Budget Preparation - 2020  
 FUND: 115 LIBRARY FUND

**BP WORKSHEET & JUSTIFICATION**

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL DEPARTMENT: 03 REVENUE											
	9,846,513		10,306,700		10,933,480		11,090,837	11,263,461		11,263,461	

## BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

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: 05 PERSONNEL SERVICES

035	LIBRARY DIRECTOR											
	127,171	1.00	131,489	1.00	132,909	1.00	92,510	129,412	1.00	129,412	1.00	
221	SUPPORT SPECIALIST 2											
	79,924	1.60	103,824	2.00	104,392	2.00	98,700	111,224	2.00	111,224	2.00	
244	MANAGER - VOLUNTEER SERVICES											
	75,901	1.00	78,568	1.00								
266	DIVISION LIBRARIAN 1											
					83,360	1.00	83,176	90,244	1.00	90,244	1.00	
275	TEMPORARY EMPLOYEES											
					1,538							
288	LIBRARY BUILDING MONITOR											
					38,551	1.00	30,885	50,981	1.00	50,981	1.00	
299	PAYROLL TAXES AND FRINGES											
	161,824		166,297		220,859		147,684	204,613		204,613		

TOTAL CLASS: 05 PERSONNEL SERVICES

	444,820	3.60	480,178	4.00	581,609	5.00	452,955	586,474	5.00	586,474	5.00	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	5,709		5,316		8,500		8,500	8,500		8,500		
303	OFFICE FURNITURE & EQUIPMENT											
					1,400		1,100	3,632		3,632		
305	SPECIAL DEPARTMENT SUPPLIES											
	390		479		500		750	2,240		2,240		
312	DEPOSIT SHORTAGE/OVERAGE											
	-285		-91									
316	ADVERTISING, RECORDING & FILING											
317	COMPUTER EQUIPMENT											
					2,989		2,989	4,050		4,050		

**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  
 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  
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
- 266 DIVISION LIBRARIAN 1  
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
- 275 TEMPORARY EMPLOYEES
- 288 LIBRARY BUILDING MONITOR  
 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  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES, CONSUMABLES, SIGN HOLDERS, CLERICAL AND ADMINISTRATIVE ACTIVITIES STORAGE BINS, BATTERIES, CLEANING SUPPLIES, PAPER PRODUCTS, STAFF NAME BADGES, ETC. \$8,500
- 303 OFFICE FURNITURE & EQUIPMENT  
 STANDING DESK FOR SS2 PUBLICITY STAFF \$1,000  
 2 - HIGH TABLE AND FOUR CHAIRS FOR DESIGNATED FOOD AND BEVERAGE AREA IN LOBBY \$2,632
- 305 SPECIAL DEPARTMENT SUPPLIES  
 STORAGE UNIT FOR PARADE BOOKS AND OTHER LIBRARY PROGRAM SUPPLIES \$1,240  
 HARDWARE, PARTS, SIGNAGE, KEYS, NAMEPLATES + DESIGNATED FOOD AND BEV AREA SIGN \$1,000
- 312 DEPOSIT SHORTAGE/OVERAGE  
 LIBRARY DEPOSIT SHORTAGES AND OVERAGES.
- 316 ADVERTISING, RECORDING & FILING
- 317 COMPUTER EQUIPMENT  
 CEILING MOUNTED PROJECTOR \$4,050

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
318	COMPUTER SOFTWARE										
	5,100		4,302		11,074		11,074	12,584		12,584	
321	TRAVEL, TRAINING & SUBSISTENCE										
	10,755		25,434		32,750		32,000	42,850		42,850	
330	MILEAGE REIMBURSEMENT										
	604		1,040		1,500		1,500	2,000		2,000	
341	COMMUNICATIONS EXPENSE										
	11,585		13,303		11,424		11,000			11,500	
342	DATA COMMUNICATION EXPENSE										
	488		480		480		480	480		480	
351	UTILITIES EXPENSE										
	128,665		127,459		140,000		140,000	145,000		145,000	
361	UNIFORMS & SPECIAL CLOTHING										
								1,900		1,900	
377	PUBLIC RELATIONS EXPENSE										
	800		891		1,200		1,200	4,850		4,850	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 318 COMPUTER SOFTWARE
  - ANNUAL LICENSE FOR ENVISIONWARE \$950
  - ANNUAL MAINTENANCE FEE FOR ENVISIONWARE \$900
  - ANNUAL LICENSE FOR VOLGISTICS \$2,420
  - ANNUAL CENTURIAN GUARD \$680
  - ANNUAL LICENSE FOR PUBLIC WEB BROWSER \$1,300
  - ANNUAL LICENSE FOR TRELLO \$2,380
  - ANNUAL LICENSE FOR DEPUTY SCHEDULING SOFTWARE \$2,500
  - ADOBE ACROBAT PRO (X2) \$624
  - ADOBE CREATIVE CLOUD FOR PUBLICITY SS2 \$830
  
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - ALL-STAFF INSERVICE DAY PRESENTERS, SUPPLIES AND GENERAL SUPPORT \$3,000
  - SAFETY AND SECURITY TRAININGS FOR LIBRARY STAFF \$2,500
  - EQUITY DIVERSITY AND INCLUSION TRAININGS FOR LIBRARY STAFF \$2,500
  - SUPPLIES FOR ON-CALL STAFF MEETINGS & TRAINING \$200
  - SUPPLIES FOR ALL-STAFF MEETINGS \$800
  - SUPPLIES FOR DIVISION RETREATS \$700
  - OTHER TRAININGS AND WEBINARS THROUGHOUT THE YEAR \$3,000
  - LIBRARY DIRECTOR TO ANNUAL DEPT HEADS RETREAT \$350
  - 10 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION CONFERENCE IN BEND, OR \$7,000
  - 12 STAFF TO ATTEND SUPPORT STAFF CONFERENCE IN SALEM, OR \$1,800
  - 1 STAFF TO ATTEND LIBRARY VOLUNTEER MANAGERS CONFERENCE \$2,500
  - 7 STAFF TO ATTEND PUBLIC LIBRARY ASSOCIATION CONFERENCE IN NASHVILLE, TN \$14,000
  - 2 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION LEADERSHIP ACADEMY \$2,000
  - 1 STAFF TO ATTEND LIBRARY MARKETING AND COMMUNICATION CONFERENCE \$2,500
  
- 330 MILEAGE REIMBURSEMENT
  - MILEAGE FOR LIBRARY STAFF \$2,000
  - 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)
  - LANGUAGE LINE
  - CELL PHONE CHARGES FOR BLDG MONITOR AND LIBRARY ON WHEELS VEHICLE AT \$17 PER MONTH
  - CELL PHONE CHARGES FOR 3 STAFF AT \$140 PER MONTH
  - COMCAST CABLE (BRANCH FIRE ALARM PHONE LINE)
  - CELL PHONE CHARGES FOR LIBRARY SAFETY OFFICER
  - AMENDMENT PACKET NO. 2 - ADD APPROPRIATION THAT WAS INADVERTENTLY DELETED FROM THE RECOMMENDED BUDGET COLUMN \$11,500
  
- 342 DATA COMMUNICATION EXPENSE
  - 1 DATA HOTSPOT @ \$40 PER MONTH \$480
  
- 351 UTILITIES EXPENSE
  - UTILITY COST FOR THE MAIN LIBRARY BUILDING:  
 ELECTRICITY, GAS, WATER & SOLID WASTE/RECYCLING.  
 INCLUDES ENERGY EXPERT MONITORING SOFTWARE.  
 FOR REBATE ON THE SOLAR PANELS MOUNTED ON THE LIBRARY BUILDING  
 SEE REVENUE ACCOUNT 115-03-0000-753
  
- 361 UNIFORMS & SPECIAL CLOTHING
  - UNIFORM SHIRTS FOR BUILDING MONITORS \$300
  - SHIRT UNIFORMS FOR LIBRARY STAFF (\$20 X 80) \$1,600
  
- 377 PUBLIC RELATIONS EXPENSE
  - MATERIALS RELATED TO PUBLIC EVENTS, OUTREACH AND COMMUNITY ENGAGEMENT \$2,600  
 (SOME OF THESE EXPENSES PREVIOUSLY PAID BY TRUST DONATIONS)
  - PUBLIC PERFORMANCE MOVIE LICENSES \$500
  - EXPENSES FOR DEATH CAFE AND POETRY SLAM PROGRAMS \$500
  - SUBSCRIPTION TO ICON DATABASE AND OTHER SERVICES FOR PRINT AND ELECTRONIC PIECES \$350
  - ADVERTISING IN PRINT PUBLICATIONS AND SOCIAL MEDIA \$900

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
381	BUILDING EXPENSE										
	26,048		33,133		40,000		40,000	40,000		40,000	
384	BUILDING MAINTENANCE PROJECTS										
	42,605		50,248		50,140		50,140	118,140		118,140	
461	SPECIAL EXPENSE										
	7,270		8,086		10,300		10,300	10,300		10,300	
465	VOLUNTEER PROGRAM EXPENSE										
	6,160		6,801		7,500		7,500	7,500		7,500	
481	OTHER EXPENSES										
	2,002		2,886		4,823		4,823	4,840		4,840	
511	PROFESSIONAL SERVICES										
	142,279		172,033		146,323		148,500	164,600		164,600	
523	BOARDS & COMMISSIONS EXPENSES										
	293		365		300		300	300		300	
536	MAINTENANCE CONTRACTS										
	14,506		15,932		15,800		15,800	15,800		15,800	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	404,974		468,097		487,003		487,956	589,566		601,066	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
	22,047										
TOTAL CLASS: 15 CAPITAL OUTLAY											
	22,047										
CLASS: 25 TRANSFERS											
801	TRSFER TO GENERAL FD - OVERHEAD										
	841,053		873,625		892,571		892,571	981,595		981,595	
803	TRSFER TO GENERAL FD-LANDSCAPE										
	83,226		96,258		100,402		100,402	105,922		105,922	
805	TRSFER TO G/F BLDG MAINT										
	109,530		116,345		124,052		124,052	129,005		129,005	
816	TRSFERS TO REPROGRAPHICS FUND										
	14,522		13,632		18,853		18,853	22,019		22,019	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

381	BUILDING EXPENSE BOILER/CHILLER REPAIRS & FILTERS, FIRE ALARM TESTS, FIRE EXTINGUISHERS PLUMBING & ELECTRICAL REPAIRS, JANITORIAL SUPPLIES, AND LAMP REPLACEMENTS VARIOUS LUNCH/BREAK ROOM EQUIPMENT REPLACEMENTS UNFORESEEN REPAIRS \$40,000
384	BUILDING MAINTENANCE PROJECTS REPLACE WINDOW BLINDS IN MEETING ROOMS A & B WITH VERTICALS \$4,640 REPLACE PAVERS IN FRONT OF LIBRARY WITH CEMENT \$25,000 ONE ADDITIONAL SECURITY CAMERA \$2,500 PROJECT RESULTING FROM SPACE STUDY CONDUCTED SPRING 2018 \$83,000 TECHNOLOGY INFRASTRUCTURE WORK FOR ADDITION OF CEILING MOUNTED PROJECTOR AND SCREEN \$3,000 IN ADMIN CONF ROOM
461	SPECIAL EXPENSE TONER FOR PUBLIC COMPUTERS \$10,300
465	VOLUNTEER PROGRAM EXPENSE VOLUNTEER PROGRAM EXPENSES INCLUDING SERVICE PINS, FIVE VOLUNTEER APPRECIATION EVENTS \$3,500 VOL SUPPLIES, INFORMAL RECOGNITION \$2,800 STORAGE FOR VOL SUPPLIES \$700 QUARTERLY VOL EVENTS W/ LIB DIR \$500
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSES (71 FTE @ \$40/FTE) \$2,840 (YTD NUMBER IS LOW B/C LIB INSERVICE AND NATIONAL LIB WEEK HAPPEN IN SPRING) SUPPORT FOR LIBRARY STAFF COMMITTEES \$2,000
511	PROFESSIONAL SERVICES JANITORIAL SERVICES AND OTHER SERVICES \$152,800 CONTRACT WITH BEAVERTON CIVIC THEATER STAFF TO WORK IN AUDITORIUM CONTROL BOOTH DURING EVENTS (10 EVENTS AT \$20/HOUR FOR 4 HOURS EACH) \$800 PSU SUMMER FELLOW TO DEVELOP LIBRARY DIVERSITY, EQUITY AND INCLUSION PLAN / PROGRAM \$11,000
523	BOARDS & COMMISSIONS EXPENSES MISCELLANEOUS BOARD SUPPLIES \$300
536	MAINTENANCE CONTRACTS ELEVATORS, ALARM MONITORING, BOILER & CHILLER, PEST CONTROL FIRE ALARM AND SPRINKLER TESTING & MONITORING GENERATOR MAINTENANCE \$15,800
641	VEHICLES
801	TRSFER TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$981,595
803	TRSFER TO GENERAL FD-LANDSCAPE ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND \$105,922
805	TRSFER TO G/F BLDG MAINT AMOUNT BUDGETED REFLECTS FUNDING FOR BUILDING MAINTENANCE STAFF MATRIXED TO SUPPORT THE MAIN LIBRARY BUILDING \$129,005
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,019

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
817	TRSFERS TO GARAGE FUND											
	5,751		5,635		13,356		13,356	6,702		6,702		
818	TRSFERS TO ISD-ALLOCATED											
	244,069		291,729		335,929		335,929	344,716		344,716		
819	TRSFERS TO INSURANCE FUND											
	84,271		111,572		111,572		111,572	139,465		139,465		
TOTAL CLASS: 25 TRANSFERS												
	1,382,422		1,508,796		1,596,735		1,596,735	1,729,424		1,729,424		
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					753,871			586,903		575,403		
996	RESERVE - EQUIPMENT REPLACEMT											
					1,755			3,510		3,510		
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					755,626			590,413		578,913		
TOTAL PROGRAM: 0551 LIBRARY ADMINISTRATION												
	2,254,263	3.60	2,457,071	4.00	3,420,973	5.00	2,537,646	3,495,877	5.00	3,495,877	5.00	

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 817 TRSFERS TO GARAGE FUND  
FLEET SERVICES FOR LIBRARY VEHICLES \$6,702
- 818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$242,727  
ALLOCATION OF ONE COMPUTER SERVICE TECHNICIAN ASSIGNED TO LIBRARY \$101,989
- 819 TRSFERS TO INSURANCE FUND  
TRANSFER TO INSURANCE FUND FOR LIABILITY, FIRE AND PROPERTY INSURANCE ON LIBRARY BUILDING \$139,465



- 991 CONTINGENCY - UNRESERVED  
CONTINGENCY
- 996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR LIBRARY FUND VEHICLE \$3,510



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0552 TECHNICAL SERVICE

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: 05 PERSONNEL SERVICES

260	LIBRARIAN											
		64,669	1.00	66,056	1.00	67,516	1.00	67,092	70,275	1.00	70,275	1.00
265	LIBRARY ASSISTANT 2											
		251,363	5.75	260,016	5.75	275,528	6.00	271,696	297,686	6.00	297,686	6.00
266	DIVISION LIBRARIAN 1											
		88,030	1.00	89,674	1.00	91,907	1.00	91,704	94,760	1.00	94,760	1.00
299	PAYROLL TAXES AND FRINGES											
		251,575		274,351		306,660		291,497	342,143		342,143	

TOTAL CLASS: 05 PERSONNEL SERVICES

		655,637	7.75	690,097	7.75	741,611	8.00	721,989	804,864	8.00	804,864	8.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
									3,200		3,200	
304	DEPARTMENT EQUIPMENT EXPENSE											
		680		373		1,000		1,200	1,000		1,000	
305	SPECIAL DEPARTMENT SUPPLIES											
		22,456		22,554		22,000		22,000	22,000		22,000	
317	COMPUTER EQUIPMENT											
				689								
318	COMPUTER SOFTWARE											
		1,079		804		1,000		815	950		950	

TOTAL CLASS: 10 MATERIALS & SERVICES

		24,215		24,420		24,000		24,015	27,150		27,150	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND											
		11,325		21,053		19,408		19,408	26,423		26,423	

TOTAL CLASS: 25 TRANSFERS

		11,325		21,053		19,408		19,408	26,423		26,423	
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TOTAL PROGRAM: 0552 TECHNICAL SERVICE

		691,177	7.75	735,570	7.75	785,019	8.00	765,412	858,437	8.00	858,437	8.00
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**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT

ADJUSTABLE, STANDING DESKS FOR 4 EMPLOYEES \$3,200

304 DEPARTMENT EQUIPMENT EXPENSE

TIME AND MATERIALS FOR REPAIR OF DISC POLISHER AND OTHER EQUIPMENT \$1,000

305 SPECIAL DEPARTMENT SUPPLIES

SUPPLIES AND CASES FOR PROCESSING LIBRARY MATERIALS \$22,000

317 COMPUTER EQUIPMENT

NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE

ANNUAL LICENSE FOR RDA TOOLKIT \$300  
 ANNUAL LICENSE FOR WEBDEWEY \$350  
 ANNUAL LICENSE FOR IPAGE \$300

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$26,423

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

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: 05 PERSONNEL SERVICES

261	SENIOR LIBRARY ASSISTANT											
	114,258	2.00	114,249	2.00	117,102	2.00	116,823	121,884	2.00	121,884	2.00	
265	LIBRARY ASSISTANT 2											
	377,540	8.50	401,163	8.50	405,363	8.50	403,343	422,348	8.50	422,348	8.50	
266	DIVISION LIBRARIAN 1											
	84,240	1.00	89,674	1.00	91,907	1.00	91,703	94,760	1.00	94,760	1.00	
268	LIBRARY SUPERVISOR											
	58,990	1.00	64,380	1.00	69,019	1.00	68,613	74,719	1.00	74,719	1.00	
269	LIBRARY ASSISTANT 1											
	521,296	12.90	538,343	12.10	499,783	11.00	499,124	509,150	11.00	509,150	11.00	
275	TEMPORARY EMPLOYEES											
	83,478		90,378		117,055		117,055	120,556		120,556		
299	PAYROLL TAXES AND FRINGES											
	691,583		734,700		779,805		751,681	834,857		834,857		

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,931,385	25.40	2,032,887	24.60	2,080,034	23.50	2,048,342	2,178,274	23.50	2,178,274	23.50
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
					800		800	3,800		3,800		
304	DEPARTMENT EQUIPMENT EXPENSE											
	1,034		3,576		34,204		34,204	18,404		18,404		
305	SPECIAL DEPARTMENT SUPPLIES											
	1,646		5,111		3,600		3,600	3,600		3,600		
313	INTERLIBRARY LOAN EXPENSES											
	382		1,521		2,500		1,500	1,500		1,500		
317	COMPUTER EQUIPMENT											
	1,560											
341	COMMUNICATIONS EXPENSE											
	95											
406	BANK SERVICE FEES											
	7,046		6,043		7,500		7,500	7,500		7,500		
511	PROFESSIONAL SERVICES											
	9,585		8,825		10,000		10,000	10,000		10,000		

**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

266 DIVISION LIBRARIAN 1

268 LIBRARY SUPERVISOR

269 LIBRARY ASSISTANT 1

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT

REPLACEMENT OFFICE CHAIRS--2 X \$400 \$800  
 EQUIPMENT TO RETROFIT DESKS--6 X \$500 \$3,000

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  
 5 SMALL BOOK TRUCKS (310/EA + SHIPPING) \$1,600  
 1 SELF-CHECK + SHIPPING \$14,404  
 LIBRARY OWNS 9 SELF-CHECKS BETWEEN BOTH LOCATIONS; SCHEDULED TO REPLACE 2 EACH YEAR.

305 SPECIAL DEPARTMENT SUPPLIES

PAPER FOR RECEIPT PRINTERS AND SELF-CHECKS \$3,600

313 INTERLIBRARY LOAN EXPENSES

REIMBURSEMENT FOR INTERLIBRARY LOAN FEES AND LOST/DAMAGED MATERIALS \$1,000  
 REIMBURSE WCCLS NON-RESIDENT FEES \$500

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

511 PROFESSIONAL SERVICES

FEES FOR PATRON ACCOUNTS REFERRED TO COLLECTION AGENCY \$10,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

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										
	31,443		42,560		44,601		44,601	46,522		46,522	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	52,791		67,636		103,205		102,205	91,326		91,326	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	13,620		14,556		15,526		15,526	17,615		17,615	
TOTAL CLASS: 25 TRANSFERS											
	13,620		14,556		15,526		15,526	17,615		17,615	
TOTAL PROGRAM: 0553 CIRCULATION											
	1,997,796	25.40	2,115,079	24.60	2,198,765	23.50	2,166,073	2,287,215	23.50	2,287,215	23.50

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0553 CIRCULATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS  
CONTRACT FOR 2 CASH REGISTERS (\$275 EA) \$550  
CONTRACT FOR SELF-CHECK UNITS \$15,063  
CONTRACT FOR FINES AND FEES MODULE FOR 9 SELF-CHECK UNITS \$4,491  
CONTRACT FOR AUTOMATED MATERIALS HANDLING \$26,418

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$17,615

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

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: 05 PERSONNEL SERVICES

260	LIBRARIAN	284,893	5.00	308,901	4.75	287,351	4.50	260,884	292,562	4.50	292,562	4.50
263	LIBRARY REFERENCE ASSISTANT	166,519	3.20	178,243	3.20	193,056	3.70	183,808	209,304	3.75	209,304	3.75
264	SENIOR LIBRARIAN	69,835	1.00	71,206	1.00	72,704	1.00	72,249	75,670	1.00	75,670	1.00
265	LIBRARY ASSISTANT 2	21,509	.75									
266	DIVISION LIBRARIAN 1	88,030	1.00	89,674	1.00	91,907	1.00	91,703	94,760	1.00	94,760	1.00
275	TEMPORARY EMPLOYEES	77,639		78,349		104,500		104,500	98,000		98,000	
299	PAYROLL TAXES AND FRINGES	321,229		341,768		356,315		311,528	369,480		369,480	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,029,654	10.95	1,068,141	9.95	1,105,833	10.20	1,024,672	1,139,776	10.25	1,139,776	10.25
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT			429		3,400		3,000	3,600		3,600	
304	DEPARTMENT EQUIPMENT EXPENSE			187		6,570		5,000	700		700	
305	SPECIAL DEPARTMENT SUPPLIES	1,774		1,740		2,600		2,300	2,600		2,600	
310	LIBRARY MATERIAL	525,171		537,005		685,000		685,000	610,000		610,000	
317	COMPUTER EQUIPMENT	7,766		4,391		16,646		16,000	19,381		19,381	
318	COMPUTER SOFTWARE			2,350		3,127		2,400	3,200		3,200	

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 260 LIBRARIAN  
 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACE 1 OFFICE CHAIR \$400  
 EQUIPMENT TO RETROFIT STAFF DESKS FOR 4 MORE EMPLOYEES (4 X \$800) (1 LIBRARIAN, 3 RA) \$3,200
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 MISC STAFF EQUIPMENT FOR TRAINING (EBOOKS, SMALL TABLETS) \$400  
 PUBLIC USE SCANNER REPLACEMENT \$300
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 SUPPLIES FOR PUBLIC COMPUTERS (CABLES, LOCKS, PAPER, HEADPHONES) BOTH LOCATIONS \$2,200  
 STAFF GADGETS FOR TRAINING \$400
  - 310 LIBRARY MATERIAL  
 BOOKS AND MATERIALS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$590,000  
 LIBRARY OF THINGS \$20,000  
 DOES NOT INCLUDE DATABASES, E-BOOKS OR DOWNLOADABLE MEDIA PURCHASED BY WCCLS
  - 317 COMPUTER EQUIPMENT  
 PUBLIC USE COMPUTER REPLACEMENTS (X12) (5 YEAR CYCLE) \$9,384  
 DESK PHONES (X3) \$1,200  
 PUBLIC USE COMPUTER REPLACEMENTS FOR BRANCH LIBRARY (X4) (5 YEAR CYCLE) \$3,128  
 BLACK AND WHITE PRINTER REPLACEMENTS (X2) (7 YEAR CYCLE) \$2,424  
 PUBLIC USE MONITOR REPLACEMENTS \$1,095  
 MISC HARDWARE FOR PUBLIC USE COMPUTERS \$750  
 ADDITIONAL SMALL FORM FACTOR COMPUTERS FOR COMPUTER CLASSROOM \$1,400
  - 318 COMPUTER SOFTWARE  
 TECH SOUP WINDOWS LICENSES (X50) \$1,500  
 TECH SOUP OFFICE LICENSES (X50) \$1,500  
 ADAPTIVE SOFTWARE UPDATE \$200

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
342	DATA COMMUNICATION EXPENSE										
	240										
377	PUBLIC RELATIONS EXPENSE										
	4,295		5,029		11,600		10,000	14,500		14,500	
406	BANK SERVICE FEES										
					1,800		400	1,800		1,800	
511	PROFESSIONAL SERVICES										
					1,008			1,008		1,008	
536	MAINTENANCE CONTRACTS										
	1,295		1,295		1,300		1,300	1,300		1,300	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	540,541		552,426		733,051		725,400	658,089		658,089	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	27,447		21,313		22,734		22,734	20,918		20,918	
TOTAL CLASS: 25 TRANSFERS											
	27,447		21,313		22,734		22,734	20,918		20,918	
TOTAL PROGRAM: 0554 ADULT SERVICES											
	1,597,642	10.95	1,641,880	9.95	1,861,618	10.20	1,772,806	1,818,783	10.25	1,818,783	10.25

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

342	DATA COMMUNICATION EXPENSE NO APPROPRIATION REQUESTED
377	PUBLIC RELATIONS EXPENSE PROGRAMS AND ACTIVITIES OF INTEREST TO ADULTS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$6,500 ONE BOOK ONE BEAVERTON 2020 \$8,000
406	BANK SERVICE FEES PROCESSING FEES FOR CREDIT CARD MACHINE ON ENVISIONWARE \$75 MO X 2 LOCATIONS \$1,800
511	PROFESSIONAL SERVICES (\$504 YR X 2 LOCATIONS) ENVISIONWARE CREDIT CARD MAINTENANCE CONTRACT \$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 \$20,918
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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

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: 05 PERSONNEL SERVICES

258	LIBRARY PROGRAM ASSISTANT	68,686	1.50	79,984	1.50	87,481	1.70	86,762	97,003	1.70	97,003	1.70
260	LIBRARIAN	311,058	4.75	256,290	3.75	254,481	3.75	258,787	268,889	3.75	268,889	3.75
263	LIBRARY REFERENCE ASSISTANT	106,235	2.10	121,536	2.20	127,098	2.70	129,716	146,172	2.70	146,172	2.70
264	SENIOR LIBRARIAN	68,665	1.00	135,592	2.00	146,097	2.00	139,043	154,929	2.00	154,929	2.00
266	DIVISION LIBRARIAN 1	88,030	1.00	90,536	1.00	91,907	1.00	94,277	94,760	1.00	94,760	1.00
268	LIBRARY SUPERVISOR			8,514	1.00	79,248	1.00	78,591	85,317	1.00	85,317	1.00
274	SEASONAL WORKFORCE	7,060		9,804		12,505		12,200	13,037		13,037	
299	PAYROLL TAXES AND FRINGES	298,652		322,035		409,290		344,484	405,086		405,086	

TOTAL CLASS: 05 PERSONNEL SERVICES

		948,386	10.35	1,024,291	11.45	1,208,107	12.15	1,143,860	1,265,193	12.15	1,265,193	12.15
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	3,103		669		3,000		3,203	3,950		3,950	
305	SPECIAL DEPARTMENT SUPPLIES	3,561		3,310		4,000		4,000	3,250		3,250	
317	COMPUTER EQUIPMENT	3,696		7,350		14,674		13,206	12,643		12,643	
318	COMPUTER SOFTWARE					120		213				
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  
 ONE LIBRARY PROGRAM ASSISTANT POSITION IS BILINGUAL SPANISH.
- 260 LIBRARIAN  
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.
- 263 LIBRARY REFERENCE ASSISTANT  
 FY 17-18 REFLECTS INCREASING LIBRARY REFERENCE ASSISTANT FTE BY .10 FTE.  
 FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.05 FTE TO COVER PROPOSED  
 ADDITIONAL OPEN SUNDAY HOURS.
- 264 SENIOR LIBRARIAN  
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.
- 266 DIVISION LIBRARIAN 1
- 268 LIBRARY SUPERVISOR  
 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  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT  
 EQUIPMENT TO RETROFIT 1 DESK TO STANDING DESK \$1,000  
 CHAIRS FOR OFFICES AND SERVICE DESK (5) \$1,600  
 TABLE FOR MURRAY SCHOLLS BRANCH \$1,000  
 MONITOR ARM FOR MURRAY SCHOLLS BRANCH \$350
- 305 SPECIAL DEPARTMENT SUPPLIES  
 SUPPLIES, PAPER AND CRAFT ITEMS FOR USE WITH STORYTIMES AND PROGRAMS AT BOTH LIBRARIES \$3,250
- 317 COMPUTER EQUIPMENT  
 REPLACEMENT PATRON IPAD \$620  
 REPLACEMENT AWE STATION AT MAIN AND BRANCH LIBRARY \$6,400  
 ADDITIONAL CHROMEBOOK AND REPLACEMENT \$600  
 REPLACEMENT OF COMPUTERS FOR CHILDRENS AND TEENS AREA (X5) \$3,910  
 ADDITIONAL COMPUTER FOR BRANCH LIBRARY \$760  
 ADDITIONAL MONITOR FOR BRANCH LIBRARY \$115  
 ADDITIONAL BACKUP BATTERY FOR BRANCH LIBRARY \$88  
 CHROME ENTERPRISE LICENSES (X5) \$150
- 318 COMPUTER SOFTWARE  
 CHROME ENTERPRISE LICENSE
- 320 LIBRARY MATERIAL - GRANT FUNDED  
 GRANT CONCLUDED- NO ADDITIONAL FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
365	STATE READY TO READ GRANT PROG										
	15,386		14,742		15,960		15,696	15,696		15,696	
377	PUBLIC RELATIONS EXPENSE										
	10,134		14,247		14,400		14,000	16,000		16,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	75,346		40,318		52,154		50,318	51,539		51,539	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	21,338		32,928		32,159		32,159	31,928		31,928	
TOTAL CLASS: 25 TRANSFERS											
	21,338		32,928		32,159		32,159	31,928		31,928	
TOTAL PROGRAM: 0555 YOUTH SERVICES											
	1,045,070	10.35	1,097,537	11.45	1,292,420	12.15	1,226,337	1,348,660	12.15	1,348,660	12.15

### 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 \$15,696

377 PUBLIC RELATIONS EXPENSE  
SUMMER READING PROGRAM AND PROGRAMS THROUGHOUT YEAR AT BOTH LIBRARIES \$13,200  
SPANISH STORY TIME \$750  
TEEN LIBRARY COUNCIL \$300  
NEW PARENTING WORKSHOP SERIES \$1,000  
INCLUDES FUNDS MOVED FROM 115-35-555-305 \$750



816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$31,928



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

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: 05 PERSONNEL SERVICES

260	LIBRARIAN											
		45,697	1.00	55,007	1.00	59,279	1.00	59,306	64,784	1.00	64,784	1.00
261	SENIOR LIBRARY ASSISTANT											
		54,580	1.00	65,439	2.00	112,543	2.00	100,960	109,953	2.00	109,953	2.00
263	LIBRARY REFERENCE ASSISTANT											
		75,576	1.50	79,001	1.50	87,282	1.63	77,587	93,086	1.63	93,086	1.63
265	LIBRARY ASSISTANT 2											
				276,391	5.30	281,171	6.10	278,135	306,153	6.10	306,153	6.10
268	LIBRARY SUPERVISOR											
		57,427	1.00	63,664	1.00	68,453	1.00	68,097	74,110	1.00	74,110	1.00
270	LIBRARY AIDE - BRANCH											
		266,793	5.80									
275	TEMPORARY EMPLOYEES											
		31,177										
299	PAYROLL TAXES AND FRINGES											
		272,722		284,325		402,162		307,026	355,129		355,129	

TOTAL CLASS: 05 PERSONNEL SERVICES

		803,972	10.30	823,827	10.80	1,010,890	11.73	891,111	1,003,215	11.73	1,003,215	11.73
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
		1,190		908		1,000		1,200	1,500		1,500	
305	SPECIAL DEPARTMENT SUPPLIES											
		547										
317	COMPUTER EQUIPMENT											
		2,430										
377	PUBLIC RELATIONS EXPENSE											
		4,312										
381	BUILDING EXPENSE											
		772		4,663		2,000		3,052	2,000		2,000	
384	BUILDING MAINTENANCE PROJECTS											
				1,740		19,500			19,500		19,500	
511	PROFESSIONAL SERVICES											
		16,772		17,136		17,136		17,136	17,136		17,136	

**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.
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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE GENERAL OFFICE SUPPLIES \$1,500
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
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 CARRYOVER FROM FY 18-19: SECURITY CAMERA PROJECT \$15,000 REPLACE/ADD EXTERIOR SIGNAGE \$2,000 REPLACE EXTERIOR BOOKDROP \$2,500
511	PROFESSIONAL SERVICES JANITORIAL SERVICES \$17,136

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

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										
	6,604		701		1,100		926	1,100		1,100	
551	RENTS AND LEASES										
	231,383		241,128		241,759		241,944	247,812		247,812	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	264,010		266,276		282,495		264,258	289,048		289,048	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	8,792										
819	TRSFERS TO INSURANCE FUND										
	12,748										
TOTAL CLASS: 25 TRANSFERS											
	21,540										
TOTAL PROGRAM: 0558 BRANCH LIBRARY											
	1,089,522	10.30	1,090,103	10.80	1,293,385	11.73	1,155,369	1,292,263	11.73	1,292,263	11.73

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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 (RENT + CAM + MGMT FEE + EST INSURANCE) \$247,812  
(LEASE EXPIRES JANUARY 31, 2026)

- 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	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		23,169		5,000		14,500	30,000		30,000	
304	DEPARTMENT EQUIPMENT EXPENSE		80	7,078	2,000		1,892	15,000		15,000	
305	SPECIAL DEPARTMENT SUPPLIES		426	6,536	5,000		2,288	2,000		2,000	
310	LIBRARY MATERIAL		6,302	3,170	5,000		1,500	3,000		3,000	
317	COMPUTER EQUIPMENT						2,530				
377	PUBLIC RELATIONS EXPENSE		15,042	8,915	16,000		15,000	20,000		20,000	
TOTAL CLASS: 10 MATERIALS & SERVICES			21,850	48,868	33,000		37,710	70,000		70,000	

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

978	RESERVE - LIBRARY TRUST FUNDS				48,300			92,226		92,226	
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					48,300			92,226		92,226	
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TOTAL PROGRAM: 0559 LIBRARY TRUST

	21,850		48,868		81,300		37,710	162,226		162,226	
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TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT

	8,697,320	68.35	9,186,108	68.55	10,933,480	70.58	9,661,353	11,263,461	70.63	11,263,461	70.63
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TOTAL FUND: 115 LIBRARY FUND

	8,697,320	68.35	9,186,108	68.55	10,933,480	70.58	9,661,353	11,263,461	70.63	11,263,461	70.63
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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0559 LIBRARY TRUST

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 303 OFFICE FURNITURE & EQUIPMENT  
 FURNITURE NEEDS IDENTIFIED IN LIBRARY SPACE PLAN FUNDED IN PART BY FRIENDS OF THE LIBRARY AND LIBRARY FOUNDATION \$30,000
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 UNANTICIPATED EQUIPMENT NEEDS AS APPROVED BY LIBRARY ADVISORY BOARD  
 ELECTRONIC DISPLAY MONITORS FUNDED BY DONATION FROM FRIENDS OF THE LIBRARY \$15,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
 TO COVER UNANTICIPATED PROGRAM SUPPLY NEEDS AS APPROVED BY THE ADVISORY BOARD \$2,000
- 310 LIBRARY MATERIAL  
 TO PURCHASE LIBRARY BOOKS AND MATERIALS FROM DONATIONS AND MEMORIALS RECEIVED THROUGHOUT THE YEAR \$3,000
- 317 COMPUTER EQUIPMENT  
 TO PURCHASE COMPUTER EQUIPMENT AS APPROVED BY THE LIBRARY ADVISORY BOARD
- 377 PUBLIC RELATIONS EXPENSE  
 OUTREACH AND PUBLIC RELATIONS MATERIALS AS APPROVED BY THE LIBRARY BOARD \$2,000  
 COMMUNITY READS AND OTHER PROGRAMS SUBSIDIZED, IN PART, BY THE FRIENDS OF THE LIBRARY \$8,000  
 SUMMER READING IS SUBSIDIZED, IN PART, BY THE FRIENDS OF BEAVERTON CITY LIBRARY \$10,000

- 978 RESERVE - LIBRARY TRUST FUNDS  
 REVENUES:  
 FY 16-17 TRANSFER FROM LIBRARY TRUST FUND CLOSEOUT \$48,614  
 FY 16-17 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS \$26,360  
 FY 17-18 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS \$70,680  
 FY 18-19 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS ESTIMATED \$65,000  
 FY 19-20 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS PROPOSED \$60,000  
 EXPENDITURES:  
 FY 16-17 EXPENDITURES, PROGRAM 0559 \$21,850  
 FY 17-18 EXPENDITURES, PROGRAM 0559 \$48,868  
 FY 18-19 EXPENDITURES, PROGRAM 0559 ESTIMATED \$37,710  
 FY 19-20 EXPENDITURES, PROGRAM 0559 PROPOSED \$70,000 \$92,226



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 201 GENERAL BONDED DEBT FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-136,691		-149,589		-177,243		-177,243	-177,243		-102,903		-102,903
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-136,691		-149,589		-177,243		-177,243	-177,243		-102,903		-102,903
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-710		-1,107		-1,000		-1,845	-2,000		-1,000		-1,000
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311 PROPERTY TAXES - CURRENT YEAR

	-1,714,426		-1,895,870		-1,968,801		-1,951,430	-1,968,981		-1,945,621		-1,945,621
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312 PROPERTY TAXES - PRIOR YEARS

	-19,433		-14,801		-15,000		-12,002	-15,000		-12,000		-12,000
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513 COMCAST TAX SETTLEMENT

							-46,140	-46,140				
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TOTAL CLASS: 10 TAXES

	-1,734,569		-1,911,778		-1,984,801		-2,011,417	-2,032,121		-1,958,621		-1,958,621
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-8,651		-14,644		-15,500		-14,018	-20,000		-22,700		-22,700
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389 MISCELLANEOUS REVENUES

	-178		-354		-300		-393	-300				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-8,829		-14,998		-15,800		-14,411	-20,300		-22,700		-22,700
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFRS FROM GENERAL FUND

497

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 201 GENERAL BONDED DEBT FUND

DEPT: 03 REVENUE

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
			-1,190,387		-100,000			-53,860				
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
			-1,190,387		-100,000			-53,860				
TOTAL DEPARTMENT: 03 REVENUE												
	-1,880,089		-3,266,752		-2,277,844		-2,203,071	-2,283,524	-2,084,224		-2,084,224	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 201 GENERAL BONDED DEBT FUND DEPT: 20 FINANCE DEPARTMENT

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: 20 DEBT SERVICE												
707	BOND PRINCIPAL 2005 GO REFUND											
	1,530,000		1,480,000		1,000,000		1,000,000	1,000,000				
711	BOND PRINCIPAL 2017 GO											
									815,000		815,000	
712	BOND INTEREST 2017 GO											
			1,485,511		1,130,622		565,311	1,130,621	1,130,621		1,130,621	
736	BOND INTEREST 2005 GO REFUND											
	200,500		124,000		50,000		50,000	50,000				
TOTAL CLASS: 20 DEBT SERVICE												
	1,730,500		3,089,511		2,180,622		1,615,311	2,180,621	1,945,621		1,945,621	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
992	UNAPPROPRIATED ENDING FUND BAL											
					97,222				138,603		138,603	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					97,222				138,603		138,603	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	1,730,500		3,089,511		2,277,844		1,615,311	2,180,621	2,084,224		2,084,224	

499

**BP WORKSHEET & JUSTIFICATION**

FUND: 201 GENERAL BONDED DEBT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		136,691	149,589	177,243	177,243	102,903		102,903			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		136,691	149,589	177,243	177,243	102,903		102,903			
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES										
		710	1,107	1,000	2,000	1,000		1,000			1,000

311	PROPERTY TAXES - CURRENT YEAR										
		1,714,426	1,895,870	1,968,801	1,968,981	1,945,621		1,945,621			

312	PROPERTY TAXES - PRIOR YEARS										
		19,433	14,801	15,000	15,000	12,000		12,000			

513	COMCAST TAX SETTLEMENT						46,140				
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TOTAL CLASS: 10 TAXES

		1,734,569	1,911,778	1,984,801	2,032,121	1,958,621		1,958,621			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		8,651	14,644	15,500	20,000	22,700		22,700			

389	MISCELLANEOUS REVENUES										
		178	354	300	300						

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		8,829	14,998	15,800	20,300	22,700		22,700			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND										
			1,190,387	100,000	53,860						

**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  
 INTEREST ON DELINQUENT TAXES \$1,000

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 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 \$0.1107 FOR THE LIBRARY BUILDING AND \$0.0945 FOR THE NEW PUBLIC SAFETY BUILDING  
 FOR A TOTAL COMBINED LEVY OF \$0.2052. THIS IS THE LAST YEAR OF DEBT SERVICE ON THE LIBRARY BONDS AS THEY MATURE IN FY2018-19 ON JUNE 1, 2019  
 FY 2019-20 \$0.1997 FOR THE NEW PUBLIC SAFETY CENTER BUILDING \$1,945,621

312 PROPERTY TAXES - PRIOR YEARS

513 COMCAST TAX SETTLEMENT  
 THE \$46,140 AMOUNT IN FY 2018-19 REPRESENTS THE DEBT SERVICE FUND'S PROPORTIONAL ALLOCATION OF THE COMCAST PROPERTY TAX APPEAL SETTLEMENT THAT WAS NEGOTIATED BY THE STATE OF OREGON

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$22,700

389 MISCELLANEOUS REVENUES

411 TRSFERS FROM GENERAL FUND  
 FY 2017-18 AND FY 2018-19 REFLECTS 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.  
 THE FY2018-19 ESTIMATED TRANSFER FROM THE GENERAL FUND WAS REDUCED DUE TO THE RECEIPT OF THE COMCAST PROPERTY TAX APPEAL SETTLEMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 201 GENERAL BONDED DEBT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

			1,190,387		100,000		53,860				
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TOTAL PROGRAM: 0000 UNRESTRICTED

	1,880,089		3,266,752		2,277,844		2,283,524	2,084,224		2,084,224	
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TOTAL DEPARTMENT: 03 REVENUE

	1,880,089		3,266,752		2,277,844		2,283,524	2,084,224		2,084,224	
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### BP WORKSHEET & JUSTIFICATION

FUND: 201 GENERAL BONDED DEBT FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


**BP WORKSHEET & JUSTIFICATION**

FUND: 201 GENERAL BONDED DEBT FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0001 DEBT SERVICE

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: 20 DEBT SERVICE											
707	BOND PRINCIPAL 2005 GO REFUND										
	1,530,000		1,480,000		1,000,000		1,000,000				
711	BOND PRINCIPAL 2017 GO										
								815,000		815,000	
712	BOND INTEREST 2017 GO										
			1,485,511		1,130,622		1,130,621	1,130,621		1,130,621	
736	BOND INTEREST 2005 GO REFUND										
	200,500		124,000		50,000		50,000				
TOTAL CLASS: 20 DEBT SERVICE											
	1,730,500		3,089,511		2,180,622		2,180,621	1,945,621		1,945,621	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
992	UNAPPROPRIATED ENDING FUND BAL										
					97,222			138,603		138,603	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					97,222			138,603		138,603	
TOTAL PROGRAM: 0001 DEBT SERVICE											
	1,730,500		3,089,511		2,277,844		2,180,621	2,084,224		2,084,224	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	1,730,500		3,089,511		2,277,844		2,180,621	2,084,224		2,084,224	
TOTAL FUND: 201 GENERAL BONDED DEBT FUND											
	1,730,500		3,089,511		2,277,844		2,180,621	2,084,224		2,084,224	

### 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.
- 711 BOND PRINCIPAL 2017 GO  
PRINCIPAL PAYMENTS ON 2017 PUBLIC SAFETY CENTER GO BONDS BEGIN IN FY 2019-20 AND THE LAST PRINCIPAL PAYMENT WILL BE IN FY 2036-37  
FY 2019-20 PRINCIPAL PAYMENT \$815,000
- 712 BOND INTEREST 2017 GO  
INTEREST DEBT SERVICE ON 2017 PUBLIC SAFETY CENTER GO BONDS. INTEREST PAYMENTS BEGAN IN FY 2017-18 AND THE LAST INTEREST PAYMENT WILL BE IN FY 2036-37  
FY 2019-20 INTEREST PAYMENT \$1,130,621
- 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.

992 UNAPPROPRIATED ENDING FUND BAL



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 202 SPECIAL REVENUE DEBT FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-270,050		-271,808		-274,416		-274,416	-274,416	-277,418		-277,418	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-270,050		-271,808		-274,416		-274,416	-274,416	-277,418		-277,418	
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CLASS: 10 TAXES

309 ROW FEE - ALLOCATION FROM GF

	-1,084,060		-1,084,060		-1,084,060		-993,722	-1,084,060	-1,084,060		-1,084,060	
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TOTAL CLASS: 10 TAXES

	-1,084,060		-1,084,060		-1,084,060		-993,722	-1,084,060	-1,084,060		-1,084,060	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,756		-2,605		-4,800		-2,817	-3,000	-3,500		-3,500	
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-1,756		-2,605		-4,800		-2,817	-3,000	-3,500		-3,500	
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TOTAL DEPARTMENT: 03 REVENUE

	-1,355,866		-1,358,473		-1,363,276		-1,270,955	-1,361,476	-1,364,978		-1,364,978	
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906

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 202 SPECIAL REVENUE DEBT FUND                      DEPT: 20 FINANCE DEPARTMENT

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: 20 DEBT SERVICE

739 BOND PRIN 2013 SPEC REV BONDS

	991,344		1,014,488		1,038,173		950,740	1,038,173	1,062,410		1,062,410	
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740 BOND INTRST 2013 SPEC REV BOND

	92,713		69,569		45,885		42,979	45,885	21,648		21,648	
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TOTAL CLASS: 20 DEBT SERVICE

	1,084,057		1,084,057		1,084,058		993,719	1,084,058	1,084,058		1,084,058	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

992 UNAPPROPRIATED ENDING FUND BAL

					279,218				280,920		280,920	
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					279,218				280,920		280,920	
--	--	--	--	--	---------	--	--	--	---------	--	---------	--

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	1,084,057		1,084,057		1,363,276		993,719	1,084,058	1,364,978		1,364,978	
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507



**BP WORKSHEET & JUSTIFICATION**

FUND: 202 SPECIAL REVENUE DEBT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		270,050	271,808	274,416	274,416	277,418		277,418		277,418	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		270,050	271,808	274,416	274,416	277,418		277,418		277,418	
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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	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		1,756	2,605	4,800	3,000	3,500		3,500		3,500	

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		1,756	2,605	4,800	3,000	3,500		3,500		3,500	
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TOTAL PROGRAM: 0000 UNRESTRICTED

		1,355,866	1,358,473	1,363,276	1,361,476	1,364,978		1,364,978		1,364,978	
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TOTAL DEPARTMENT: 03 REVENUE

		1,355,866	1,358,473	1,363,276	1,361,476	1,364,978		1,364,978		1,364,978	
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### 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 2020-21 CONSISTING OF \$359,620 IN PRINCIPAL AND \$1,732 IN INTEREST.  
FY 2019-20 TOTAL INTEREST AND PRINCIPAL PAYMENTS \$1,084,060

384 INVESTMENT INTEREST EARNINGS

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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$3,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 202 SPECIAL REVENUE DEBT FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT

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: 20 DEBT SERVICE

739 BOND PRIN 2013 SPEC REV BONDS  
 991,344 1,014,488 1,038,173 1,038,173 1,062,410 1,062,410

740 BOND INTRST 2013 SPEC REV BOND  
 92,713 69,569 45,885 45,885 21,648 21,648

TOTAL CLASS: 20 DEBT SERVICE

1,084,057 1,084,057 1,084,058 1,084,058 1,084,058 1,084,058

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

992 UNAPPROPRIATED ENDING FUND BAL  
 279,218 280,920 280,920

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

279,218 280,920 280,920

TOTAL PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT

1,084,057 1,084,057 1,363,276 1,084,058 1,364,978 1,364,978

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

1,084,057 1,084,057 1,363,276 1,084,058 1,364,978 1,364,978

TOTAL FUND: 202 SPECIAL REVENUE DEBT FUND

1,084,057 1,084,057 1,363,276 1,084,058 1,364,978 1,364,978

### 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, 2021, WITH A FINAL PRINCIPAL PAYMENTS TOTALING \$359,620 IN FY 2020-21.  
FY 2019-20 PRINCIPAL PAYMENT \$1,062,410
- 740 BOND INTRST 2013 SPEC REV BOND  
INTEREST COST ON THE 2013 SPECIAL REVENUE BONDS FOR THE BEAVERTON BUIDLING IMPROVEMENTS THE BONDS MATURE ON OCTOBER 1, 2021, WITH FINAL INTEREST PAYMENTS TOTALING \$1,732 IN FY 2020-21  
FY 2019-20 INTEREST PAYMENT \$21,648

992 UNAPPROPRIATED ENDING FUND BAL



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-242,514		-36,232,882		-35,295,805		-35,295,804	-35,295,805	-12,239,088		-12,239,088	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-242,514		-36,232,882		-35,295,805		-35,295,804	-35,295,805	-12,239,088		-12,239,088	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

328 GRANTS - STATE

					-60,000			-35,000	-25,000		-25,000	
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553 GRANTS - FEDERAL EPA BROWNFIELDS ASSMT

					-400,000				-400,000		-400,000	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

					-460,000			-35,000	-425,000		-425,000	
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CLASS: 20 PERMITS & FEES

339 PARKING PERMITS

							-1,015	-683				
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TOTAL CLASS: 20 PERMITS & FEES

							-1,015	-683				
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY/BURA PROPERTY

	-27,161		-13,664		-13,664		-13,721	-13,721	-13,774		-13,774	
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382 SALE OF CITY OR BURA PROPERTY

			-8,004		-48,022		-48,023	-48,022	-48,023		-48,023	
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384 INVESTMENT INTEREST EARNINGS

	-119,768		-486,602		-415,300		-492,563	-606,000	-472,300		-472,300	
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389 MISCELLANEOUS REVENUES

	-10,000		-2,500									
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395 GRANTS - PRIVATE

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

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
					-509,589				-509,589		-509,589	
399	REIMBURSEMENTS - OTHER											
							-64,927	-26,911				
765	DONATION - PRCA MAJOR DONOR											
									-4,000,000		-4,000,000	
766	DONATION - PRCA BVTN ARTS FOUNDATION											
									-2,000,000		-2,000,000	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-156,929		-510,770		-986,575		-619,234	-694,654	-7,043,686		-7,043,686	
CLASS: 40 INTERFUND TRANSFERS/LOANS												
411	TRSFERS FROM GENERAL FUND											
	-1,985,005		-423,464		-1,202,575		-198,889	-1,097,575	-172,721		-922,721	
412	TRSFERS FROM STREET FUND											
	-163,758		-234,955		-116,250		-2,566	-11,250	-106,000		-106,000	
442	TRANSFER FROM THE TLT FUND											
			-1,408,243		-378,085		-297,085	-378,085	-100,000		-100,000	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-2,148,763		-2,066,662		-1,696,910		-498,540	-1,486,910	-378,721		-1,128,721	
CLASS: 45 NON-REVENUE RECEIPTS												
451	BOND SALE PROCEEDS											
	-34,999,828								-21,000,000		-21,000,000	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS												
	-34,999,828								-21,000,000		-21,000,000	
TOTAL DEPARTMENT: 03 REVENUE												
	-37,548,034		-38,810,314		-38,439,290		-36,414,593	-37,513,052	-41,086,495		-41,836,495	

514

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

497 DEBT ISSUANCE COST

98,568

205,000

205,000

498 UNDERWRITERS DISCOUNT, BOND

299,498

TOTAL CLASS: 10 MATERIALS & SERVICES

398,066

205,000

205,000

CLASS: 15 CAPITAL OUTLAY

620 1% For The Arts

362,008

58,248

60,000

302,008

302,008

651 PROPERTY ACQUISTION(LAND/BLDG)

105,680

404,700

1,051,000

621,753

793,991

250,000

1,000,000

652 RIGHT-OF-WAY AND EASEMENT COST

1,730

200,000

200,000

200,000

653 BLDG DEMOLITION COST

23,000

23,000

140,000

140,000

654 SITE SOIL REMEDIATION COST

412,000

12,000

682 CONSTRUCTION

252,866

476,611

31,754,149

11,228,599

20,398,281

30,425,868

30,425,868

683 CONST DESIGN & ENGR INSPECTION

556,809

2,549,300

4,634,117

3,421,922

3,986,692

2,437,936

2,437,936

TOTAL CLASS: 15 CAPITAL OUTLAY

917,085

3,430,611

38,436,274

15,330,522

25,273,964

33,755,812

34,505,812

CLASS: 25 TRANSFERS

807 TRSFR TO GENERAL FUND

515

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

83,899

TOTAL CLASS: 25 TRANSFERS

83,899

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

3,016

7,125,683

7,125,683

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

3,016

7,125,683

7,125,683

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

1,315,151

3,514,510

38,439,290

15,330,522

25,273,964

41,086,495

41,836,495



**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3509 PUBLIC SAFETY CENTER

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		34,667,297		33,342,812		33,342,812		11,915,323		11,915,323	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		34,667,297		33,342,812		33,342,812		11,915,323		11,915,323	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

328	GRANTS - STATE			25,000				25,000		25,000	
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553	GRANTS - FEDERAL EPA BROWNFIELDS ASSMT			400,000				400,000		400,000	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

				425,000				425,000		425,000	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	117,504	484,001	414,900		605,600		470,900		470,900	
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389	MISCELLANEOUS REVENUES		2,500								
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395	GRANTS - PRIVATE			509,589				509,589		509,589	
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399	REIMBURSEMENTS - OTHER					26,911					
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		117,504	486,501	924,489		632,511		980,489		980,489	
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CLASS: 45 NON-REVENUE RECEIPTS

451	BOND SALE PROCEEDS										
		34,999,828									

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		34,999,828									
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TOTAL PROGRAM: 3509 PUBLIC SAFETY CENTER

		35,117,332	35,153,798	34,692,301		33,975,323		13,320,812		13,320,812	
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## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3509 PUBLIC SAFETY CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

328 GRANTS - STATE  
BROWNFIELD REDEVELOPEMENT GRANT

553 GRANTS - FEDERAL EPA BROWNFIELDS ASSMT

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%  
FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$470,900

389 MISCELLANEOUS REVENUES

395 GRANTS - PRIVATE  
PGE RENEWABLE DEVELOPMENT FUND GRANT

399 REIMBURSEMENTS - OTHER  
18-19 REFLECTS REIMBURSEMENT FROM SHELL OIL FOR THE SHELL STATION SOIL  
CONTAMINATION INVESTIGATION ON THE PUBLIC SAFETY CENTER SITE.

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	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

497 DEBT ISSUANCE COST  
 98,568

498 UNDERWRITERS DISCOUNT, BOND  
 299,498

TOTAL CLASS: 10 MATERIALS & SERVICES  
 398,066

CLASS: 15 CAPITAL OUTLAY

620 1% For The Arts  
 362,008 60,000 302,008 302,008

654 SITE SOIL REMEDIATION COST  
 400,000

682 CONSTRUCTION  
 87,759 31,355,868 20,000,000 11,355,868 11,355,868

683 CONST DESIGN & ENGR INSPECTION  
 51,968 1,723,227 2,574,425 2,000,000 1,662,936 1,662,936

TOTAL CLASS: 15 CAPITAL OUTLAY  
 51,968 1,810,986 34,692,301 22,060,000 13,320,812 13,320,812

TOTAL PROGRAM: 3509 PUBLIC SAFETY CENTER  
 450,034 1,810,986 34,692,301 22,060,000 13,320,812 13,320,812

### 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

620 1% For The Arts

654 SITE SOIL REMEDIATION COST

682 CONSTRUCTION  
CONSTRUCTION OF PUBLIC SAFETY CENTER BEGINS IN FY 2018-19 \$11,355,868

683 CONST DESIGN & ENGR INSPECTION

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
	158,615		382,360		1,930		1,930	120,082		120,082	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	158,615		382,360		1,930		1,930	120,082		120,082	
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY/BURA PROPERTY										
	27,161		13,664		13,664		13,721	13,774		13,774	

382	SALE OF CITY OR BURA PROPERTY										
			8,004		48,022		48,022	48,023		48,023	

384	INVESTMENT INTEREST EARNINGS										
	2,264		2,601		400		400	1,400		1,400	

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	29,425		24,269		62,086		62,143	63,197		63,197	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND										
	300,000				100,000		100,000	66,721		816,721	

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	300,000				100,000		100,000	66,721		816,721	
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TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

	488,040		406,629		164,016		164,073	250,000		1,000,000	
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### 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/BURA 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 \$13,774

382 SALE OF CITY OR BURA 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. \$4,001,90 PER MONTH TIMES 12 MONTHS EQUALS \$48,023

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON  
3.00% \$1,400

411 TRSFERS FROM GENERAL FUND

TRANSFER TO PROVIDE FUNDING FOR THE CITY'S PROPERTY ACQUISITION PROGRAM  
NO TRANSFER FOR FY 2017-18 WAS REQUESTED.  
FY 2018-19 TRANSFER FROM GENERAL FUND \$100,000  
FY 2019-20 TRANSFER REQUEST FROM GENERAL FUND \$66,721  
AMENDMENT PACKET NO. 5 - PROVIDE AN ADDITIONAL \$750,000 APPROPRIATION TO  
ACQUIRE PROPERTY THAT MAY BECOME AVAILABLE DURING THE YEAR. \$750,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISTION(LAND/BLDG)										
		105,680	404,700	161,000		43,991	250,000		1,000,000		

TOTAL CLASS: 15 CAPITAL OUTLAY

		105,680	404,700	161,000		43,991	250,000		1,000,000		
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED					3,016					
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

						3,016					
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TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

		105,680	404,700	164,016		43,991	250,000		1,000,000		
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### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISITION(LAND/BLDG)

PROPERTY PURCHASE ACQUISITION PAYMENTS:

FY 2016-17 ACTUALS REFLECT CONTRACT PAYMENTS ON THE UMREIN PROPERTY TOTALING \$105,680

FY 2017-18 ACTUALS REFLECTS PROPERTY PAYMENTS TOTALING \$404,670 COMPRISED OF:

CONTRACT PURCHASE PAYMENTS ON THE UMRIEN PROPERTY \$103,150

PURCHASE OF THE CHURCH PROPERTY AT THE PUBLIC SAFETY CENTER SITE \$301,520

FY 2018-19 REFLECTS PROPERTY PAYMENTS TOTALING \$43,991 COMPRISED OF:

FINAL CONTRACT PURCHASE PAYMENTS ON THE UMRIEN PROPERTY \$42,900

PURCHASE OF REMNANT PROPERTY FROM WASHINGTON COUNTY AT 141ST AND FARMINGTON \$1,091

FY 2019-20 FUNDS FOR ACQUISITION OF PROPERTY FOR REDEVELOPMENT PURPOSES \$250,000

AMENDMENT PACKET NO. 5 - PROVIDE AN ADDITIONAL \$750,000 APPROPRIATION TO

ACQUIRE PROPERTY THAT MAY BECOME AVAILABLE DURING THE YEAR. \$750,000

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3518 CANYON RD ALT BIKE NETWORK

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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND  
 160,815                      164,915                      1,250                      1,250

412 TRSFERS FROM STREET FUND  
 160,597                      164,829                      1,250                      1,250

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS  
 321,412                      329,744                      2,500                      2,500

TOTAL PROGRAM: 3518 CANYON RD ALT BIKE NETWORK  
 321,412                      329,744                      2,500                      2,500

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

CLASS: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST  
 1,730

682 CONSTRUCTION  
 252,866                      311,006                      2,500                      2,500

683 CONST DESIGN & ENGR INSPECTION  
 66,816                      18,737

TOTAL CLASS: 15 CAPITAL OUTLAY

	321,412		329,743		2,500		2,500				
TOTAL PROGRAM: 3518 CANYON RD ALT BIKE NETWORK	321,412		329,743		2,500		2,500				

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

CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND										
		3,696	68,549	115,000	10,000	106,000		106,000		106,000	

412	TRSFERS FROM STREET FUND										
		3,161	70,126	115,000	10,000	106,000		106,000		106,000	

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		6,857	138,675	230,000	20,000	212,000		212,000		212,000	
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TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

		6,857	138,675	230,000	20,000	212,000		212,000		212,000	
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### 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST

200,000 200,000 200,000

683 CONST DESIGN & ENGR INSPECTION

6,857 138,676 30,000 20,000 12,000 12,000

TOTAL CLASS: 15 CAPITAL OUTLAY

6,857 138,676 230,000 20,000 212,000 212,000

TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

6,857 138,676 230,000 20,000 212,000 212,000

### 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 \$12,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

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: 05 BEGINNING WORKING CAPITAL

301 - BEGINNING WORKING CAPITAL

1,099,326 1,808,242 1,808,242 683 683

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

1,099,326 1,808,242 1,808,242 683 683

CLASS: 20 PERMITS & FEES

339 PARKING PERMITS

683

TOTAL CLASS: 20 PERMITS & FEES

683

CLASS: 35 MISCELLANEOUS REVENUES

389 MISCELLANEOUS REVENUES

10,000

765 DONATION - PRCA MAJOR DONOR

4,000,000 4,000,000

766 DONATION - PRCA BVTN ARTS FOUNDATION

2,000,000 2,000,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

10,000 6,000,000 6,000,000

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

1,500,000

442 TRANSFER FROM THE TLT FUND

1,408,243 378,085 378,085 100,000 100,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

1,500,000 1,408,243 378,085 378,085 100,000 100,000

CLASS: 45 NON-REVENUE RECEIPTS

451 BOND SALE PROCEEDS

21,000,000 21,000,000

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

21,000,000 21,000,000

TOTAL PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

1,510,000 2,507,569 2,186,327 2,187,010 27,100,683 27,100,683

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

339 PARKING PERMITS  
 LIMITED DURATION PARKING PERMIT PROGRAM IN BEAVERTON CENTRAL AREA

389 MISCELLANEOUS REVENUES

765 DONATION - PRCA MAJOR DONOR  
 MAJOR DONOR CONTRIBUTIONS TO THE PRCA CONSTRUCTION CAMPAIGN  
 AMOUNT TO BE CONTRIBUTED AT GROUND BREAKING \$1,000,000  
 AMOUNT TO BE CONTRIBUTED AT 25% PROJECT COMPLETION \$3,000,000

766 DONATION - PRCA BVTN ARTS FOUNDATION  
 FUNDING TO BE RECEIVED FROM THE BEAVERTON ARTS FOUNDATION CAPITAL CONSTRUCTION CAMPAIGN  
 FY 2019-20 \$2,000,000

411 TRSFERS FROM GENERAL FUND  
 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

451 BOND SALE PROCEEDS  
 ESTIMATED PROCEEDS FROM A SPECIAL REVENUE BOND ISSUE BACKED BY THE TRANSIENT LODGING TAX  
 CITY CONTRIBUTION \$18,000,000  
 BRIDGE FINANCING FUNDING \$3,000,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

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											
497	DEBT ISSUANCE COST							205,000		205,000	
TOTAL CLASS: 10 MATERIALS & SERVICES								205,000		205,000	
CLASS: 15 CAPITAL OUTLAY											
682	CONSTRUCTION		77,846		395,781		395,781	19,070,000		19,070,000	
683	CONST DESIGN & ENGR INSPECTION		410,674	621,481	1,790,546		1,790,546	700,000		700,000	
TOTAL CLASS: 15 CAPITAL OUTLAY								2,186,327	19,770,000	19,770,000	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED							7,125,683		7,125,683	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES								7,125,683		7,125,683	
TOTAL PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS											
	410,674		699,327		2,186,327		2,186,327	27,100,683		27,100,683	

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

497 DEBT ISSUANCE COST  
ESTIMATED BOND ISSUANCE COST FOR THE \$18 MILLION SPECIAL REVENUE BOND ISSUE \$205,000

682 CONSTRUCTION  
ESTIMATED CONSTRUCTION START DATE OF 9/19 \$19,070,000

683 CONST DESIGN & ENGR INSPECTION  
ESTIMATED CONSTRUCTION START DATE OF 9/19 (NOTE: NEED \$100,000 OF TLT AT BEGINNING FISCAL YEAR TO COVER PRECONSTRUCTION DESIGN COSTS) \$700,000

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

142,821 142,821 63,000 63,000

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

142,821 142,821 63,000 63,000

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

20,494 190,000 96,325 96,325

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

20,494 190,000 96,325 96,325

TOTAL PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

20,494 190,000 239,146 239,146 63,000 63,000

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

411 TRSFERS FROM GENERAL FUND  
SEE RESERVE IN GENERAL FUND #001.03.0003.974 \$600,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

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: 15 CAPITAL OUTLAY  
 682 CONSTRUCTION

683	CONST DESIGN & ENGR INSPECTION										
	20,494		47,179		239,146		176,146	63,000		63,000	
TOTAL CLASS: 15 CAPITAL OUTLAY											
	20,494		47,179		239,146		176,146	63,000		63,000	

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  
 991 CONTINGENCY - UNRESERVED

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
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TOTAL PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS											
	20,494		47,179		239,146		176,146	63,000		63,000	

### 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 \$63,000

- 991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

140,000 140,000

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

140,000 140,000

CLASS: 15 INTERGOVERNMENTAL REVENUE

328 GRANTS - STATE

35,000 35,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

35,000 35,000

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

890,000 890,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

890,000 890,000

TOTAL PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

925,000 925,000 140,000 140,000

TOTAL DEPARTMENT: 03 REVENUE

37,548,034 38,810,314 38,439,290 37,513,052 41,086,495 41,836,495

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

328 GRANTS - STATE  
FY 18-19 - OREGON BUSINESS DEVELOPMENT DEPARTMENT GRANT FOR BEAVERTON PUBLIC  
SAFETY CENTER PACWEST GAS STATION BROWNFIELD CLEANUP

411 TRSFERS FROM GENERAL FUND  
TRANSFER IN FROM THE GENERAL FUND TO ACQUIRE THE GAS STATION SITE

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISITION(LAND/BLDG)				890,000		750,000				
653	BLDG DEMOLITION COST				23,000		23,000	140,000		140,000	
654	SITE SOIL REMEDIATION COST				12,000		12,000				
TOTAL CLASS: 15 CAPITAL OUTLAY					925,000		785,000	140,000		140,000	
TOTAL PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN					925,000		785,000	140,000		140,000	
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT					1,315,151	3,514,510	38,439,290	25,273,964	41,086,495		41,836,495
TOTAL FUND: 301 CAPITAL DEVELOPMENT FUND					1,315,151	3,514,510	38,439,290	25,273,964	41,086,495		41,836,495

### BP WORKSHEET & JUSTIFICATION

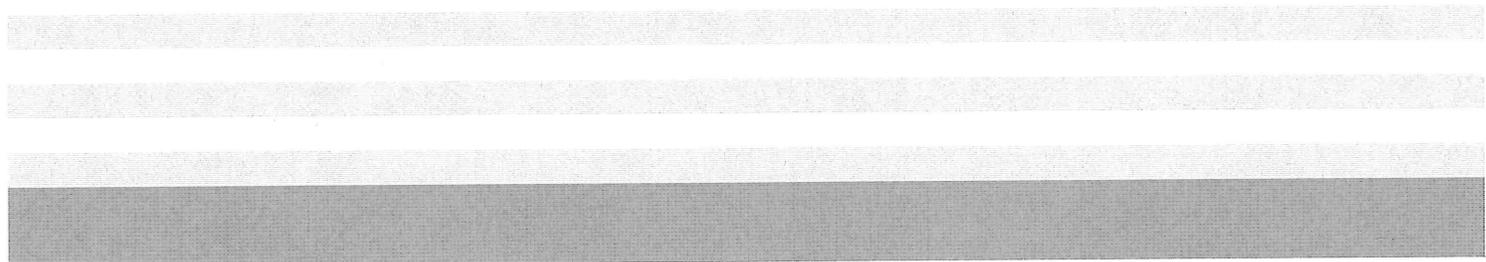
FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISTION(LAND/BLDG)

653 BLDG DEMOLITION COST

654 SITE SOIL REMEDIATION COST





**City of Beaverton  
CIP Financial Plan  
FY 2018-19 ESTIMATED**

CIP #	Proj #	Project Name	Anticipated TOTAL Project Cost	Funding Source							Funding Total	
				General Fund	Street Fund	Beg Wrk Cap or Other Funds	TLT	TDT	TIF	BURA		Grants, IGA
<b>Transportation Capital Improvement Projects: Fund 310</b>												
3106	3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk	2,244,508	268,488	921,265	657,918					1,847,671	
3112	3112	Allen Blvd Shared Use Path	1,457,000		170,000						170,000	
3189	3189	Annual Traffic Calming Project	40,000		-						-	
3223	3223	Traffic Enhancement Projects									-	
3321	3321	Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment	2,519,000					580,000			580,000	
3328	3328	Western Ave (5th St-Allen Blvd) Improvement	4,485,000	88,000				87,000	100,000	175,000	450,000	
3407	3407	Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)	3,323,789	64,000				84,000			148,000	
3408	3408	Hocken Ave (RR-TV Hwy) Widening	2,062,000						55,225		55,225	
3410	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)	982,000	267,000	267,000						534,000	
3411	3411	Cedar Hills Blvd Bridge Pile Repair	139,000		137,000						137,000	
3413	3413	Citywide Fiber Connections	80,000		100,000						100,000	
<b>TOTALS</b>				687,488	1,595,265	657,918	-	751,000	55,225	100,000	175,000	4,021,896
<b>Facility, Civic, Cultural Capital t Projects: Fund 301</b>												
3509	3509	Public Safety Center	35,000,000			33,975,323					33,975,323	
3513	3513	Property Acquisition		100,000		64,073					164,073	
3518	3518	Canyon Rd Alt Bike Network		1,250	1,250						2,500	
3519	3519A	Canyon Rd Intersection Improvements (MTIP)	5,035,000	10,000	10,000						20,000	
3521	3521	Beaverton Center for the Arts	46,500,000			1,808,925	378,085			-	2,187,010	
3522	3522	Library Fountain Improvements	1,800,000	96,325		142,821					239,146	
3523	3523	PACWEST Gas Station		890,000						35,000	925,000	
<b>TOTALS</b>				1,097,575	11,250	35,991,142	378,085	-	-	-	35,000	37,513,052
<b>BURA Capital Improvement Projects:</b>												
6502		Crescent Street Improvements					-			-	-	
	3523	Downtown Wayfinding Phase 2								-	-	
6501	5099	Parking Garage Lot 2 at The Round							397,000		397,000	
6505	5102	Parking Garage in Old Town								-	-	
6503		BURA Land Acquisition								-	-	
		Creekside Streetscape Improvements								-	-	
<b>TOTALS</b>				-	-	-	-	-	-	397,000	-	397,000
<b>Totals =&gt;</b>				1,785,063	1,606,515	36,649,060	378,085	751,000	55,225	497,000	210,000	41,931,948

**City of Beaverton  
CIP Financial Plan  
FY 2019-20 ADOPTED**

CIP #	Proj #	Project Name	Anticipated TOTAL Project Cost	General Fund	Street Fund	Beg Wrk Cap or Other Funds	TLT	TDT	TIF	BURA	Grants, IGA	Funding Total
3106	3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk	2,244,508		64,000							64,000
3112	3112	Allen Blvd Shared Use Path	1,457,000	170,000							80,000	250,000
3113	3113	Laurelwood Ave Sidewalk	1,187,000	172,500	172,500							345,000
3143	3143	Denney Rd East of 111th Ave Crossing Improvement	50,000		70,000							70,000
3189	3189	Annual Traffic Calming Project	40,000		20,000							20,000
3223	5110	Wilson Dr (Allen Blvd - Hart Rd) Traffic Calming	40,000			40,000						40,000
3223	5112	Sexton Mountain Dr (Murray Blvd - 155th Ave) Traffic Calming	60,000			60,000						60,000
3226	3226	Miscellaneous Transportation Projects										-
3307	3307	Utility Undergrounding/1st & Lombard										-
3321	3321	Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment	2,519,000					1,715,000				1,715,000
3328	3328	Western Ave (5th St-Allen Blvd) Improvement	4,485,000	40,000	-			120,000		-	100,000	260,000
3329	3329	Murray Blvd/Allen Blvd Intersection Improvement						70,000				70,000
3408	3408	Hocken Ave (RR-TV Hwy) Widening	2,062,000						664,000			664,000
3410	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)	982,000	153,500	153,500						50,000	357,000
3413	3413	Citywide Fiber Connections			95,000							95,000
			15,126,508	536,000	575,000	100,000	-	1,905,000	664,000	-	230,000	4,010,000

**STREET FUND EXPENSES**

3416	3416	Hall Blvd (Ridgecrest Dr - Hwy 217) Overlay	1,400,000		-							-
		Annual Paving of local streets	1,200,000		1,200,000							1,200,000
		Annual Savings for Paving Arterial & Collector	1,800,000		1,800,000							1,800,000
5106D	5106D	ADA Ramp Replacement, Phase 4	1,000,000		1,000,000							1,000,000

			TOTALS	-	4,000,000	-	-	-	-	-	-	4,000,000
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		<b>Facility, Civic, Cultural Capital t Projects:</b>										-
3509	3509	Public Safety Center	35,000,000			12,386,223					934,589	13,320,812
3513	3513	Property Acquisition		66,721		183,279						250,000
3519	3519A	Canyon Rd Intersection Improvements (MTIP)	5,035,000	106,000	106,000							212,000
3521	3521	Patricia Reser Center for the Arts	46,500,000			21,000,683	100,000				6,000,000	27,100,683
3522	3522	Library Fountain Improvements	2,000,000	-		63,000						63,000
3523	3523	PACWEST Gas Station					140,000					140,000
				172,721	106,000	33,633,185	240,000	-	-	-	6,934,589	40,946,495

		<b>BURA</b>										
3520	3520	Downtown Wayfinding Phase 2	500,000							75,000		75,000
6501	5099	Parking Garage Lot 2 at The Round	24,193,000							18,500,000		18,500,000
		Hall Watson Loop Improvements	10,000,000							150,000		150,000
6505	5102	Parking Garage in Old Town	25,000,000									
		Parking Pay Station	450,000									
		TOTALS		-	-	-	-	-	-	18,725,000	-	18,725,000

		Totals =>		172,721	4,106,000	33,633,185	240,000	-	-	18,725,000	6,934,589	63,671,495
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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 310 CAPITAL PROJECTS FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-798,713		-1,208,233		-1,339,116		-1,339,115	-1,339,116	-620,563		-620,563	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-798,713		-1,208,233		-1,339,116		-1,339,115	-1,339,116	-620,563		-620,563	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

	-336,698											
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329 OTHER INTERGOVERNMENTAL REV

	-146,746		-514,255		-150,000		-175,000	-175,000	-230,000		-230,000	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-483,444		-514,255		-150,000		-175,000	-175,000	-230,000		-230,000	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-6,677		-9,660		-12,000		-9,414	-12,000	-12,500		-12,500	
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389 MISCELLANEOUS REVENUES

	-37,669											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-44,346		-9,660		-12,000		-9,414	-12,000	-12,500		-12,500	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-552,582		-395,366		-623,621		-287,875	-687,488	-536,000		-536,000	
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412 TRSFERS FROM STREET FUND

	-121,478		-111,183		-1,495,112		-334,598	-1,595,265	-575,000		-575,000	
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443 TSFR FR TRANSP DEV TAX FUND

			-1,799,908		-1,824,488		-114,089	-751,000	-1,905,000		-1,905,000	
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449 TSFR FR TRANS DEVL TAX/TIF FD

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 310 CAPITAL PROJECTS FUND

DEPT: 03 REVENUE

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
	-282,552		-21,755		-104,000		-27,745	-55,225	-664,000		-664,000	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-956,612		-2,328,212		-4,047,221		-764,307	-3,088,978	-3,680,000		-3,680,000	
TOTAL DEPARTMENT: 03 REVENUE												
	-2,283,115		-4,060,360		-5,548,337		-2,287,836	-4,615,094	-4,543,063		-4,543,063	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 310 CAPITAL PROJECTS FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

651 PROPERTY ACQUISTION(LAND/BLDG)

377,259

652 RIGHT-OF-WAY AND EASEMENT COST

49,537

101,662

343,000

81,595

578,355

226,000

226,000

682 CONSTRUCTION

160,216

1,946,819

4,179,139

1,708,025

2,582,316

3,108,000

3,108,000

683 CONST DESIGN & ENGR INSPECTION

487,871

672,762

433,000

766,892

761,225

676,000

676,000

TOTAL CLASS: 15 CAPITAL OUTLAY

1,074,883

2,721,243

4,955,139

2,556,512

3,921,896

4,010,000

4,010,000

CLASS: 25 TRANSFERS

810 TRSFERS TO STREET FUND

72,635

72,635

TOTAL CLASS: 25 TRANSFERS

72,635

72,635

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

983 RESERVE - UTIL UNDERGROUNDING

497,847

507,547

507,547

991 CONTINGENCY - UNRESERVED

22,716

25,516

25,516

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

520,563

533,063

533,063

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

1,074,883

2,721,243

5,548,337

2,556,512

3,994,531

4,543,063

4,543,063

**CAPITAL PROJECTS - WATER OPERATING FUND PROJECTS**

**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Estimated**

Fund #	Proj #	CIP #	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>					1,701,125		1,701,125
501	3611	?	<b>Barney Reservoir</b>					56,435		56,435
501	3700	4017	Water System Hydraulic Modeling & Mapping					-		-
501	3700	4031Q	Annual Waterline Maintenance & Replacement Projects (3700)					-		-
501	3700	4166	ASR storage & recovery operations related to Potential Fe/Mn impacts					-		-
			<b>Totals - 3700</b>	-	-	-	-	-		-
501	3701	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)					12,000		12,000
501	3701	3519A	Canyon Rd Intersection Improvements (MSTIP)					17,000		17,000
501	3701	4060	Water System Security Upgrades (Shake Alert)					8,000		8,000
501	3701	4111	Hyland Way					815,000		815,000
501	3701	4152	Chestnut Pl (6" water line)					90,000		90,000
501	3701	4135	Griffith Dr Water Line Rep (3100 LF, 8")					100,000		100,000
501	3701	4144	Spirea and Cherry Hill Dr (400LF 6" and 1400 8")					30,000		30,000
501	3701	4123	Barlow Ct (1500LF of 6")					30,000		30,000
501	3701	4120	Taralynn Avenue - Allen Blvd. to end (1,000 LF of 6")					10,000		10,000
501	3701	4134	Davies/Brockman; Weir Rd/158th Ave PRV Upgrades					30,000		30,000
501	3701	4133	Backup Emergency Generator (Sexton Mt)					-		-
501	3701	6095	Sellwood Subdivision (1,150 LF 6" DIP) -					60,000		60,000
501	3701	3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk Water Meter Service Relocation					63,000		63,000
501	3701	4017A	Water System Master Plan					111,000		111,000
501	3701	4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design					15,000		15,000
501	3701	4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2					420,000		420,000
501	3701	3407	Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)					6,000		6,000
501	3701	4169A	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - 12", 8" and 6" - Total 6000 LF - NEW - Phase 1 of 3					50,000		50,000
501	3701	4170	Nimbus South - Hall to Scholls (System Upgrade) - NEW -					-		-
501	3701	3321	Westgate Dr/Cedar Hills Blvd.Dawson Wy Intersection Realignment					-		-
501	3701	4134A	2017 Water System PRVs Project - SW 153rd Ave&Beaverton CreekTC/Division&Village Place					5,000		5,000
		4118A								
			<b>Totals - 3701</b>	-	-	-	-	1,872,000		1,872,000
505	3620	3328	Western Ave (5th st - Allen Blvd) Improvement	50,000						50,000
505	3620	4046	Lloyd Water Line (TVH to Henry) - Upsize to 8", 500 LF - NEW	20,000						20,000
505	3620	4168	Electric Water Line (Tualaway to 139th) - New 8" - NEW	10,000						10,000
505	3620	4150	Denney Road Commerce Center (Opportunity Project) Replacement of 2,000 LF with 12" Waterline Upsizing. Joint project with redevelopment - complete	630,000						630,000
505	3620	4161	Denney Road Crossing at HW 217th - Replacement of 400 LF with 12" Waterline Upsizing. <b>NEW</b>	-						-
505	3620	4154	Urban Reserve Infrastructure Analysis (6B area)	30,000						30,000
505	3620	4006	Water System Telemetry (annual upgrade project)	100,000						100,000

**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Estimated**

Fund #	Proj #	CIP #	Project Name	SDC	Surcharge	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Developer Reimb	Funding Total
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)	-						-
505	3620	4021H	ASR Well No. 7, Bierly, Lolich (well maintenance/testing)	-						-
505	3620	4024Q	Water Extra-Capacity Projects	-						-
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	500,000						500,000
505	3620	3408	Hocken Ave (RR-TV highway)	15,000						15,000
			<b>Totals - 3620</b>	<b>1,375,000</b>	-	-	-	-	-	<b>1,375,000</b>
505	3621	4021D	ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)				357,000			357,000
505	3622	4058A	Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)			3,640,000				3,640,000
505	3622	4058B	Cooper Mountain Reservoir No. 3 (Bond?)			79,000				79,000
505	3622	5092C	SW 175th/Weir Road Water Transmission Line Project (Bond)			17,000				17,000
505	3622	5092B	175th/Kemmer Intersection (upgrade existing and new 24" waterline) (Bond)			1,050,000				1,050,000
505	3622	4151	Kemmer Rd (176th Ave - 182nd Ave) 24-Inch Waterline Extension (Bond)			54,000				54,000
			<b>Totals - 3622 (North Cooper Mtn. Reservoir #2 and Transmission Lines) (Bond)</b>	-	-	<b>4,840,000</b>	-	-	-	<b>4,840,000</b>
505	3623	4021G	South Cooper Mt. - Non-potable (purple pipe) Water System	950,000						950,000
505	3625	4140	SCM 24" Waterline Extension - High School to west (1,100 LF) (may be paid by SDC credits)	-						-
505	3627	5090	Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)			165,000				165,000
505	3627	4128C	158th at Merlo Connection to Jenkins (Bond)			17,500				17,500
505	3627	4128A	Cedar Hills Blvd/Jenkins Rd/Walker Rd Water System Improvements (Bond)			1,400				1,400
			4128D							
505	3627	4149	Baseline (158th - 163rd) - 1600 LF of 16" (Bond)			26,500				26,500
505	3627	5105	Waterhouse South Area 4 Withdrawal Area (Bond) (Walker Ph 3)			100,000				100,000
505	3627	5188B	Waterhouse South Area 4 Withdrawal Area (Bond) (Walker Ph 2)			100,000				100,000
505	3627	4159	TVWD Program Manager			820,000				820,000
505	3627	4171	Master meter - Schendel/Walker			60,000				60,000
505	3627	4128E	Urban Renewal Area 2 Withdrawal Area (Bond)			-				-
505	3627	4128F	Southwest Beaverton Area 3 Withdrawal Area (Bond)			-				-
505	3627	4128G	SW 170th/Arbor Creek TVWD Withdrawal Area 5 (Bond)			-				-
505	3627	4128H	Denney-Whitford, TVWD Withdrawal Area 6 (Bond)			-				-
			<b>Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)</b>	-	-	<b>1,290,400</b>	-	-	-	<b>1,290,400</b>
505	3631	4107	Meridian Pump Station Replacement (Bond)			850,000				850,000
505	3636	4051	Scoggins Dam Raise (TBWSP)	4,000						4,000
505	3643	4155	Willamette Intake Facility (WIF)	10,000						10,000

**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Estimated**

Fund #	Proj #	CIP #	Project Name	SDC	Surcharge	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Developer Reimb	Funding Total
505	3643	4155	Willamette Intake Facility (WIF) - Capital	145,000						145,000
			<b>Totals - 3643 Willamette Water Supply WIF (Bond)</b>	<b>155,000</b>	-	-	-	-	-	<b>155,000</b>
505	3645	4126	WWSP - Tile flat turn out - does not include Main WWSP capital obligation							-
			<b>Totals - 3645 Willamette Water Supply WIF (Bond)</b>	-	-	-	-	-	-	-
505	3645	4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)			1,120,000				1,120,000
505	3645	4143	NTL Intertie (Possible Grant Funding) - Phase 1 - CornPass to Walker and 185th			300,000				300,000
			<b>Totals - 3645 Willamette Water Supply Interties (Bond)</b>	-	-	<b>1,420,000</b>	-	-	-	<b>1,420,000</b>
505	3644	4122	Alvord Lane Waterline, 2,600 LF of 16" (Bond)			1,460,000			158,000	1,618,000
505	3644	5092A	SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines) (Opportunity)			125,000				125,000
505	3644	4128	South Cooper Mountain LID							-
			<b>Totals - 3644 (South Cooper Mtn. Extra Capacity Projects) (Bond)</b>	-	-	<b>1,585,000</b>	-	-	<b>158,000</b>	<b>1,743,000</b>
			<b>Totals =&gt;</b>	<b>2,484,000</b>	-	<b>9,985,400</b>	<b>357,000</b>	<b>3,629,560</b>	<b>158,000</b>	<b>16,613,960</b>

**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
<b>Water Capital Improvement Projects:</b>									
501	3611	3611	JWC Projects					1,460,000	1,460,000
501	3611	?	Barney Reservoir					50,000	50,000
<b>Totals - 3611 Joint Water Commission Projects</b>				-	-	-	-	<b>1,510,000</b>	<b>1,510,000</b>
501	3700	4017	Water System Hydraulic Modeling & Mapping					-	-
501	3700	4166	ASR storage & recovery operations related to Potential Fe/Mn impacts					-	-
<b>Totals - 3700 Maintenance &amp; Replacement Program</b>				-	-	-	-	-	-
501	3701	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)					-	-
501	3701	3321	Westgate Dr/Cedar Hills Blvd.Dawson Wy Intersection Realignment - JIM					50,000	50,000
501	3701	3519A	Canyon Rd Intersection Improvements (MSTIP)					10,000	10,000
501	3701	4060	Water System Security Upgrades					50,000	50,000
501	3701	4111	Hyland Way					22,500	22,500
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	4144	Spirea and CherryHill Dr (400LF 6" and 1400 8") - 1*					-	-
501	3701	4152	Chestnut Pl (6" water line) - 1*					-	-
501	3701	4170	Nimbus South - Hall to Scholls (System Upgrade) - NEW ?					-	-
501	3701	6095	Sellwood Subdivision 11th Street - Lee to Alger - (1,150 LF 6" DIP) ?					280,000	280,000
501	3701	4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design					130,000	130,000
501	3701	4135 (1*)	Griffith Drive Waterline Replacement, 3,100 LF of 8" (1*)					-	-

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**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
505	3621	4021D	ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)				1,272,000		1,272,000
<b>Totals - 3621 ASR Well No. 5</b>					-	-	<b>1,272,000</b>	-	<b>1,272,000</b>
505	3622	4058A	Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)			4,500,000			4,500,000
505	3622	4058B	Cooper Mountain (5.5 MG) Reservoir No. 3 (Siting and Land Purchase)(Bond)			1,020,000			1,020,000
505	3622	4151A	175th Transmission Main, 24" (Winkleman Park to Alvord Lane, 4800lf)(Bond)			3,750,000			3,750,000
505	3622	4151B	Weir Road 16" Tranmission Line - SW 173rd to SW 165th Avenue/city limits (2,000 LF)(Bond)			1,250,000			1,250,000
<b>Totals - 3622 Cooper Mountain Reservoir #2 &amp; Water Lines (Bond)</b>				-	-	<b>10,520,000</b>	-	-	<b>10,520,000</b>
505	3623	4021G	South Cooper Mt. - Non-potable (purple pipe) Water System		2,585,000				2,585,000
<b>Totals - 3623 Non-Potable Purple Pipe Projects</b>					<b>2,585,000</b>	-	-	-	<b>2,585,000</b>
505	3625	6083	South Cooper Mt. Infrastructure (Potable)		10,000				10,000
<b>Totals - 3625 (South Cooper Mtn. Water SDC Projects)</b>					<b>10,000</b>	-	-	-	<b>10,000</b>
505	3627	4128i	Area 3 - COB Tranmission Line Intertie - 106th Ave - Division to Davis Road w/ PRV (5,400 LF of 16") (Bond)						-
505	3627	4149	West Baseline (158th - 163rd) - 1600 LF of 16" (Bond)						-
505	3627	4159	TVWD Program Manager			880,000			880,000
505	3627	4171	Master Meter (Schendel/Walker)			150,000			150,000
505	3627	5090	Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)			450,000			450,000

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**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
505	3627	5105	Waterhouse South Area 4 Withdrawal Area (Bond) (Walker Ph 3) - 4800 LF of 24" + PRV			750,000			750,000
505	3627	?	Five Oaks School, 173rd to NW 167th, 12" water line, 1500 LF			490,000			490,000
505	3627	5088B	Waterhouse/Elmonica Area,Withdrawal Area 4 (Bond) (Walker Ph 2)			20,000			20,000
<b>Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)</b>				-	-	<b>2,740,000</b>	-	-	<b>2,740,000</b>
505	3628	4172	TVWD opportunity projects - Metzger East Pipeline - Scholls Ferry Rd, Nimbus Ave to Allen Blvd			100,000			100,000
505	3628	4173	TVWD opportunity projects - WWSP - SW Allen Blvd			75,000			75,000
505	3628	4174	TVWD opportunity projects - WWSP - SW Western Ave			75,000			75,000
<b>Totals - 3628 - TVWD Opportunity Projects</b>					-	<b>250,000</b>	-	-	<b>250,000</b>
505	3631	4107	Meridian Pump Station Replacement (Bond)			3,560,000			3,560,000
<b>Totals - 3631 Meridian Pump Station (Bond)</b>					-	<b>3,560,000</b>	-	-	<b>3,560,000</b>
505	3635	3635	JWC Capacity Projects - WTP upgrade and expansion ?		TRUE				-
<b>Totals - 3635 JWC Capacity Projects</b>					-	-	-	-	-
505	3636	4051	Scoggins Dam Replacement - Modification (TBWSP)			3,000			3,000
<b>Totals - 3636 Scoggins Dam Raise</b>						<b>3,000</b>	-	-	<b>3,000</b>
505	3646	4126	Willamette Water Supply Program (WWSP) [WIF Buy-in Cost from TVWD]			11,720,000			11,720,000
<b>Totals - 3643 Willamette Water Supply WIF (Bond)</b>						<b>11,720,000</b>	-	-	<b>11,720,000</b>

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**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
505	3645	4142	Tile Flat (WWSP - COB Intertie) Fluoridation and Pump Station			750,000			750,000
505	3645	4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)			3,100,000			3,100,000
505	3645	4143	NTL / STL Intertie and Transmission Line - Phase 1 (170th from SW Shaw to Baseline) - 7200 LF of 24"			500,000			500,000
505	3645	4143	NTL / STL Intertie and Transmission Line (Corn Pass/Hwy 26 to Evergreen/Cornell) Phase 2 (Century Blvd NTL at Gordon Faber Rec Complex to Evergreen Pkwy) - 900 LF of 24"			-			-
505	3645	4143	NTL / STL Intertie and Transmission Line (Corn Pass/Hwy 26 to Evergreen/Cornell) Phase 3 (173rd - Baseline to Cornell) - 9000 LF of 24"			-			-
505	3645	4143	NTL / STL Intertie and Transmission Line (Corn Pass/Hwy 26 to Evergreen/Cornell) Phase 4 (Cornell - Evergreen Pkwy - 173rd to Century) - 16,500 LF of 24"			-			-
505	3645	4143	NTL Intertie (possible grant funding)			-			-
<b>Totals - 3645 Willamette Water Supply Interties (Bond)</b>					-	<b>4,350,000</b>	-	-	<b>4,350,000</b>
505	3643	4155	Willamette Intake Facility (WIF) - Operational/Managing Agency			9,000			9,000
505	3643	4155	Willamette Intake Facility (WIF) - Capital			35,000			35,000
<b>Total - 3645 Willamette Intake Facility (WIF)</b>				-	-	<b>44,000</b>	-	-	<b>44,000</b>
<b>Totals =&gt;</b>				-	<b>3,001,000</b>	<b>33,184,000</b>	<b>1,272,000</b>	<b>3,247,500</b>	<b>40,704,500</b>

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

	707,517		2,113,398		3,151,030		1,745,990	1,276,000	1,537,500		1,537,500	
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683 CONST DESIGN & ENGR INSPECTION

	651,923		571,917		476,384		500,441	646,000	200,000		200,000	
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685 JWC CAPITAL EXPENSE

	871,201		1,047,618		2,345,250		792,601	1,750,000	1,510,000		1,510,000	
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TOTAL CLASS: 15 CAPITAL OUTLAY

	2,230,641		3,732,933		5,972,664		3,039,032	3,672,000	3,247,500		3,247,500	
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TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

	2,230,641		3,732,933		5,972,664		3,039,032	3,672,000	3,247,500		3,247,500	
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**CAPITAL PROJECTS - WATER CONSTRUCTION FUND**

**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Estimated**

Fund #	Proj #	CIP #	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					1,701,125		1,701,125
501	3611	?	Barney Reservoir					56,435		56,435
501	3700	4017	Water System Hydraulic Modeling & Mapping					-		-
501	3700	4031Q	Annual Waterline Maintenance & Replacement Projects (3700)					-		-
501	3700	4166	ASR storage & recovery operations related to Potential Fe/Mn impacts					-		-
			<b>Totals - 3700</b>	-	-	-	-	-		-
501	3701	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)					12,000		12,000
501	3701	3519A	Canyon Rd Intersection Improvements (MSTIP)					17,000		17,000
501	3701	4060	Water System Security Upgrades (Shake Alert)					8,000		8,000
501	3701	4111	Hyland Way					815,000		815,000
501	3701	4152	Chestnut Pl (6" water line)					90,000		90,000
501	3701	4135	Griffith Dr Water Line Rep (3100 LF, 8")					100,000		100,000
501	3701	4144	Spirea and CherryHill Dr (400LF 6" and 1400 8")					30,000		30,000
501	3701	4123	Barlow Ct (1500LF of 6")					30,000		30,000
501	3701	4120	Taralynn Avenue - Allen Blvd. to end (1,000 LF of 6")					10,000		10,000
501	3701	4134	Davies/Brockman; Weir Rd/158th Ave PRV Upgrades					30,000		30,000
501	3701	4133	Backup Emergency Generator (Sexton Mt)					-		-
501	3701	6095	Sellwood Subdivision (1,150 LF 6" DIP) -					60,000		60,000
501	3701	3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk Water Meter Service Relocation					63,000		63,000
501	3701	4017A	Water System Master Plan					111,000		111,000
501	3701	4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design					15,000		15,000
501	3701	4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2					420,000		420,000
501	3701	3407	Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)					6,000		6,000
501	3701	4169A	Nimbus North - Hall to Denney Commerce Center (System Upgrade) - 12", 8" and 6" - Total 6000 LF - NEW - Phase 1 of 3					50,000		50,000
501	3701	4170	Nimbus South - Hall to Scholls (System Upgrade) - NEW -					-		-
501	3701	3321	Westgate Dr/Cedar Hills Blvd.Dawson Wy Intersection Realignment					-		-
501	3701	4134A	2017 Water System PRVs Project - SW 153rd Ave&Beaverton CreekTC/Division&Village Place					5,000		5,000
		4118A								
			<b>Totals - 3701</b>	-	-	-	-	1,872,000		1,872,000
505	3620	3328	Western Ave (5th st - Allen Blvd) Improvement	50,000						50,000
505	3620	4046	Lloyd Water Line (TVH to Henry) - Upsize to 8", 500 LF - NEW	20,000						20,000
505	3620	4168	Electric Water Line (Tualaway to 139th) - New 8" - NEW	10,000						10,000
505	3620	4150	Denney Road Commerce Center (Opportunity Project) Replacement of 2,000 LF with 12" Waterline Upsizing. Joint project with redevelopment - complete	630,000						630,000
505	3620	4161	Denney Road Crossing at HW 217th - Replacement of 400 LF with 12" Waterline Upsizing. NEW	-						-
505	3620	4154	Urban Reserve Infrastructure Analysis (6B area)	30,000						30,000
505	3620	4006	Water System Telemetry (annual upgrade project)	100,000						100,000

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**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Estimated**

Fund #	Proj #	CIP #	Project Name	SDC	Surcharge	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Developer Reimb	Funding Total
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)	-						-
505	3620	4021H	ASR Well No. 7, Bierly, Lolich (well maintenance/testing)	-						-
505	3620	4024Q	Water Extra-Capacity Projects	-						-
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	500,000						500,000
505	3620	3408	Hocken Ave (RR-TV highway)	15,000						15,000
			<b>Totals - 3620</b>	<b>1,375,000</b>	-	-	-	-	-	<b>1,375,000</b>
505	3621	4021D	ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)				357,000			357,000
505	3622	4058A	Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)			3,640,000				3,640,000
505	3622	4058B	Cooper Mountain Reservoir No. 3 (Bond?)			79,000				79,000
505	3622	5092C	SW 175th/Weir Road Water Transmission Line Project (Bond)			17,000				17,000
505	3622	5092B	175th/Kemmer Intersection (upgrade existing and new 24" waterline) (Bond)			1,050,000				1,050,000
505	3622	4151	Kemmer Rd (176th Ave - 182nd Ave) 24-Inch Waterline Extension (Bond)			54,000				54,000
			<b>Totals - 3622 (North Cooper Mtn. Reservoir #2 and Transmission Lines) (Bond)</b>	-	-	<b>4,840,000</b>	-	-	-	<b>4,840,000</b>
505	3623	4021G	South Cooper Mt. - Non-potable (purple pipe) Water System	950,000						950,000
505	3625	4140	SCM 24" Waterline Extension - High School to west (1,100 LF) (may be paid by SDC credits)	-						-
505	3627	5090	Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)			165,000				165,000
505	3627	4128C	158th at Merlo Connection to Jenkins (Bond)			17,500				17,500
505	3627	4128A	Cedar Hills Blvd/Jenkins Rd/Walker Rd Water System Improvements (Bond)			1,400				1,400
		4128D								
505	3627	4149	Baseline (158th - 163rd) - 1600 LF of 16" (Bond)			26,500				26,500
505	3627	5105	Waterhouse South Area 4 Withdrawal Area (Bond) (Walker Ph 3)			100,000				100,000
505	3627	5188B	Waterhouse South Area 4 Withdrawal Area (Bond) (Walker Ph 2)			100,000				100,000
505	3627	4159	TVWD Program Manager			820,000				820,000
505	3627	4171	Master meter - Schendel/Walker			60,000				60,000
505	3627	4128E	Urban Renewal Area 2 Withdrawal Area (Bond)			-				-
505	3627	4128F	Southwest Beaverton Area 3 Withdrawal Area (Bond)			-				-
505	3627	4128G	SW 170th/Arbor Creek TVWD Withdrawal Area 5 (Bond)			-				-
505	3627	4128H	Denney-Whitford, TVWD Withdrawal Area 6 (Bond)			-				-
			<b>Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)</b>	-	-	<b>1,290,400</b>	-	-	-	<b>1,290,400</b>
505	3631	4107	Meridian Pump Station Replacement (Bond)			850,000				850,000
505	3636	4051	Scoggins Dam Raise (TBWSP)	4,000						4,000
505	3643	4155	Willamette Intake Facility (WIF)	10,000						10,000

**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Estimated**

Fund #	Proj #	CIP #	Project Name	SDC	Surcharge	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Developer Reimb	Funding Total
505	3643	4155	Willamette Intake Facility (WIF) - Capital	145,000						145,000
			<b>Totals - 3643 Willamette Water Supply WIF (Bond)</b>	<b>155,000</b>	-	-	-	-	-	<b>155,000</b>
505	3645	4126	WWSP - Tile flat turn out - does not include Main WWSP capital obligation							-
			<b>Totals - 3645 Willamette Water Supply WIF (Bond)</b>	-	-	-	-	-	-	-
505	3645	4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)			1,120,000				1,120,000
505	3645	4143	NTL Intertie (Possible Grant Funding) - Phase 1 - CornPass to Walker and 185th			300,000				300,000
			<b>Totals - 3645 Willamette Water Supply Interties (Bond)</b>	-	-	<b>1,420,000</b>	-	-	-	<b>1,420,000</b>
505	3644	4122	Alvord Lane Waterline, 2,600 LF of 16" (Bond)			1,460,000			158,000	1,618,000
505	3644	5092A	SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines) (Opportunity)			125,000				125,000
505	3644	4128	South Cooper Mountain LID							-
			<b>Totals - 3644 (South Cooper Mtn. Extra Capacity Projects) (Bond)</b>	-	-	<b>1,585,000</b>	-	-	<b>158,000</b>	<b>1,743,000</b>
			<b>Totals =&gt;</b>	<b>2,484,000</b>	-	<b>9,985,400</b>	<b>357,000</b>	<b>3,629,560</b>	<b>158,000</b>	<b>16,613,960</b>

**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
<b>Water Capital Improvement Projects:</b>									
501	3611	3611	JWC Projects					1,460,000	1,460,000
501	3611	?	Barney Reservoir					50,000	50,000
<b>Totals - 3611 Joint Water Commission Projects</b>				-	-	-	-	<b>1,510,000</b>	<b>1,510,000</b>
501	3700	4017	Water System Hydraulic Modeling & Mapping					-	-
501	3700	4166	ASR storage & recovery operations related to Potential Fe/Mn impacts					-	-
<b>Totals - 3700 Maintenance &amp; Replacement Program</b>				-	-	-	-	-	-
501	3701	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)					-	-
501	3701	3321	Westgate Dr/Cedar Hills Blvd.Dawson Wy Intersection Realignment - JIM					50,000	50,000
501	3701	3519A	Canyon Rd Intersection Improvements (MSTIP)					10,000	10,000
501	3701	4060	Water System Security Upgrades					50,000	50,000
501	3701	4111	Hyland Way					22,500	22,500
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	4144	Spirea and CherryHill Dr (400LF 6" and 1400 8") - 1*					-	-
501	3701	4152	Chestnut Pl (6" water line) - 1*					-	-
501	3701	4170	Nimbus South - Hall to Scholls (System Upgrade) - NEW ?					-	-
501	3701	6095	Sellwood Subdivision 11th Street - Lee to Alger - (1,150 LF 6" DIP) ?					280,000	280,000
501	3701	4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design					130,000	130,000
501	3701	4135 (1*)	Griffith Drive Waterline Replacement, 3,100 LF of 8" (1*)					-	-

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**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
505	3621	4021D	ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)				1,272,000		1,272,000
<b>Totals - 3621 ASR Well No. 5</b>					-	-	<b>1,272,000</b>	-	<b>1,272,000</b>
505	3622	4058A	Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)			4,500,000			4,500,000
505	3622	4058B	Cooper Mountain (5.5 MG) Reservoir No. 3 (Siting and Land Purchase)(Bond)			1,020,000			1,020,000
505	3622	4151A	175th Transmission Main, 24" (Winkleman Park to Alvord Lane, 4800lf)(Bond)			3,750,000			3,750,000
505	3622	4151B	Weir Road 16" Transmission Line - SW 173rd to SW 165th Avenue/city limits (2,000 LF)(Bond)			1,250,000			1,250,000
<b>Totals - 3622 Cooper Mountain Reservoir #2 &amp; Water Lines (Bond)</b>				-	-	<b>10,520,000</b>	-	-	<b>10,520,000</b>
505	3623	4021G	South Cooper Mt. - Non-potable (purple pipe) Water System		2,585,000				2,585,000
<b>Totals - 3623 Non-Potable Purple Pipe Projects</b>					<b>2,585,000</b>	-	-	-	<b>2,585,000</b>
505	3625	6083	South Cooper Mt. Infrastructure (Potable)		10,000				10,000
<b>Totals - 3625 (South Cooper Mtn. Water SDC Projects)</b>					<b>10,000</b>	-	-	-	<b>10,000</b>
505	3627	4128i	Area 3 - COB Transmission Line Intertie - 106th Ave - Division to Davis Road w/ PRV (5,400 LF of 16") (Bond)						-
505	3627	4149	West Baseline (158th - 163rd) - 1600 LF of 16" (Bond)						-
505	3627	4159	TVWD Program Manager			880,000			880,000
505	3627	4171	Master Meter (Schendel/Walker)			150,000			150,000
505	3627	5090	Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)			450,000			450,000

505

**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
505	3627	5105	Waterhouse South Area 4 Withdrawal Area (Bond) (Walker Ph 3) - 4800 LF of 24" + PRV			750,000			750,000
505	3627	?	Five Oaks School, 173rd to NW 167th, 12" water line, 1500 LF			490,000			490,000
505	3627	5088B	Waterhouse/Elmonica Area,Withdrawal Area 4 (Bond) (Walker Ph 2)			20,000			20,000
<b>Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)</b>				-	-	<b>2,740,000</b>	-	-	<b>2,740,000</b>
505	3628	4172	TVWD opportunity projects - Metzger East Pipeline - Scholls Ferry Rd, Nimbus Ave to Allen Blvd			100,000			100,000
505	3628	4173	TVWD opportunity projects - WWSP - SW Allen Blvd			75,000			75,000
505	3628	4174	TVWD opportunity projects - WWSP - SW Western Ave			75,000			75,000
<b>Totals - 3628 - TVWD Opportunity Projects</b>					-	<b>250,000</b>	-	-	<b>250,000</b>
505	3631	4107	Meridian Pump Station Replacement (Bond)			3,560,000			3,560,000
<b>Totals - 3631 Meridian Pump Station (Bond)</b>					-	<b>3,560,000</b>	-	-	<b>3,560,000</b>
505	3635	3635	JWC Capacity Projects - WTP upgrade and expansion ?		TRUE				-
<b>Totals - 3635 JWC Capacity Projects</b>					-	-	-	-	-
505	3636	4051	Scoggins Dam Replacement - Modification (TBWSP)			3,000			3,000
<b>Totals - 3636 Scoggins Dam Raise</b>					<b>3,000</b>	-	-	-	<b>3,000</b>
505	3646	4126	Willamette Water Supply Program (WWSP) [WIF Buy-in Cost from TVWD]			11,720,000			11,720,000
<b>Totals - 3643 Willamette Water Supply WIF (Bond)</b>					-	<b>11,720,000</b>	-	-	<b>11,720,000</b>

995

**City of Beaverton  
CIP Financial Plan - Water  
FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
505	3645	4142	Tile Flat (WWSP - COB Intertie) Fluoridation and Pump Station			750,000			750,000
505	3645	4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)			3,100,000			3,100,000
505	3645	4143	NTL / STL Intertie and Transmission Line - Phase 1 (170th from SW Shaw to Baseline) - 7200 LF of 24"			500,000			500,000
505	3645	4143	NTL / STL Intertie and Transmission Line (Corn Pass/Hwy 26 to Evergreen/Cornell) Phase 2 (Century Blvd NTL at Gordon Faber Rec Complex to Evergreen Pkwy) - 900 LF of 24"			-			-
505	3645	4143	NTL / STL Intertie and Transmission Line (Corn Pass/Hwy 26 to Evergreen/Cornell) Phase 3 (173rd - Baseline to Cornell) - 9000 LF of 24"			-			-
505	3645	4143	NTL / STL Intertie and Transmission Line (Corn Pass/Hwy 26 to Evergreen/Cornell) Phase 4 (Cornell - Evergreen Pkwy - 173rd to Century) - 16,500 LF of 24"			-			-
505	3645	4143	NTL Intertie (possible grant funding)			-			-
<b>Totals - 3645 Willamette Water Supply Interties (Bond)</b>					-	<b>4,350,000</b>	-	-	<b>4,350,000</b>
505	3643	4155	Willamette Intake Facility (WIF) - Operational/Managing Agency			9,000			9,000
505	3643	4155	Willamette Intake Facility (WIF) - Capital			35,000			35,000
<b>Total - 3645 Willamette Intake Facility (WIF)</b>				-	-	<b>44,000</b>	-	-	<b>44,000</b>
<b>Totals =&gt;</b>				-	<b>3,001,000</b>	<b>33,184,000</b>	<b>1,272,000</b>	<b>3,247,500</b>	<b>40,704,500</b>

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 505 WATER CONSTRUCTION FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-1,879,643		-992,721		-18,937,622		-18,937,622	-18,937,622	-8,915,922		-8,915,922	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,879,643		-992,721		-18,937,622		-18,937,622	-18,937,622	-8,915,922		-8,915,922	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

	-750,000											
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-750,000											
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568

CLASS: 20 PERMITS & FEES

346 WATER SDC REIMBURSEMENT FEES

	-23,066		-224,596		-200,000		-180,928	-100,000	-100,000		-100,000	
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353 WATER SDC IMPROVEMENT FEES

	-153,924		-1,292,505		-1,000,000		-1,032,607	-900,000	-900,000		-900,000	
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TOTAL CLASS: 20 PERMITS & FEES

	-176,990		-1,517,101		-1,200,000		-1,213,535	-1,000,000	-1,000,000		-1,000,000	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-11,557		-11,043		-280,000		-266,111	-335,700	-346,600		-346,600	
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389 MISCELLANEOUS REVENUES

	-89,409				-158,000		-1,442	-270,000				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-100,966		-11,043		-438,000		-267,553	-605,700	-346,600		-346,600	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

419 TRSFERS FROM WATER FUND

City of Beaverton - Finance  
 Budget Preparation - 2020

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 505 WATER CONSTRUCTION FUND

DEPT: 03 REVENUE

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
	-1,776,000		-1,230,000		-1,000,000			-1,000,000	-2,000,000		-2,000,000	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-1,776,000		-1,230,000		-1,000,000			-1,000,000	-2,000,000		-2,000,000	
CLASS: 45 NON-REVENUE RECEIPTS												
450 PROCEEDS-LOANS												
	-347,645				-1,100,000			-357,000	-1,272,000		-1,272,000	
451 BOND SALE PROCEEDS												
			-21,152,912						-30,000,000		-30,000,000	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS												
	-347,645		-21,152,912		-1,100,000			-357,000	-31,272,000		-31,272,000	
TOTAL DEPARTMENT: 03 REVENUE												
	-5,031,244		-24,903,777		-22,675,622		-20,418,710	-21,900,322	-43,534,522		-43,534,522	

569

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 505 WATER CONSTRUCTION FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISITION(LAND/BLDG)								1,600,000		1,600,000	
652	RIGHT-OF-WAY AND EASEMENT COST		29,950				27,566	28,000				
682	CONSTRUCTION											
	3,162,592		4,501,489		10,989,147		7,439,096	7,935,000	18,885,000		18,885,000	
683	CONST DESIGN & ENGR INSPECTION											
	875,931		1,184,635		4,532,124		4,252,634	4,876,400	5,218,000		5,208,000	
687	INVESTMENT IN JOINT VENTURES EXP											
			250,080		100,000		106,655	145,000	11,764,000		11,764,000	

570

TOTAL CLASS: 15 CAPITAL OUTLAY												
	4,038,523		5,966,154		15,621,271		11,825,951	12,984,400	37,467,000		37,457,000	

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

993	RESERVE - BOND PROCEEDS											
					5,676,332				4,399,214		4,399,214	
994	RESERVE - SDC											
					1,378,019				1,668,308		1,678,308	

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					7,054,351				6,067,522		6,077,522	

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS												
	4,038,523		5,966,154		22,675,622		11,825,951	12,984,400	43,534,522		43,534,522	

**CAPITAL PROJECTS - SEWER FUND**

**City of Beaverton**  
**CIP Financial Plan - SEWER**  
**FY 2018-19 Estimated**

Fund #	Acct #	CIP #	Project Name	Anticipated ENTIRE Project Total	Funding Source					
					SDC	Surcharge	Operating: Maint & Replacement	Grants, IGA	Funding Total	
<b>Sewer Capital Improvement Projects:</b>										
502	3811	6000	Sanitary Sewer Master Plan	250,000	150,000					150,000
502	3811	6006	Erickson Trunk Upsizing (6th St - 10th St) CWS R110	2,067,000				50,000		50,000
	3811	6083	S Cooper Mt Infrastructure Study	xxxx	5,000					5,000
502	3811		Rate Study - City of Beaverton Sewer SDC	60,000	-					-
<b>Total-3811 Sewer Collection System</b>						155,000	-	-	50,000	205,000
502	3812	5092A	175th Ave (Alvord Ln - Scholls Ferry) Roadway Improvements, MSTIP	480,000	137,500					137,500
502	3812	6099	South Cooper Mtn (West) Additional Capacity Improvement (12"-24")	794,500	-			-		-
<b>Total - 3812 South Cooper Mtn Project</b>						137,500	-	-	-	137,500
502	3850	3410	Shared Use Path along Denney (King Blvd- Fanno Creek Trailhead			8,000				8,000
502	3850	3519A	Canyon Rd Intersection Improvements (MSTIP)			-				-
502	3850	4118B	Settler Way Waterline Replacement, PH 2			275,000				275,000
502	3850	6095	Sellwood Subdivision Utility Improvement Master Plan L	1,320,000		15,000				15,000
502	3850	8098B	Utility Improvements at Dover Ln Near Oleson Rd (Dover North)	285,000		-				-
502	3850	8098A	Utility Improvements at Dover Ln Near Oleson Rd (Dover South)	285,000		30,000				255,000
<b>Total-3850 Maintenance &amp; Replacement</b>						-	328,000	-	-	553,000
<b>Totals =&gt;</b>						-	328,000	-	50,000	895,500

**City of Beaverton  
CIP Financial Plan - SEWER  
FY 2019-20 Adopted**

Fund #	Acct #	CIP #	Project Name	Funding Source					
				Anticipated ENTIRE Project Total	SDC	Surcharge	Operating: Maint & Replacement	Grants, IGA	Funding Total
<b>Sewer Capital Improvement Projects:</b>									
502	3811	6006	Erickson Trunk Upsizing (6th St - 10th St) CWS R110	2,067,000				2,211,000	2,211,000
502	3811	6000	Financial analysis and rate study, SDC report based upon SSMP results		120,000				120,000
<b>Total-3811 Sewer Collection System</b>					<b>120,000</b>	<b>-</b>	<b>-</b>	<b>2,211,000</b>	<b>2,331,000</b>
502	3813	4154	Urban Reserve 6B Infrastructure Analysis	150,000	100,000				100,000
<b>Total - 3813 Cooper Mtn Project</b>					<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
502	3850	3410	Shared Use Path along Denney (King Blvd- Fanno Creek Trailhead			8,000			8,000
502	3850	3519A	Canyon Rd Intersection Improvements (MSTIP)			10,000			10,000
502	3850	6095	Sellwood Subdivision Utility Improvement Master Plan L	1,320,000		85,000			85,000
502	3850	8098B	Utility Improvements at Dover Ln Near Oleson Rd (Dover North)	285,000		30,000			30,000
502	3850	8098A	Utility Improvements at Dover Ln Near Oleson Rd (Dover South)	285,000		255,000			255,000
502	3850	6096	McKay Subdivision Utility Improvement Phase 1	980,000		100,000			100,000
<b>Total-3850 Maintenance &amp; Replacement</b>					<b>-</b>	<b>488,000</b>	<b>-</b>	<b>-</b>	<b>488,000</b>
<b>Totals =&gt;</b>					<b>220,000</b>	<b>488,000</b>	<b>-</b>	<b>2,211,000</b>	<b>2,919,000</b>

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

	252,018		685,176		1,965,352		376,669	400,500	2,399,000		2,399,000	
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683 CONST DESIGN & ENGR INSPECTION

	170,854		190,798		681,194		209,758	270,000	400,000		400,000	
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TOTAL CLASS: 15 CAPITAL OUTLAY

	422,872		875,974		2,646,546		586,427	670,500	2,799,000		2,799,000	
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TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

	422,872		875,974		2,646,546		586,427	670,500	2,799,000		2,799,000	
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573

**CAPITAL PROJECTS - STORM DRAIN FUND**

**City of Beaverton**  
**CIP Financial Plan - STORM DRAIN**  
**FY 2018-19 Estimated**

Fund #	Proj #	CIP #	Project Name	Anticipated TOTAL Project Cost	Funding Source					Funding Total
					SDC					
					Conveyance/ Extra Capacity	Stormwater 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	770,000	25,000					25,000
513	3915	8125	South Cooper Mtn Storm Conveyance		5,000					5,000
513	3915	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)							-
513	3915	8101	Stormwater Master Planning-Via City staff and resources, mostly	400,000				100,000		100,000
<b>Total - 3915 Misc Conveyance/Extra Cap</b>					<b>30,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>130,000</b>
513	3916	8123	Existing Stormwater Pond capacity expansion at TBD (annual recurring work item)	~30,000/yr						-
513	3916	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)							-
<b>Total - 3916 Storm Quantity Projects</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
513	3917	8023	Attempt to get ROW for Primary Treatment Vaults, WQ Retrofits, Four locations	120,000						-
513	3917	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)							-
<b>Total - 3917 Storm Quality Projects</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
513	3950	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead) - associated Storm conduit R&R work					45,000		45,000
513	3950	5089	Walker Rd and Murray Bv Intersection MSTIP - potential upgrade opportunity	MSTIP						-
513	3950	5180	130th Ave (Hart Rd to Allen Bv) Street Side Rain Garden in the shape of Traffic Calming.							-
513	3950	8098A	Dover Area (South) Utility Rehabilitation and Replacement	500,000				31,500		31,500
513	3950	8098B	Dover Area (North) Utility Rehabilitation and Replacement	500,000						-
513	3950	8122	Major CIPP storm pipe rehab project (annual recurring work item)	15,000,000				10,000		10,000
513	3950	8130	144th Ave Flood Remediation & Habitat Restoration	155,000				29,500		29,500
513	3950	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)					45,000		45,000
513	3950	3106A	Menlo Dr (Allen Blvd to Fairmount Dr)					786,000		786,000
513	3950	8135A	11750 SW Bvtn Hillside Hwy Stormwater Outfall to Beaverton Creek Retrofit	800,000				140,000		140,000
513	3950	8135B	4140 SW Watson Ave Stormwater Outfall to Beaverton Ck Retrofit	900,000				140,000		140,000
513	3950	4118B & 8136 & extra	Settler Wy Utility Replacements, Phase 2. & Rawhide Ct and Tennessee Ln storm pipe replacement & Sorrento Water Well Storm Service repair & misc point repairs	525,000				520,000		520,000
513	3950	6095	Sellwood Subdivision	225,000				35,000		35,000
<b>Total - 3950 Maintenance &amp; Replacement</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>1,782,000</b>	<b>-</b>	<b>1,782,000</b>
<b>Totals =&gt;</b>					<b>30,000</b>	<b>-</b>	<b>-</b>	<b>1,882,000</b>	<b>-</b>	<b>1,912,000</b>

**City of Beaverton**  
**CIP Financial Plan - STORM DRAIN**  
**FY 2019-20 Adopted**

Fund #	Proj #	CIP #	Project Name	Anticipated TOTAL Project Cost	Funding Source					Funding Total	
					Conveyance/ Extra Capacity	Stormwater 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	770,000	780,000					780,000	
513	3915	4154	South Cooper Mtn Storm Conveyance/ Master Planning share of UGB Expansion Area 6B		20,000					20,000	
513	3915	8101	Stormwater Master Planning-Via City staff and resources, mostly	400,000	300,000			-		300,000	
513	3915	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)		-					-	
<b>Total - 3915 Misc Conveyance/Extra Cap</b>						1,100,000	-	-	-	-	1,100,000
513	3916	8123	Existing Stormwater Pond capacity expansion at TBD (annual recurring work item)	~30,000/yr		30,000				30,000	
513	3916	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)			35,000				35,000	
<b>Total - 3916 Storm Quantity Projects</b>						-	65,000	-	-	-	65,000
513	3917	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)					35,000		35,000	
513	3950	8135B	4140 SW Watson Ave Stormwater Outfall to Beaverton Ck Retrofit	2,500,000			200,000	-		200,000	
513	3950	8101	SWMP - Stormwater Quality Retrofit list and financial study				50,000	-		50,000	
<b>Total - 3917 Storm Quality Projects</b>						-	-	285,000	-	-	285,000
513	3950	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead) - associated Storm conduit R&R work					81,000		81,000	
513	3950	6006	Minor System Enhancements in conjunction with Erickson SS Trunk upsizing	2,067,000				50,000		50,000	
513	3950	8098A	Dover Area (South) Utility Rehabilitation and Replacement	500,000				220,000		220,000	
513	3950	8098B	Dover Area (North) Utility Rehabilitation and Replacement	500,000				30,000		30,000	
513	3950	8122	Major CIPP storm pipe rehab project (annual recurring work item)	15,000,000				620,000		620,000	
513	3950	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)					190,000		190,000	
513	3950	8135A	11750 SW Bvtn Hillsdale Hwy Stormwater Outfall to Beaverton Creek Retrofit	1,500,000				115,000		115,000	
513	3950	8135B	4140 SW Watson Ave Stormwater Outfall to Beaverton Ck Retrofit	2,500,000				1,915,000		1,915,000	
513	3950	6095	Sellwood Subdivision Storm Drain Utility Repairs prior to AC Overlay					420,000		420,000	
513	3950	6096	McKay Subdivision Utility Impr, Ph 1					20,000		20,000	
513	3950	8101	SWMP - Pretreat facility list and financial studies for pipe R&R and pretreatment facility plan					120,000		120,000	
<b>Total - 3950 Maintenance &amp; Replacement</b>						-	-	-	3,781,000	-	3,781,000
<b>Totals =&gt;</b>						1,100,000	65,000	285,000	3,781,000	-	5,231,000

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST

			33,350		75,000					10,000		10,000
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682 CONSTRUCTION

	318,700		274,837		2,598,000		1,628,851	1,350,500	4,305,000		4,305,000	
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683 CONST DESIGN & ENGR INSPECTION

	123,589		131,557		817,000		470,904	561,500	746,000		746,000	
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TOTAL CLASS: 15 CAPITAL OUTLAY

	442,289		439,744		3,490,000		2,099,755	1,912,000	5,061,000		5,061,000	
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TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

	442,289		439,744		3,490,000		2,099,755	1,912,000	5,061,000		5,061,000	
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576



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 401 ASSESSMENT FUND #1

DEPT: 03 REVENUE

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: 35 MISCELLANEOUS REVENUES												
384	INVESTMENT INTEREST EARNINGS											
	-21		-68		-100							
385	INTEREST COLLECTED ON ASSMTS											
	-536		-576		-3,500		-740	-2,500	-2,565		-2,565	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-557		-644		-3,600		-740	-2,500	-2,565		-2,565	
CLASS: 45 NON-REVENUE RECEIPTS												
455	ASSMT PMTS - BONDED PRINCIPAL											
	-2,632		-6,409		-10,800		-4,908	-8,110	-3,500		-3,500	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS												
	-2,632		-6,409		-10,800		-4,908	-8,110	-3,500		-3,500	
TOTAL DEPARTMENT: 03 REVENUE												
	-3,189		-7,053		-14,400		-5,648	-10,610	-6,065		-6,065	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 401 ASSESSMENT FUND #1

DEPT: 20 FINANCE DEPARTMENT

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: 25 TRANSFERS

807 TRSFR TO GENERAL FUND

					1,300			1,300	1,365		1,365	
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829 TRSFERS TO STORM DRAIN FUND

	3,189		7,053		13,100		9,310		4,700		4,700	
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TOTAL CLASS: 25 TRANSFERS

	3,189		7,053		14,400		10,610		6,065		6,065	
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	3,189		7,053		14,400		10,610		6,065		6,065	
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578



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-11,626,817		-12,236,827		-13,147,277		-13,147,277	-13,147,277	-12,877,835		-12,877,835	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-11,626,817		-12,236,827		-13,147,277		-13,147,277	-13,147,277	-12,877,835		-12,877,835	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

	-294		-101,872		-88,820			-88,820	-80,000		-80,000	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-294		-101,872		-88,820			-88,820	-80,000		-80,000	
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CLASS: 20 PERMITS & FEES

355 WATER METER INSTALLATION FEES

	-10,134		-51,989		-45,000		-31,704	-25,000	-20,000		-20,000	
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TOTAL CLASS: 20 PERMITS & FEES

	-10,134		-51,989		-45,000		-31,704	-25,000	-20,000		-20,000	
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CLASS: 25 SERVICE FEES

361 WATER SALES

	-9,126,336		-10,127,493		-10,886,780		-10,194,347	-11,218,780	-14,037,532		-15,316,462	
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362 UNMETERED WATER SALES

	-3,576		-29,914		-14,000		-19,260	-20,000	-15,000		-15,000	
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364 CUSTOMER SERV CHARGES

	-25,420		-27,385		-25,000		-23,825	-23,750	-25,000		-25,000	
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366 DEMAND CHARGE

	-3,305,627		-3,579,324		-3,900,000		-3,807,105	-4,161,800	-5,366,782		-5,366,782	
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369 UTILITY SALES ALLOWANCES

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 03 REVENUE

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
	63,474		71,077		75,000		93,697	75,000	85,000		85,000	
TOTAL CLASS: 25 SERVICE FEES												
	-12,397,485		-13,693,039		-14,750,780		-13,950,840	-15,349,330	-19,359,314		-20,638,244	
CLASS: 35 MISCELLANEOUS REVENUES												
382 SALE OF CITY OR BURA PROPERTY												
	-29,206		-12,825				-6,693	-3,368				
384 INVESTMENT INTEREST EARNINGS												
	-148,244		-206,543		-235,400		-219,346	-275,600	-313,600		-313,600	
389 MISCELLANEOUS REVENUES												
	-51,002		-34,547		-30,000		-32,116	-30,000	-30,000		-30,000	
394 MISC INTEREST EARNINGS												
	-18,108		-19,318		-40,000		-55,639	-20,000	-20,000		-20,000	
398 SRVS PROVIDED TO OTHER FUNDS												
	-121,745		-91,179		-60,000		-295,162	-300,000	-200,000		-200,000	
399 REIMBURSEMENTS - OTHER												
	-173		-280									
753 ENERGY EFFICIENCY REBATES												
							-6,160					
757 MED/LIFE INS PREM REFUND DISTRIBUTION												
	-5,210		-3,656				-2,261	-2,261				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-373,688		-368,348		-365,400		-617,377	-631,229	-563,600		-563,600	
TOTAL DEPARTMENT: 03 REVENUE												
	-24,408,418		-26,452,075		-28,397,277		-27,747,198	-29,241,656	-32,900,749		-34,179,679	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER											
	52,867	.40	53,062	.40	55,197	.40	50,998	55,074	57,940	.40	57,940	.40
068	ENGINEERING ASSOCIATE											
					37,453	1.00	5,107	26,536	83,970	1.00	83,970	1.00
084	PROJECT ENGINEER 1											
	110,439	1.50	141,555	1.50	235,593	2.50	212,078	234,983	214,071	2.10	214,071	2.10
123	ENGINEERING TECH 2											
									35,314	.50	35,314	.50
124	ENGINEERING CONST INSPECTOR											
		.40	24,829	.40	26,813	.40	23,982	27,884				
175	PROJECT ENGINEER 2											
			30,591	1.00	114,248	1.00	101,033	111,888	214,973	2.00	214,973	2.00
221	SUPPORT SPECIALIST 2											
	22,009	.50	23,721	.50	25,646	.50	22,916	25,537	28,021	.50	28,021	.50
299	PAYROLL TAXES AND FRINGES											
	95,823		141,845		281,032		194,696	233,863	367,345		367,345	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	281,138	2.80	415,603	3.80	775,982	5.80	610,810	715,765	1,001,634	6.50	1,001,634	6.50

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
			1,616		5,600		2,096	3,500	3,100		3,100	
305	SPECIAL DEPARTMENT SUPPLIES											
	57		70		400		4	200	400		400	
307	MEMBERSHIP FEES											
	46,968		48,390		52,150		54,395	54,395	60,925		60,925	
314	OUTSIDE REPRODUCTION EXPENSES											
	955				1,000				1,000		1,000	
317	COMPUTER EQUIPMENT											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
			5,294		10,535		7,517	3,150	1,500		1,500	
318	COMPUTER SOFTWARE											
			4,000		2,000				30,000		30,000	
321	TRAVEL, TRAINING & SUBSISTENCE											
	7,124		10,785		14,600		5,524	7,000	25,825		25,825	
328	MEALS & RELATED EXPENSE											
	602		608		1,500		1,342	800	1,500		1,500	
341	COMMUNICATIONS EXPENSE											
361	UNIFORMS & SPECIAL CLOTHING											
			597		600		446	600	750		750	
444	ASR OPERATING & MONITORING EXP											
					195,978		195,977	195,978	306,550		306,550	
445	NON-CIP ENGINEERING EXPENSE											
									50,000		50,000	
461	SPECIAL EXPENSE											
	15,941		13,341		34,600		7,350	5,000	30,900		30,900	
511	PROFESSIONAL SERVICES											
	63,163		63,537		66,948		63,185	66,948	461,800		461,800	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	134,810		148,238		385,911		337,836	337,571	974,250		974,250	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	2,540		3,709		3,327		1,645	3,327	1,651		1,651	
817	TRSFERS TO GARAGE FUND											
	639				857			857				
835	TRSFER TO GF, BVTN BLDG OPERATIONS											
			20,592		10,296		9,438	10,296	16,701		16,701	
836	TRSFER TO GF, BVTN BLDG DEBT SVC											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
			27,400		10,356		9,493	10,356	12,834		12,834	
TOTAL CLASS: 25 TRANSFERS												
	3,179		51,701		24,836		20,576	24,836	31,186		31,186	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING												
	419,127	2.80	615,542	3.80	1,186,729	5.80	969,222	1,078,172	2,007,070	6.50	2,007,070	6.50

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS											
			17,568	1.00	78,922	1.00	67,805	74,210	88,163	1.00	88,163	1.00
057	PUBLIC WORKS SUPERVISOR											
	66,961	1.00	108,281	2.00	179,490	2.00	171,543	178,197	192,562	2.00	192,562	2.00
112	PUBLIC WORKS MANAGER 3											
	108,886	1.00	111,346	1.00	114,128	1.00	107,294	116,160	122,139	1.00	122,139	1.00
133	WATER CUSTOMER SERVICE TECH											
	57,386	1.00	62,949	1.00	67,709	1.00	70,650	70,110	66,736	1.00	66,736	1.00
162	WATER DISTRIBUTION LEAD											
	85,586	2.00	154,431	2.00	162,803	2.00	157,231	161,839	171,043	2.00	171,043	2.00
173	WATER DISTRIBUTION TECHNICIAN											
	298,262	6.00	194,214	6.00	328,100	6.00	177,980	191,045	338,999	6.00	338,999	6.00
178	WATER QUALITY TECHNICIAN											
	148,211	2.00	120,613		51,680	1.00		8,527	54,502	1.00	54,502	1.00
188	INVENTORY CONTROL TECHNICIAN											
	13,757	.25	15,822	.25								
209	WATER DISTRIBUTION EQUIP OPER											
	144,706	3.00	166,563	3.00	291,860	5.00	313,053	324,305	336,746	5.00	336,746	5.00
299	PAYROLL TAXES AND FRINGES											
	478,637		520,424		883,936		628,550	696,826	954,745		954,745	

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,402,392	16.25	1,472,211	16.25	2,158,628	19.00	1,694,106	1,821,219	2,325,635	19.00	2,325,635	19.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	65		304		900		783	1,058	1,300		1,300	
303	OFFICE FURNITURE & EQUIPMENT											
	1,232		1,488		1,400		801	950	2,050		2,050	
304	DEPARTMENT EQUIPMENT EXPENSE											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	36,345		24,243		57,500		52,075	55,000	72,000		72,000	
305	SPECIAL DEPARTMENT SUPPLIES											
	7,884		5,983		10,800		10,596	10,800	11,800		11,800	
307	MEMBERSHIP FEES											
	11,551		11,949		14,905		14,331	14,300	16,981		16,981	
308	PERIODICALS & SUBSCRIPTIONS											
	389		200		500		532	505	870		870	
316	ADVERTISING, RECORDING & FILING											
			2,118									
317	COMPUTER EQUIPMENT											
	500				1,246		728	728	1,131		1,131	
318	COMPUTER SOFTWARE											
					13,500		8,000	8,000				
321	TRAVEL, TRAINING & SUBSISTENCE											
	8,854		10,021		13,380		13,168	13,300	31,325		31,325	
328	MEALS & RELATED EXPENSE											
	153											
341	COMMUNICATIONS EXPENSE											
	31,577		33,902		45,000		30,084	44,000	46,000		46,000	
351	UTILITIES EXPENSE											
	245,004		261,611		290,000		235,471	270,000	290,000		290,000	
361	UNIFORMS & SPECIAL CLOTHING											
	10,545		10,402		13,800		9,483	13,300	21,200		21,200	
371	EQUIPMENT OPER & MAINT EXPENSE											
									12,150		6,650	
372	ROLLING STOCK & EQUIPMENT UNDER \$10K											
											5,500	
381	BUILDING EXPENSE											
	9		6,429		20,000		4,575	15,000	20,000		20,000	
409	WATER PURCHASES FOR RESALE											
	1,288,362		1,383,335		1,627,525		963,979	1,499,382	1,684,550		1,684,550	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
410	BARNEY RESERVOIR OPERATIONS											
	88,608		95,900		164,609		75,132	100,000	150,051		150,051	
413	SERVICE INSTALLATIONS											
	2,984		2,341		3,300		3,276	3,300	10,500		10,500	
417	WILLAMETTE INTAKE FACILITIES OPER											
					16,000		4,364	10,000	13,000		13,000	
418	JWC OPERATING EXP - OTHER											
	17,585		79,811		42,250		14,641	22,752	45,000		45,000	
419	CHEMICAL & LABORATORY SUPPLIES											
	41,298		33,025		66,800		61,615	60,000	78,100		78,100	
425	DUMPING EXPENSES											
	1,531		1,729		3,000		2,995	3,200	5,000		5,000	
439	WATER WHEELING SERVICES - TVWD											
					383,000		63,296	383,000	1,671,621		1,671,621	
441	LINE MAINTENANCE											
	189,296		185,760		234,229		235,723	224,000	218,000		218,000	
446	METER MAINTENANCE											
	159,795		225,024		249,126		247,317	249,000	278,062		278,062	
447	WATER PURCHASES - WHEELING											
									510,000		510,000	
448	MANHOLE / PRV VALVE ADJUSTMENTS											
	54,522		49,000		146,450		146,052	147,552	150,000		150,000	
461	SPECIAL EXPENSE											
	217		349		1,200		319	900	2,523		2,523	
497	DEBT ISSUANCE COST											
			135,399		850		1,600	850	150,850		150,850	
498	UNDERWRITERS DISCOUNT, BOND											
			9,816						20,000		20,000	
511	PROFESSIONAL SERVICES											
	327,811		344,899		370,020		356,843	359,800	629,500		629,500	
512	CITY RIGHT OF WAY FEES											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	619,246		641,861		652,035		597,696	732,409	919,379		919,379	
525	PMTS TO OTHER GOVERNMENT AGENCIES											
	50,924		53,778		56,400		55,891	55,891	60,000		60,000	
536	MAINTENANCE CONTRACTS											
	23,102		23,742		33,500		26,974	31,000	49,500		49,500	
551	RENTS AND LEASES											
	17,903		1,917		11,468		220	2,400	2,700		2,700	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	3,237,292		3,636,336		4,544,693		3,238,560	4,332,377	7,175,143		7,175,143	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
	133,926		747		168,050		167,420	168,050	473,873		473,873	
670	ROLLING STOCK											
									229,934		229,934	
671	EQUIPMENT											
	40,000		140,678		98,000		98,000	98,000	96,600		96,600	
TOTAL CLASS: 15 CAPITAL OUTLAY												
	173,926		141,425		266,050		265,420	266,050	800,407		800,407	
CLASS: 25 TRANSFERS												
801	TRSFER TO GENERAL FD - OVERHEAD											
	217,037		318,316		360,830		330,761	360,830	448,971		448,971	
802	TRSFER TO GENERAL FD-ACCOUNTING											
	49,312		28,616		62,355		57,159	62,355	100,875		100,875	
803	TRSFER TO GENERAL FD-LANDSCAPE											
	69,355		80,215		83,669		76,697	83,669	88,269		88,269	
804	TRSFER - OPERATIONS ADMIN											
	197,088		249,697		288,261		264,239	288,261	261,881		261,881	
805	TRSFER TO G/F BLDG MAINT											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	20,687		18,448		20,886		19,146	20,886	20,972		20,972	
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)											
	101,395		165,166		179,079		164,156	179,079	177,216		177,216	
817	TRSFERS TO GARAGE FUND											
	98,923		112,814		136,655		91,896	136,655	134,214		134,214	
818	TRSFERS TO ISD-ALLOCATED											
	193,014		232,089		286,721		262,828	286,721	329,957		329,957	
819	TRSFERS TO INSURANCE FUND											
	198,941		228,792		228,792		209,726	228,792	285,990		285,990	
832	TRSFERS TO WATER DEBT SVC FUND											
	1,495,160		748,426		2,184,994		2,184,994	2,184,994	2,184,994		2,184,994	
833	TRSFERS TO WATER CONSTRUCT FUND											
	1,776,000		1,230,000		1,000,000		1,000,000	2,000,000	2,000,000		2,000,000	
TOTAL CLASS: 25 TRANSFERS												
	4,416,912		3,412,579		4,832,242		3,661,602	4,832,242	6,033,339		6,033,339	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
972	RESERVE - OPERATIONS FACILITY REPLACMT											
											121,939	
987	RESERVE - JWC EMERGENCY EQUIPMT											
					500,000				500,000		500,000	
991	CONTINGENCY - UNRESERVED											
					7,645,159				9,410,575		10,567,566	
995	RESERVE - RATE STABILIZATION											
					600,000				600,000		600,000	
996	RESERVE - EQUIPMENT REPLACMT											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
					342,168				398,636		398,636	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					9,087,327				10,909,211		12,188,141	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	9,230,522	16.25	8,662,551	16.25	20,888,940	19.00	8,859,688	11,251,888	27,243,735	19.00	28,522,665	19.00

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**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		11,626,817	12,236,827	13,147,277	13,147,277	12,877,835	12,877,835				

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		11,626,817	12,236,827	13,147,277	13,147,277	12,877,835	12,877,835				
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV										
		294	101,872	88,820	88,820	80,000	80,000				

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		294	101,872	88,820	88,820	80,000	80,000				
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CLASS: 20 PERMITS & FEES

355	WATER METER INSTALLATION FEES										
		10,134	51,989	45,000	25,000	20,000	20,000				

TOTAL CLASS: 20 PERMITS & FEES

		10,134	51,989	45,000	25,000	20,000	20,000				
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CLASS: 25 SERVICE FEES

361	WATER SALES										
		9,126,336	10,127,493	10,886,780	11,218,780	14,037,532	15,316,462				

362	UNMETERED WATER SALES										
		3,576	29,914	14,000	20,000	15,000	15,000				

364	CUSTOMER SERV CHARGES										
		25,420	27,385	25,000	23,750	25,000	25,000				

**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  
 LEASE OF THE CITY'S EXCESS 2.1MGD JWC PLANT CAPACITY TO THE 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 \$20,000

361 WATER SALES  
 FY 16-17 NO RATE INCREASE IS REFLECTED IN WATER SALES  
 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 IS DEDICATED TO FUTURE CAPACITY INCREASES FOR 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 JULY 1, 2018  
 17 CENTS IS DEDICATED TO FUTURE CAPACITY INCREASES FOR THE WATER CONSTRUCTION FUND  
 FY2018-19 REVISED ESTIMATE INCLUDES:  
 3% INCREASE IN WATER SALES REVENUES OVER LAST YEAR'S ACTUALS - \$431,000  
 REVENUE FROM AREAS WITHDRAWN FROM TVWD AND BILLED BY BEAVERTON  
 AREA 2 AND 5 BEGINNING IN DECEMBER 2018 - \$85,480  
 AREA 3 AND 6 BEGINNING IN MARCH 2019 - \$180,580  
 AREA 4 BEGINNING IN MAY 2019 - 420,720  
 FY 19-20 WATER SALES REFLECTS A 3.15% INCREASE ON CONSUMPTION WHICH IS A 10 CENT  
 INCREASE FROM \$3.17 TO \$3.27 PER 100 CUBIC FEET OF WATER EFFECTIVE JULY 1, 2019 \$10,863,200  
 REVENUE FROM AREAS WITHDRAWN FROM TVWD AND BILLED BY BEAVERTON  
 AREA 2 \$77,551  
 AREA 3 \$336,199  
 AREA 4 \$2,411,072  
 AREA 5 \$103,410  
 AREA 6 \$246,100  
 AMENDMENT PACKET NO. 3 - INCREASE THE CONSUMPTION RATE BY 30 CENTS PER CCF  
 TO FUND THE DEBT SERVICE PAYMENTS ON A \$30 MILLION REVENUE BOND ISSUE SCHEDULED  
 FOR LATE FY 2019-20 \$1,278,930

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.

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
366	DEMAND CHARGE										
	3,305,627		3,579,324		3,900,000		4,161,800	5,366,782		5,366,782	
369	UTILITY SALES ALLOWANCES										
	-63,474		-71,077		-75,000		-75,000	-85,000		-85,000	
TOTAL CLASS: 25 SERVICE FEES											
	12,397,485		13,693,039		14,750,780		15,349,330	19,359,314		20,638,244	
CLASS: 35 MISCELLANEOUS REVENUES											
382	SALE OF CITY OR BURA PROPERTY										
	29,206		12,825				3,368				
384	INVESTMENT INTEREST EARNINGS										
	148,244		206,543		235,400		275,600	313,600		313,600	
389	MISCELLANEOUS REVENUES										
	51,002		34,547		30,000		30,000	30,000		30,000	
394	MISC INTEREST EARNINGS										
	18,108		19,318		40,000		20,000	20,000		20,000	
398	SRVS PROVIDED TO OTHER FUNDS										
	121,745		91,179		60,000		300,000	200,000		200,000	
399	REIMBURSEMENTS - OTHER										
	173		280								
753	ENERGY EFFICIENCY REBATES										
757	MED/LIFE INS PREM REFUND DISTRIBUTION										
	5,210		3,656				2,261				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES											
	373,688		368,348		365,400		631,229	563,600		563,600	
TOTAL PROGRAM: 0000 UNRESTRICTED											
	24,408,418		26,452,075		28,397,277		29,241,656	32,900,749		34,179,679	

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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 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  
 FY2018-19 ESTIMATE INCLUDES REVENUE FROM AREAS WITHDRAWN FROM TVWD DURING THE YEAR:  
     AREAS 2 AND 5 BEGINNING IN DECEMBE 2018 - \$54,950  
     AREAS 3 AND 6 BEGINNING IN MARCH 2019 - \$100,470  
     AREA 4 BEGINNING IN MAY 2019 - 154,850  
 FY 19-20 MODEST GROWTH IN THE NUMBER OF NEW METERS SERVED AND \$1 PER MONTH (7.14%) INCREASE ON ALL METER SIZES, EFFECTIVE 7/1/2019 \$3,953,475  
 REVENUE FROM AREAS WITHDRAWN FROM TVWD AND BILLED BY BEAVERTON  
     AREA 2 \$88,320  
     AREA 3 \$198,360  
     AREA 4 \$991,253  
     AREA 5 \$12,178  
     AREA 6 \$123,196

369 UTILITY SALES ALLOWANCES  
 BILLING ADJUSTMENTS TO CUSTOMER ACCOUNTS FOR LEAKS, WRITE OFF OF DELINQUENT CHARGES, WHEN APPLICABLE AND WRITE OFF OF UNCOLLECTIBLE ACCOUNTS -\$85,000

382 SALE OF CITY OR BURA PROPERTY

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$313,600

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

394 MISC INTEREST EARNINGS  
 REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY BILLING SYSTEM \$20,000

398 SRVS PROVIDED TO OTHER FUNDS  
 REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING SERVICES FOR CAPITAL PROJECTS. \$200,000

399 REIMBURSEMENTS - OTHER

753 ENERGY EFFICIENCY REBATES

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL DEPARTMENT: 03 REVENUE											
	24,408,418		26,452,075		28,397,277		29,241,656	32,900,749		34,179,679	

## BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER	52,867	.40	53,062	.40	55,197	.40	55,074	57,940	.40	57,940	.40
068	ENGINEERING ASSOCIATE					37,453	1.00	26,536	83,970	1.00	83,970	1.00
084	PROJECT ENGINEER 1	110,439	1.50	141,555	1.50	235,593	2.50	234,983	214,071	2.10	214,071	2.10
123	ENGINEERING TECH 2								35,314	.50	35,314	.50
124	ENGINEERING CONST INSPECTOR		.40	24,829	.40	26,813	.40	27,884				
175	PROJECT ENGINEER 2			30,591	1.00	114,248	1.00	111,888	214,973	2.00	214,973	2.00
221	SUPPORT SPECIALIST 2	22,009	.50	23,721	.50	25,646	.50	25,537	28,021	.50	28,021	.50
299	PAYROLL TAXES AND FRINGES	95,823		141,845		281,032		233,863	367,345		367,345	

TOTAL CLASS: 05 PERSONNEL SERVICES

		281,138	2.80	415,603	3.80	775,982	5.80	715,765	1,001,634	6.50	1,001,634	6.50
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT			1,616		5,600		3,500	3,100		3,100	
305	SPECIAL DEPARTMENT SUPPLIES	57		70		400		200	400		400	

**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.
  - 068 ENGINEERING ASSOCIATE  
 FY 2018-19 REFLECTS A NEW 1 FTE ENGINEERING ASSOCIATE ADDED MID-YEAR VIA AGENDA BILL 19046
  - 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 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.  
 FY 2019-20 REFLECTS 1 FTE PROJECT ENGR 1 POSITION BEING REALLOCATED FROM 20/40/40 IN STREET FUND / WATER FUND / STORM DRAIN FUND TO 100% IN STREET FUND PROGRAM 0735.
  - 123 ENGINEERING TECH 2  
 FY 2019-20 REFLECTS 1 FTE ET2 TRANSFERRED FROM THE GENERAL FUND - ENGINEERING TO 50 / 25 / 25 IN WATER FUND / SEWER FUND / STORM DRAIN FUND - ENTERPRISE MGMT PROGRAM.
  - 124 ENGINEERING CONST INSPECTOR  
 1 FTE ENGINEERING CONSTRUCTION INSPECTOR IS ALLOCATED  
 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735  
 FY 2019-20 REFLECTS 1 FTE ENGR CONST INSPECTOR POSITION'S ALLOCATION CHANGING FROM 20/40/40 IN STREET FUND 101-72-0735 / WATER FUND 501-72-0740 / STORM FUND 513-72-0740 TO 100% IN GENERAL FUND (001-70-0701)
  - 175 PROJECT ENGINEER 2  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROJECT ENGINEER POSITION TO 1 FTE PROJECT ENGINEER 2 POSITION.  
 FY 19-20 REFLECTS A NEW 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 MISCELLANEOUS OFFICE FURNITURE AND EQUIPMENT \$600  
 OFFICE FURNITURE & EQUIPMENT FOR NEW PROJ ENGR 2 POSITION \$2,500
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SUPPLIES AND MATERIALS \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES										
	46,968		48,390		52,150		54,395	60,925		60,925	
314	OUTSIDE REPRODUCTION EXPENSES										
	955				1,000			1,000		1,000	
317	COMPUTER EQUIPMENT										
			5,294		10,535		3,150	1,500		1,500	
318	COMPUTER SOFTWARE										
			4,000		2,000			30,000		30,000	
321	TRAVEL, TRAINING & SUBSISTENCE										
	7,124		10,785		14,600		7,000	25,825		25,825	
328	MEALS & RELATED EXPENSE										
	602		608		1,500		800	1,500		1,500	
341	COMMUNICATIONS EXPENSE										
361	UNIFORMS & SPECIAL CLOTHING										
			597		600		600	750		750	
444	ASR OPERATING & MONITORING EXP										
					195,978		195,978	306,550		306,550	
445	NON-CIP ENGINEERING EXPENSE										
								50,000		50,000	
461	SPECIAL EXPENSE										
	15,941		13,341		34,600		5,000	30,900		30,900	
511	PROFESSIONAL SERVICES										

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 307 MEMBERSHIP FEES
  - 5 - PROF ENGINEER LICENSE RENEWAL (INCLUDING NEW PE2 POSITION) \$1,000
  - 3 - ASCE (AMERICAN SOCIETY OF CIVIL ENGINEERS) (\$225EA) (DW, PD & NEW PE2) \$675
  - OREGON ASSOC OF WATER UTILITIES (CITY MEMBERSHIP) \$8,200
  - AWWA CITY MEMBERSHIP \$3,900
  - AMERICAN PUBLIC WORKS ASSOCIATION MEMBERSHIP (SS & NEW PE2) \$380
  - WATER RIGHTS EXAMINER LICENSE RENEWAL (DW) \$100
  - REGIONAL WATER PROVIDER CONSORTIUM ANNUAL DUES \$40,000
  - LEAGUE OF OREGON CITIES ANNUAL DUES (WATER PORTION) \$6,345
  - 1-PROF LAND SURVEYOR LICENSE RENEWAL (\$220EA) (DW) \$225
  - 1-PLSO MEMBERSHIP (\$100EA) (DW) \$100
- 314 OUTSIDE REPRODUCTION EXPENSES
  - AWWA COPYRIGHTED BROCHURES & MATERIALS; OTHER PRINTED MATERIALS RELATED TO WATER \$1,000
- 317 COMPUTER EQUIPMENT
  - COMPUTER EQUIPMENT & MONITORS FOR NEW PROJECT ENGINEER 2 POSITION \$1,500
- 318 COMPUTER SOFTWARE
  - SOFTWARE MODELING PACKAGE \$29,000
  - SOFTWARE FOR NEW PROJ ENGINEER 2 POSITION \$1,000
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - 4 - TRAVEL/TRAINING FOR PROFESSIONAL ENGINEERS PDH TO MAINTAIN CERTICATION \$3,000
  - 1 - TRAINING FOR WATER DIST 1 PROFESSIONAL DEV HOURS (BB) \$1,200
  - 1 - PROFESSIONAL ENG/PROF LAND SURVEYOR/WATER RIGHTS (PRINCIAL ENG) \$3,500
  - 5 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500 EA) (4 PE, 1 SPECIALIST) \$7,500
  - 2 - APWA CONFERENCE AND TECHNICAL TRAINING \$3,400
  - 1 - TRAINING FOR SANITARY CERT PROFESSIONAL DEV HOURS (DW) \$1,200
  - DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$2,625
  - 1 - TRAINING FOR ASSOCIATE ENGINEER \$1,000
  - FOR NEW PROJ ENGR 2 POSITION: APWA CONF AND TECHNICAL ENGINEER TRAINING \$2,400
- 328 MEALS & RELATED EXPENSE
  - PROF MEETINGS AND MEALS ASSOCIATED WITH TRAINING \$500
  - HOST WATER REGIONAL WATER PROVIDERS CONSORTIUM MEETINGS \$400
  - HOST AWWA SUBSECTION LUNCH \$600
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE USAGE FOR NEW ENGINEERING ASSOCIATE POSITION
- 361 UNIFORMS & SPECIAL CLOTHING
  - 5 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMPLOYEE) \$750
- 444 ASR OPERATING & MONITORING EXP
  - ASR ANNUAL REPORTING AND ON CALL SERVICES \$198,000
  - WELL TESTING/TESTING ASR6 & 7 \$108,550
- 445 NON-CIP ENGINEERING EXPENSE
  - WATER SYSTEM HYDRAULIC MODELING & MAPPING \$50,000
- 461 SPECIAL EXPENSE
  - INFORMATION DEVICES (EMERGENCY PREPAREDNESS AND WATER CONSERVATION) \$1,500
  - WATER SAVINGS KITS FOR PUBLIC DISTRIBUTION \$3,000
  - MANDATED COB WATER SYSTEM EMERGENCY RESPONSE PLAN UPDATE \$5,000
  - CITY SHARE OF JWC WASH. CO FAIR BOOTH \$500
  - MESSENGER SERVICES \$400
  - WATER SAVINGS REBATE PROGRAM \$20,000
  - CITY SHARE OF COLLEGE CAREER FAIR BOOTH FOR STAFF RECRUITMENT 500 \$500
- 511 PROFESSIONAL SERVICES

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	63,163		63,537		66,948		66,948	461,800		461,800	

TOTAL CLASS: 10 MATERIALS & SERVICES

	134,810		148,238		385,911		337,571	974,250		974,250	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
		2,540	3,709		3,327		3,327	1,651		1,651	
817	TRSFERS TO GARAGE FUND										
		639			857		857				
835	TRSFER TO GF, BVTN BLDG OPERATIONS										
			20,592		10,296		10,296	16,701		16,701	
836	TRSFER TO GF, BVTN BLDG DEBT SVC										
			27,400		10,356		10,356	12,834		12,834	

TOTAL CLASS: 25 TRANSFERS

	3,179		51,701		24,836		24,836	31,186		31,186	
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TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

	419,127	2.80	615,542	3.80	1,186,729	5.80	1,078,172	2,007,070	6.50	2,007,070	6.50
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TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

	419,127	2.80	615,542	3.80	1,186,729	5.80	1,078,172	2,007,070	6.50	2,007,070	6.50
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**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

CONSULTANT SERVICES FOR EPA MANDATED CONSUMER CONFIDENCE REPORT \$7,000  
 ELEMENTARY SCHOOLS WATER CONSERVATION PERFORMANCE \$2,800  
 IN-HOUSE LOCATE CHARGES \$45,000  
 S&B STUDY/TELEMTRY \$5,000  
 WATER AUDITS FOR WATER CONSERVATION \$2,000  
 WATER SDC RATE STUDY (POTABLE AND NON-POTABLE) \$100,000  
 COMMUNITY WATER SYSTEM RISK AND RESILENCE \$100,000  
 FEDERAL SAFE DRINKING WATER ACT REPORT \$100,000  
 SHAKE ALERT - TELEMTRY INTERGRATION \$25,000  
 FRACTA - PIPELINE CONDITION ASSESSMENT \$25,000  
 WATER SYSTEM HYDROLIC MODELING \$50,000

- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651
- 817 TRSFERS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS  
 BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$16,701
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC  
 BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$12,834

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0741 WATER SERVICES

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

316	ADVERTISING,RECORDING & FILING		2,118								
409	WATER PURCHASES FOR RESALE	1,288,362	1,383,335		1,627,525		1,499,382	1,684,550		1,684,550	
410	BARNEY RESERVOIR OPERATIONS	88,608	95,900		164,609		100,000	150,051		150,051	
417	WILLAMETTE INTAKE FACILITIES OPER				16,000		10,000	13,000		13,000	
418	JWC OPERATING EXP - OTHER	17,585	79,811		42,250		22,752	45,000		45,000	
439	WATER WHEELING SERVICES - TVWD				383,000		383,000	1,671,621		1,671,621	
447	WATER PURCHASES - WHEELING							510,000		510,000	
497	DEBT ISSUANCE COST		135,399		850		850	150,850		150,850	
498	UNDERWRITERS DISCOUNT, BOND		9,816					20,000		20,000	
511	PROFESSIONAL SERVICES	233,704	248,674		226,800		226,800	310,000		310,000	
512	CITY RIGHT OF WAY FEES	619,246	641,861		652,035		732,409	919,379		919,379	
525	PMTS TO OTHER GOVERNMENT AGENCIES	50,924	53,778		56,400		55,891	60,000		60,000	

**BP WORKSHEET & JUSTIFICATION**

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 17-18 INCLUDES:
  - JWC WATER TREATMENT PLANT WATER PRODUCTION CHARGES BUD \$1,400,000/ ACTUAL \$1,365,000
  - BUREAU OF RECLAMATION BUD \$26,000/ ACTUAL \$18,000
  - PORTLAND WATER BUREAU BUD \$500/ ACTUAL 500
  - FY 18-19 INCLUDES \$1,600,000 FOR JWC WATER AND TREATMENT PLANT COSTS, \$27,000 BUREAU OF JWC WATER TREATMENT PLANT WATER PRODUCTION CHARGES \$1,600,000
  - BUREAU OF RECLAMATION \$27,000
  - PORTLAND WATER BUREAU \$525
  - FY 19-20 INCLUDES:
  - JWC WATER TREATMENT PLANT WATER PRODUCTION CHARGES \$1,656,000
  - BUREAU OF RECLAMATION \$28,000
  - PORTLAND WATER BUREAU \$550
  
- 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 \$150,051
  
- 417 WILLAMETTE INTAKE FACILITIES OPER
  - BEAVERTON'S PROPORTIONAL EXPENSE OF THE WILLAMETTE INTAKE FACILITIES COMMISSION'S OPERATIONS. \$13,000
  
- 418 JWC OPERATING EXP - OTHER
  - MAINTENANCE PERFORMED BY JWC STAFF ON CHLORINE SCRUBBER, TRANSMISSION LINE CORRIDOR, SEDIMENT REMOVAL AND INSPECTIONS OF THE CLEARWELL AND RESERVOIRS. \$45,000
  
- 439 WATER WHEELING SERVICES - TVWD
  - PAYMENT TO TVWD TO WHEEL WATER THROUGH TVWD'S SYSTEM FOR THE 4,077 ACCOUNTS THAT WERE WITHDRAWN FROM TVWD'S SERVICE AREA AND TRANSFERRED TO THE CITY OF BEAVERTON'S SERVICE AREA
  - FY 2018-19 216,655 CCF OF WATER AT WHEELING CHARGE OF \$1.722 PER CCF \$373,080
  - FY 2019-20 970,744 CCF OF WATER AT WHEELING CHARGE OF \$1.722 PER CCF \$1,671,621
  
- 447 WATER PURCHASES - WHEELING
  - WATER PURCHASES FROM THE JWC WATER TREATMENT PLANT THAT IS WHEELED THROUGH TVWD'S WATER SYSTEM TO SERVE THE AREAS WITHDRAWN FROM THE TVWD'S SERVICE DISTRICT AND NOW SERVED BY CITY OF BEAVERTON \$510,000
  
- 497 DEBT ISSUANCE COST
  - BOND PAYING AGENT FEES \$850
  - BOND ISSUANCE COSTS FOR PROJECTED \$30 MILLION 2019 WATER REVENUE BONDS \$150,000
  
- 498 UNDERWRITERS DISCOUNT, BOND
  - COST FOR PROJECTED \$30 MILLION 2019 WATER REVENUE BONDS \$20,000
  
- 511 PROFESSIONAL SERVICES
  - FY 2019-20 INCREASE REFLECTS A SLIGHT INCREASE FOR GROWTH IN NUMBER OF METERS READ AND ADDITIONAL COSTS EXPECTED WITH THE TVWD WITHDRAWAL AREAS AND SOUTH COOPER MOUNTAIN \$310,000
  
- 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.
  - FY 2019-20 INCREASE REFLECTS THE 4,077 WATER ACCOUTS THAT WERE WITHDRAWN FROM THE TVWD AND NOW SERVED AND BILLED BY THE CITY OF BEAVERTON \$919,379
  
- 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 \$60,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0741 WATER SERVICES

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

TOTAL CLASS: 10 MATERIALS & SERVICES

	2,298,429		2,650,692		3,169,469		3,031,084	5,534,451		5,534,451	
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CLASS: 25 TRANSFERS

801	TRSFRR TO GENERAL FD - OVERHEAD	217,037		318,316		360,830		360,830	448,971		448,971
802	TRSFRR TO GENERAL FD-ACCOUNTING	49,312		28,616		62,355		62,355	100,875		100,875
818	TRSFRRS TO ISD-ALLOCATED	193,014		232,089		286,721		286,721	329,957		329,957
819	TRSFRRS TO INSURANCE FUND	198,941		228,792		228,792		228,792	285,990		285,990
832	TRSFRRS TO WATER DEBT SVC FUND	1,495,160		748,426		2,184,994		2,184,994	2,184,994		2,184,994
833	TRSFRRS TO WATER CONSTRUCT FUND	1,776,000		1,230,000		1,000,000		1,000,000	2,000,000		2,000,000

TOTAL CLASS: 25 TRANSFERS

	3,929,464		2,786,239		4,123,692		4,123,692	5,350,787		5,350,787	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

987	RESERVE - JWC EMERGNCY EQUIPMT					500,000			500,000		500,000
991	CONTINGENCY - UNRESERVED					7,645,159			9,410,575		10,567,566
995	RESERVE - RATE STABILIZATION					600,000			600,000		600,000
996	RESERVE - EQUIPMENT REPLACMT					342,168			398,636		398,636

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

						9,087,327			10,909,211		12,066,202
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TOTAL PROGRAM: 0741 WATER SERVICES

	6,227,893		5,436,931		16,380,488		7,154,776	21,794,449		22,951,440	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0741 WATER SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND  
 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$448,971
- 802 TRSFR TO GENERAL FD-ACCOUNTING  
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND \$100,875
- 818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$246,423  
 SOFTWARE MAINTENANCE - TELEMETRY, ASSET SYSTEM, BACKFLOW SYSTEM AND UTILITY BILLINGS \$81,334  
 ENGINEERING SOFTWARE UPGRADES \$2,200
- 819 TRSFERS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$285,990
- 832 TRSFERS TO WATER DEBT SVC FUND  
 DEBT SERVICE (PRINCIPAL & INTEREST) ON OUTSTANDING WATER REVENUE BONDS. (2016 & 2018) \$2,184,994
- 833 TRSFERS TO WATER CONSTRUCT FUND  
 TRANSFER FROM WATER OPERATING FUND TO HELP COVER THE COST OF VARIOUS JWC AND EXTRA  
 CAPACITY INCREASE PROJECTS \$2,000,000

- 987 RESERVE - JWC EMERGENCY EQUIPMT  
 DEDICATED CONTINGENCY FOR JOINT WATER COMMISSION EMERGENCY PLANT EQUIPMENT \$500,000  
 (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 \$600,000
- 996 RESERVE - EQUIPMENT REPLACEMT  
 RESERVE FOR EQUIPMENT REPLACEMENT, JWC RESERVE FOR VEHICLE REPLACEMENT, COB \$398,636

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

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: 05 PERSONNEL SERVICES

057	PUBLIC WORKS SUPERVISOR											
	66,961	1.00	83,693	1.00	87,437	1.00	83,817	91,050	1.00	91,050	1.00	
112	PUBLIC WORKS MANAGER 3											
	54,444	.50	55,673	.50	57,061	.50	58,079	61,067	.50	61,067	.50	
133	WATER CUSTOMER SERVICE TECH											
	57,386	1.00	62,949	1.00								
162	WATER DISTRIBUTION LEAD											
	1,851	1.00	64,571	1.00	79,415	1.00	77,616	80,966	1.00	80,966	1.00	
173	WATER DISTRIBUTION TECHNICIAN											
	298,262	6.00	194,214	6.00	328,100	6.00	191,045	338,999	6.00	338,999	6.00	
188	INVENTORY CONTROL TECHNICIAN											
	13,757	.25	15,822	.25								
209	WATER DISTRIBUTION EQUIP OPER											
	144,706	3.00	166,563	3.00	291,860	5.00	324,305	336,746	5.00	336,746	5.00	
299	PAYROLL TAXES AND FRINGES											
	329,352		353,470		620,352		479,302	668,668		668,668		

TOTAL CLASS: 05 PERSONNEL SERVICES

	966,719	12.75	996,955	12.75	1,464,225	13.50	1,214,164	1,577,496	13.50	1,577,496	13.50
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	15		153		400		658	600		600		
303	OFFICE FURNITURE & EQUIPMENT											
	485		66		400		400	1,050		1,050		
304	DEPARTMENT EQUIPMENT EXPENSE											
	13,067		13,797		18,500		17,000	32,000		32,000		
305	SPECIAL DEPARTMENT SUPPLIES											
	6,956		5,328		6,800		6,800	6,800		6,800		

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 057 PUBLIC WORKS SUPERVISOR
  
- 112 PUBLIC WORKS MANAGER 3  
 1 FTE PUBLIC WORKS MANAGER 3 IS ALLOCATED:  
 50% 501-85-0743 / 50% 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
  
- 173 WATER DISTRIBUTION 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.
- 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.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES \$600
- 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE FURNITURE 3 NEW LOCKERS \$1,050
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT OF MISCELLANEOUS POWER TOOLS \$15,000  
 TOOL SETUP FOR VALVE TURNING PROGRAM \$4,000  
 FLUSHING PROGRAM \$2,000  
 HYDRANT REPAIR AND REBUILD \$1,500  
 CORRELATION \$2,500  
 LOCATER \$3,500  
 LINE FREEZE KIT \$3,500
- 305 SPECIAL DEPARTMENT SUPPLIES  
 PIPE TAPPING BITS \$1,500  
 LUMBER \$300  
 SAW BLADES \$1,000  
 HAND TOOLS \$2,000  
 EROSION CONTROL FOR WATER LEAKS \$500  
 TRASH PUMPS \$1,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES										
	1,367		823		2,740		2,200	3,440		3,440	
308	PERIODICALS & SUBSCRIPTIONS										
	89		200		200		200	450		450	
317	COMPUTER EQUIPMENT										
	500				1,246						
321	TRAVEL, TRAINING & SUBSISTENCE										
	5,372		5,169		5,600		5,600	19,335		19,335	
328	MEALS & RELATED EXPENSE										
	88										
361	UNIFORMS & SPECIAL CLOTHING										
	7,187		6,908		7,800		7,800	14,000		14,000	
371	EQUIPMENT OPER & MAINT EXPENSE										
								12,150		6,650	
372	ROLLING STOCK & EQUIPMENT UNDER \$10K										
										5,500	
413	SERVICE INSTALLATIONS										
	2,984		2,341		3,300		3,300	10,500		10,500	
419	CHEMICAL & LABORATORY SUPPLIES										
	9,907		155		16,800		10,000	12,100		12,100	
425	DUMPING EXPENSES										
	1,496		1,729		2,500		2,500	4,500		4,500	
441	LINE MAINTENANCE										
	156,050		153,412		159,229		152,000	180,000		180,000	
446	METER MAINTENANCE										

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
307	MEMBERSHIP FEES	
	AWWA MEMBERSHIP \$440	
	OHA CERTS WATER DIST, TREATMENT (7 SINGLE @140/EACH AND 2 COMBINATION @210/EACH) \$1,400	
	EXAM FEE REIMBURSEMENT \$600	
	CROSS CONNECTION SPECIALIST, TESTER (2 SINGLE @195/EACH AND 2 COMBINATION @305/EACH) \$1,000	
308	PERIODICALS & SUBSCRIPTIONS	
	WATER DISTRIBUTION & MAINTENANCE MANUALS \$450	
317	COMPUTER EQUIPMENT	
	NO APPROPRIATION REQUESTED	
321	TRAVEL, TRAINING & SUBSISTENCE	
	TRAVEL AND SUBSISTENCE NEEDED TO SUPPORT TRAINING HOTEL AND MEAL EXPENSES \$4,000	
	TRAINING REGISTRATION FEES FOR WATER RECERTS (6 @500/EA) \$3,000	
	TRAINING REGISTRATION FEES FOR CROSS CONNECTION RECERTS TESTERS(2@550 & SPEC 2@255) \$1,610	
	MANAGEMENT TRAINING AWWA (2@500) \$1,000	
	CITYWORKS STORE ROOM TRAINING (1 WEB @500 AND 1 DAY AT CITYWORKS CONFERENCE @1500) \$2,000	
	AWWA MANAGEMENT INST. REG AND ALL EXPENSE FOR TWO \$3,200	
	APWA EXPO FOR 1 \$1,900	
	DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$2,625	
328	MEALS & RELATED EXPENSE	
	FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND	
361	UNIFORMS & SPECIAL CLOTHING	
	SAFETY GEAR AND CLOTHING \$3,500	
	RAINGEAR \$9,000	
	OTHER GEAR \$1,500	
371	EQUIPMENT OPER & MAINT EXPENSE	
	HC 100 CONTROLLER/DATALOGGER \$3,200	
	HEAVY DUTY BUCKET \$2,300	
	HEAVY DUTY FORKS \$1,150	
	BRADCO PICKUP BROOM \$5,500 MOVED TO ACCOUNT 372 BY AMENDMENT PACKET NO. 2	
372	ROLLING STOCK & EQUIPMENT UNDER \$10K	
	BRADCO PICKUP BROOM \$5,500 MOVED FROM ACCOUNT 371 BY AMENDMENT PACKET NO. 2 \$5,500	
413	SERVICE INSTALLATIONS	
	WATER SERVICE INSTALLATIONS 1" & 2" COPPER TUBING & BRASS FITTINGS \$7,500	
	SOUTH COOPER MOUNTAIN ADJUSTMENT PARTS \$3,000	
419	CHEMICAL & LABORATORY SUPPLIES	
	VITA DE-CHLOR TABLETS \$7,400	
	HOSE MONSTER \$3,500	
	CHLORINE TESTING EQUIPMENT AND REAGENTS \$1,200	
425	DUMPING EXPENSES	
	LANDFILL DEBRIS DISPOSAL \$3,000	
	HAULING ALL DEBRIS DIRECTLY TO RECEIVING FACILITY \$1,500	
441	LINE MAINTENANCE	
	MAINTENANCE & REPAIR OF WATER MAINS, VALVES, HYDRANTS, BLOWOFFS AND SERVICES \$120,000	
	FIRE HYDRANT REPLACEMENT PROGRAM \$60,000	
446	METER MAINTENANCE	

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	159,795		225,024		249,126		249,000	278,062		278,062	
448	MANHOLE / PRV VALVE ADJUSTMENTS										
	54,522		49,000		146,450		147,552	150,000		150,000	
461	SPECIAL EXPENSE										
	217		295		400		100	1,523		1,523	
511	PROFESSIONAL SERVICES										
	25,246		30,063		36,620		31,000	111,000		111,000	
551	RENTS AND LEASES										
	17,287		1,269		8,484		1,800	1,700		1,700	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	462,630		495,732		666,595		637,910	839,210		839,210	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
	133,926		747		75,400		75,400	429,223		429,223	
670	ROLLING STOCK										
								229,934		229,934	
671	EQUIPMENT										
			76,902		6,000		6,000				
TOTAL CLASS: 15 CAPITAL OUTLAY											
	133,926		77,649		81,400		81,400	659,157		659,157	
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	58,563		96,059		84,166		84,166	114,284		114,284	
TOTAL CLASS: 25 TRANSFERS											
	58,563		96,059		84,166		84,166	114,284		114,284	
TOTAL PROGRAM: 0742 WATER SYSTEM DISTRIBUTION											

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

REPLACE 1,000 5/8" METERS @ \$138.11 EA \$138,110  
 REPLACE 8 3" METERS @ \$1,920.14 EACH COMMERCIAL REPLACEMENT \$15,361  
 REPLACE 3 VAULTS @ \$3632.38 EA \$10,898  
 REPLACE 200 METER BOXES FOR 3/4" AND 1" METERS @ \$172.14 EA \$34,428  
 REPLACE 9 1 1/2" METERS @ \$1313.79 EA \$11,824  
 REPLACE 10 2" METERS @ \$1515.90 EA \$15,159  
 REPLACE 20 1" METERS @ \$197.42 EA \$3,948  
 REPLACE 20 METER BOXES FOR 1 1/2" TO 2" METERS @ \$316.37 EA \$6,327  
 REPLACE 100 REGISTERS AND ADD REMOTE READ CAPABILITY, \$155 \$15,500  
 REPLACE 300 3/4" BRASS METER TAIL PIECES @\$8.77 EA \$2,631  
 REPLACE 300 3/4" X 1 BRASS METER BUSHINGS @\$9.49 EA \$2,847  
 REPLACE 10 3/4" METER RISERS 12" @\$142.13 \$1,421  
 REPLACE 10 1" METER RISERS 12" @\$291.85 \$2,919  
 REPLACE 5 1 1/2" METER RISERS 12" @\$1532.36 \$7,662  
 REPLACE 5 2" METER RISERS 12" @\$1805.34 \$9,027

448 MANHOLE / PRV VALVE ADJUSTMENTS  
 CHARGES FOR ADJUSTING WATER MANHOLES AND VALVES REQUIRED DURING STREET RECONSTRUCTION. \$150,000

461 SPECIAL EXPENSE  
 COMMERCIAL DRIVERS LICENSE AND RENEWAL FEES (5 @\$61.50/EA) \$308  
 CDL TESTING FEE - 3RD PARTY TESTER (3@\$250/EA & DMV 3@\$155/EA) \$1,215

511 PROFESSIONAL SERVICES  
 TEST AND REPAIR LARGE METERS \$18,500  
 CALIBRATION FOR WATER GAUGES & LOCATING EQUIPMENT \$1,500  
 6 HOT TAPS @ \$2,500 EACH \$15,000  
 UTILITY CUT PAVING \$4,000  
 FLAGGERS \$2,000  
 12" LINE STOP \$20,000 WATER SYSTEM HYDRAULIC MODELING, MAPPING ETC. \$50,000

551 RENTS AND LEASES  
 MISCELLANEOUS EQUIPMENT RENTAL \$500  
 HEAVY EQUIPMENT RENTAL \$1,200

641 VEHICLES  
 1 - REPLACEMENT FOR VEHICLE 7-609, (2003 F350 SERVICE BODY) WITH F550 4WD SERVICE BODY \$119,500  
 (COST INCLUDES VEHICLE, SERVICE BODY, REELS, GENERATOR, CRANE, LIGHTING, LICENSING)  
 1 - NEW ADDITIONAL VEHICLE - PETERBILT 337 SERVICE TRUCK W/UTILITY BOX, ONBOARD AIR COMP  
 HEAVY DUTY CRANE, LIGHTING, REELS, WATER TANK, GENERATOR, SHELVING AND LICENSING \$235,000  
 ADDITIONAL VEHICLE TO REPLACE VAC TRAILER 22-504. PETERBILT 220-33000GVW W/ 20FT FLATBED \$74,723

670 ROLLING STOCK  
 NEW COLD PLANER \$23,500  
 NEW TAKEUCHI TL 10 CRH TRACK LOADER \$58,158  
 REPLACEMENT DITCH WITCH FXT 65 TRUCK MOUNT VAC SYSTEM \$133,509  
 NEW TRIPLER AXLE LOW PROFILE TILT TRAILER 24000 LB \$14,767

671 EQUIPMENT  
 NO APPROPRIATION REQUESTED

817 TRSFERS TO GARAGE FUND  
 FLEET SERVICES PROVIDED BY THE GARAGE FUND \$114,284

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - 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
	1,621,838	12.75	1,666,395	12.75	2,296,386	13.50	2,017,640	3,190,147	13.50	3,190,147	13.50

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

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: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS		17,568	1.00	78,922	1.00	74,210	88,163	1.00	88,163	1.00
057	PUBLIC WORKS SUPERVISOR		24,588	1.00	92,053	1.00	94,380	101,512	1.00	101,512	1.00
112	PUBLIC WORKS MANAGER 3		54,442	.50	55,673	.50	57,067	61,072	.50	61,072	.50
133	WATER CUSTOMER SERVICE TECH				67,709	1.00	70,110	66,736	1.00	66,736	1.00
162	WATER DISTRIBUTION LEAD		83,735	1.00	89,860	1.00	83,388	90,077	1.00	90,077	1.00
178	WATER QUALITY TECHNICIAN		148,211	2.00	120,613		51,680	8,527	1.00	54,502	1.00
299	PAYROLL TAXES AND FRINGES		149,285		166,954		263,584	217,524		286,077	

TOTAL CLASS: 05 PERSONNEL SERVICES

	435,673	3.50	475,256	3.50	694,403	5.50	607,055	748,139	5.50	748,139	5.50
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		50	151	500		400	700		700	
303	OFFICE FURNITURE & EQUIPMENT		747	1,422	1,000		550	1,000		1,000	
304	DEPARTMENT EQUIPMENT EXPENSE		23,278	10,446	39,000		38,000	40,000		40,000	

305	SPECIAL DEPARTMENT SUPPLIES		928	655	4,000		4,000	5,000		5,000	
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**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  
 1 FTE PUBLIC WORKS MANAGER 3 IS ALLOCATED:  
 50% 501-85-0743 / 50% 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 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES (7 EMPLOYEES @ \$100 EACH) \$700
- 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 @ \$2,100 EA) \$4,200  
 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 \$1,000  
 HACH PH/CONDUCTIVITY PROBE (2 @ \$1000 EA) \$2,000  
 REPLACE IN-LINE FLUORIDE ANALYZER \$7,700  
 REPLACEMENT OF MUTI-PRO AIR SENSOR (2 @2000) \$4,000  
 PRESSURE TRANSDUCERS FOR ASR PROGRAM (3 @ \$2,000 EACH) \$6,000  
 STORAGE SHELVEING FOR STORAGE CONTAINERS \$1,500  
 VALVE POSITION INDICATOR \$6,000  
 PRV PRESSURE TRANSMITTERS (2@ 1200) \$2,400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 TELEMETRY AND PRESSURE GAUGE SUPPLIES \$1,000  
 REPLACEMENT OF TRAFFIC SAFETY EQUIPMENT/CONES AND SIGNING \$1,000  
 HAND TOOLS, BATTERIES & BUILDING SUPPLIES \$2,000  
 REPLACEMENT OF VEHICLE (TOOLS,MATS, INVERTERS,ETC) \$1,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES										
	10,184		11,126		12,165		12,100	13,541		13,541	
308	PERIODICALS & SUBSCRIPTIONS										
	300				300		305	420		420	
317	COMPUTER EQUIPMENT										
							728	1,131		1,131	
318	COMPUTER SOFTWARE										
					13,500		8,000				
321	TRAVEL, TRAINING & SUBSISTENCE										
	3,482		4,852		7,780		7,700	11,990		11,990	
328	MEALS & RELATED EXPENSE										
	65										
341	COMMUNICATIONS EXPENSE										
	31,577		33,902		45,000		44,000	46,000		46,000	
351	UTILITIES EXPENSE										
	245,004		261,611		290,000		270,000	290,000		290,000	
361	UNIFORMS & SPECIAL CLOTHING										
	3,358		3,494		6,000		5,500	7,200		7,200	
381	BUILDING EXPENSE										
	9		6,429		20,000		15,000	20,000		20,000	
419	CHEMICAL & LABORATORY SUPPLIES										
	31,391		32,870		50,000		50,000	66,000		66,000	
425	DUMPING EXPENSES										
	35				500		700	500		500	
441	LINE MAINTENANCE										
	33,246		32,348		75,000		72,000	38,000		38,000	
461	SPECIAL EXPENSE										
			54		800		800	1,000		1,000	

## BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

307	MEMBERSHIP FEES NW AWWA SUBSECTION AND INDIVIDUAL AWWA MEMBERSHIP ( 5 @ \$228) \$1,140 OHA DIST TREAT RENEWAL (2 COMBINATION@210) \$420 STATE FIRE MARSHALL HAZARDOUS MATERIALS PERMIT SITES 2 @ \$3400 EACH \$6,800 LIBRARY FOUNTAIN PERMIT \$300 OREGON ASSOCIATION OF WATER UTILITIES (SUPERVISOR AND 4 OPERATORS / \$100 EACH) \$500 PACIFIC NW SECTION AWWA /OREGON WATER UTILITIES COUNCIL \$2,100 OREGON HEALTH AUTHORITY- CROSS CONNECTION SERVICE FEE \$525 OHA SPECIALIST AND TESTER RENEWALS 1 COMBINATION@\$305 EACH \$305 HOA DUES FOR 2 LOTS FOR RESERVE AT COOPER MTN ASR \$1,451
308	PERIODICALS & SUBSCRIPTIONS WATER QUALITY OPERATION AND MAINTENANCE MANUALS \$300 WATER TREATMENT MANUALS AND PERIODICALS ADDRESSING NEWEST EPA REGULATIONS \$120
317	COMPUTER EQUIPMENT DESKTOP COMPUTER \$760 MONITOR (27 INCH) \$219 BATTERY BACKUP \$152
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE MANAGER, SUPERVISOR, LEAD PNWAWWA CONFERENCE-REG, LODGING, TRANS. \$4,200 AWWA SHORT SCHOOL TRAINING (3 @ \$290/EACH) \$870 AWWA WEBINAR \$220 TECHNICAL TRAINING SEMINAR ON INSTRUMENTATION \$1,200 OREGON ASSOCIATION OF WATER UTILITIES CONFERENCE (2@\$320/EACH) \$640 RECERT CROSS CONN SPECIALIST AND TESTER TRAINING (2@\$255/EA & 1@\$550/EA) \$1,060 APWA EXPO (2 @\$1900/EACH) \$3,800
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
341	COMMUNICATIONS EXPENSE INTERNET CHARGES AND LOCAL EXCHANGE TELEPHONE LINES FOR THE WATER TELEMTRY SYSTEM, \$46,000
351	UTILITIES EXPENSE 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 RAIN GEAR AND SAFETY GEAR AND PERSONEL PROTECTION GEAR (6 EMPLOYEES @ \$1,200 EA) \$7,200
381	BUILDING EXPENSE MISCELLANOUS EXPENSE FOR WATER SITE BUILDINGS/MAINTENANCE \$20,000
419	CHEMICAL & LABORATORY SUPPLIES VARIOUS CHEMICALS FOR WATER QUALITY SITES (FLUORIDE, SODIUM HYPOCHLORITE, \$58,000 DE-CLOR,VITA-CLOR,WATER TESTING CHEMICAL AND REAGENTS, ETC.) \$8,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL MISCELLANEOUS PROJECTS \$500
441	LINE MAINTENANCE CHLORINE AND FLUORIDE INJECTION EQUIPMENT, RESERVOIRS, PUMPS AND PUMPING RELATED ITEMS \$38,000
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE AND RENEWAL \$200 OPERATOR CERTIFICATION TESTING AND PREP \$800

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	68,861		66,162		106,600		102,000	208,500		208,500	
536	MAINTENANCE CONTRACTS										
	23,102		23,742		33,500		31,000	49,500		49,500	
551	RENTS AND LEASES										
	616		648		2,984		600	1,000		1,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	476,233		489,912		708,629		663,383	801,482		801,482	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
					92,650		92,650	44,650		44,650	
671	EQUIPMENT										
	40,000		63,776		92,000		92,000	96,600		96,600	
TOTAL CLASS: 15 CAPITAL OUTLAY											
	40,000		63,776		184,650		184,650	141,250		141,250	
CLASS: 25 TRANSFERS											
803	TRSFER TO GENERAL FD-LANDSCAPE										
	69,355		80,215		83,669		83,669	88,269		88,269	
804	TRSFER - OPERATIONS ADMIN										
	197,088		249,697		288,261		288,261	261,881		261,881	
805	TRSFER TO G/F BLDG MAINT										
	20,687		18,448		20,886		20,886	20,972		20,972	
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)										
	101,395		165,166		179,079		179,079	177,216		177,216	
817	TRSFERS TO GARAGE FUND										
	40,360		16,755		52,489		52,489	19,930		19,930	
TOTAL CLASS: 25 TRANSFERS											
	428,885		530,281		624,384		624,384	568,268		568,268	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
972	RESERVE - OPERATIONS FACILITY REPLACMT										
										121,939	

**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) \$65,000  
 TELEMETRY CONTROLLED MAINTENANCE & CALIBRATION \$18,000  
 VIBRATION TESTING OF PUMPS AND MOTORS \$2,000  
 COVERALL CLEANING \$500  
 CALIBRATION FOR WATER GAUGES AND WATER LINE LOCATING EQUIPMENT \$4,000  
 TELEMETRY REPAIR / LABOR \$4,000  
 OVERFLOW INSPECTION OF WATERLINE PROJECTS \$95,000

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 \$28,000  
 CONTINUED CONTRACT WITH (ECOSCONNECT LLC) BACKFLOW \$10,000

551 RENTS AND LEASES

MISCELLANEOUS EQUIPMENT RENTAL \$1,000

641 VEHICLES

1 - NEW ADDITIONAL TRANSIT VAN (PRV, ARV REPAIR) COST INCLUDES LIGHTING AND SHELVES, CARGO PARTITION AND LICENSING \$44,650

671 EQUIPMENT

REPLACE AGING TELEMETRY EQUIPMENT AT 4 SITES @ \$24,150 EACH \$96,600  
 ON-GOING UPGRADES AT 27 SITES - 50% COMPLETED

803 TRSFR TO GENERAL FD-LANDSCAPE

ALLOCATION OF LANDSCAPE MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$88,269

804 TRSFR - OPERATIONS ADMIN

ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND. \$261,881

805 TRSFR TO G/F BLDG MAINT

ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$20,972

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

ALLOCATION OF GEOGRAPHIC INFORMATION SERVICES \$177,216

817 TRSFERS TO GARAGE FUND

ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND \$19,930

972 RESERVE - OPERATIONS FACILITY REPLACMT

AMENDMENT PACKET NO. 4B - ESTABLISH A RESERVE TO BEGIN ACCUMULATING FUNDS FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX.  
 TOTAL RESERVE IN FY 2019-20 IS \$500,000 AND THEY ARE IN INDIVIDUAL FUNDS AS FOLLOWS: \$121,939  
 GENERAL FUND \$70,597  
 STREET FUND \$132,657  
 WATER FUND \$121,939  
 SEWER FUND \$65,269  
 STORM DRAIN FUND \$109,538

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

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

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

121,939

TOTAL PROGRAM: 0743 WATER SYSTEM QUALITY

1,380,791 3.50 1,559,225 3.50 2,212,066 5.50 2,079,472 2,259,139 5.50 2,381,078 5.50

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

9,230,522 16.25 8,662,551 16.25 20,888,940 19.00 11,251,888 27,243,735 19.00 28,522,665 19.00

TOTAL FUND: 501 WATER FUND

12,171,591 20.69 13,304,795 21.69 28,397,277 26.88 16,363,821 32,900,749 27.63 34,179,679 27.63

### BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0743 WATER SYSTEM QUALITY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS




**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-8,075,808		-8,995,209		-9,015,970		-9,015,970	-9,015,970	-9,363,518		-9,363,518	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-8,075,808		-8,995,209		-9,015,970		-9,015,970	-9,015,970	-9,363,518		-9,363,518	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

					-668,000			-150,000	-2,211,000		-2,211,000	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

					-668,000			-150,000	-2,211,000		-2,211,000	
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CLASS: 20 PERMITS & FEES

357 SEWER CONNECTION FEES

	-112,880		-112,509		-125,000		-89,920	-100,000	-125,000		-125,000	
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TOTAL CLASS: 20 PERMITS & FEES

	-112,880		-112,509		-125,000		-89,920	-100,000	-125,000		-125,000	
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CLASS: 25 SERVICE FEES

363 SEWER SERVICE SALES

	-3,751,420		-2,861,258		-2,885,000		-5,181,629	-2,947,000	-3,035,000		-3,035,000	
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367 UTILITY SURCHARGE

	-1,232,038		-1,266,017		-1,250,000		-1,124,366	-1,250,000	-1,300,000		-1,300,000	
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369 UTILITY SALES ALLOWANCES

	27,226		29,036		50,000		27,863	50,000	50,000		50,000	
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TOTAL CLASS: 25 SERVICE FEES

	-4,956,232		-4,098,239		-4,085,000		-6,278,132	-4,147,000	-4,285,000		-4,285,000	
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 03 REVENUE

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
	-9,880		-29,743				-35,550	-5,225				
384	INVESTMENT INTEREST EARNINGS											
	-107,656		-196,658		-196,900		-185,699	-227,300	-265,300		-265,300	
389	MISCELLANEOUS REVENUES											
	-8,475		-67,171				-35	-35				
394	MISC INTEREST EARNINGS											
	-25,562		-26,091		-28,000			-28,000	-28,000		-28,000	
398	SRVS PROVIDED TO OTHER FUNDS											
	-93,061		-159,122		-50,000		-111,568	-100,000	-80,000		-80,000	
399	REIMBURSEMENTS - OTHER											
	-116		-171				-91,078	-91,078				
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	-7,939		-4,769				-4,217	-4,217				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-252,689		-483,725		-274,900		-428,147	-455,855	-373,300		-373,300	
TOTAL DEPARTMENT: 03 REVENUE												
	-13,397,609		-13,689,682		-14,168,870		-15,812,169	-13,868,825	-16,357,818		-16,357,818	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER											
	33,040	.25	33,165	.25	34,510	.25	31,875	34,427	36,215	.25	36,215	.25
051	CITY ENGINEER											
	40,079	.34	42,876	.34	45,188	.34	40,749	45,083	46,588	.34	46,588	.34
068	ENGINEERING ASSOCIATE											
					18,727	.50	2,119	13,267	79,689	1.00	79,689	1.00
084	PROJECT ENGINEER 1											
	172,982	2.10	199,799	2.10	206,709	2.10	186,689	206,379	214,071	2.10	214,071	2.10
123	ENGINEERING TECH 2											
									17,659	.25	17,659	.25
221	SUPPORT SPECIALIST 2											
	11,005	.25	11,860	.25	12,825	.25	11,458	12,772	14,017	.25	14,017	.25
299	PAYROLL TAXES AND FRINGES											
	127,417		166,171		192,295		161,110	183,364	259,879		259,879	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	384,523	2.94	453,871	2.94	510,254	3.44	434,000	495,292	668,118	4.19	668,118	4.19

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
					1,250			1,250				
305	SPECIAL DEPARTMENT SUPPLIES											
			100		400		220	400	400		400	
307	MEMBERSHIP FEES											
	663		160		1,775		190	1,175	1,375		1,375	
317	COMPUTER EQUIPMENT											
					1,940		951	1,983				
318	COMPUTER SOFTWARE											
			2,000		500			500				
321	TRAVEL, TRAINING & SUBSISTENCE											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
	1,886		3,464		10,250		1,535	4,000	10,063		10,063	
330	MILEAGE REIMBURSEMENT											
			12		200			200	200		200	
341	COMMUNICATIONS EXPENSE											
	740											
361	UNIFORMS & SPECIAL CLOTHING											
			448		450		193	450	450		450	
511	PROFESSIONAL SERVICES											
	23,982		41,111		43,020		32,835	43,020	110,000		110,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	27,271		47,295		59,785		35,924	52,978	122,488		122,488	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	759		817		1,387		537	1,387	550		550	
835	TRSFER TO GF, BVTN BLDG OPERATIONS											
			25,834		12,917		11,841	12,917	10,229		10,229	
836	TRSFER TO GF, BVTN BLDG DEBT SVC											
			34,376		12,992		11,909	12,992	7,861		7,861	
TOTAL CLASS: 25 TRANSFERS												
	759		61,027		27,296		24,287	27,296	18,640		18,640	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING												
	412,553	2.94	562,193	2.94	597,335	3.44	494,211	575,566	809,246	4.19	809,246	4.19

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 05 PERSONNEL SERVICES												
049	PROG COORDINATOR -PUBLIC WORKS											
	88,865	1.00		1.00	61,537	1.00	53,766	59,484	77,089	1.00	77,089	1.00
057	PUBLIC WORKS SUPERVISOR											
	33,734	.75	39,308	.50	41,475	.50	34,351	37,647	36,097	.50	36,097	.50
112	PUBLIC WORKS MANAGER 3											
	38,446	.34	86,014	.83	90,254	.83	112,898	90,656	86,307	.83	86,307	.83
170	PUBLIC WORKS LEAD											
	32,189	.50	50,771	.84	55,797	.84	47,097	47,944	88,722	1.34	88,722	1.34
176	PUBLIC WORKS EQUIPMNT OPERATOR											
	174,337	2.50	168,479	2.50	162,451	2.50	138,959	148,489	171,459	2.50	171,459	2.50
177	PUBLIC WORKS TECHNICIAN											
	151,256	3.00	152,060	3.00	169,126	3.00	144,885	159,869	209,174	4.00	209,174	4.00
188	INVENTORY CONTROL TECHNICIAN											
	5,502	.10	6,329	.10								
274	SEASONAL WORKFORCE											
	5,515		13,974		33,000		19,344	33,000	33,000		33,000	
275	TEMPORARY EMPLOYEES											
	6,786		45,897		22,000		10,576	10,574				
299	PAYROLL TAXES AND FRINGES											
	338,299		394,921		477,366		345,921	366,024	476,140		476,140	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	874,929	8.19	957,753	8.77	1,113,006	8.67	907,797	953,687	1,177,988	10.17	1,177,988	10.17

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
			2,948		1,400		1,028	1,200	900		900	
304	DEPARTMENT EQUIPMENT EXPENSE											
	8,807		9,772		14,000		3,231	8,000	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	28,452		24,776		30,600		25,381	16,500	24,800		24,800	
307	MEMBERSHIP FEES											
	455		270		300			160	320		320	
317	COMPUTER EQUIPMENT											
	381				3,000		2,735	3,000				
318	COMPUTER SOFTWARE											
	12,177		1,480									
321	TRAVEL, TRAINING & SUBSISTENCE											
	6,918		7,279		7,200		5,509	5,700	12,463		12,463	
328	MEALS & RELATED EXPENSE											
	705											
351	UTILITIES EXPENSE											
			8		150							
361	UNIFORMS & SPECIAL CLOTHING											
	6,094		5,174		5,550		4,196	3,450	5,610		5,610	
419	CHEMICAL & LABORATORY SUPPLIES											
	332		1,975		2,000		197	1,500	2,000		2,000	
425	DUMPING EXPENSES											
	5,598		1,436		3,000		2,012	2,000	2,000		2,000	
434	CONSTRUCTION MATERIALS											
	11,310		1,060		35,000		535	10,000	20,000		20,000	
461	SPECIAL EXPENSE											
	77				100		72	100	125		125	
511	PROFESSIONAL SERVICES											
	82,266		81,270		163,955		150,540	155,500	159,000		159,000	
512	CITY RIGHT OF WAY FEES											
	1,191,268		194,006		206,000		168,303	190,000	220,000		220,000	
551	RENTS AND LEASES											
	2,464		2,538		5,620		262	2,500	3,000		3,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	1,357,304		333,992		477,875		364,001	399,610	460,218		460,218	

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

324,300 312,930 324,300

670 ROLLING STOCK

671 EQUIPMENT

9,555 546,391 50,000 30,329 49,989 35,000 35,000

TOTAL CLASS: 15 CAPITAL OUTLAY

9,555 546,391 374,300 343,259 374,289 35,000 35,000

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

253,271 222,162 241,331 221,220 241,331 261,176 261,176

802 TRSFR TO GENERAL FD-ACCOUNTING

46,631 28,616 62,355 57,159 62,355 79,528 79,528

803 TRSFR TO GENERAL FD-LANDSCAPE

13,871 16,043 16,734 15,340 16,734 17,654 17,654

804 TRSFR - OPERATIONS ADMIN

163,634 134,074 131,538 120,577 131,538 140,175 140,175

805 TRSFR TO G/F BLDG MAINT

8,775 9,471 8,199 7,516 8,199 8,457 8,457

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

84,496 97,453 105,662 96,857 105,662 104,563 104,563

817 TRSFRS TO GARAGE FUND

117,391 123,957 162,292 84,443 162,292 147,652 147,652

818 TRSFRS TO ISD-ALLOCATED

153,597 184,126 225,663 206,858 225,663 256,500 256,500

819 TRSFRS TO INSURANCE FUND

143,163 164,637 164,637 150,917 164,637 205,671 205,671

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
829	TRSFERS TO STORM DRAIN FUND											
									90,000		90,000	
840	TRSFER TO INSURANCE FUND, WC											
			77,400									
TOTAL CLASS: 25 TRANSFERS												
	984,829		1,057,939		1,118,411		960,887	1,118,411	1,311,376		1,311,376	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
972	RESERVE - OPERATIONS FACILITY REPLACMT											
											65,269	
986	RESERVE - DEDICATED SURCHARGES											
					4,148,064				5,380,665		5,380,665	
991	CONTINGENCY - UNRESERVED											
					2,196,294				2,363,481		2,298,212	
994	RESERVE - SDC											
					714,203				1,076,648		1,076,648	
996	RESERVE - EQUIPMENT REPLACEMT											
					382,776				496,439		496,439	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					7,441,337				9,317,233		9,317,233	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	3,226,617	8.19	2,896,075	8.77	10,524,929	8.67	2,575,944	2,845,997	12,301,815	10.17	12,301,815	10.17

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**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
	8,075,808		8,995,209		9,015,970		9,015,970	9,363,518		9,363,518	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	8,075,808		8,995,209		9,015,970		9,015,970	9,363,518		9,363,518	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV										
					668,000		150,000	2,211,000		2,211,000	

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

					668,000		150,000	2,211,000		2,211,000	
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CLASS: 20 PERMITS & FEES

357	SEWER CONNECTION FEES										
	112,880		112,509		125,000		100,000	125,000		125,000	

TOTAL CLASS: 20 PERMITS & FEES

	112,880		112,509		125,000		100,000	125,000		125,000	
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CLASS: 25 SERVICE FEES

363	SEWER SERVICE SALES										
	3,751,420		2,861,258		2,885,000		2,947,000	3,035,000		3,035,000	

367	UTILITY SURCHARGE										
	1,232,038		1,266,017		1,250,000		1,250,000	1,300,000		1,300,000	

369	UTILITY SALES ALLOWANCES										
	-27,226		-29,036		-50,000		-50,000	-50,000		-50,000	

TOTAL CLASS: 25 SERVICE FEES

	4,956,232		4,098,239		4,085,000		4,147,000	4,285,000		4,285,000	
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY										
	9,880		29,743				5,225				

384	INVESTMENT INTEREST EARNINGS										
	107,656		196,658		196,900		227,300	265,300		265,300	

389	MISCELLANEOUS REVENUES										
	8,475		67,171				35				

**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 2018-19 FROM CWS  
 6006 ERICKSON TRUNK UPSIZING PROJECT BUDGETED \$668,000 ESTIMATED \$393,274  
 FY 2019-20 FROM CWS:  
 6006 ERIKSON TRUNK UPSIZING PROJECT (6TH ST - 10TH ST) \$2,211,000

357 SEWER CONNECTION FEES

SDC'S COLLECTED AND SPLIT WITH CLEAN WATER SERVICES (CWS) 96% AND CITIES 4%  
 FY 16-17 DATA IS BASED UPON 19 SINGLE FAMILY RESIDENTIAL UNITS, 350 MULTI FAMILY  
 FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 17-18 DATA IS BASED UPON 64 SINGLE FAMILY RESIDENTIAL UNITS, 230 MULTI FAMILY  
 FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 18-19 ESTIMATED IS BASED UPON 180 SINGLE FAMILY RESIDENTIAL UNITS, 352 MULTI FAMILY  
 FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 19-20 ESTIMATED IS BASED UPON 225 SINGLE FAMILY RESIDENTIAL UNITS, 575 MULTI FAMILY  
 FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS \$125,000

363 SEWER SERVICE SALES

CLEAN WATER SERVICES AGENCY SETS THE SEWER RATES FOR THE REGION  
 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%  
 FY 19-20 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.4% AND CWS PORTION 83.6% \$3,035,000

367 UTILITY SURCHARGE

\$2 PER EDU SURCHARGE DEDICATED TO THE SEWER LINE RENEWAL AND REPLACEMENT PROGRAM \$1,300,000

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 -\$50,000

382 SALE OF CITY OR BURA PROPERTY

SALE OF SURPLUS EQUIPMENT AND VEHICLES

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON  
 3.00% \$265,300

389 MISCELLANEOUS REVENUES

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
394	MISC INTEREST EARNINGS										
	25,562		26,091		28,000		28,000	28,000		28,000	
398	SRVS PROVIDED TO OTHER FUNDS										
	93,061		159,122		50,000		100,000	80,000		80,000	
399	REIMBURSEMENTS - OTHER										
	116		171				91,078				
757	MED/LIFE INS PREM REFUND DISTRIBUTION										
	7,939		4,769				4,217				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES											
	252,689		483,725		274,900		455,855	373,300		373,300	
TOTAL PROGRAM: 0000 UNRESTRICTED											
	13,397,609		13,689,682		14,168,870		13,868,825	16,357,818		16,357,818	
TOTAL DEPARTMENT: 03 REVENUE											
	13,397,609		13,689,682		14,168,870		13,868,825	16,357,818		16,357,818	

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 394 MISC INTEREST EARNINGS  
REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY BILLING SYSTEM \$28,000
- 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. \$80,000
- 399 REIMBURSEMENTS - OTHER
- 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER	33,040	.25	33,165	.25	34,510	.25	34,427	36,215	.25	36,215	.25
051	CITY ENGINEER	40,079	.34	42,876	.34	45,188	.34	45,083	46,588	.34	46,588	.34
068	ENGINEERING ASSOCIATE					18,727	.50	13,267	79,689	1.00	79,689	1.00
084	PROJECT ENGINEER 1	172,982	2.10	199,799	2.10	206,709	2.10	206,379	214,071	2.10	214,071	2.10
123	ENGINEERING TECH 2								17,659	.25	17,659	.25
221	SUPPORT SPECIALIST 2	11,005	.25	11,860	.25	12,825	.25	12,772	14,017	.25	14,017	.25
299	PAYROLL TAXES AND FRINGES	127,417		166,171		192,295		183,364	259,879		259,879	

TOTAL CLASS: 05 PERSONNEL SERVICES

		384,523	2.94	453,871	2.94	510,254	3.44	495,292	668,118	4.19	668,118	4.19
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT					1,250		1,250				
305	SPECIAL DEPARTMENT SUPPLIES			100		400		400	400		400	
307	MEMBERSHIP FEES	663		160		1,775		1,175	1,375		1,375	
317	COMPUTER EQUIPMENT					1,940		1,983				
318	COMPUTER SOFTWARE			2,000		500		500				
321	TRAVEL, TRAINING & SUBSISTENCE	1,886		3,464		10,250		4,000	10,063		10,063	

**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.
  - 068 ENGINEERING ASSOCIATE  
 FY 2018-19 REFLECTS A NEW 1 FTE ENGINEERING ASSOCIATE ADDED MID-YEAR VIA AGENDA BILL 19046 WHICH IS ALLOCATED 50/50 IN SEWER FUND AND STORM FUND.  
 FY 2019-20 REFLECTS 1 FTE'S ALLOCATION CHANGING FROM 100% IN GENERAL FUND (001-72-0703) TO 50/50 IN SEWER & STORM FUNDS (502-72-0740 / 513-72-0740)
  - 084 PROJECT ENGINEER 1
  - 123 ENGINEERING TECH 2  
 FY 2019-20 REFLECTS 1 FTE ET2 TRANSFERRED FROM THE GENERAL FUND - ENGINEERING TO 50 / 25 / 25 IN WATER FUND / SEWER FUND / STORM DRAIN FUND - ENTERPRISE MGMT PROGRAM.
  - 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 FY 2018-19 REFLECTS FURNITURE FOR THE NEW ENGINEERING ASSOCIATE POSITION
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SUPPLIES AND MATERIALS \$400
  - 307 MEMBERSHIP FEES  
 1 - DEQ GRADE 4 WASTEWATER SYSTEM OPR CERT \$300  
 3 - PROFESSIONAL. ENGINEER LICENSE RENEWAL (\$200/EA) (AJ, GH, FH) \$600  
 1 - OAWU (OREGON ASSOCIATION OF WATER UTILITIES) \$75  
 3 - AMERICA PUBLIC WORKS ASSOCIATION MEMBERSHIP (\$200EA) (FH, GH) \$400
  - 317 COMPUTER EQUIPMENT
  - 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
  - 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAVEL EXPENSES FOR CIVIL 3D TRAINING  
 2 - TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (2 PROJ ENGS) (AJ, GH) \$1,350  
 1 - TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (CITY ENGINEER) \$900  
 2 - AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 PE) (FH, GH) \$3,000  
 2 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE) (GH, FH) \$3,000  
 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,313 1 - TRAINING FOR ASSOCIATE ENGINEER \$500

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
330	MILEAGE REIMBURSEMENT		12		200		200	200		200	
341	COMMUNICATIONS EXPENSE 740										
361	UNIFORMS & SPECIAL CLOTHING		448		450		450	450		450	
511	PROFESSIONAL SERVICES		23,982	41,111	43,020		43,020	110,000		110,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	27,271		47,295		59,785		52,978	122,488		122,488	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND		759	817	1,387		1,387	550		550	
835	TRSFER TO GF, BVTN BLDG OPERATIONS		25,834		12,917		12,917	10,229		10,229	
836	TRSFER TO GF, BVTN BLDG DEBT SVC		34,376		12,992		12,992	7,861		7,861	
TOTAL CLASS: 25 TRANSFERS											
	759		61,027		27,296		27,296	18,640		18,640	
TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN											
	412,553	2.94	562,193	2.94	597,335	3.44	575,566	809,246	4.19	809,246	4.19
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING											
	412,553	2.94	562,193	2.94	597,335	3.44	575,566	809,246	4.19	809,246	4.19

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 ADMINSTRATION 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 UTILITY LOCATE CHARGES \$30,000 RATE STUDY AND CITY OF BEAVERTON SEWER SDC \$60,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550
835	TRSFER TO GF, BVTN BLDG OPERATIONS FY 18: BEAVERTON BLDG OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$12,917/YR.) BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$10,229
836	TRSFER TO GF, BVTN BLDG DEBT SVC FY 18:BEAVERTON BLDG DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$17,188/YR.) BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$7,861

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

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: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS											
	88,865	1.00		1.00	61,537	1.00	59,484	77,089	1.00	77,089	1.00	
057	PUBLIC WORKS SUPERVISOR											
	12,801	.50	39,308	.50	41,475	.50	37,647	36,097	.50	36,097	.50	
112	PUBLIC WORKS MANAGER 3											
	38,446	.34	57,921	.50	59,262	.50	59,673	52,765	.50	52,765	.50	
170	PUBLIC WORKS LEAD											
	32,189	.50	28,885	.50	31,269	.50	30,221	40,618	.50	40,618	.50	
176	PUBLIC WORKS EQUIPMNT OPERATOR											
	139,720	2.00	133,252	2.00	128,048	2.00	115,790	136,072	2.00	136,072	2.00	
177	PUBLIC WORKS TECHNICIAN											
	120,052	2.00	107,902	2.00	120,336	2.00	109,602	154,936	3.00	154,936	3.00	
188	INVENTORY CONTROL TECHNICIAN											
	5,502	.10	6,329	.10								
274	SEASONAL WORKFORCE											
	611		13,974		33,000		33,000	33,000		33,000		
275	TEMPORARY EMPLOYEES											
	6,786		45,897		22,000		10,574					
299	PAYROLL TAXES AND FRINGES											
	292,532		301,163		375,243		274,841	349,723		349,723		

TOTAL CLASS: 05 PERSONNEL SERVICES

	737,504	6.44	734,631	6.60	872,170	6.50	730,832	880,300	7.50	880,300	7.50
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
			2,948		1,400		1,200	900		900		
304	DEPARTMENT EQUIPMENT EXPENSE											
	6,088		6,582		9,000		5,000	5,000		5,000		
305	SPECIAL DEPARTMENT SUPPLIES											
	24,035		22,605		23,100		13,000	19,800		19,800		
307	MEMBERSHIP FEES											
	455		270		300		160	320		320		
317	COMPUTER EQUIPMENT											
	381				3,000		3,000					

**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
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
- 177 PUBLIC WORKS TECHNICIAN  
FY 2019-20 REFLECTS A NEW 1 FTE PW TECH POSITION.
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 303 OFFICE FURNITURE & EQUIPMENT  
3-OFFICE CHAIRS \$900
- 304 DEPARTMENT EQUIPMENT EXPENSE  
NOZZLES \$5,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
VIDEO SUPPLIES \$5,000  
ROOT CUTTING AND LINE CLEANING SUPPLIES \$1,500  
TRAFFIC CONTROL DEVICES \$2,000  
MISC SMALL TOOLS \$1,000  
HOSE REPLACEMENT FOR JET ROODER (2@1,000) & VACTOR (800') @ \$3.66/FT \$10,300
- 307 MEMBERSHIP FEES  
DEQ COLLECTION CERTIFICATION (2 @ \$160 EA) \$320
- 317 COMPUTER EQUIPMENT  
NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
318	COMPUTER SOFTWARE											
	12,177		1,480									
321	TRAVEL, TRAINING & SUBSISTENCE											
	3,917		5,576		5,250		4,500	10,663		10,663		
328	MEALS & RELATED EXPENSE											
	508											
351	UTILITIES EXPENSE											
			8		150							
361	UNIFORMS & SPECIAL CLOTHING											
	2,923		3,636		3,600		1,500	3,660		3,660		
419	CHEMICAL & LABORATORY SUPPLIES											
	332		1,975		2,000		1,500	2,000		2,000		
425	DUMPING EXPENSES											
	5,598				1,000		1,000	1,000		1,000		
461	SPECIAL EXPENSE											
	77				100		100	125		125		
511	PROFESSIONAL SERVICES											
	81,360		35,578		53,455		45,000	49,000		49,000		
512	CITY RIGHT OF WAY FEES											
	1,191,268		194,006		206,000		190,000	220,000		220,000		
551	RENTS AND LEASES											
	1,232		1,269		2,320		1,500	1,000		1,000		
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,330,351		275,933		310,675		267,460	313,468		313,468		
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
					324,300		324,300					
671	EQUIPMENT											
	9,555		469,489		40,000		40,000	35,000		35,000		
TOTAL CLASS: 15 CAPITAL OUTLAY												
	9,555		469,489		364,300		364,300	35,000		35,000		
CLASS: 25 TRANSFERS												
801	TRSFER TO GENERAL FD - OVERHEAD											
	253,271		222,162		241,331		241,331	261,176		261,176		
802	TRSFER TO GENERAL FD-ACCOUNTING											
	46,631		28,616		62,355		62,355	79,528		79,528		

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED	
321	TRAVEL, TRAINING & SUBSISTENCE 4 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE @ \$225/EA \$900 2 - FALL AWWA CONFERENCE WITH 3 NIGHT STAY (\$700 REGISTRATION + \$1000 T&S) \$1,700 4 - SPRING AWWA CONFERENCE WITH 3 NIGHT STAY (\$1400 REGISTRATION + \$2000 T&S) \$3,400 PACP USER CONFERENCE @ \$800 EACH \$800 2 - JET RODDER REFRESHER @ \$275 EACH \$550 1- APWA SEATTLE CONFERENCE \$2,000 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,313	
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND	
351	UTILITIES EXPENSE	
361	UNIFORMS & SPECIAL CLOTHING 6 EMPLOYEES @ \$610/EA \$3,660	
419	CHEMICAL & LABORATORY SUPPLIES GASES FOR ATMOSPHERIC TESTERS \$1,500 GREASE AND ROOT ABATEMENT \$500	
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL \$1,000	
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE AND RENEWAL \$125	
511	PROFESSIONAL SERVICES SPECIALIZED EQUIPMENT REPAIRS OF GAS MONITORS \$2,000 VIDEO CAMERA RELATED EQUIPMENT REPAIR \$12,000 UNDERGROUND UTILITY LOCATES \$35,000	
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. \$220,000	
551	RENTS AND LEASES MISC. RENTS AND LEASES \$1,000	
641	VEHICLES NO APPROPRIATION REQUESTED	
671	EQUIPMENT OPTICAL ZOOM VIDEO CAMERA FOR INSPECTING STORM LINES & TRACTOR. \$35,000	
801	TRSFYR TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$261,176	
802	TRSFYR TO GENERAL FD-ACCOUNTING ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND \$79,528	

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
803	TRSFER TO GENERAL FD-LANDSCAPE										
	13,871		16,043		16,734		16,734	17,654		17,654	
804	TRSFER - OPERATIONS ADMIN										
	163,634		134,074		131,538		131,538	140,175		140,175	
805	TRSFER TO G/F BLDG MAINT										
	8,775		9,471		8,199		8,199	8,457		8,457	
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)										
	84,496		97,453		105,662		105,662	104,563		104,563	
817	TRSFERS TO GARAGE FUND										
	99,001		85,440		138,928		138,928	101,720		101,720	
818	TRSFERS TO ISD-ALLOCATED										
	153,597		184,126		225,663		225,663	256,500		256,500	
819	TRSFERS TO INSURANCE FUND										
	143,163		164,637		164,637		164,637	205,671		205,671	
840	TRSFER TO INSURANCE FUND, WC										
										77,400	
TOTAL CLASS: 25 TRANSFERS											
	966,439		1,019,422		1,095,047		1,095,047	1,175,444		1,175,444	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
972	RESERVE - OPERATIONS FACILITY REPLACMT										65,269
986	RESERVE - DEDICATED SURCHARGES										
					4,148,064			5,380,665		5,380,665	
991	CONTINGENCY - UNRESERVED										
					2,196,294			2,363,481		2,298,212	
994	RESERVE - SDC										
					714,203			1,076,648		1,076,648	
996	RESERVE - EQUIPMENT REPLACMT										
					382,776			496,439		496,439	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					7,441,337			9,317,233		9,317,233	
TOTAL PROGRAM: 0753 SEWER SYSTEM MAINTENANCE											
	3,043,849	6.44	2,499,475	6.60	10,083,529	6.50	2,457,639	11,721,445	7.50	11,721,445	7.50

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 803 TRSFR TO GENERAL FD-LANDSCAPE  
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND \$17,654
  - 804 TRSFR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND \$140,175
  - 805 TRSFR TO G/F BLDG MAINT  
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$8,457
  - 808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)  
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES \$104,563
  - 817 TRSFRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND \$101,720
  - 818 TRSFRS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$188,467  
 SOFTWARE MAINTENANCE COSTS - ASSET SYSTEM AND UTILITY BILLING \$65,833  
 ENGINEERING SOFTWARE UPGRADES \$2,200
  - 819 TRSFRS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$205,671
  - 840 TRSFR TO INSURANCE FUND, WC  
 FY 17-18 REFLECTS PRE-FUNDING OF A WORKER'S COMP. CLAIM SETTLEMENT
- 
- 972 RESERVE - OPERATIONS FACILITY REPLACMT  
 AMENDMENT PACKET NO. 4B - ESTABLISH A RESERVE TO BEGIN ACCUMULATING FUNDS  
 FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX.  
 TOTAL RESERVE IN FY 2019-20 IS \$500,000 AND THEY ARE IN INDIVIDUAL FUNDS AS FOLLOWS: \$65,269  
 GENERAL FUND \$70,597  
 STREET FUND \$132,657  
 WATER FUND \$121,939  
 SEWER FUND \$65,269  
 STORM DRAIN FUND \$109,538
  - 986 RESERVE - DEDICATED SURCHARGES  
 FUTURE REHABILITATION AND REPAIR PROJECTS \$5,380,665
  - 991 CONTINGENCY - UNRESERVED
  - 994 RESERVE - SDC  
 RESERVE FOR FUTURE CAPACITY IMPROVEMENT PROJECTS AND RENEWAL AND REHAB PROJECTS. \$1,076,648
  - 996 RESERVE - EQUIPMENT REPLACMT  
 RESERVE FOR VEHICLE REPLACEMENT, USED IN OPERATION \$496,439  
 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 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										
			28,093	.33	30,992	.33	30,983	33,542	.33	33,542	.33
170	PUBLIC WORKS LEAD										
			21,886	.34	24,528	.34	17,723	48,104	.84	48,104	.84
176	PUBLIC WORKS EQUIPMNT OPERATOR										
	34,617	.50	35,227	.50	34,403	.50	32,699	35,387	.50	35,387	.50
177	PUBLIC WORKS TECHNICIAN										
	31,204	1.00	44,158	1.00	48,790	1.00	50,267	54,238	1.00	54,238	1.00
274	SEASONAL WORKFORCE										
	4,904										
299	PAYROLL TAXES AND FRINGES										
	45,767		93,758		102,123		91,183	126,417		126,417	

TOTAL CLASS: 05 PERSONNEL SERVICES

	137,425	1.75	223,122	2.17	240,836	2.17	222,855	297,688	2.67	297,688	2.67
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE										
	2,719		3,190		5,000		3,000	5,000		5,000	
305	SPECIAL DEPARTMENT SUPPLIES										
	4,417		2,171		7,500		3,500	5,000		5,000	
321	TRAVEL, TRAINING & SUBSISTENCE										
	3,001		1,703		1,950		1,200	1,800		1,800	
328	MEALS & RELATED EXPENSE										
	197										
361	UNIFORMS & SPECIAL CLOTHING										
	3,171		1,538		1,950		1,950	1,950		1,950	
425	DUMPING EXPENSES										
			1,436		2,000		1,000	1,000		1,000	
434	CONSTRUCTION MATERIALS										
	11,310		1,060		35,000		10,000	20,000		20,000	

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 057 PUBLIC WORKS SUPERVISOR
  
- 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 IN THE STREET FUND TO  
 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO  
 REORGANIZATION.  
 FY 19-20 REFLECTS A NEW 1 FTE PW LEAD POSITION THAT IS ALLOCATED 50/50 IN SEWER/STORM  
 FUNDS IN THE CONSTRUCTION PROGRAM.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR  
 POSITION FUNDED: 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.
  
- 177 PUBLIC WORKS TECHNICIAN  
 POSITION FUNDED: 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.
- 274 SEASONAL WORKFORCE  
 NO APPROPRIATION REQUESTED
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 POWER TOOL REPLACEMENT, TRAFFIC SAFETY SUPPLIES & PUMP HOSES \$5,000
- 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. \$5,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 1 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$250 REGISTRATION + \$400 T&S) \$550  
 1 - VACTOR TRAINING \$500  
 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
  
- 361 UNIFORMS & SPECIAL CLOTHING  
 RAIN GEAR, SAFETY GLASSES, GLOVES AND BOOTS \$1,950  
 3 EMPLOYEES AT \$650 EACH
- 425 DUMPING EXPENSES  
 LANDFILL DEBRIS DISPOSAL \$1,000
- 434 CONSTRUCTION MATERIALS  
 COLD MIX, CONCRETE, ROCK, STRUCTURES, FITTINGS, PIPE AND POLLUTION CONTROL DEVICES.  
 PIPE AND STRUCTURE REPAIRS FROM CITY WORKS LIST \$20,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	906		45,692		110,500		110,500	110,000		110,000	
551	RENTS AND LEASES										
	1,232		1,269		3,300		1,000	2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	26,953		58,059		167,200		132,150	146,750		146,750	
CLASS: 15 CAPITAL OUTLAY											
670	ROLLING STOCK										
671	EQUIPMENT										
			76,902		10,000		9,989				
TOTAL CLASS: 15 CAPITAL OUTLAY											
			76,902		10,000		9,989				
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	18,390		38,517		23,364		23,364	45,932		45,932	
829	TRSFERS TO STORM DRAIN FUND										
								90,000		90,000	
TOTAL CLASS: 25 TRANSFERS											
	18,390		38,517		23,364		23,364	135,932		135,932	
TOTAL PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION											
	182,768	1.75	396,600	2.17	441,400	2.17	388,358	580,370	2.67	580,370	2.67
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS											
	3,226,617	8.19	2,896,075	8.77	10,524,929	8.67	2,845,997	12,301,815	10.17	12,301,815	10.17
TOTAL FUND: 502 SEWER FUND											
	4,402,403	12.76	4,673,715	13.34	14,168,870	14.17	4,505,307	16,357,818	16.47	16,357,818	16.47

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 511 PROFESSIONAL SERVICES  
PORTABLE RESTROOM SERVICING, STREET CUTTING AND TRUCKING  
TRAFFIC CONTROL, CORE DRILLING, AND CLEANING COVERALLS  
MANHOLE SEALING AND ADJUSTMENTS FOR OVERLAYS & MAINTENANCE (40 MANHOLES @ \$2,250) \$90,000  
TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$10,000  
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 DR SITE NO LONGER LEASED

670 ROLLING STOCK

671 EQUIPMENT  
NO APPROPRIATION REQUESTED

817 TRSFERS TO GARAGE FUND  
SERVICES PROVIDED BY THE GARAGE FUND \$45,932

829 TRSFERS TO STORM DRAIN FUND  
SEWER FUND'S 50% PORTION TO REPLACE 6-507 2004 CATEPILLAR BACKHOE \$90,000



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 504 WATER DEBT SERVICE FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-70,879		-68,321		-69,298		-69,298	-69,298	-70,198		-70,198	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-70,879		-68,321		-69,298		-69,298	-69,298	-70,198		-70,198	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,490		-978		-900		-418	-900	-1,000		-1,000	
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-1,490		-978		-900		-418	-900	-1,000		-1,000	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

419 TRSFERS FROM WATER FUND

	-1,495,160		-748,426		-2,184,994		-2,184,994	-2,184,994	-2,184,994		-2,184,994	
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-1,495,160		-748,426		-2,184,994		-2,184,994	-2,184,994	-2,184,994		-2,184,994	
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TOTAL DEPARTMENT: 03 REVENUE

	-1,567,529		-817,725		-2,255,192		-2,254,710	-2,255,192	-2,256,192		-2,256,192	
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649

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 504 WATER DEBT SERVICE FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 20 DEBT SERVICE

708 BOND PRINCIPAL 2006

425,000

719 2018 BOND PRINCIPAL WTR REV BOND

750,000 750,000 750,000 570,000 570,000

720 2018 BOND INTEREST WTR REV BOND

687,240 687,240 687,240 868,750 868,750

741 BOND PRIN 2014 WATER REV BONDS

751,225

742 BOND INTRST 2014 WTR REV BONDS

11,118

743 2016 BOND PRIN - REFUND 2006 REV BONDS

580,000 590,000 590,000 590,000 600,000 600,000

744 2016 BOND INT - REFUND 2006 REV BONDS

58,259 103,316 92,644 92,644 92,644 81,788 81,788

755 BOND INTEREST 2006

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

1,499,208 748,426 2,184,994 2,184,994 2,184,994 2,185,648 2,185,648

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	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
					70,198				70,544		70,544	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					70,198				70,544		70,544	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	1,499,208		748,426		2,255,192		2,184,994	2,184,994	2,256,192		2,256,192	

**BP WORKSHEET & JUSTIFICATION**

FUND: 504 WATER DEBT SERVICE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		70,879	68,321		69,298		69,298		70,198		70,198

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		70,879	68,321		69,298		69,298		70,198		70,198
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		1,490	978		900		900		1,000		1,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		1,490	978		900		900		1,000		1,000
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CLASS: 40 INTERFUND TRANSFERS/LOANS

419	TRSFERS FROM WATER FUND										
		1,495,160	748,426		2,184,994		2,184,994		2,184,994		2,184,994

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		1,495,160	748,426		2,184,994		2,184,994		2,184,994		2,184,994
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TOTAL PROGRAM: 0000 UNRESTRICTED

		1,567,529	817,725		2,255,192		2,255,192		2,256,192		2,256,192
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TOTAL DEPARTMENT: 03 REVENUE

		1,567,529	817,725		2,255,192		2,255,192		2,256,192		2,256,192
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## 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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$1,000

419 TRSFERS FROM WATER FUND

FY 2017- 18 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.

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

FY 2019-20 COVERS DEBT SERVICE FOR: \$2,184,994

2016 WATER REFUNDING BOND (REFUNDING THE 2006 BOND ISSUE) \$681,738

2018 \$21 MILLION WATER REVENUE BOND ISSUE \$1,438,750

BUREAU OF RECLAMATION FOR 2 WATER RIGHTS CONTRACTS TOTALING 4,000 AC FT IN THE SCOGGINS RESERVOIR AND DAM. \$65,110

**BP WORKSHEET & JUSTIFICATION**

FUND: 504 WATER DEBT SERVICE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0001 DEBT SERVICE

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: 20 DEBT SERVICE

708 BOND PRINCIPAL 2006  
 425,000

719 2018 BOND PRINCIPAL WTR REV BOND

750,000 750,000 570,000 570,000

720 2018 BOND INTEREST WTR REV BOND

687,240 687,240 868,750 868,750

741 BOND PRIN 2014 WATER REV BONDS  
 751,225

742 BOND INTRST 2014 WTR REV BONDS  
 11,118

743 2016 BOND PRIN - REFUND 2006 REV BONDS  
 580,000

590,000 590,000 600,000 600,000

744 2016 BOND INT - REFUND 2006 REV BONDS  
 58,259 103,316

92,644 92,644 81,788 81,788

755 BOND INTEREST 2006  
 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

1,499,208 748,426 2,184,994 2,184,994 2,185,648 2,185,648

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

992 UNAPPROPRIATED ENDING FUND BAL

70,198 70,544 70,544

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

70,198 70,544 70,544

TOTAL PROGRAM: 0001 DEBT SERVICE

1,499,208 748,426 2,255,192 2,184,994 2,256,192 2,256,192

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

1,499,208 748,426 2,255,192 2,184,994 2,256,192 2,256,192

TOTAL FUND: 504 WATER DEBT SERVICE FUND

1,499,208 748,426 2,255,192 2,184,994 2,256,192 2,256,192

**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 PRINCIPAL PAYMENT 2006 BOND ISSUE. THESE BOND WERE REFUNDED IN FY 2016-17 WITH THE 2014 WATER REVENUE REFUNDING BOND ISSUE.
719	2018 BOND PRINCIPAL WTR REV BOND BOND PRINCIPAL 2018 WATER REVENUE BONDS. PRINCIPAL PAYMENTS BEGAN FY 2018-19 AND WILL END IN FY 2037-38 FY 2019-20 PRINCIPAL PAYMENT \$570,000
720	2018 BOND INTEREST WTR REV BOND BOND INTEREST 2018 WATER REVENUE BONDS. INTEREST PAYMENTS BEGAN IN FY 2018-19 AND WILL END IN FY 2037-38 FY 2019-20 BOND INTERST PAYMENT \$868,750
741	BOND PRIN 2014 WATER REV BONDS 2014 WATER REVENUE REFUNDING BONDS MATURED IN FY 2016-17
742	BOND INTRST 2014 WTR REV BONDS 2014 WATER REVENUE REFUNDING BONDS MATURED IN FY 2016-17
743	2016 BOND PRIN - REFUND 2006 REV BONDS BOND PRINCIPAL 2016 WATER REVENUE REFUNDING BONDS. THIS BOND ISSUE REFUNDED THE REMAINING 2006 BONDS. THE PRINCIPAL PAYMENTS BEGAN IN FY 2017-18 AND WILL END IN FY 2025-26 FY 2019-20 BOND PRINCIPAL PAYMENT \$600,000
744	2016 BOND INT - REFUND 2006 REV BONDS BOND INTEREST 2016 WATER REVENUE REFUNDING BONDS. THIS BOND ISSUE REFUNDED THE REMAINING 2006 BONDS. THE PRINCIPAL PAYMENTS BEGAN IN FY 2016-17 AND WILL END IN FY 2025-26 FY 2019-20 BOND INTEREST PAYMENT \$81,788
755	BOND INTEREST 2006 PRINCIPAL PAYMENT 2006 BOND ISSUE. THESE BOND WERE REFUNDED IN FY 2016-17 WITH THE 2014 WATER REVENUE REFUNDING BOND ISSUE.
798	CONTRACTUAL DEBT DEBT ON SCOGGINS DAM \$65,110
799	DEBT SERVICE FEES 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	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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-9,537,988		-10,570,842		-11,197,637		-11,197,637	-11,197,637	-11,173,441		-11,173,441	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-9,537,988		-10,570,842		-11,197,637		-11,197,637	-11,197,637	-11,173,441		-11,173,441	
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CLASS: 20 PERMITS & FEES

347 STORM WTR DETENTION QUANTITY

	-7,639		-18,991		-20,000		-12,194	-20,000	-20,000		-20,000	
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348 STORM WTR DETENTION QUALITY

	-11,619		-43,943		-20,000		-2,020	-4,000	-4,000		-4,000	
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349 EROSION CONTROL FEES

	-42,775		-89,700		-50,000		-196,890	-200,000	-50,000		-50,000	
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352 STORM WATER CONVEYANCE FEES

	-248,196		-171,989		-150,000		-591,829	-500,000	-200,000		-200,000	
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TOTAL CLASS: 20 PERMITS & FEES

	-310,229		-324,623		-240,000		-802,933	-724,000	-274,000		-274,000	
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CLASS: 25 SERVICE FEES

364 CUSTOMER SERV CHARGES

	-3,960,944		-4,197,933		-4,300,000		-4,412,120	-4,300,000	-5,200,000		-4,500,000	
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367 UTILITY SURCHARGE

	-1,378,852		-1,415,613		-1,400,000		-1,245,230	-1,400,000	-1,500,000		-1,500,000	
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369 UTILITY SALES ALLOWANCES

	5,795		18,195		7,000		17,762	20,000	25,000		25,000	
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TOTAL CLASS: 25 SERVICE FEES

	-5,334,001		-5,595,351		-5,693,000		-5,639,588	-5,680,000	-6,675,000		-5,975,000	
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 03 REVENUE

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
	-2,185		-112,505				-3,563					
384	INVESTMENT INTEREST EARNINGS											
	-106,376		-171,996		-195,500		-176,382	-235,900	-251,100		-251,100	
389	MISCELLANEOUS REVENUES											
	-25,063		-338				-16,422					
394	MISC INTEREST EARNINGS											
	-6,950		-7,298		-7,350			-7,350	-7,350		-7,350	
398	SRVS PROVIDED TO OTHER FUNDS											
	-5,017		-18,223		-20,000		-6,154	-10,000	-10,000		-10,000	
399	REIMBURSEMENTS - OTHER											
	-191		-13,415					-15,000				
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	-9,274		-4,623				-2,646	-2,646				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-155,056		-328,398		-222,850		-205,167	-270,896	-268,450		-268,450	
CLASS: 40 INTERFUND TRANSFERS/LOANS												
417	TRSFERS FROM ASSESSMENT FUND #1											
	-3,189		-7,053		-13,100			-9,310	-4,700		-4,700	
421	TRSFERS FROM SEWER FUND											
									-90,000		-90,000	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-3,189		-7,053		-13,100			-9,310	-94,700		-94,700	
TOTAL DEPARTMENT: 03 REVENUE												
	-15,340,463		-16,826,267		-17,366,587		-17,845,325	-17,881,843	-18,485,591		-17,785,591	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER											
	33,040	.25	33,165	.25	34,510	.25	31,875	34,427	36,215	.25	36,215	.25
051	CITY ENGINEER											
	38,901	.33	41,612	.33	43,856	.33	39,548	43,758	45,211	.33	45,211	.33
068	ENGINEERING ASSOCIATE											
					18,726	.50	2,119	13,269	79,694	1.00	79,694	1.00
084	PROJECT ENGINEER 1											
	106,616	1.50	135,991	1.50	141,424	1.50	127,609	141,147	112,114	1.10	112,114	1.10
123	ENGINEERING TECH 2											
									17,659	.25	17,659	.25
124	ENGINEERING CONST INSPECTOR											
		.40	24,829	.40	26,813	.40	23,980	27,884				
221	SUPPORT SPECIALIST 2											
	11,003	.25	11,858	.25	12,825	.25	11,457	12,772	14,017	.25	14,017	.25
299	PAYROLL TAXES AND FRINGES											
	96,534		134,313		153,821		128,586	148,353	190,799		190,799	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	286,094	2.73	381,768	2.73	431,975	3.23	365,174	421,610	495,709	3.18	495,709	3.18

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
					1,250							
305	SPECIAL DEPARTMENT SUPPLIES											
	202		40		200			50	200		200	
307	MEMBERSHIP FEES											
	265		460		470		620	270	470		470	
317	COMPUTER EQUIPMENT											
					1,575		542					
318	COMPUTER SOFTWARE											

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
			2,000		500							
321	TRAVEL, TRAINING & SUBSISTENCE											
	100		2,365		3,000		1,875	500	1,500		1,500	
328	MEALS & RELATED EXPENSE											
					120		19	100	120		120	
341	COMMUNICATIONS EXPENSE											
361	UNIFORMS & SPECIAL CLOTHING											
			126		300		284	275	300		300	
511	PROFESSIONAL SERVICES											
	534		20,484		28,020		10,282	13,000	45,000		45,000	
536	MAINTENANCE CONTRACTS											
					350			350	350		350	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,101		25,475		35,785		13,622	14,545	47,940		47,940	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	711		763		1,387		601	1,387	550		550	
835	TRFSR TO GF, BVTN BLDG OPERATIONS											
			20,076		10,038		9,202	10,038	9,499		9,499	
836	TRFSR TO GF, BVTN BLDG DEBT SVC											
			26,714		10,097		9,256	10,097	7,299		7,299	
TOTAL CLASS: 25 TRANSFERS												
	711		47,553		21,522		19,059	21,522	17,348		17,348	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING												
	287,906	2.73	454,796	2.73	489,282	3.23	397,855	457,677	560,997	3.18	560,997	3.18

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 05 PERSONNEL SERVICES												
049	PROG COORDINATOR -PUBLIC WORKS											
					69,992	1.00	59,744	65,075	73,881	1.00	73,881	1.00
057	PUBLIC WORKS SUPERVISOR											
	33,733	.75	39,308	.50	41,485	.50	34,350	37,649	36,102	.50	36,102	.50
112	PUBLIC WORKS MANAGER 3											
	37,313	.33	86,016	.83	90,248	.83	112,899	90,659	86,313	.83	86,313	.83
123	ENGINEERING TECH 2											
	56,735	1.00	64,408	1.00								
124	ENGINEERING CONST INSPECTOR											
	72,487	1.00	74,622	1.00	72,974	1.00	70,324	79,349	82,142	1.00	82,142	1.00
170	PUBLIC WORKS LEAD											
	32,189	.50	116,473	1.83	184,159	2.83	155,660	173,538	255,727	3.33	255,727	3.33
176	PUBLIC WORKS EQUIPMNT OPERATOR											
	372,031	5.50	303,790	4.50	298,063	4.50	248,637	270,076	309,107	4.50	309,107	4.50
177	PUBLIC WORKS TECHNICIAN											
	315,019	6.00	331,366	6.00	293,582	5.00	242,608	279,091	350,255	6.00	350,255	6.00
188	INVENTORY CONTROL TECHNICIAN											
	8,252	.15	9,492	.15								
274	SEASONAL WORKFORCE											
	64,436		75,571		75,000		55,187	75,000	85,000		85,000	
275	TEMPORARY EMPLOYEES											
	29,556		9,686		11,200		14,476	8,154				
299	PAYROLL TAXES AND FRINGES											
	616,173		660,032		737,924		619,330	678,011	851,892		851,892	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	1,637,924	15.23	1,770,764	15.81	1,874,627	15.66	1,613,215	1,756,602	2,130,419	17.16	2,130,419	17.16

CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
			2,948		1,200		827	1,200	1,200		1,200	
304	DEPARTMENT EQUIPMENT EXPENSE											
	12,935		8,396		14,900		12,440	11,900	10,900		10,900	
305	SPECIAL DEPARTMENT SUPPLIES											
	40,067		33,554		39,200		36,025	28,000	32,700		32,700	
307	MEMBERSHIP FEES											
	830		1,400		1,175		500	700	1,115		1,115	
317	COMPUTER EQUIPMENT											
	967				3,000		710	1,500				
318	COMPUTER SOFTWARE											
	12,177		1,480									
321	TRAVEL, TRAINING & SUBSISTENCE											
	7,806		8,725		10,025		8,064	9,200	14,288		14,288	
328	MEALS & RELATED EXPENSE											
	555											
351	UTILITIES EXPENSE											
	4,612		4,619		5,075		2,759	2,400	5,075		5,075	
361	UNIFORMS & SPECIAL CLOTHING											
	3,711		3,889		4,100		4,145	4,100	6,100		6,100	
419	CHEMICAL & LABORATORY SUPPLIES											
			369		259		198	250	250		250	
425	DUMPING EXPENSES											
	94,807		119,258		151,200		116,827	151,000	151,200		151,200	
428	FLOOD CONTROL											
	2,137		1,271		1,500		673	800	1,500		1,500	
433	STORM SEWER MAINTENANCE											
	21,671		13,778		22,000		20,392	22,000	32,000		32,000	
434	CONSTRUCTION MATERIALS											
	12,867		41,260		87,000		33,509	30,000	50,000		50,000	
461	SPECIAL EXPENSE											
	265		112		250		94		250		250	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
511	PROFESSIONAL SERVICES											
	185,680		195,621		263,139		195,238	262,500	285,550		285,550	
512	CITY RIGHT OF WAY FEES											
	331,980		265,495		290,000		234,098	275,000	290,000		290,000	
551	RENTS AND LEASES											
	2,636		2,538		6,500		2,262	2,500	6,500		6,500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	735,703		704,713		900,523		668,761	803,050	888,628		888,628	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
					37,650		38,001	38,001	94,500		94,500	
670	ROLLING STOCK											
									566,850		566,850	
671	EQUIPMENT											
	233,047		741,137		65,500		33,825	35,000				
TOTAL CLASS: 15 CAPITAL OUTLAY												
	233,047		741,137		103,150		71,826	73,001	661,350		661,350	
CLASS: 25 TRANSFERS												
801	TRSFER TO GENERAL FD - OVERHEAD											
	330,520		318,887		332,806		305,072	332,806	360,877		360,877	
802	TRSFER TO GENERAL FD-ACCOUNTING											
	46,631		28,616		62,355		57,159	62,355	79,528		79,528	
803	TRSFER TO GENERAL FD-LANDSCAPE											
	13,871		16,043		16,734		15,340	16,734	17,654		17,654	
804	TRSFER - OPERATIONS ADMIN											
	252,722		269,284		237,588		217,789	237,588	236,520		236,520	
805	TRSFER TO G/F BLDG MAINT											
	12,288		14,244		12,398		11,365	12,398	12,467		12,467	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)											
	84,496		141,672		153,606		140,806	153,606	152,008		152,008	
817	TRSFERS TO GARAGE FUND											
	152,946		153,645		210,406		162,887	210,406	182,756		182,756	
818	TRSFERS TO ISD-ALLOCATED											
	94,268		111,419		142,713		130,820	142,713	172,565		172,565	
819	TRSFERS TO INSURANCE FUND											
	108,046		124,253		124,253		113,899	124,253	155,316		155,316	
TOTAL CLASS: 25 TRANSFERS												
	1,095,788		1,178,063		1,292,859		1,155,137	1,292,859	1,369,691		1,369,691	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
972	RESERVE - OPERATIONS FACILITY REPLACMT											
											109,538	
981	RESERVE - STORM SDC CONVEYANCE											
					2,121,312				1,880,255		1,880,255	
984	RESERVE - STORM SDC QUALITY											
					220,032				80,781		80,781	
985	RESERVE - STORM SDC QUANTITY											
					676,849				715,897		715,897	
986	RESERVE - DEDICATED SURCHARGES											
					2,378,683				193,349		193,349	
991	CONTINGENCY - UNRESERVED											
					2,581,096				3,521,703		2,712,165	
996	RESERVE - EQUIPMENT REPLACMT											

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
					838,090				973,785		973,785	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					8,816,062				7,365,770		6,665,770	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	3,702,462	15.23	4,394,677	15.81	12,987,221	15.66	3,508,939	3,925,512	12,415,858	17.16	11,715,858	17.16

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**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		9,537,988	10,570,842		11,197,637		11,197,637	11,173,441		11,173,441	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		9,537,988	10,570,842		11,197,637		11,197,637	11,173,441		11,173,441	
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CLASS: 20 PERMITS & FEES

347	STORM WTR DETENTION QUANTITY										
		7,639	18,991		20,000		20,000	20,000		20,000	

348	STORM WTR DETENTION QUALITY										
		11,619	43,943		20,000		4,000	4,000		4,000	

349	EROSION CONTROL FEES										
		42,775	89,700		50,000		200,000	50,000		50,000	

352	STORM WATER CONVEYANCE FEES										
		248,196	171,989		150,000		500,000	200,000		200,000	

TOTAL CLASS: 20 PERMITS & FEES

		310,229	324,623		240,000		724,000	274,000		274,000	
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CLASS: 25 SERVICE FEES

364	CUSTOMER SERV CHARGES										
		3,960,944	4,197,933		4,300,000		4,300,000	5,200,000		4,500,000	

367	UTILITY SURCHARGE										
		1,378,852	1,415,613		1,400,000		1,400,000	1,500,000		1,500,000	

369	UTILITY SALES ALLOWANCES										
		-5,795	-18,195		-7,000		-20,000	-25,000		-25,000	

TOTAL CLASS: 25 SERVICE FEES

		5,334,001	5,595,351		5,693,000		5,680,000	6,675,000		5,975,000	
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY										
		2,185	112,505								

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

347 STORM WTR DETENTION QUANTITY

THE CITY RETAINS 100% OF THE SDC REVENUES (NOT SHARED WITH CWS).  
 FY 16-17 DATA IS BASED UPON 19 SINGLE FAMILY RESIDENTIAL UNITS, 350 MULTI FAMILY FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 17-18 DATA IS BASED UPON 64 SINGLE FAMILY RESIDENTIAL UNITS, 230 MULTI FAMILY FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 18-19 ESTIMATED IS BASED UPON 180 SINGLE FAMILY RESIDENTIAL UNITS, 352 MULTI FAMILY FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 19-20 ESTIMATED IS BASED UPON 225 SINGLE FAMILY RESIDENTIAL UNITS, 575 MULTI FAMILY FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS \$20,000

348 STORM WTR DETENTION QUALITY

REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE \$4,000

349 EROSION CONTROL FEES

REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE \$50,000

352 STORM WATER CONVEYANCE FEES

REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE \$200,000

364 CUSTOMER SERV CHARGES

CLEAN WATER SERVICES SET THE STORM WATER MANAGMENT RATES FOR THE REGION  
 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 \$8.75 PER ESU AND RETAINS THE SAME REVENUE SPLIT BETWEEN THE CITY (75%) AND CWS (25%)  
 FY 19-20 REFLECTS A CWS BASE CHARGE OF \$9.25 PER ESU AND RETAINS THE SAME REVENUE SPLIT BETWEEN THE CITY (75%) AND CWS (25%) \$5,200,000  
 AMENDMENT PACKET NO. 2 - ELIMINATE DOUBLE-COUNTING EQUIVALENT SERVICE UNITS (ESUS) IN THE NEWLY WITHDRAWN AREAS FROM TUALATIN VALLEY WATER DISTRICT. -\$700,000

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 \$1,500,000

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. -\$25,000

382 SALE OF CITY OR BURA PROPERTY

FY 2017-18 REFELCTS THE SALE OF A 2007 TYMCO SWEEPER AND A 2000 VACTOR TRUCK

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
384	INVESTMENT INTEREST EARNINGS										
	106,376		171,996		195,500		235,900	251,100		251,100	
389	MISCELLANEOUS REVENUES										
	25,063		338								
394	MISC INTEREST EARNINGS										
	6,950		7,298		7,350		7,350	7,350		7,350	
398	SRVS PROVIDED TO OTHER FUNDS										
	5,017		18,223		20,000		10,000	10,000		10,000	
399	REIMBURSEMENTS - OTHER										
	191		13,415				15,000				
757	MED/LIFE INS PREM REFUND DISTRIBUTION										
	9,274		4,623				2,646				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES											
	155,056		328,398		222,850		270,896	268,450		268,450	
CLASS: 40 INTERFUND TRANSFERS/LOANS											
417	TRSFERS FROM ASSESSMENT FUND #1										
	3,189		7,053		13,100		9,310	4,700		4,700	
421	TRSFERS FROM SEWER FUND										
								90,000		90,000	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS											
	3,189		7,053		13,100		9,310	94,700		94,700	
TOTAL PROGRAM: 0000 UNRESTRICTED											
	15,340,463		16,826,267		17,366,587		17,881,843	18,485,591		17,785,591	
TOTAL DEPARTMENT: 03 REVENUE											
	15,340,463		16,826,267		17,366,587		17,881,843	18,485,591		17,785,591	

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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384	INVESTMENT INTEREST EARNINGS	INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES: 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$251,100
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 \$7,350
398	SRVS PROVIDED TO OTHER FUNDS	REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING, CAPITAL PROJECT CONSTRUCTION, AND UTILITY LOCATE PROGRAM SERVICES. \$10,000
399	REIMBURSEMENTS - OTHER	FY 2017-18 REFLECTS REIMBURSEMENT FROM CITY OF PORTLAND FOR THE JULY FANNO CREEK SEWAGE SPILL FY 2018-19 DEVELOPER CONTRIBUTION TOWARD MAINTENANCE OF THE STORM MANHOLE AT RALEIGH HILLS FOR 15-20 YEARS
757	MED/LIFE INS PREM REFUND DISTRIBUTION	MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

417	TRSFERS FROM ASSESSMENT FUND #1	7TH STREET LID PROJECT COST REIMBURSEMENT (PROJECT #3950) \$4,700
421	TRSFERS FROM SEWER FUND	SEWER FUND'S 50% SHARE OF REPLACING 6-507 2004 CATEPILLAR BACKHOE \$90,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER	33,040	.25	33,165	.25	34,510	.25	34,427	36,215	.25	36,215	.25
051	CITY ENGINEER	38,901	.33	41,612	.33	43,856	.33	43,758	45,211	.33	45,211	.33
068	ENGINEERING ASSOCIATE					18,726	.50	13,269	79,694	1.00	79,694	1.00
084	PROJECT ENGINEER 1	106,616	1.50	135,991	1.50	141,424	1.50	141,147	112,114	1.10	112,114	1.10
123	ENGINEERING TECH 2								17,659	.25	17,659	.25
124	ENGINEERING CONST INSPECTOR		.40	24,829	.40	26,813	.40	27,884				
221	SUPPORT SPECIALIST 2	11,003	.25	11,858	.25	12,825	.25	12,772	14,017	.25	14,017	.25
299	PAYROLL TAXES AND FRINGES	96,534		134,313		153,821		148,353	190,799		190,799	

TOTAL CLASS: 05 PERSONNEL SERVICES

		286,094	2.73	381,768	2.73	431,975	3.23	421,610	495,709	3.18	495,709	3.18
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT					1,250						
305	SPECIAL DEPARTMENT SUPPLIES	202		40		200		50	200		200	
307	MEMBERSHIP FEES	265		460		470		270	470		470	
317	COMPUTER EQUIPMENT					1,575						
318	COMPUTER SOFTWARE			2,000		500						

**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  
 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  
 ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-0735.
- 068 ENGINEERING ASSOCIATE  
 FY 2018-19 REFLECTS A NEW 1 FTE ENGINEERING ASSOCIATE ADDED MID-YEAR VIA AGENDA BILL 19046 WHICH IS ALLOCATED 50/50 IN SEWER FUND AND STORM FUND.  
 FY 2019-20 REFLECTS 1 FTE'S ALLOCATION CHANGING FROM 100% IN GENERAL FUND (001-72-0703) TO 50/50 IN SEWER & STORM FUNDS (502-72-0740 / 513-72-0740)
- 084 PROJECT ENGINEER 1  
 1 FTE PROJECT ENGINEER 1 POSITION IS ALLOCATED  
 20% 101-72-0735, 40% 501-72-0740, AND 40% 513-72-0740  
 FY 2019-20 REFLECTS 1 FTE PROJECT ENGR 1 POSITION BEING REALLOCATED FROM 20/40/40 IN STREET FUND / WATER FUND / STORM DRAIN FUND TO 100% IN STREET FUND PROGRAM 0735.
- 123 ENGINEERING TECH 2  
 FY 2019-20 REFLECTS 1 FTE ET2 TRANSFERRED FROM THE GENERAL FUND - ENGINEERING TO 50 / 25 / 25 IN WATER FUND / SEWER FUND / STORM DRAIN FUND - ENTERPRISE MGMT PROGRAM.
- 124 ENGINEERING CONST INSPECTOR  
 1 FTE ENGINEERING CONSTRUCTION INSPECTOR IS ALLOCATED  
 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735  
 FY 2019-20 REFLECTS 1 FTE ENGR CONST INSPECTOR POSITION'S ALLOCATION CHANGING FROM 20/40/40 IN STREET FUND 101-72-0735 / WATER FUND 501-72-0740 / STORM FUND 513-72-0740 TO 100% IN GENERAL FUND (001-70-0701)
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT  
 FY 2018-19 REFLECTS FURNITURE FOR THE NEW ENGINEERING ASSOCIATE POSITION
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SUPPLIES AND MATERIALS
- 307 MEMBERSHIP FEES  
 OREGON PROFESSIONAL ENGINEER BIENNIAL RENEWAL FOR ONE PROJECT ENGINEER  
 AMERICAN SOCIETY OF CIVIL ENGINEERS FOR ONE PROJECT ENGINEER
- 317 COMPUTER EQUIPMENT
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	100		2,365		3,000		500	1,500		1,500	
328	MEALS & RELATED EXPENSE										
					120		100	120		120	
341	COMMUNICATIONS EXPENSE										
361	UNIFORMS & SPECIAL CLOTHING										
			126		300		275	300		300	
511	PROFESSIONAL SERVICES										
	534		20,484		28,020		13,000	45,000		45,000	
536	MAINTENANCE CONTRACTS										
					350		350	350		350	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	1,101		25,475		35,785		14,545	47,940		47,940	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	711		763		1,387		1,387	550		550	
835	TRSFER TO GF, BVTN BLDG OPERATIONS										
			20,076		10,038		10,038	9,499		9,499	
836	TRSFER TO GF, BVTN BLDG DEBT SVC										
			26,714		10,097		10,097	7,299		7,299	
TOTAL CLASS: 25 TRANSFERS											
	711		47,553		21,522		21,522	17,348		17,348	
TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN											
	287,906	2.73	454,796	2.73	489,282	3.23	457,677	560,997	3.18	560,997	3.18
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING											
	287,906	2.73	454,796	2.73	489,282	3.23	457,677	560,997	3.18	560,997	3.18

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

321	TRAVEL, TRAINING & SUBSISTENCE PROFESSIONAL DEVELOPMENT (TRAINING) TO MAINTAIN CIVIL ENGINEERING LICENSE DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,000 TRAINING FOR ASSOCIATE ENGINEER \$500
328	MEALS & RELATED EXPENSE PROFESSIONAL SOCIETY LUNCH AND DINNER MEETINGS; SPONSORED MEETING WITH CITY/AGENCY TECHNICAL GROUP, PARKING EXPENSE
341	COMMUNICATIONS EXPENSE THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
361	UNIFORMS & SPECIAL CLOTHING 2 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS, & SAFETY EQUIP (MB)
511	PROFESSIONAL SERVICES PROFESSIONAL SERVICES FOR STORMWATER MODELING, MAPPING, DOCUMENT REVIEW AND ENGINEERING DESIGN MANUAL UPDATE ASSOCIATED WITH STORMWATER ENGINEERING \$25,000 UTILITY LOCATES \$20,000
536	MAINTENANCE CONTRACTS ANNUAL SOFTWARE MAINTAIN COST FOR FLOWMASTER AND HYDROCAD SPECIALTY SOFTWARE

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550
835	TRSFER TO GF, BVTN BLDG OPERATIONS FY 18: BEAVERTON BLDG OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$10,038/YR.) BEAVERTON BLDG OPERATING EXPENSE ALLOCATION \$9,499
836	TRSFER TO GF, BVTN BLDG DEBT SVC FY 18: BEAVERTON BLDG DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$13,357/YR.) BEAVERTON BLDG DEBT SERVICE EXPENSE ALLOCATION \$7,299

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

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: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS				69,992	1.00	65,075	73,881	1.00	73,881	1.00
057	PUBLIC WORKS SUPERVISOR										
	12,801	.50	39,308	.50	41,485	.50	37,649	36,102	.50	36,102	.50
112	PUBLIC WORKS MANAGER 3										
	37,313	.33	57,923	.50	59,256	.50	59,676	52,771	.50	52,771	.50
123	ENGINEERING TECH 2										
	56,735	1.00	64,408	1.00							
124	ENGINEERING CONST INSPECTOR										
	72,487	1.00	74,622	1.00	72,974	1.00	79,349	82,142	1.00	82,142	1.00
170	PUBLIC WORKS LEAD										
	32,189	.50	95,230	1.50	160,351	2.50	156,337	208,334	2.50	208,334	2.50
176	PUBLIC WORKS EQUIPMNT OPERATOR										
	337,416	5.00	268,563	4.00	263,652	4.00	237,372	273,712	4.00	273,712	4.00
177	PUBLIC WORKS TECHNICIAN										
	260,226	5.00	275,692	5.00	233,936	4.00	222,095	288,442	5.00	288,442	5.00
188	INVENTORY CONTROL TECHNICIAN										
	8,252	.15	9,492	.15							
274	SEASONAL WORKFORCE										
	64,436		75,571		75,000		75,000	75,000		75,000	
275	TEMPORARY EMPLOYEES										
	29,556		9,686		11,200		8,154				
299	PAYROLL TAXES AND FRINGES										
	550,634		561,216		632,966		584,839	722,063		722,063	

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,462,045	13.48	1,531,711	13.65	1,620,812	13.50	1,525,546	1,812,447	14.50	1,812,447	14.50
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT										
			2,948		1,200		1,200	1,200		1,200	
304	DEPARTMENT EQUIPMENT EXPENSE										
	10,130		8,396		7,900		7,900	5,900		5,900	

**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  
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO PROGRAM COORDINATOR
- 057 PUBLIC WORKS SUPERVISOR  
 THIS POSITION IS ALLOCATED 50/50 IN THE STORM DRAIN FUND AND THE SEWER FUND (502-85-0753)
- 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.
- 123 ENGINEERING TECH 2  
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO PROGRAM COORDINATOR
- 124 ENGINEERING CONST INSPECTOR
- 170 PUBLIC WORKS LEAD  
 1 POSITION IS ALLOCATED: 50/50 502-85-0753 / 513-85-0734 (SEWER/STORM MAINTENANCE).  
 FY 17-18 REFLECTS 1 FTE INCREASE DUE TO RECLASSIFICATION AND REALLOCATION OF  
 1 FTE PW EQUIPMENT OPERATOR IN THE STORM DRAIN FUND.  
 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  
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE PUBLIC WORKS LEAD.  
 FY 19-20 REFLECTS A NEW 1 FTE PW TECH POSITION.
- 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 FOR DRAINAGE FACILITY MOWING, POND RESTORATION/MAINTENANCE, CREEK  
 ENHANCEMENT AND LEAF PROGRAM. MAINTENANCE OF 50 PONDS (\$25,000); POND ENHANCEMENT  
 (\$10,000); CREEK ENHANCEMENT (\$15,000); LEAF PROGRAM (\$20,000)
- 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION REQUESTED
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT  
 4 CHAIRS @ \$300 \$1,200
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 NOZZLES \$5,000  
 WEED WACKERS X2 @ \$450 \$900

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
305	SPECIAL DEPARTMENT SUPPLIES										
	37,318		29,692		34,200		25,000	27,700		27,700	
307	MEMBERSHIP FEES										
	830		1,400		875		400	815		815	
317	COMPUTER EQUIPMENT										
	967				3,000		1,500				
318	COMPUTER SOFTWARE										
	12,177		1,480								
321	TRAVEL, TRAINING & SUBSISTENCE										
	7,782		7,526		8,025		7,500	12,588		12,588	
328	MEALS & RELATED EXPENSE										
	380										
351	UTILITIES EXPENSE										
	4,612		4,619		5,075		2,400	5,075		5,075	
361	UNIFORMS & SPECIAL CLOTHING										
	3,711		3,889		4,100		4,100	6,100		6,100	
419	CHEMICAL & LABORATORY SUPPLIES										
			369		259		250	250		250	
425	DUMPING EXPENSES										
	93,637		117,586		150,000		150,000	150,000		150,000	
428	FLOOD CONTROL										
	2,137		1,271		1,500		800	1,500		1,500	
433	STORM SEWER MAINTENANCE										
	21,671		13,778		22,000		22,000	32,000		32,000	
461	SPECIAL EXPENSE										
	265		112		250			250		250	
511	PROFESSIONAL SERVICES										
	184,617		152,298		185,639		185,000	189,300		189,300	

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

305	SPECIAL DEPARTMENT SUPPLIES LINE CLEANING SUPPLIES \$2,000 VIDEO SUPPLIES \$5,000 GUTTER BROOMS THREE STREET SWEEPERS 3 PALLETS @ \$1,900/PALLET \$5,700 MISC SUPPLIES \$1,000 VACTOR PARTS = TUBES, SUCTION NOZZLES, CLAMPS \$5,000 HOSE REPLACEMENT FOR 3 VACTORS (800') @ \$3.66/FT \$9,000
307	MEMBERSHIP FEES WW CERT RENEWALS (4@ \$160) \$640 PESTICIDE APPLICATORS LICENSE \$175
317	COMPUTER EQUIPMENT NO APPROPRIATIONS REQUESTED
318	COMPUTER SOFTWARE NO APPROPRIATIONS REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE 5 - SHORT SCHOOL CLACKAMAS COMMUNITY COLLEGE (\$225 EACH) \$1,125 4- FALL APWA CONFERENCE 3 NIGHT STAY (REGISTRATION \$1,400 & T&S \$2,000) \$3,400 4- SPRING APWA CONFERENCE 3 NIGHT STAY (REGISTRATION \$1,400 & T&S \$2,000) \$3,400 1-PACP USER CONFERENCE @ \$800 EACH \$800 2 - VACTOR TRAINING @ \$275 \$550 1-APWA SEATTLE CONFERENCE \$2,000 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,313
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND
351	UTILITIES EXPENSE PURCHASE OF FIRE HYDRANT USE PERMITS AND WATER USAGE; IRRIGATION OF WATER QUALITY \$5,000 IRRIGATION FOR PLANT ESTABLISHMENT AT HALL CREEK 114TH TO 117TH \$75
361	UNIFORMS & SPECIAL CLOTHING 10 EMPLOYEES @ \$610/EACH \$6,100
419	CHEMICAL & LABORATORY SUPPLIES WEED CONTROL IN DRAINAGE FACILITIES RODEO AND GARLAND \$250
425	DUMPING EXPENSES SWEEPER DEBRIS, LEAF DEBRIS, VACTOR DEBRIS \$150,000
428	FLOOD CONTROL SAND, SANDBAGS, BARRICADES. \$1,500
433	STORM SEWER MAINTENANCE BANK STABILIZATION MATERIALS: \$4,000 PLANTS AND OTHER MATERIALS FOR STREAM ENHANCEMENT PROJECTS \$14,000 PLANTS AND OTHER MATERIALS FOR POND MAINTENANCE PROJECTS \$14,000
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE RENEWAL \$250
511	PROFESSIONAL SERVICES FILTER MAINTENANCE (11 VAULTS WITH 700 FILTERS @ \$90 EA) \$63,000 VIDEO EQUIPMENT REPAIRS \$9,000 TRAFFIC CONTROL, COVERALL CLEANING, ONE CALL FEES, AND DETECTOR CALIBRATIONS \$5,000 CREEK ENHANCEMENT; MAINTAIN UPPER FANNO WETLANDS, BARROWS MEADOWS, GREENWAY \$5,000 MAINTAIN CIP PROJECTS LITTLE PEOPLES PARK. \$5,000 PUBLIC WQ FACILITY REHABS: (6 PONDS) WITH NAC PARTICIPATION \$30,000 STORM LOCATES \$45,000 WETLAND MONITORING REPORTS \$7,000 CURTAINS FOR THREE SWEEPERS INSTALLED @ \$1,600/YR \$4,800 BACKYARD HABITAT PROGRAM \$15,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
512	CITY RIGHT OF WAY FEES										
	331,980		265,495		290,000		275,000	290,000		290,000	
551	RENTS AND LEASES										
	1,232		1,269		2,500		1,000	5,000		5,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	713,446		612,128		716,523		684,050	727,678		727,678	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
					37,650		38,001	26,500		26,500	
670	ROLLING STOCK										
								386,850		386,850	
671	EQUIPMENT										
	233,047		708,126		65,500		35,000				
TOTAL CLASS: 15 CAPITAL OUTLAY											
	233,047		708,126		103,150		73,001	413,350		413,350	
CLASS: 25 TRANSFERS											
801	TRSFER TO GENERAL FD - OVERHEAD										
	330,520		318,887		332,806		332,806	360,877		360,877	
802	TRSFER TO GENERAL FD-ACCOUNTING										
	46,631		28,616		62,355		62,355	79,528		79,528	
803	TRSFER TO GENERAL FD-LANDSCAPE										
	13,871		16,043		16,734		16,734	17,654		17,654	
804	TRSFER - OPERATIONS ADMIN										
	252,722		269,284		237,588		237,588	236,520		236,520	
805	TRSFER TO G/F BLDG MAINT										
	12,288		14,244		12,398		12,398	12,467		12,467	
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)										
	84,496		141,672		153,606		153,606	152,008		152,008	
817	TRSFERS TO GARAGE FUND										
	147,307		128,829		199,579		199,579	153,163		153,163	
818	TRSFERS TO ISD-ALLOCATED										
	94,268		111,419		142,713		142,713	172,565		172,565	
819	TRSFERS TO INSURANCE FUND										
	108,046		124,253		124,253		124,253	155,316		155,316	
TOTAL CLASS: 25 TRANSFERS											
	1,090,149		1,153,247		1,282,032		1,282,032	1,340,098		1,340,098	

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

512 CITY RIGHT OF WAY FEES  
 THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% FRANCHISE FEES \$290,000 TO THE GENERAL FUND.

551 RENTS AND LEASES  
 TOOL RENTALS (CHIPPER,MINI EXCAVATOR) \$5,000

641 VEHICLES  
 ADDITIONAL VEHICLE, FORD ESCAPE (COST INCLUDES VEHICLE, SAFETY LIGHTING, LICENSING) \$26,500

670 ROLLING STOCK  
 REPLACEMENT OF 22-502, 2006 ODB LEAF COLLECTOR WITH LIKE UNIT (COST INCLUDES VEHICLE, SAFETY LIGHTING, LICENSING) \$88,000  
 REPLACEMENT OF 5-510 STREET SWEEPER WITH ELGIN SWEEPER LIKE TYPE UNIT (COST INCLUDES SWEEPER, SAFETY LIGHTING, AND TITLE) \$298,850

671 EQUIPMENT  
 NO APPROPRIATION REQUESTED

801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY GENERAL FUND  
 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$360,877

802 TRSFR TO GENERAL FD-ACCOUNTING  
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND \$79,528

803 TRSFR TO GENERAL FD-LANDSCAPE  
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND \$17,654

804 TRSFR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND \$236,520

805 TRSFR TO G/F BLDG MAINT  
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$12,467

808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)  
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES \$152,008

817 TRSFRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND \$153,163

818 TRSFRS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$107,932  
 SOFTWARE MAINTENANCE COSTS - ASSET SYSTEM AND UTILITY BILLING \$62,433  
 ENGINEERING SOFTWARE UPGRADES \$2,200

819 TRSFRS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$155,316

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

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: 30 FUND BAL/CONTINGENCY/RESERVES  
 972 RESERVE - OPERATIONS FACILITY REPLACMT

109,538

981 RESERVE - STORM SDC CONVEYANCE

2,121,312

1,880,255

1,880,255

984 RESERVE - STORM SDC QUALITY

220,032

80,781

80,781

985 RESERVE - STORM SDC QUANTITY

676,849

715,897

715,897

986 RESERVE - DEDICATED SURCHARGES

2,378,683

193,349

193,349

991 CONTINGENCY - UNRESERVED

2,581,096

3,521,703

2,712,165

996 RESERVE - EQUIPMENT REPLACMT

838,090

973,785

973,785

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

8,816,062

7,365,770

6,665,770

TOTAL PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

3,498,687

13.48

4,005,212

13.65

12,538,579

13.50

3,564,629

11,659,343

14.50

10,959,343

14.50

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 972 RESERVE - OPERATIONS FACILITY REPLACMT  
 AMENDMENT PACKET NO. 4B - ESTABLISH A RESERVE TO BEGIN ACCUMULATING FUNDS FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX.  
 TOTAL RESERVE IN FY 2019-20 IS \$500,000 AND THEY ARE IN INDIVIDUAL FUNDS AS FOLLOWS: \$109,538  
 GENERAL FUND \$70,597  
 STREET FUND \$132,657  
 WATER FUND \$121,939  
 SEWER FUND \$65,269  
 STORM DRAIN FUND \$109,538
- 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 REPLACEMT  
 RESERVE FOR VEHICLE REPLACEMENT \$973,785

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

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: 05 PERSONNEL SERVICES

057	PUBLIC WORKS SUPERVISOR										
	20,932	.25									
112	PUBLIC WORKS MANAGER 3										
			28,093	.33	30,992	.33	30,983	33,542	.33	33,542	.33
170	PUBLIC WORKS LEAD										
			21,243	.33	23,808	.33	17,201	47,393	.83	47,393	.83
176	PUBLIC WORKS EQUIPMNT OPERATOR										
	34,615	.50	35,227	.50	34,411	.50	32,704	35,395	.50	35,395	.50
177	PUBLIC WORKS TECHNICIAN										
	54,793	1.00	55,674	1.00	59,646	1.00	56,996	61,813	1.00	61,813	1.00
274	SEASONAL WORKFORCE										
								10,000		10,000	
299	PAYROLL TAXES AND FRINGES										
	65,539		98,816		104,958		93,172	129,829		129,829	

TOTAL CLASS: 05 PERSONNEL SERVICES

	175,879	1.75	239,053	2.16	253,815	2.16	231,056	317,972	2.66	317,972	2.66
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE										
	2,805				7,000		4,000	5,000		5,000	
305	SPECIAL DEPARTMENT SUPPLIES										
	2,749		3,862		5,000		3,000	5,000		5,000	
307	MEMBERSHIP FEES										
					300		300	300		300	
321	TRAVEL, TRAINING & SUBSISTENCE										
	24		1,199		2,000		1,700	1,700		1,700	
328	MEALS & RELATED EXPENSE										
	175										
425	DUMPING EXPENSES										
	1,170		1,672		1,200		1,000	1,200		1,200	

**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
  
- 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 IN THE STREET FUND TO  
 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO  
 REORGANIZATION.  
 FY 19-20 REFLECTS A NEW 1 FTE PW LEAD POSITION THAT IS ALLOCATED 50/50 IN SEWER/STORM  
 FUNDS IN THE CONSTRUCTION PROGRAM.
  
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
  
- 177 PUBLIC WORKS TECHNICIAN
  
- 274 SEASONAL WORKFORCE
  
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 304 DEPARTMENT EQUIPMENT EXPENSE  
 CALIBRATION STANDARDS; ATMOSPHERIC TESTER REAGENTS \$5,000  
 POWER TOOL REPLACEMENTS AS NEEDED  
 HYDRAULIC TRENCH PIPE SAW
  
- 305 SPECIAL DEPARTMENT SUPPLIES  
 REPLACEMENT BLADES; CUTTING CHAINS AND SAW PARTS \$5,000  
 EROSION CONTROL (CB SILT SACKS, COIR LOGS . . . )  
 TRAFFIC CONTROL, BARRICADES, STEEL PLATES
  
- 307 MEMBERSHIP FEES  
 CERT TESTING FEES \$300
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 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
  
- 425 DUMPING EXPENSES  
 LANDFILL DEBRIS DISPOSAL \$1,200

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
434	CONSTRUCTION MATERIALS										
	12,867		41,260		87,000		30,000	50,000		50,000	
511	PROFESSIONAL SERVICES										
	1,063		43,323		77,500		77,500	96,250		96,250	
551	RENTS AND LEASES										
	1,404		1,269		4,000		1,500	1,500		1,500	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	22,257		92,585		184,000		119,000	160,950		160,950	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
								68,000		68,000	
670	ROLLING STOCK										
								180,000		180,000	
671	EQUIPMENT										
			33,011								
TOTAL CLASS: 15 CAPITAL OUTLAY											
			33,011					248,000		248,000	
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	5,639		24,816		10,827		10,827	29,593		29,593	
TOTAL CLASS: 25 TRANSFERS											
	5,639		24,816		10,827		10,827	29,593		29,593	
TOTAL PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION											
	203,775	1.75	389,465	2.16	448,642	2.16	360,883	756,515	2.66	756,515	2.66
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS											
	3,702,462	15.23	4,394,677	15.81	12,987,221	15.66	3,925,512	12,415,858	17.16	11,715,858	17.16
TOTAL FUND: 513 STORM DRAIN FUND											
	4,769,621	19.59	5,628,630	20.17	17,366,587	20.95	6,708,402	18,485,591	22.45	17,785,591	22.45





### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-132,265		-102,561		-105,107		-105,107	-105,107		-158,838		-158,838
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-132,265		-102,561		-105,107		-105,107	-105,107		-158,838		-158,838
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,864		-1,892		-2,700		-1,702	-2,700		-3,000		-3,000
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389 MISCELLANEOUS REVENUES

	-6,742		-1,005									
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399 REIMBURSEMENTS - OTHER

	-140											
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-993		-572				-311	-311				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-9,739		-3,469		-2,700		-2,013	-3,011		-3,000		-3,000
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-833,840		-898,946		-944,821		-669,573	-944,821		-910,497		-910,497
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412 TRSFERS FROM STREET FUND

	-4,138		-4,811		-4,435		-3,694	-4,435		-4,954		-4,954
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419 TRSFERS FROM WATER FUND

	-4,890		-5,790		-6,099		-4,068	-6,099		-4,403		-4,403
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421 TRSFERS FROM SEWER FUND

	-2,422		-2,155		-3,050		-2,099	-3,050		-2,201		-2,201
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426 TRSFERS FROM ISD

	-1,908		-1,487		-4,436		-2,786	-4,436		-3,853		-3,853
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428 TRSFR FR BUILDING OPERATING FD

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

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
	-7,578		-6,730		-7,762		-4,984	-7,762	-5,505		-5,505	
430	TRANSFER FROM LIBRARY FUND											
	-97,043		-103,482		-108,680		-81,024	-108,680	-118,903		-118,903	
431	TRSFR FR GIS FUND											
	-1,522		-1,651									
432	TRSFR FR PUBLIC WRKS ADMN FUND											
	-22,358		-24,219		-25,506		-16,512	-25,506	-25,322		-25,322	
433	TRSFRS FROM CDBG FUND											
	-812		-750		-832		-509	-832	-550		-550	
437	TRSFRS FRM INSURANCE FUND											
	-2,130		-1,820		-3,328		-1,557	-3,328	-2,200		-2,200	
441	TRSFRS FR STORM DRAIN FUND											
	-2,373		-2,100		-3,050		-2,163	-3,050	-2,201		-2,201	
442	TRANSFER FROM THE TLT FUND											
			-3,066		-5,444		-7,470	-5,444	-19,266		-19,266	
444	TRSFR FROM BURA GENERAL FUND											
			-1,604		-1,662		-1,057	-1,662	-550		-550	
449	TSFR FR TRANS DEVL TAX/TIF FD											
	-611		-539		-832		-455	-832	-550		-550	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-981,625		-1,059,150		-1,119,937		-797,951	-1,119,937	-1,100,955		-1,100,955	
TOTAL DEPARTMENT: 03 REVENUE												
	-1,123,629		-1,165,180		-1,227,744		-905,071	-1,228,055	-1,262,793		-1,262,793	

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND                      DEPT: 25 REPROGRAPHICS DEPARTMENT

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: 05 PERSONNEL SERVICES

080	SENIOR PROGRAM MANAGER											
	40,772	.40	43,089	.40	44,161	.40	39,166	44,064	45,520	.40	45,520	.40
186	PROGRAM COORDINATOR											
					60,663	1.00	54,055	60,438	66,668	1.00	66,668	1.00
221	SUPPORT SPECIALIST 2											
	98,617	2.00	103,570	2.00	54,085	1.00	48,327	54,411	58,834	1.00	58,834	1.00
254	GRAPHIC DESIGNER											
	46,443	1.00	53,682	1.00	57,284	1.00	51,409	57,930	63,561	1.00	63,561	1.00
275	TEMPORARY EMPLOYEES											
					7,200		6,517	7,200	18,000		18,000	
299	PAYROLL TAXES AND FRINGES											
	97,244		107,836		127,175		109,861	117,817	136,278		136,278	

TOTAL CLASS: 05 PERSONNEL SERVICES

	283,076	3.40	308,177	3.40	350,568	3.40	309,335	341,860	388,861	3.40	388,861	3.40
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	183		103		325		273	200	275		275	
302	POSTAGE EXPENSE											
	240,579		225,044		246,375		222,601	219,000	244,000		244,000	
303	OFFICE FURNITURE & EQUIPMENT											
	590		897		1,500			750	1,000		1,000	
304	DEPARTMENT EQUIPMENT EXPENSE											
	6,914		11,837		12,000		2,534	2,000	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES											
	1,374		1,366		2,000		1,699	2,000	2,350		2,350	
315	REPROGRAPHIC SUPPLIES											
	47,915		45,118		51,500		51,021	51,500	51,500		51,500	
318	COMPUTER SOFTWARE											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

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
			2,605									
321	TRAVEL, TRAINING & SUBSISTENCE											
	1,854		992		2,400		441	430	1,900		1,900	
371	EQUIPMENT OPER & MAINT EXPENSE											
	145		457		1,200		175	500	1,200		1,200	
481	OTHER EXPENSES											
	149,248		159,749		175,000		152,756	130,000	175,000		175,000	
511	PROFESSIONAL SERVICES											
	5,841		8,152		12,000		5,598	6,800	12,000		12,000	
536	MAINTENANCE CONTRACTS											
	1,583		1,742		1,800		1,829	1,829	1,900		1,900	
551	RENTS AND LEASES											
	251,290		256,589		282,918		259,299	270,000	280,600		280,600	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	707,516		714,651		789,018		698,226	685,009	781,725		781,725	
CLASS: 25 TRANSFERS												
818	TRSFERS TO ISD-ALLOCATED											
	25,153		31,123		36,227		33,208	36,227	36,625		36,625	
819	TRSFERS TO INSURANCE FUND											
	5,323		6,121		6,121		5,611	6,121	7,651		7,651	
TOTAL CLASS: 25 TRANSFERS												
	30,476		37,244		42,348		38,819	42,348	44,276		44,276	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

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
					45,810				47,931		47,931	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					45,810				47,931		47,931	
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT												
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,046,380	1,069,217	1,262,793	3.40	1,262,793	3.40

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**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		132,265	102,561		105,107		105,107	158,838			158,838

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		132,265	102,561		105,107		105,107	158,838			158,838
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		1,864	1,892		2,700		2,700	3,000			3,000

389	MISCELLANEOUS REVENUES										
		6,742	1,005								

399	REIMBURSEMENTS - OTHER										
		140									

757	MED/LIFE INS PREM REFUND DISTRIBUTION										
		993	572				311				

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		9,739	3,469		2,700		3,011	3,000			3,000
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND										
		833,840	898,946		944,821		944,821	910,497			910,497

412	TRSFERS FROM STREET FUND										
		4,138	4,811		4,435		4,435	4,954			4,954

419	TRSFERS FROM WATER FUND										
		4,890	5,790		6,099		6,099	4,403			4,403

421	TRSFERS FROM SEWER FUND										
		2,422	2,155		3,050		3,050	2,201			2,201

426	TRSFERS FROM ISD										
		1,908	1,487		4,436		4,436	3,853			3,853

428	TRSFER FR BUILDING OPERATING FD										
		7,578	6,730		7,762		7,762	5,505			5,505

430	TRANSFER FROM LIBRARY FUND										
		97,043	103,482		108,680		108,680	118,903			118,903

431	TRSFER FR GIS FUND										
		1,522	1,651								

432	TRSFER FR PUBLIC WRKS ADMN FUND										
		22,358	24,219		25,506		25,506	25,322			25,322

433	TRSFERS FROM CDBG FUND										
		812	750		832		832	550			550

437	TRSFERS FR INSURANCE FUND										
		2,130	1,820		3,328		3,328	2,200			2,200

441	TRSFERS FR STORM DRAIN FUND										
		2,373	2,100		3,050		3,050	2,201			2,201

**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON  
 3.00% \$3,000

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

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 \$910,497

412 TRSFERS FROM STREET FUND  
 CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS \$4,954

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. \$3,853

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

441 TRSFERS FR STORM DRAIN FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
442	TRANSFER FROM THE TLT FUND		3,066		5,444		5,444	19,266		19,266	
444	TRSFR FROM BURA GENERAL FUND		1,604		1,662		1,662	550		550	
449	TSFR FR TRANS DEVL TAX/TIF FD										
	611		539		832		832	550		550	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS											
	981,625		1,059,150		1,119,937		1,119,937	1,100,955		1,100,955	
TOTAL PROGRAM: 0000 UNRESTRICTED											
	1,123,629		1,165,180		1,227,744		1,228,055	1,262,793		1,262,793	
TOTAL DEPARTMENT: 03 REVENUE											
	1,123,629		1,165,180		1,227,744		1,228,055	1,262,793		1,262,793	

### BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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

CLASS: 05 PERSONNEL SERVICES

080	SENIOR PROGRAM MANAGER											
	40,772	.40	43,089	.40	44,161	.40	44,064	45,520	.40	45,520	.40	
186	PROGRAM COORDINATOR											
					60,663	1.00	60,438	66,668	1.00	66,668	1.00	
221	SUPPORT SPECIALIST 2											
	98,617	2.00	103,570	2.00	54,085	1.00	54,411	58,834	1.00	58,834	1.00	
254	GRAPHIC DESIGNER											
	46,443	1.00	53,682	1.00	57,284	1.00	57,930	63,561	1.00	63,561	1.00	
275	TEMPORARY EMPLOYEES											
					7,200		7,200	18,000		18,000		
299	PAYROLL TAXES AND FRINGES											
	97,244		107,836		127,175		117,817	136,278		136,278		

TOTAL CLASS: 05 PERSONNEL SERVICES

	283,076	3.40	308,177	3.40	350,568	3.40	341,860	388,861	3.40	388,861	3.40
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	183		103		325		200	275		275		
302	POSTAGE EXPENSE											
	240,579		225,044		246,375		219,000	244,000		244,000		
303	OFFICE FURNITURE & EQUIPMENT											
	590		897		1,500		750	1,000		1,000		
304	DEPARTMENT EQUIPMENT EXPENSE											
	6,914		11,837		12,000		2,000	10,000		10,000		
305	SPECIAL DEPARTMENT SUPPLIES											
	1,374		1,366		2,000		2,000	2,350		2,350		
315	REPROGRAPHIC SUPPLIES											
	47,915		45,118		51,500		51,500	51,500		51,500		
318	COMPUTER SOFTWARE											
			2,605									
321	TRAVEL, TRAINING & SUBSISTENCE											
	1,854		992		2,400		430	1,900		1,900		
371	EQUIPMENT OPER & MAINT EXPENSE											
	145		457		1,200		500	1,200		1,200		

**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

FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.

221 SUPPORT SPECIALIST 2

MAILROOM AND GRAPHIC SERVICES SUPPORT.  
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.

254 GRAPHIC DESIGNER

275 TEMPORARY EMPLOYEES

ON-CALL/TEMPORARY ASSISTANCE TO COVER STAFF ABSENCES (PTO, MEDICAL LEAVE, FMLA) AND OCCASIONAL PEAK WORK LOAD PERIODS.

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE

GRAPHIC SERVICES OFFICE SUPPLIES \$275

302 POSTAGE EXPENSE

BASED ON PROJECTED MAIL VOLUMES AND 2.5 TO 5% USPS RATE INCREASE, EFFECTIVE ON 1/27/2019 (RATE INCREASE VARIES DEPENDING ON POSTAL CLASS) \$244,000

303 OFFICE FURNITURE & EQUIPMENT

GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES AND REPLACEMENTS \$1,000

304 DEPARTMENT EQUIPMENT EXPENSE

CITY A/V EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$10,000

305 SPECIAL DEPARTMENT SUPPLIES

MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$2,000  
 MISCELLANEOUS A/V SUPPLIES (BATTERIES, CORDS, ETC.) \$350

315 REPROGRAPHIC SUPPLIES

PAPER, BINDING MATERIALS AND OTHER SUPPLIES \$46,000  
 INK & OTHER SUPPLIES FOR LARGE FORMAT PLOTTER USED BY REPRO AND GIS \$3,000  
 CENTRAL OFFICE SUPPLIES (INCREASE DUE TO PROJECTED EXPENSES) \$2,500

318 COMPUTER SOFTWARE

NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE

STAFF TRAINING AND DEVELOPMENT \$1,900

371 EQUIPMENT OPER & MAINT EXPENSE

SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
481	OTHER EXPENSES											
	149,248		159,749		175,000		130,000	175,000		175,000		
511	PROFESSIONAL SERVICES											
	5,841		8,152		12,000		6,800	12,000		12,000		
536	MAINTENANCE CONTRACTS											
	1,583		1,742		1,800		1,829	1,900		1,900		
551	RENTS AND LEASES											
	251,290		256,589		282,918		270,000	280,600		280,600		
TOTAL CLASS: 10 MATERIALS & SERVICES												
	707,516		714,651		789,018		685,009	781,725		781,725		
CLASS: 25 TRANSFERS												
818	TRSFERS TO ISD-ALLOCATED											
	25,153		31,123		36,227		36,227	36,625		36,625		
819	TRSFERS TO INSURANCE FUND											
	5,323		6,121		6,121		6,121	7,651		7,651		
TOTAL CLASS: 25 TRANSFERS												
	30,476		37,244		42,348		42,348	44,276		44,276		
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					45,810			47,931		47,931		
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					45,810			47,931		47,931		
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM												
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,262,793	3.40	1,262,793	3.40	
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT												
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,262,793	3.40	1,262,793	3.40	
TOTAL FUND: 601 REPROGRAPHICS FUND												
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,262,793	3.40	1,262,793	3.40	

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 481 OTHER EXPENSES
  - OUTSIDE VENDOR SERVICES: PRODUCTION OF YOUR CITY NEWSLETTER, REPORTS AND OTHER CITYWIDE PROJECTS \$125,000
  - OUTSIDE VENDOR SERVICES: OTHER PRINT PRODUCTION WORK \$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 \$1,900
- 551 RENTS AND LEASES
  - COPIER AND EQUIPMENT LEASES (INCLUDING 5 NEW MACHINES ADDED TO COPIER FLEET IN FY18-19 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY 2018, 2019, 2020) \$265,000
  - 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) \$5,000

- 818 TRSFERS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$36,625
- 819 TRSFERS TO INSURANCE FUND
  - ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$7,651

991 CONTINGENCY - UNRESERVED



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL	-98,174		-103,315		-165,079		-165,079	-165,079	-295,931		-295,931	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-98,174		-103,315		-165,079		-165,079	-165,079	-295,931		-295,931	
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY	-6,490		-37,778				-8,417	-3,500				
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384 INVESTMENT INTEREST EARNINGS	-1,630		-2,085		-3,500		-1,418	-3,500	-3,900		-3,900	
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389 MISCELLANEOUS REVENUES			-2,545				-606	-152	-100		-100	
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399 REIMBURSEMENTS - OTHER			-50				-164	-200				
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757 MED/LIFE INS PREM REFUND DISTRIBUTION	-2,833		-2,212				-1,396	-1,396				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-10,953		-44,670		-3,500		-12,001	-8,748	-4,000		-4,000	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND	-873,605		-907,338		-1,125,185		-678,503	-1,125,185	-1,079,225		-1,079,225	
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412 TRSFERS FROM STREET FUND	-221,220		-207,227		-297,252		-174,490	-297,252	-266,067		-266,067	
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419 TRSFERS FROM WATER FUND	-99,563		-112,814		-137,512		-91,896	-137,512	-134,214		-134,214	
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421 TRSFERS FROM SEWER FUND	-117,391		-123,957		-162,292		-84,442	-162,292	-147,652		-147,652	
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428 TRSFR FR BUILDING OPERATING FD												
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 03 REVENUE

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
	-43,062		-41,057		-55,462		-28,752	-55,462	-48,863		-48,863	
430	TRANSFER FROM LIBRARY FUND											
	-5,751		-5,635		-13,356		-7,830	-13,356	-6,702		-6,702	
440	TRSFERS FR STREET LIGHTING FUND											
	-19,585		-16,392		-25,443		-16,042	-25,443				
441	TRSFERS FR STORM DRAIN FUND											
	-152,946		-153,645		-210,406		-162,887	-210,406	-182,756		-182,756	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-1,533,123		-1,568,065		-2,026,908		-1,244,842	-2,026,908	-1,865,479		-1,865,479	
TOTAL DEPARTMENT: 03 REVENUE												
	-1,642,250		-1,716,050		-2,195,487		-1,421,922	-2,200,735	-2,165,410		-2,165,410	

669

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 05 PERSONNEL SERVICES

049 PROG COORDINATOR -PUBLIC WORKS

					51,993	1.00	46,991	53,677	73,927	1.00	73,927	1.00
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136 FLEET MANAGER

	94,766	1.00	96,443	1.00	102,709	1.00	88,993	98,719	107,794	1.00	107,794	1.00
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155 MECHANIC LEAD

	66,106	1.00	63,434	1.00	75,783	1.00	48,075	53,235	65,010	1.00	65,010	1.00
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163 MECHANIC 2

	119,005	2.00	124,961	2.00	119,701	2.00	83,331	93,729	127,893	2.00	127,893	2.00
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188 INVENTORY CONTROL TECHNICIAN

					63,401	1.00	39,014	44,411	58,417	1.00	58,417	1.00
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195 MECHANIC 1

	103,897	2.00	97,575	2.00	99,372	2.00	81,661	90,525	106,358	2.00	106,358	2.00
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275 TEMPORARY EMPLOYEES

			3,908		22,300		15,895	15,898				
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299 PAYROLL TAXES AND FRINGES

	249,164		216,532		378,628		258,301	295,355	390,087		390,087	
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TOTAL CLASS: 05 PERSONNEL SERVICES

	632,938	6.00	602,853	6.00	913,887	8.00	662,261	745,549	929,486	8.00	929,486	8.00
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CLASS: 10 MATERIALS & SERVICES

304 DEPARTMENT EQUIPMENT EXPENSE

	12,739		12,502		48,000		50,820	51,000	19,600		19,600	
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305 SPECIAL DEPARTMENT SUPPLIES

	15,902		21,447		20,000		19,129	20,000	21,000		21,000	
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306 NON-FLEET EQUIPMENT

	2,552		1,156		2,500		1,052	1,500	2,000		2,000	
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307 MEMBERSHIP FEES

	120		724		920			920	920		920	
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308 PERIODICALS & SUBSCRIPTIONS

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
					200				200		200	
317	COMPUTER EQUIPMENT											
	1,001		661		1,442		1,303	1,303				
318	COMPUTER SOFTWARE											
	551											
321	TRAVEL, TRAINING & SUBSISTENCE											
	7,469		7,402		14,600		12,848	12,000	15,400		15,400	
331	VEHICLE EXPENSE											
	159,009		127,207		185,500		105,026	165,000	185,500		185,500	
332	VEHICLE FUEL											
	338,166		390,448		425,000		425,000	425,000	450,000		450,000	
361	UNIFORMS & SPECIAL CLOTHING											
	80				3,700		4,332	5,000	6,000		6,000	
371	EQUIPMENT OPER & MAINT EXPENSE											
	89,812		85,790		102,600		61,889	95,000	107,700		107,700	
481	OTHER EXPENSES											
	306		362		300		1,257	950	624		624	
511	PROFESSIONAL SERVICES											
	117,234		117,198		146,099		114,622	120,000	120,000		120,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	744,941		764,897		950,861		797,278	897,673	928,944		928,944	
CLASS: 15 CAPITAL OUTLAY												
671	EQUIPMENT											
					50,034		50,072	50,034				
TOTAL CLASS: 15 CAPITAL OUTLAY												
					50,034		50,072	50,034				
CLASS: 25 TRANSFERS												
804	TRSFER - OPERATIONS ADMIN											

701

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	78,409		86,072		106,201		97,351	106,201	110,266		110,266	
805	TRSFER TO G/F BLDG MAINT											
	3,616		4,454		4,335		3,974	4,335	4,596		4,596	
818	TRSFERS TO ISD-ALLOCATED											
	38,166		45,699		54,014		49,513	54,014	56,495		56,495	
819	TRSFERS TO INSURANCE FUND											
	40,868		46,998		46,998		43,082	46,998	58,747		58,747	
TOTAL CLASS: 25 TRANSFERS												
	161,059		183,223		211,548		193,920	211,548	230,104		230,104	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					69,157				76,876		76,876	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					69,157				76,876		76,876	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	1,538,938	6.00	1,550,973	6.00	2,195,487	8.00	1,703,531	1,904,804	2,165,410	8.00	2,165,410	8.00

702

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		98,174	103,315		165,079		165,079	295,931		295,931	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		98,174	103,315		165,079		165,079	295,931		295,931	
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY						3,500				
		6,490	37,778								

384	INVESTMENT INTEREST EARNINGS				3,500		3,500	3,900		3,900	
		1,630	2,085								

389	MISCELLANEOUS REVENUES		2,545				152	100		100	
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399	REIMBURSEMENTS - OTHER		50				200				
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757	MED/LIFE INS PREM REFUND DISTRIBUTION		2,212				1,396				
		2,833									

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		10,953	44,670		3,500		8,748	4,000		4,000	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND				1,125,185		1,125,185	1,079,225		1,079,225	
		873,605	907,338								

412	TRSFERS FROM STREET FUND				297,252		297,252	266,067		266,067	
		221,220	207,227								

419	TRSFERS FROM WATER FUND				137,512		137,512	134,214		134,214	
		99,563	112,814								

421	TRSFERS FROM SEWER FUND				162,292		162,292	147,652		147,652	
		117,391	123,957								

428	TRSFER FR BUILDING OPERATING FD				55,462		55,462	48,863		48,863	
		43,062	41,057								

430	TRANSFER FROM LIBRARY FUND				13,356		13,356	6,702		6,702	
		5,751	5,635								

440	TRSFERS FR STREET LIGHTING FUND				25,443		25,443				
		19,585	16,392								

441	TRSFERS FR STORM DRAIN FUND				210,406		210,406	182,756		182,756	
		152,946	153,645								

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		1,533,123	1,568,065		2,026,908		2,026,908	1,865,479		1,865,479	
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TOTAL PROGRAM: 0000 UNRESTRICTED

		1,642,250	1,716,050		2,195,487		2,200,735	2,165,410		2,165,410	
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TOTAL DEPARTMENT: 03 REVENUE

		1,642,250	1,716,050		2,195,487		2,200,735	2,165,410		2,165,410	
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**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 OR BURA PROPERTY  
 PROCEEDS FROM SALE OF SURPLUS PROPERTY

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$3,900

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

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) \$1,079,225

412 TRSFERS FROM STREET FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$266,067

419 TRSFERS FROM WATER FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$134,214

421 TRSFERS FROM SEWER FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$147,652

428 TRSFR FR BUILDING OPERATING FD  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$48,863

430 TRANSFER FROM LIBRARY FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$6,702

440 TRSFERS FR STREET LIGHTING FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

441 TRSFERS FR STORM DRAIN FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$182,756

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

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: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS				51,993	1.00	53,677	73,927	1.00	73,927	1.00
136	FLEET MANAGER										
	94,766	1.00	96,443	1.00	102,709	1.00	98,719	107,794	1.00	107,794	1.00
155	MECHANIC LEAD										
	66,106	1.00	63,434	1.00	75,783	1.00	53,235	65,010	1.00	65,010	1.00
163	MECHANIC 2										
	119,005	2.00	124,961	2.00	119,701	2.00	93,729	127,893	2.00	127,893	2.00
188	INVENTORY CONTROL TECHNICIAN										
					63,401	1.00	44,411	58,417	1.00	58,417	1.00
195	MECHANIC 1										
	103,897	2.00	97,575	2.00	99,372	2.00	90,525	106,358	2.00	106,358	2.00
275	TEMPORARY EMPLOYEES										
			3,908		22,300		15,898				
299	PAYROLL TAXES AND FRINGES										
	249,164		216,532		378,628		295,355	390,087		390,087	

TOTAL CLASS: 05 PERSONNEL SERVICES

	632,938	6.00	602,853	6.00	913,887	8.00	745,549	929,486	8.00	929,486	8.00
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE										
	12,739		12,502		48,000		51,000	19,600		19,600	
305	SPECIAL DEPARTMENT SUPPLIES										
	15,902		21,447		20,000		20,000	21,000		21,000	
306	NON-FLEET EQUIPMENT										
	2,552		1,156		2,500		1,500	2,000		2,000	
307	MEMBERSHIP FEES										
	120		724		920		920	920		920	
308	PERIODICALS & SUBSCRIPTIONS										
					200			200		200	
317	COMPUTER EQUIPMENT										
	1,001		661		1,442		1,303				

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

049 PROG COORDINATOR -PUBLIC WORKS

136 FLEET MANAGER

155 MECHANIC LEAD

163 MECHANIC 2

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

304 DEPARTMENT EQUIPMENT EXPENSE  
 NEW MODEL YEAR SPECIALTY TOOLS  
 MISCELLANEOUS HAND TOOLS AND BROKEN TOOL REPLACEMENT  
 ONLINE REPAIR MANUALS SUBSCRIPTION  
 SCAN TOOL LICENSE FEES  
 SCAN TOOL LICENSE FEES

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 \$21,000

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

317 COMPUTER EQUIPMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
318	COMPUTER SOFTWARE										
	551										
321	TRAVEL, TRAINING & SUBSISTENCE										
	7,469		7,402		14,600		12,000	15,400		15,400	
331	VEHICLE EXPENSE										
	159,009		127,207		185,500		165,000	185,500		185,500	
332	VEHICLE FUEL										
	338,166		390,448		425,000		425,000	450,000		450,000	
361	UNIFORMS & SPECIAL CLOTHING										
	80				3,700		5,000	6,000		6,000	
371	EQUIPMENT OPER & MAINT EXPENSE										
	89,812		85,790		102,600		95,000	107,700		107,700	
481	OTHER EXPENSES										
	306		362		300		950	624		624	
511	PROFESSIONAL SERVICES										
	117,234		117,198		146,099		120,000	120,000		120,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	744,941		764,897		950,861		897,673	928,944		928,944	
CLASS: 15 CAPITAL OUTLAY											
671	EQUIPMENT										
					50,034		50,034				
TOTAL CLASS: 15 CAPITAL OUTLAY											
					50,034		50,034				
CLASS: 25 TRANSFERS											
804	TRSFR - OPERATIONS ADMIN										
	78,409		86,072		106,201		106,201	110,266		110,266	
805	TRSFR TO G/F BLDG MAINT										
	3,616		4,454		4,335		4,335	4,596		4,596	
818	TRSFRS TO ISD-ALLOCATED										
	38,166		45,699		54,014		54,014	56,495		56,495	
819	TRSFRS TO INSURANCE FUND										
	40,868		46,998		46,998		46,998	58,747		58,747	
TOTAL CLASS: 25 TRANSFERS											
	161,059		183,223		211,548		211,548	230,104		230,104	

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED	
321	TRAVEL, TRAINING & SUBSISTENCE TRAVEL AND SUBSISTENCE TO SUPPORT TRAINING DRIVABILITY AND EMISSION DIAGNOSTICS TRAINING (DEQ MANDATE) TRAINING TO KEEP UP WITH CHANGING AUTOMOTIVE/EQUIPMENT TECHNOLOGY RTA USERS TRAINING SWEEPER TRAINING GOV FLEET EXPO	
331	VEHICLE EXPENSE PARTS AND REPAIRS FOR CITY VEHICLES; PREPARE NEW VEHICLES FOR SERVICE; ADD 3% FOR ADDITIONAL VEHICLES PURCHASED AND AGING ADD 3% FOR INFLATION COSTS DOWN FY19 DUE TO MECH 2 VACANCY \$185,500	
332	VEHICLE FUEL FUEL FOR ALL CITY VEHICLES AND EQUIPMENT. REFLECTS OREGON FUEL TAX INCREASE .04 CENTS USAGE UP 5000 GALLONS OVER 2016 CAL YR	
361	UNIFORMS & SPECIAL CLOTHING RAIN GEAR AND SAFETY GEAR \$2,000 UNIFORMS FOR STAFF - SHOP RAGS AND POLISHING TOWELS \$4,000	
371	EQUIPMENT OPER & MAINT EXPENSE PARTS AND REPAIRS FOR CITY EQUIPMENT & PREPARE NEW EQUIPMENT FOR SERVICE ADD 3% FOR INFLATION	
481	OTHER EXPENSES NEW EMPLOYEE CDL \$324 NEW MOTORCYCLE ENDORCEMENT \$300	
511	PROFESSIONAL SERVICES OUTSIDE REPAIRS AND MAINTENANCE SERVICE ON THE CITY'S FLEET PAINT MISC FLEET VEHICLES AND EQUIPMENT ANNUAL AERIAL, DIELECTRIC AND CRANE INSPECTIONS \$120,000	
671	EQUIPMENT FY 2018-19 BUDGET REFLECTS PURCHASING FALL PROTECTION EQUIPMENT AND FORKLIFT	
804	TRSFER - OPERATIONS ADMIN ALLOCATION OF SERVICES PROVIDED BY THE PUBLIC WORKS ADMINISTRATION FUND \$110,266	
805	TRSFER TO G/F BLDG MAINT ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$4,596	
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$47,495 SOFTWARE MAINTENANCE COSTS - RTA FLEET SOFTWARE SYSTEM \$9,000	
819	TRSFERS TO INSURANCE FUND ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$58,747	

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

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: 30 FUND BAL/CONTINGENCY/RESERVES  
 991 CONTINGENCY - UNRESERVED

69,157 76,876 76,876

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

69,157 76,876 76,876

TOTAL PROGRAM: 0762 FLEET MAINTENANCE

1,538,938 6.00 1,550,973 6.00 2,195,487 8.00 1,904,804 2,165,410 8.00 2,165,410 8.00

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

1,538,938 6.00 1,550,973 6.00 2,195,487 8.00 1,904,804 2,165,410 8.00 2,165,410 8.00

TOTAL FUND: 602 GARAGE FUND

1,538,938 6.00 1,550,973 6.00 2,195,487 8.00 1,904,804 2,165,410 8.00 2,165,410 8.00

## BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991 CONTINGENCY - UNRESERVED




**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-671,778		-431,147		-414,289		-414,289	-414,289	-386,150		-386,150	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-671,778		-431,147		-414,289		-414,289	-414,289	-386,150		-386,150	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

	-107,575		-261,249		-284,478		-308,906	-308,906				
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-107,575		-261,249		-284,478		-308,906	-308,906				
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

			-434									
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384 INVESTMENT INTEREST EARNINGS

	-8,541		-9,271		-13,600		-10,566	-13,600	-15,500		-15,500	
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389 MISCELLANEOUS REVENUES

							-320	-320				
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399 REIMBURSEMENTS - OTHER

	-12,564		-5,024				-1,700	-1,165				
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-3,805		-4,045				-3,706	-3,286				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-24,910		-18,774		-13,600		-16,292	-18,371	-15,500		-15,500	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

406 TRSFERS FR GENERAL FUND - GIS PRGM

					-314,830		-288,594	-314,830	-311,479		-311,479	
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407 TRSFERS FR STREET FUND - GIS PRGM

711

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

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
					-16,469		-15,097	-16,469	-16,297		-16,297	
408	TRSFERS FR WATER FUND - GIS PRGM											
					-179,079		-164,156	-179,079	-177,216		-177,216	
409	TRSFERS FR SEWER FUND - GIS PRGM											
					-105,662		-96,857	-105,662	-104,563		-104,563	
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM											
					-153,606		-140,806	-153,606	-152,008		-152,008	
411	TRSFERS FROM GENERAL FUND											
	-1,791,823		-2,102,596		-2,432,123		-2,229,446	-2,432,123	-2,560,774		-2,560,774	
412	TRSFERS FROM STREET FUND											
	-66,125		-80,443		-94,495		-86,620	-94,495	-108,466		-108,466	
419	TRSFERS FROM WATER FUND											
	-193,014		-232,089		-286,721		-262,828	-286,721	-329,957		-329,957	
421	TRSFERS FROM SEWER FUND											
	-153,597		-184,126		-225,663		-206,858	-225,663	-256,500		-256,500	
424	TRSFERS FROM REPROGRAPHICS FUND											
	-25,153		-31,123		-36,227		-33,208	-36,227	-36,625		-36,625	
425	TRSFERS FROM GARAGE FUND											
	-38,166		-45,699		-54,014		-49,513	-54,014	-56,495		-56,495	
428	TRSFERS FR BUILDING OPERATING FD											
	-145,833		-171,992		-195,395		-179,112	-195,395	-178,715		-178,715	
430	TRANSFER FROM LIBRARY FUND											
	-244,069		-291,729		-335,929		-307,935	-335,929	-344,716		-344,716	
431	TRSFERS FR GIS FUND											
	-79,189		-87,737		-64,016		-64,016	-64,016				
432	TRSFERS FR PUBLIC WRKS ADMN FUND											
	-43,730		-54,110		-62,980		-57,732	-62,980	-63,664		-63,664	
437	TRSFERS FR INSURANCE FUND											
	-9,181		-11,363		-13,122		-12,029	-13,122	-13,181		-13,181	
440	TRSFERS FR STREET LIGHTING FUND											
	-5,645		-6,988		-8,037		-7,367	-8,037				

712

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

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
441	TRSFERS FR STORM DRAIN FUND											
	-94,268		-111,419		-142,713		-130,820	-142,713	-172,565		-172,565	
442	TRANSFER FROM THE TLT FUND											
			-15,550		-18,791		-17,225	-18,791	-18,732		-18,732	
449	TSFR FR TRANS DEVL TAX/TIF FD											
	-5,799		-7,178		-8,323		-7,629	-8,323	-8,371		-8,371	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-2,895,592		-3,434,142		-4,748,195		-4,357,848	-4,748,195	-4,910,324		-4,910,324	
TOTAL DEPARTMENT: 03 REVENUE												
	-3,699,855		-4,145,312		-5,460,562		-5,097,335	-5,489,761	-5,311,974		-5,311,974	

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

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: 05 PERSONNEL SERVICES

082 INFORMATION SYSTEMS MANAGER

117,674 1.00 119,517 1.00 122,563 1.00 112,635 124,159 128,766 1.00 128,766 1.00

102 SUPVR COMMUNICATIONS ANALYST

92,927 1.00 99,389 1.00 106,304 1.00 95,875 106,080 111,703 1.00 111,703 1.00

104 BUSINESS ANALYST PROGRAMMER

474,047 6.00 506,873 6.00 714,918 8.00 623,899 693,185 737,178 8.00 737,178 8.00

106 WEB MANAGER

98,400 1.00 100,346 1.00 102,709 1.00 94,738 104,363 107,794 1.00 107,794 1.00

108 GIS MANAGER

116,322 1.00 103,134 116,104 119,894 1.00 119,894 1.00

145 GIS ANALYST

84,147 1.00 75,682 83,953 87,548 1.00 87,548 1.00

148 GIS SPECIALIST

139,118 2.00 125,592 138,809 144,786 2.00 144,786 2.00

189 WEB ANALYST

124,612 1.50 127,047 1.50 42,652 .50 40,814 44,644 87,948 1.00 87,948 1.00

221 SUPPORT SPECIALIST 2

53,502 1.00 54,839 1.00 49,341 54,495 57,077 1.00 57,077 1.00

243 COMPUTER SERVICE TECHNICIAN

164,319 3.00 185,971 3.00 201,515 3.00 183,188 203,379 221,271 3.00 221,271 3.00

275 TEMPORARY EMPLOYEES

8,677

283 APPLICATIONS DEVELOPMENT MANAGER

108,886 1.00 111,882 1.00 114,128 1.00 102,587 113,313 117,649 1.00 117,649 1.00

287 INFORMATION SERVICES SPECIALIST

170,750 3.00 238,636 3.00 251,944 3.00 223,063 249,939 265,293 3.00 265,293 3.00

299 PAYROLL TAXES AND FRINGES

714

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

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
	573,029		704,140		1,011,743		873,331	954,687	1,115,051		1,115,051	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	1,933,321	17.50	2,247,303	18.50	3,062,902	23.50	2,703,879	2,987,110	3,301,958	24.00	3,301,958	24.00
CLASS: 10 MATERIALS & SERVICES												
301 OFFICE EXPENSE												
	509		1,247		2,500		1,530	1,500	1,000		1,000	
304 DEPARTMENT EQUIPMENT EXPENSE												
	500		493		500		432	500	500		500	
305 SPECIAL DEPARTMENT SUPPLIES												
	40,364		39,261		40,000		28,367	40,000	40,000		40,000	
307 MEMBERSHIP FEES												
					350			350	350		350	
308 PERIODICALS & SUBSCRIPTIONS												
	212		770		600		275	500	600		600	
317 COMPUTER EQUIPMENT												
	136,967		125,589		165,850		137,626	165,000	194,290		194,290	
318 COMPUTER SOFTWARE												
	274,634		269,356		279,060		243,023	236,000	250,500		250,500	
321 TRAVEL, TRAINING & SUBSISTENCE												
	15,923		18,167		35,160		24,096	26,597	34,900		34,900	
328 MEALS & RELATED EXPENSE												
	230		400		560			560	620		620	
330 MILEAGE REIMBURSEMENT												
					100			100	100		100	
341 COMMUNICATIONS EXPENSE												
	188,391		206,954		280,811		259,011	260,888	155,768		155,768	
342 DATA COMMUNICATION EXPENSE												

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

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
	812		480		960		-6					
371	EQUIPMENT OPER & MAINT EXPENSE											
	19,210		21,162		20,000		18,862	20,000	20,000		20,000	
511	PROFESSIONAL SERVICES											
	60,469		55,533		161,850		85,996	99,650	153,900		153,900	
536	MAINTENANCE CONTRACTS											
	340,452		538,121		718,280		655,118	750,000	856,620		856,620	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,078,673		1,277,533		1,706,581		1,454,330	1,601,645	1,709,148		1,709,148	
CLASS: 15 CAPITAL OUTLAY												
671	EQUIPMENT											
	249,045		198,075		524,555		428,378	503,795	194,565		194,565	
TOTAL CLASS: 15 CAPITAL OUTLAY												
	249,045		198,075		524,555		428,378	503,795	194,565		194,565	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	1,908		1,487		4,436		2,786	4,436	3,853		3,853	
819	TRSFERS TO INSURANCE FUND											
	5,761		6,625		6,625		6,073	6,625	8,281		8,281	
TOTAL CLASS: 25 TRANSFERS												
	7,669		8,112		11,061		8,859	11,061	12,134		12,134	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					75,463				34,169		34,169	
996	RESERVE - EQUIPMENT REPLACEMT											

716

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

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
					80,000				60,000		60,000	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					155,463				94,169		94,169	
TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT												
	3,268,708	17.50	3,731,023	18.50	5,460,562	23.50	4,595,446	5,103,611	5,311,974	24.00	5,311,974	24.00

717

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		671,778	431,147	414,289	414,289	386,150	386,150				

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		671,778	431,147	414,289	414,289	386,150	386,150				
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV										
		107,575	261,249	284,478	308,906						

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		107,575	261,249	284,478	308,906						
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY										
			434								
384	INVESTMENT INTEREST EARNINGS										
		8,541	9,271	13,600	13,600	15,500	15,500				
389	MISCELLANEOUS REVENUES						320				
399	REIMBURSEMENTS - OTHER										
		12,564	5,024		1,165						
757	MED/LIFE INS PREM REFUND DISTRIBUTION										
		3,805	4,045		3,286						

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		24,910	18,774	13,600	18,371	15,500	15,500				
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CLASS: 40 INTERFUND TRANSFERS/LOANS

406	TRSFERS FR GENERAL FUND - GIS PRGM										
				314,830	314,830	311,479	311,479				
407	TRSFERS FR STREET FUND - GIS PRGM										
				16,469	16,469	16,297	16,297				

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  
 FALL 2018 GRANT AWARD OF \$118,860 FOR:  
 STORAGE AREA NETWORK \$94,295  
 MICROWAVE LINK \$24,565 (THIS WORK TO BE DONE IN FY 2019-20 IN PROGRAM 0712 OBJECT 671)  
 SPRING 2019 GRANT AWARD \$190,183 FOR:  
 DISASTER RECOVERY AND BACKUP \$122,473  
 CORE ROUTER \$40,245  
 GRIFFITH BUILDING SWITCH REPLACEMENT \$19,365  
 UPS REPLACEMENT \$8,100

382 SALE OF CITY OR BURA PROPERTY

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON  
 3.00% \$15,500

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

REFUNDS ON SOFTWARE RENEWAL AND DISPOSAL OF CITY CELL PHONES

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. \$311,479

407 TRSFERS FR STREET FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$16,297

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
408	TRSFERS FR WATER FUND - GIS PRGM				179,079		179,079	177,216		177,216	
409	TRSFERS FR SEWER FUND - GIS PRGM				105,662		105,662	104,563		104,563	
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM				153,606		153,606	152,008		152,008	
411	TRSFERS FROM GENERAL FUND										
	1,791,823		2,102,596		2,432,123		2,432,123	2,560,774		2,560,774	
412	TRSFERS FROM STREET FUND										
	66,125		80,443		94,495		94,495	108,466		108,466	
419	TRSFERS FROM WATER FUND										
	193,014		232,089		286,721		286,721	329,957		329,957	
421	TRSFERS FROM SEWER FUND										
	153,597		184,126		225,663		225,663	256,500		256,500	
424	TRSFERS FROM REPROGRAPHICS FUND										
	25,153		31,123		36,227		36,227	36,625		36,625	
425	TRSFERS FROM GARAGE FUND										
	38,166		45,699		54,014		54,014	56,495		56,495	
428	TRSFER FR BUILDING OPERATING FD										
	145,833		171,992		195,395		195,395	178,715		178,715	
430	TRANSFER FROM LIBRARY FUND										
	244,069		291,729		335,929		335,929	344,716		344,716	
431	TRSFER FR GIS FUND										
	79,189		87,737		64,016		64,016				
432	TRSFER FR PUBLIC WRKS ADMN FUND										
	43,730		54,110		62,980		62,980	63,664		63,664	
437	TRSFERS FRM INSURANCE FUND										
	9,181		11,363		13,122		13,122	13,181		13,181	
440	TRSFERS FR STREET LIGHTING FUND										
	5,645		6,988		8,037		8,037				
441	TRSFERS FR STORM DRAIN FUND										
	94,268		111,419		142,713		142,713	172,565		172,565	
442	TRANSFER FROM THE TLT FUND										
			15,550		18,791		18,791	18,732		18,732	
449	TSFR FR TRANS DEVL TAX/TIF FD										
	5,799		7,178		8,323		8,323	8,371		8,371	

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

408	TRSFERS FR WATER FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$177,216
409	TRSFERS FR SEWER FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$104,563
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$152,008
411	TRSFERS FROM GENERAL FUND CHARGES FOR ALLOCATED SERVICES INCLUDES \$2,560,774 POLICE ALLOCATION FOR MAINTENANCE CONTRACTS \$127,700 COMMUNICATION EXPENSE FOR THE REGIONAL INFORMATION SYSTEMS \$5,000 ONE PROGRAMMER ANALYST MATRIXED TO THE POLICE DEPT (\$129,427) ONE PROGRAMMER ANALYST MATRIXED TO THE MAYOR'S OFFICE (\$130,046)
412	TRSFERS FROM STREET FUND CHARGES FOR ALLOCATED SERVICES \$108,466
419	TRSFERS FROM WATER FUND CHARGES FOR ALLOCATED SERVICES \$329,957
421	TRSFERS FROM SEWER FUND CHARGES FOR ALLOCATED SERVICES \$256,500
424	TRSFERS FROM REPROGRAPHICS FUND CHARGES FOR ALLOCATED SERVICES \$36,625
425	TRSFERS FROM GARAGE FUND CHARGES FOR ALLOCATED SERVICES \$56,495
428	TRSFERS FR BUILDING OPERATING FD CHARGES FOR ALLOCATED SERVICES. \$178,715
430	TRANSFER FROM LIBRARY FUND CHARGES FOR ALLOCATED SERVICES (\$220,240) \$344,716 COMPUTER SERVICE TECHNICIAN MATRIXED TO THE LIBRARY (\$101,989)
431	TRSFERS FR GIS FUND IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. FY18-19 TRANSFER IS TO CLOSE OUT THE RESIDUAL FUND BALANCE FROM GIS FUND.
432	TRSFERS FR PUBLIC WRKS ADMN FUND CHARGES FOR ALLOCATED SERVICES \$63,664
437	TRSFERS FR INSURANCE FUND CHARGES FOR ALLOCATED SERVICES \$13,181
440	TRSFERS FR STREET LIGHTING FUND CHARGES FOR ALLOCATED SERVICES
441	TRSFERS FR STORM DRAIN FUND CHARGES FOR ALLOCATED SERVICES \$172,565
442	TRANSFER FROM THE TLT FUND
449	TSFR FR TRANS DEVL TAX/TIF FD CHARGES FOR ALLOCATED SERVICES \$8,371

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	2,895,592		3,434,142		4,748,195		4,748,195	4,910,324		4,910,324	
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TOTAL PROGRAM: 0000 UNRESTRICTED

	3,699,855		4,145,312		5,460,562		5,489,761	5,311,974		5,311,974	
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TOTAL DEPARTMENT: 03 REVENUE

	3,699,855		4,145,312		5,460,562		5,489,761	5,311,974		5,311,974	
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## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0525 WEB SERVICES

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: 05 PERSONNEL SERVICES

104	BUSINESS ANALYST PROGRAMMER				91,907	1.00	91,703	94,760	1.00	94,760	1.00
106	WEB MANAGER										
	98,400	1.00	100,346	1.00	102,709	1.00	104,363	107,794	1.00	107,794	1.00
189	WEB ANALYST										
	124,612	1.50	127,047	1.50	42,652	.50	44,644	87,948	1.00	87,948	1.00
299	PAYROLL TAXES AND FRINGES										
	101,626		104,297		118,822		114,913	147,630		147,630	

TOTAL CLASS: 05 PERSONNEL SERVICES

	324,638	2.50	331,690	2.50	356,090	2.50	355,623	438,132	3.00	438,132	3.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES				350		350	350		350	
321	TRAVEL, TRAINING & SUBSISTENCE										
			2,500		2,500			3,000		3,000	
341	COMMUNICATIONS EXPENSE										
	434		434		444		444	444		444	
511	PROFESSIONAL SERVICES										
	42,236		32,782		46,650		46,650	53,900		53,900	

TOTAL CLASS: 10 MATERIALS & SERVICES

	42,670		35,716		49,944		47,444	57,694		57,694	
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TOTAL PROGRAM: 0525 WEB SERVICES

	367,308	2.50	367,406	2.50	406,034	2.50	403,067	495,826	3.00	495,826	3.00
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**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. FY 19-20 REFLECTS .50 FTE ADDED TO THE WEB ANALYST POSITION TO CREATE A FULLTIME POSITION.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 307 MEMBERSHIP FEES  
 2 - NATIONAL ASSOCIATION OF GOVERNMENT WEB PROFESSIONALS MEMBERSHIPS \$350
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 IT TRAINING FOR WEB SERVICES EMPLOYEES \$3,000
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF DEDICATED TO WEB SERVICES AT \$37 PER MONTH \$444
- 511 PROFESSIONAL SERVICES  
 CITY CODE AND ORDINANCES: CONTRACT WITH CODE PUBLISHING \$2,000  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR MAIN CITY WEBSITE AND POLICE \$13,000  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR LIBRARY SITE \$3,700  
 SITEIMPROVE YEARLY SERVICE FEE \$9,300  
 ARCHIVE SOCIAL MEDIA DATA ARCHIVING SYSTEM \$4,900  
 CIVICPLUS CMS UPGRADES AND NEW FEATURES \$2,000  
 SQL AND WEB SERVERS UPGRADE, SECURITY, DATABASE/APP MIGRATION \$19,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

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: 05 PERSONNEL SERVICES

104	BUSINESS ANALYST PROGRAMMER				91,907	1.00	91,351	94,760	1.00	94,760	1.00
108	GIS MANAGER				116,322	1.00	116,104	119,894	1.00	119,894	1.00
145	GIS ANALYST				84,147	1.00	83,953	87,548	1.00	87,548	1.00
148	GIS SPECIALIST				139,118	2.00	138,809	144,786	2.00	144,786	2.00
299	PAYROLL TAXES AND FRINGES				220,515		208,406	237,863		237,863	

TOTAL CLASS: 05 PERSONNEL SERVICES

					652,009	5.00	638,623	684,851	5.00	684,851	5.00
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CLASS: 10 MATERIALS & SERVICES

318	COMPUTER SOFTWARE				33,060		16,000	9,500		9,500	
321	TRAVEL, TRAINING & SUBSISTENCE				6,060		5,000	4,600		4,600	
328	MEALS & RELATED EXPENSE				120		120	140		140	
330	MILEAGE REIMBURSEMENT				50		50	50		50	
341	COMMUNICATIONS EXPENSE				444		444	444		444	
342	DATA COMMUNICATION EXPENSE				480						
511	PROFESSIONAL SERVICES				13,000		13,000	13,000		13,000	
536	MAINTENANCE CONTRACTS				50,000		50,000	50,000		50,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

					103,214		84,614	77,734		77,734	
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**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% 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)(FY20-21) GEOCORTEX ANALYTICS FOR USAGE STATISTICS - MAINTENANCE \$2,000
321	TRAVEL, TRAINING & SUBSISTENCE ESRI INTL CONFERENCE - 1 STAFF - SAN DIEGO \$2,200 NW GIS CONFERENCE - 1 STAFF \$1,200 GIS IN ACTION CONFERENCE - 2 STAFF - PORTLAND \$600 PLURAL SIGHT ONLINE TRAINING \$600
328	MEALS & RELATED EXPENSE MEALS RELATED TO GIS \$140
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 NO APPROPRIATION REQUESTED
511	PROFESSIONAL SERVICES BUG ORTHO PHOTOS AND PICTOMETRY ANNUAL FEE \$10,000 GIS CONSULTING AS NEEDED \$3,000
536	MAINTENANCE CONTRACTS GIS ESRI (CONSOLIDATED WITH OTHER ISD MAINTENANCE CONTRACTS) \$50,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

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: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND					2,773		2,773		2,202		2,202	
TOTAL CLASS: 25 TRANSFERS					2,773		2,773		2,202		2,202	
TOTAL PROGRAM: 0678 GIS SERVICES					757,996	5.00	726,010		764,787	5.00	764,787	5.00

### BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,202



**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

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: 05 PERSONNEL SERVICES

082	INFORMATION SYSTEMS MANAGER											
	117,674	1.00	119,517	1.00	122,563	1.00	124,159	128,766	1.00	128,766	1.00	
102	SUPVVR COMMUNICATIONS ANALYST											
	92,927	1.00	99,389	1.00	106,304	1.00	106,080	111,703	1.00	111,703	1.00	
104	BUSINESS ANALYST PROGRAMMER											
	474,047	6.00	506,873	6.00	531,104	6.00	510,131	547,658	6.00	547,658	6.00	
275	TEMPORARY EMPLOYEES											
	330											
283	APPLICATIONS DEVELOPMENT MANAGER											
	108,886	1.00	111,882	1.00	114,128	1.00	113,313	117,649	1.00	117,649	1.00	
299	PAYROLL TAXES AND FRINGES											
	335,475		389,239		437,683		411,233	472,919		472,919		

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,129,339	9.00	1,226,900	9.00	1,311,782	9.00	1,264,916	1,378,695	9.00	1,378,695	9.00
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CLASS: 10 MATERIALS & SERVICES

321	TRAVEL, TRAINING & SUBSISTENCE											
	9,590		9,846		20,200		15,000	20,900		20,900		
328	MEALS & RELATED EXPENSE											
	30		200		220		220	240		240		
511	PROFESSIONAL SERVICES											
	2,513		1,806		21,700		10,000	21,700		21,700		

TOTAL CLASS: 10 MATERIALS & SERVICES

	12,133		11,852		42,120		25,220	42,840		42,840	
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TOTAL PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

	1,141,472	9.00	1,238,752	9.00	1,353,902	9.00	1,290,136	1,421,535	9.00	1,421,535	9.00
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

082 INFORMATION SYSTEMS MANAGER

102 SUPVR COMMUNICATIONS ANALYST

104 BUSINESS ANALYST PROGRAMMER

275 TEMPORARY EMPLOYEES

283 APPLICATIONS DEVELOPMENT MANAGER

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

321 TRAVEL, TRAINING & SUBSISTENCE

CONFERENCE HR/PAYROLL \$2,500  
 CONFERENCE PSNET (POLICE RECORDS MANAGEMENT SYSTEM) (X2) \$4,000  
 CONFERENCE JTI ECOURT (COURT) \$2,500  
 ONLINE TRAINING SQL, VB.NET, ETC \$3,000  
 SCRUM ALLIANCE SCRUM PRODUCT OWNER (X2) \$2,400  
 SCRUM ALLIANCE SCRUM DEVELOPER (X2) \$3,200  
 SCRUM ALLIANCE SCRUM MASTER (X1) \$1,300  
 CITYWORKS CONFERENCE \$2,000

328 MEALS & RELATED EXPENSE

MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$240

511 PROFESSIONAL SERVICES

ISD MANAGEMENT AND PROGRAMMING SERVICES:  
 PROGRAMMING SUPPORT ON SQL/VB.NET SYSTEMS \$9,500  
 MICROSOFT CALL SUPPORT \$1,200  
 SUPPORT SQL2008/10/12/16 \$5,500  
 SHAREPOINT \$5,000  
 MOBILE DEVELOPMENT SUPPORT \$500

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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: 05 PERSONNEL SERVICES

221	SUPPORT SPECIALIST 2		53,502	1.00	54,839	1.00	54,495	57,077	1.00	57,077	1.00	
243	COMPUTER SERVICE TECHNICIAN		164,319	3.00	185,971	3.00	201,515	203,379	221,271	3.00	221,271	3.00
275	TEMPORARY EMPLOYEES		8,347									
287	INFORMATION SERVICES SPECIALIST		170,750	3.00	238,636	3.00	251,944	249,939	265,293	3.00	265,293	3.00
299	PAYROLL TAXES AND FRINGES		135,928		210,604		234,723	220,135	256,639		256,639	

TOTAL CLASS: 05 PERSONNEL SERVICES

	479,344	6.00	688,713	7.00	743,021	7.00	727,948	800,280	7.00	800,280	7.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		509	1,247	2,500		1,500	1,000		1,000	
304	DEPARTMENT EQUIPMENT EXPENSE		500	493	500		500	500		500	
305	SPECIAL DEPARTMENT SUPPLIES		40,364	39,261	40,000		40,000	40,000		40,000	
308	PERIODICALS & SUBSCRIPTIONS		212	770	600		500	600		600	
321	TRAVEL, TRAINING & SUBSISTENCE		6,333	5,821	6,400		6,597	6,400		6,400	
328	MEALS & RELATED EXPENSE		200	200	220		220	240		240	
330	MILEAGE REIMBURSEMENT				50		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

- 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.
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP INTERN PROGRAM
- 287 INFORMATION SERVICES SPECIALIST
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE DEPARTMENT (CONSOLIDATED ACCOUNTS) \$1,000
- 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 \$240
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$50

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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

341	COMMUNICATIONS EXPENSE										
		187,957	206,520		279,923		260,000	154,880		154,880	

342	DATA COMMUNICATION EXPENSE										
		812	480		480						

371	EQUIPMENT OPER & MAINT EXPENSE										
		19,210	21,162		20,000		20,000	20,000		20,000	

511	PROFESSIONAL SERVICES										
		15,720	20,945		80,500		30,000	65,300		65,300	

536	MAINTENANCE CONTRACTS										
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**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 CONTINUING GENERAL COMMUNICATIONS COSTS THAT SUPPORT ALL CITY FUNCTIONS PUBLIC COMMUNICATIONS CABLE ACCESS \$25,000 INTERNET SERVICED PROVIDER CONNECTION THROUGH HILLSBORO \$21,000 CELLULAR PHONE AIR TIME FOR 10 ISD PHONES @ \$540 PER MONTH \$6,480 MACC ANNUAL TCI CHARGES \$600 DESKTOP FAX SERVICES \$250 VOICE OVER INTERNET PROTOCOL \$13,500 MISCELLANEOUS CONNECTIONS \$4,200 COMMUNITY CENTER/CITY HALL COMCAST INTERNET AND TV \$3,600 WEB CERTIFICATES \$3,000 MOBILE DEVICE MANAGEMENT \$5,000 NETMOTION SOFTWARE (150 DEVICES) (3 YEAR DUE FY17-18) AND DIAGNOSTICS (1 YEAR) \$5,000 JUNIPER EXTERNAL VITRUAL PRIVATE NETWORK \$400 ARUBA WIRELESS NETWORK \$5,000 VOIP MONTHLY BILLING \$50,000 CONTINUING COMMUNICATIONS EXPENSE IN SUPPORT OF THE POLICE DEPARTMENT PORTLAND FIBER CONNECTION FOR POLICE SERVICES \$5,000 NEIGHBORHOOD RESOURCE CENTERS (CANYON/STERLING/EOC/CITY HALL INTERNET/TV/MEDIATION) \$2,600 CJIS TWO FACTOR AUTHENTICATION (300 DEVICES) \$4,250
342	DATA COMMUNICATION EXPENSE NO APPROPRIATION REQUESTED
371	EQUIPMENT OPER & MAINT EXPENSE COMPUTER EQUIPMENT PARTS AND COMPONENTS TO REPAIR AND REPLACE EXISTING COMPUTER HARDWARE AND OTHER RELATED COMPONENTS, EXTERNAL REPAIRS AND HARD RECOVERY. MINOR EQUIPMENT REPLACEMENT. \$20,000
511	PROFESSIONAL SERVICES CABLING FOR NEW INSTALLATIONS \$5,000 RADIO/TELEPHONE/NETWORK/SANS AND COMMUNICATIONS CONSULTANT \$10,000 SECURITY/SPAM AND VIRUS CONSULTANT \$7,500 OFFICE 365 CONSULTANT \$20,000 KNOWBE4 SECURITY AWARENESS TRAINING FOR CITY STAFF \$8,000 DOMAIN CONTROLLER MIGRATION \$14,800
536	MAINTENANCE CONTRACTS

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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
	340,452		538,121		668,280		700,000	806,620		806,620	

TOTAL CLASS: 10 MATERIALS & SERVICES

	612,269		835,020		1,099,453		1,059,367	1,095,590		1,095,590	
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**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:

- UB SPRINGBROOK \$50,000
- GOVERNMENTJOBS NEOGOV HIGHLINE TRAINING AND CONSULTATION \$5,000
- GOVERNMENTJOBS NEOGOV HIGHLINE HR AND PAYROLL SOFTWARE ANNUAL MAINTENANCE \$50,000

CDD SOFTWARE:

- ZOOM GRANTS MAINTENANCE (X2) \$13,000
- BLUEBEAM SOFTWARE MAINTENANCE \$5,000

HUMAN RESOURCES SOFTWARE

- GOVERNMENTJOBS NEOGOV JOB RECRUITMENT SOFTWARE MAINTENANCE \$15,000

RECORDS MANAGEMENT SOFTWARE:

- SYMANTEC VAULT (EMAIL ARCHIVE) \$18,000
- 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
- RTA FLEET SOFTWARE \$9,000
- MARSHALL GIS STREET SWEEPER SYSTEM \$2,600
- VIRTUAL PROJECT MANAGER SYSTEM \$12,000

POLICE DEPARTMENT SOFTWARE:

- BPD WEBLEDS \$4,000
- BPD TELESTAFF \$5,000
- BPD PORTLAND IBIS FINGERPRINTING AND MORPHO TRUST \$1,000
- BPD CELLEBRITE/ACCESSMOBILE/KATANA/VARIOUS 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) \$22,000
- VMWARE FOR VIRTUAL SERVERS \$8,000
- MAIL EXCHANGE REPORT \$600
- MCAFEE SECURE WEB \$4,000
- 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
- PROOFPOINT SPAM, VIRUS CHECKER, URL, MOBILE APPS, EMAIL ENCRYPTION (YEARLY) \$80,000

MAYORS PROGRAMS SOFTWARE:

- EXTENSIS PHOTO MANAGEMENT MAINTENANCE \$5,000
- RECYCLING SALESFORCE SUBSCRIPTION RENWEAL \$5,000

NEW MAINTENANCE CONTRACTS FOR FY 2019-20:

- PSNET MAINTENANCE FOR POLICE (FORMERLY REGJIN MOVED FROM 341 ACCOUNT) \$90,000
- ECOSCONNET BACKFLOW FOR PUBLIC WORKS \$10,000
- ADOBE CREATIVE CLOUD ANNUAL LICENSES (\$830 PER USER) (X 14) \$11,620
- SPRINGBROOK SQL SUPPORT \$2,500
- SPRINGBROOK (ACCELA) UPGRADE IMPLEMENTATION \$70,000
- POLICE LEADS ONLINE PAWN SYSTEM \$10,500
- ZENCITY MAINTENANCE FOR MAYORS OFFICE \$24,000
- PUBLIC WORKS SENSUS SUPPORT FOR RADIO WATER METERS \$3,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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: 15 CAPITAL OUTLAY

671	EQUIPMENT										
		249,045	198,075	514,555	494,295	184,565		184,565			

TOTAL CLASS: 15 CAPITAL OUTLAY

		249,045	198,075	514,555	494,295	184,565		184,565			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
		1,908	1,487	1,663	1,663	1,651		1,651			
819	TRSFERS TO INSURANCE FUND										
		5,761	6,625	6,625	6,625	8,281		8,281			

TOTAL CLASS: 25 TRANSFERS

		7,669	8,112	8,288	8,288	9,932		9,932			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED				75,463			34,169		34,169	
996	RESERVE - EQUIPMENT REPLACEMT				80,000			60,000		60,000	

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					155,463			94,169		94,169	
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TOTAL PROGRAM: 0712 ISD SYSTEM OPERATIONS

		1,348,327	6.00	1,729,920	7.00	2,520,780	7.00	2,289,898	2,184,536	7.00	2,184,536	7.00
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### 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 2019-20 ADDITIONAL FUNDING FROM MACC 2018 FALL GRANTS FOR:  
MICROWAVE LINK \$24,565  
FY2019-20 BUDGET:  
GENERAL SWITCH, COMMUNICATIONS AND SERVER REPLACEMENT \$40,000  
VARONIS DATA MANAGEMENT TOOL \$120,000

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651

819 TRSFERS TO INSURANCE FUND  
ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$8,281

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT  
CONTINGENCY DEDICATED FOR FUTURE SYSTEM EQUIPMENT REPLACEMENT \$60,000



### 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 2019-20 PURCHASES:  
REPLACEMENT OF 80 PC'S REPLACED DURING THE YEAR (WINDOWS 7/8/10) \$60,800  
REPLACEMENT OF NETWORK PRINTERS AS THEY FAIL OR EXCEED USEFUL LIFE \$4,500  
REPLACEMENT OF UNINTERRUPTED POWER SUPPLY (80 @ \$88 EA) \$7,040  
REPLACEMENT OF "22" MONITORS (50 @ \$115 EA) AND DUAL MONITOR PROGRAM \$5,750  
REPLACEMENT OF LAPTOPS (35 @ \$1500 EA) \$52,500  
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 (CARRY OVER FROM FY18-19) \$28,000  
COBWCCA 911 REPORTING SERVER REPLACEMENT \$5,200  
COBEPO FILE SHARE REPLACEMENT \$5,200  
COBRD4 VIRTUAL SERVER REPLACEMENT (COURT MIGRATION) \$8,800

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 \$200,000  
SOFTWARE SUPPORT FOR POLICE SYSTEMS \$20,000

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	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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-90,900		-135,986		-95,970		-95,970	-95,970	-151,744		-151,744	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-90,900		-135,986		-95,970		-95,970	-95,970	-151,744		-151,744	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,368		-2,137		-2,900		-2,673	-2,900	-3,700		-3,700	
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389 MISCELLANEOUS REVENUES

	-6,079		-2,295				-2,721	-1,500				
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399 REIMBURSEMENTS - OTHER

	-150		-170,872									
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742 757 MED/LIFE INS PREM REFUND DISTRIBUTION

			-551				-68	-68				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-7,597		-175,855		-2,900		-5,462	-4,468	-3,700		-3,700	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-168,720		-184,263		-166,888		-152,981	-166,888	-151,616		-151,616	
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412 TRSFERS FROM STREET FUND

	-251,953		-255,059		-251,985		-227,663	-251,985	-284,899		-284,899	
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419 TRSFERS FROM WATER FUND

	-197,088		-249,697		-288,261		-264,239	-288,261	-261,881		-261,881	
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421 TRSFERS FROM SEWER FUND

	-163,634		-134,074		-131,538		-120,577	-131,538	-140,175		-140,175	
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425 TRSFERS FROM GARAGE FUND

	-78,409		-86,072		-106,201		-97,351	-106,201	-110,266		-110,266	
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440 TRSFERS FR STREET LIGHTING FUND

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 03 REVENUE

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
	-30,057		-32,994		-34,895		-31,987	-34,895				
441	TRSFERS FR STORM DRAIN FUND											
	-252,722		-269,284		-237,588		-217,789	-237,588	-236,520		-236,520	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-1,142,583		-1,211,443		-1,217,356		-1,112,587	-1,217,356	-1,185,357		-1,185,357	
TOTAL DEPARTMENT: 03 REVENUE												
	-1,241,080		-1,523,284		-1,316,226		-1,214,019	-1,317,794	-1,340,801		-1,340,801	

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND      DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 05 PERSONNEL SERVICES															
015 ASSISTANT PUBLIC WORKS DIRECTOR												94,092	1.00	94,092	1.00
061 PUBLIC WORKS DIRECTOR	151,411	1.00	154,240	1.00	158,087	1.00	148,627	157,727	166,086	1.00	166,086	1.00			
076 OFFICE SUPERVISOR	66,833	1.00	69,372	1.00	74,794	1.00	69,090	72,485	78,937	1.00	78,937	1.00			
085 PROJECT MANAGER 1	85,543	1.00	84,629	1.00	91,907	1.00	62,624	50,331							
095 MANANGEMENT ANALYST	68,761	1.00	74,281	1.00	79,270	1.00	71,697	78,950	81,696	1.00	81,696	1.00			
221 SUPPORT SPECIALIST 2	48,474	1.00	51,566	1.00	55,881	1.00	49,911	54,914	60,694	1.00	60,694	1.00			
239 SUPPORT SPECIALIST 1	34,087	1.00	38,997	1.00	37,470	1.00	39,668	43,888	48,769	1.00	48,769	1.00			
299 PAYROLL TAXES AND FRINGES	236,396		242,077		253,494		201,602	217,136	278,207		278,207				
TOTAL CLASS: 05 PERSONNEL SERVICES	691,505	6.00	715,162	6.00	750,903	6.00	643,219	675,431	808,481	6.00	808,481	6.00			

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	3,332		3,107		5,000		3,196	1,904	4,000		4,000	
304 DEPARTMENT EQUIPMENT EXPENSE	4,693											
305 SPECIAL DEPARTMENT SUPPLIES	2,020		2,498		3,000		2,451	2,500	3,000		3,000	
307 MEMBERSHIP FEES	1,897		1,440		2,000		671	1,329	2,000		2,000	
308 PERIODICALS & SUBSCRIPTIONS												

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	66		100		100		127	100	100		100	
317	COMPUTER EQUIPMENT											
			805						1,920		1,920	
318	COMPUTER SOFTWARE											
			28,000									
321	TRAVEL, TRAINING & SUBSISTENCE											
	6,754		2,223		5,000		4,404	4,223	5,000		5,000	
328	MEALS & RELATED EXPENSE											
	504		1,342		2,000		1,153	727	1,500		1,500	
330	MILEAGE REIMBURSEMENT											
	660		1,051		1,800		1,324	1,144	1,800		1,800	
341	COMMUNICATIONS EXPENSE											
	46,127		68,211		70,750		59,707	70,750	71,218		71,218	
342	DATA COMMUNICATION EXPENSE											
	23,062		21,211		21,120		15,949	19,200	21,600		21,600	
351	UTILITIES EXPENSE											
	64,264		65,604		60,000		57,691	60,000	60,000		60,000	
361	UNIFORMS & SPECIAL CLOTHING											
	19,960		14,795		18,000		17,349	18,000	20,000		20,000	
381	BUILDING EXPENSE											
	10,668		10,538		32,125		32,417	32,125	32,500		32,500	
384	BUILDING MAINTENANCE PROJECTS											
	34,683		9,793		38,000				21,500		21,500	
461	SPECIAL EXPENSE											
	135		285		2,695		4,024	195	195		195	
481	OTHER EXPENSES											
	6,116		4,901		5,520		6,092	4,296	4,520		4,520	
511	PROFESSIONAL SERVICES											
	46,886		34,464		87,500		105,949	94,734	48,100		48,100	
536	MAINTENANCE CONTRACTS											
	2,416		3,167		3,500		2,794	3,500	3,500		3,500	

745

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
551	RENTS AND LEASES											
	3,902		4,110		3,710		3,737	3,737	3,710		3,710	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	278,145		277,645		361,820		319,035	318,464	306,163		306,163	
CLASS: 15 CAPITAL OUTLAY												
681	IMPROVEMENTS											
			275,964		20,940							
TOTAL CLASS: 15 CAPITAL OUTLAY												
			275,964		20,940							
CLASS: 25 TRANSFERS												
803	TRSFER TO GENERAL FD-LANDSCAPE											
	69,355		80,215		83,669		76,697	83,669	88,269		88,269	
816	TRSFERS TO REPROGRAPHICS FUND											
	22,358		24,219		25,506		16,512	25,506	25,322		25,322	
818	TRSFERS TO ISD-ALLOCATED											
	43,730		54,110		62,980		57,732	62,980	63,664		63,664	
TOTAL CLASS: 25 TRANSFERS												
	135,443		158,544		172,155		150,941	172,155	177,255		177,255	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					10,408				48,902		48,902	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					10,408				48,902		48,902	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	1,113,195	1,166,050	1,340,801	6.00	1,340,801	6.00

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**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL											
301	BEGINNING WORKING CAPITAL										
	90,900		135,986		95,970		95,970	151,744		151,744	
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL											
	90,900		135,986		95,970		95,970	151,744		151,744	
CLASS: 35 MISCELLANEOUS REVENUES											
384	INVESTMENT INTEREST EARNINGS										
	1,368		2,137		2,900		2,900	3,700		3,700	
389	MISCELLANEOUS REVENUES										
	6,079		2,295				1,500				
399	REIMBURSEMENTS - OTHER										
	150		170,872								
757	MED/LIFE INS PREM REFUND DISTRIBUTION										
			551				68				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES											
	7,597		175,855		2,900		4,468	3,700		3,700	
CLASS: 40 INTERFUND TRANSFERS/LOANS											
411	TRSFERS FROM GENERAL FUND										
	168,720		184,263		166,888		166,888	151,616		151,616	
412	TRSFERS FROM STREET FUND										
	251,953		255,059		251,985		251,985	284,899		284,899	
419	TRSFERS FROM WATER FUND										
	197,088		249,697		288,261		288,261	261,881		261,881	
421	TRSFERS FROM SEWER FUND										
	163,634		134,074		131,538		131,538	140,175		140,175	
425	TRSFERS FROM GARAGE FUND										
	78,409		86,072		106,201		106,201	110,266		110,266	
440	TRSFERS FR STREET LIGHTING FUND										
	30,057		32,994		34,895		34,895				
441	TRSFERS FR STORM DRAIN FUND										
	252,722		269,284		237,588		237,588	236,520		236,520	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS											
	1,142,583		1,211,443		1,217,356		1,217,356	1,185,357		1,185,357	
TOTAL PROGRAM: 0000 UNRESTRICTED											
	1,241,080		1,523,284		1,316,226		1,317,794	1,340,801		1,340,801	
TOTAL DEPARTMENT: 03 REVENUE											
	1,241,080		1,523,284		1,316,226		1,317,794	1,340,801		1,340,801	

**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$3,700

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

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. \$151,616

412 TRSFERS FROM STREET FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$284,899

419 TRSFERS FROM WATER FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$261,881

421 TRSFERS FROM SEWER FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$140,175

425 TRSFERS FROM GARAGE FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$110,266

440 TRSFERS FR STREET LIGHTING FUND  
 FUND 111 IS BEING CLOSED AND COMBINED WITH STREET FUND 101

441 TRSFERS FR STORM DRAIN FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$236,520

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

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: 05 PERSONNEL SERVICES

015	ASSISTANT PUBLIC WORKS DIRECTOR							94,092	1.00	94,092	1.00
061	PUBLIC WORKS DIRECTOR										
	151,411	1.00	154,240	1.00	158,087	1.00	157,727	166,086	1.00	166,086	1.00
076	OFFICE SUPERVISOR										
	66,833	1.00	69,372	1.00	74,794	1.00	72,485	78,937	1.00	78,937	1.00
085	PROJECT MANAGER 1										
	85,543	1.00	84,629	1.00	91,907	1.00	50,331				
095	MANANGEMENT ANALYST										
	68,761	1.00	74,281	1.00	79,270	1.00	78,950	81,696	1.00	81,696	1.00
221	SUPPORT SPECIALIST 2										
	48,474	1.00	51,566	1.00	55,881	1.00	54,914	60,694	1.00	60,694	1.00
239	SUPPORT SPECIALIST 1										
	34,087	1.00	38,997	1.00	37,470	1.00	43,888	48,769	1.00	48,769	1.00
299	PAYROLL TAXES AND FRINGES										
	236,396		242,077		253,494		217,136	278,207		278,207	

TOTAL CLASS: 05 PERSONNEL SERVICES

	691,505	6.00	715,162	6.00	750,903	6.00	675,431	808,481	6.00	808,481	6.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	3,332		3,107		5,000		1,904	4,000		4,000	
304	DEPARTMENT EQUIPMENT EXPENSE										
	4,693										
305	SPECIAL DEPARTMENT SUPPLIES										
	2,020		2,498		3,000		2,500	3,000		3,000	
307	MEMBERSHIP FEES										
	1,897		1,440		2,000		1,329	2,000		2,000	
308	PERIODICALS & SUBSCRIPTIONS										
	66		100		100		100	100		100	
317	COMPUTER EQUIPMENT										
			805					1,920		1,920	
318	COMPUTER SOFTWARE										
			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

015	ASSISTANT PUBLIC WORKS DIRECTOR FY 19-20 REFLECTS A NEW 1 FTE ASSISTANT PUBLIC WORKS DIRECTOR POSITION.
061	PUBLIC WORKS DIRECTOR
076	OFFICE SUPERVISOR
085	PROJECT MANAGER 1 FY 2019-20 REFLECTS A PROJECT MANAGER POSITION TRANSFERRING FROM THE PUBLIC WORKS ADMIN FUND TO THE STREET FUND - PROGRAM 0732.
095	MANANGEMENT ANALYST
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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE OFFICE SUPPLIES. \$4,000
304	DEPARTMENT EQUIPMENT EXPENSE
305	SPECIAL DEPARTMENT SUPPLIES BATTERIES, OPERATIONS DEPARTMENT FIRST AID BLUEPRINT PRESERVATION \$3,000
307	MEMBERSHIP FEES COOPERATIVE PUBLIC AGENCIES OF WASHINGTON COUNTY MEMBERSHIP (ANNUAL). PROFESSIONAL REGISTRATION RENEWAL APWA MEMBERSHIP FOR DIRECTOR ICMA MEMBERSHIP INCREASE FOR APWA FEE \$2,000
308	PERIODICALS & SUBSCRIPTIONS VALLEY TIMES \$100
317	COMPUTER EQUIPMENT COMPUTER AND MONITORS FOR NEW ASST. PW DIRECTOR POSITION \$1,920
318	COMPUTER SOFTWARE

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	6,754		2,223		5,000		4,223	5,000		5,000	
328	MEALS & RELATED EXPENSE										
	504		1,342		2,000		727	1,500		1,500	
330	MILEAGE REIMBURSEMENT										
	660		1,051		1,800		1,144	1,800		1,800	
341	COMMUNICATIONS EXPENSE										
	46,127		68,211		70,750		70,750	71,218		71,218	
342	DATA COMMUNICATION EXPENSE										
	23,062		21,211		21,120		19,200	21,600		21,600	
351	UTILITIES EXPENSE										
	64,264		65,604		60,000		60,000	60,000		60,000	
361	UNIFORMS & SPECIAL CLOTHING										
	19,960		14,795		18,000		18,000	20,000		20,000	
381	BUILDING EXPENSE										
	10,668		10,538		32,125		32,125	32,500		32,500	
384	BUILDING MAINTENANCE PROJECTS										
	34,683		9,793		38,000			21,500		21,500	
461	SPECIAL EXPENSE										
	135		285		2,695		195	195		195	
481	OTHER EXPENSES										
	6,116		4,901		5,520		4,296	4,520		4,520	
511	PROFESSIONAL SERVICES										
	46,886		34,464		87,500		94,734	48,100		48,100	
536	MAINTENANCE CONTRACTS										
	2,416		3,167		3,500		3,500	3,500		3,500	

**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	NWPMA CPAWC CWS TRAINING APWA CONFERENCE ODOT - HMAC INSPECTION RECERT DEPARTMENT HEAD RETREAT MANAGEMENT ANALYST TRAVEL PUBLIC WORKS DIRECTOR TRAVEL \$5,000
328	MEALS & RELATED EXPENSE	MEALS FOR LOCAL CLASSES AND/OR MEETINGS, LABOR MANAGEMENT EMPLOYEE OF THE MONTH OVERTIME AND CALL OUT MEALS FOR ALL PUBLIC WORKS STAFF IN ALL FUNDS AND PROGRAMS \$1,500
330	MILEAGE REIMBURSEMENT	REIMBURSEMENT FOR PERSONAL VEHICLE USE \$1,800
341	COMMUNICATIONS EXPENSE	LOCAL EXCHANGE PHONE LINES TO THE OPERATIONS COMPLEX \$700 PER MONTH CELL PHONES FOR OPS AND ENG STAFF 63 SMART PHONES/65 BASIC CELL PHONES @ \$4950 PER MONTH \$67,800 CELL PHONES FOR 2 NEW ENGINEERING ASSOCIATE POSITIONS IN ENGINEERING (2 @ \$52/MO) \$1,248 CELL PHONE & MONTHLY EXPENSE FOR NEW PROJECT ENGINEER 2 POSITION \$250 CELL PHONE & MONTHLY EXPENSE FOR NEW PW TECH IN 502-85-0753 \$480 CELL PHONE & MONTHLY EXPENSE FOR NEW PW LEAD SPLIT 50/50 IN 502-85-0757 & 513-85-0739 \$480 CELL PHONE & MONTHLY EXPENSE FOR NEW PW TECH IN 513-85-0734 \$480 CELL PHONE & MONTHLY EXPENSE FOR NEW ASSISTANT PW DIRECTOR \$480
342	DATA COMMUNICATION EXPENSE	PUBLIC WORKS ADMIN FUND: DATA PLAN FOR 38 COMMUNICATION DEVICES - ALL DIVISIONS \$21,600
351	UTILITIES EXPENSE	UTILITY EXPENSES FOR OPERATIONS COMPLEX: ELECTRICITY, NATURAL GAS, WATER AND TRASH SERVICE \$60,000
361	UNIFORMS & SPECIAL CLOTHING	BASEBALL CAPS FOR PUBLIC WORKS STAFF SHIRTS AND JACKETS WITH CITY LOGO FOR ALL ELIGIBLE PUBLIC WORKS STAFF AS REQUIRED BY THE SEIU CONTRACT \$20,000
381	BUILDING EXPENSE	PAPER PRODUCTS FOR RESTROOMS LIGHTBULBS ELECTRICAL WORK & SUPPLIES DOOR REPAIRS OTHER SUPPLIES (PAINT FILTERS, HARDWARE) UNFORESEEN REPAIRS \$32,500
384	BUILDING MAINTENANCE PROJECTS	UNFORESEEN PROJECTS \$20,000 PATCH AND REPAIR PARKING LOT \$1,500
461	SPECIAL EXPENSE	UST PERMIT DEQ PERMITS/AIR TANK PERMIT \$195
481	OTHER EXPENSES	ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING FOR PUBLIC WORKS (113 FTE @ \$40/EACH) \$4,520
511	PROFESSIONAL SERVICES	CONTRACT SERVICE FOR HOMELESS CAMP CLEAN UP \$5,000 JANITORIAL SERVICES FOR OPERATIONS COMPLEX BUILDINGS \$43,100
536	MAINTENANCE CONTRACTS	PEST CONTROL ANNUAL FIRE SPRINKLER TESTING ANNUAL FIRE ALARM TESTING GENERATOR MAINTENANCE FIRE ALARM MONITORING ANTIFREEZE CHARGING \$3,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
551	RENTS AND LEASES											
	3,902		4,110		3,710		3,737	3,710		3,710		
TOTAL CLASS: 10 MATERIALS & SERVICES												
	278,145		277,645		361,820		318,464	306,163		306,163		
CLASS: 15 CAPITAL OUTLAY												
681	IMPROVEMENTS											
			275,964		20,940							
TOTAL CLASS: 15 CAPITAL OUTLAY												
			275,964		20,940							
CLASS: 25 TRANSFERS												
803	TRSFER TO GENERAL FD-LANDSCAPE											
	69,355		80,215		83,669		83,669	88,269		88,269		
816	TRSFERS TO REPROGRAPHICS FUND											
	22,358		24,219		25,506		25,506	25,322		25,322		
818	TRSFERS TO ISD-ALLOCATED											
	43,730		54,110		62,980		62,980	63,664		63,664		
TOTAL CLASS: 25 TRANSFERS												
	135,443		158,544		172,155		172,155	177,255		177,255		
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					10,408			48,902		48,902		
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					10,408			48,902		48,902		
TOTAL PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)												
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	1,166,050	1,340,801	6.00	1,340,801	6.00	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	1,166,050	1,340,801	6.00	1,340,801	6.00	
TOTAL FUND: 605 PUBLIC WORKS ADMIN FUND												
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	1,166,050	1,340,801	6.00	1,340,801	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

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  
ALLOCATION OF LANDSCAPE MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$88,269

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$25,322

818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$63,664

991 CONTINGENCY - UNRESERVED



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-3,230,607		-3,184,382		-3,326,987		-3,326,987	-3,326,987	-3,347,812		-3,347,812	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-3,230,607		-3,184,382		-3,326,987		-3,326,987	-3,326,987	-3,347,812		-3,347,812	
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-30,911		-44,102		-49,900		-44,479	-57,500	-69,300		-69,300	
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386 3RD PARTY SUBROGATION

	-25,438		-15,829		-35,000		-30,702	-35,000	-35,000		-35,000	
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389 MISCELLANEOUS REVENUES

	-3,931		-1,227				-7,308	-7,308				
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399 REIMBURSEMENTS - OTHER

	-584,459		-25,030				-53,140	-23,669				
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

			-677									
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763 RETIREE COBRA HLTH INSUR PREMIUM

			-203,054		-230,350		-213,537	-231,382	-249,457		-249,457	
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764 MODA MEDICAL CITY-WIDE PREM REFUND

			-102,762									
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-644,739		-392,681		-315,250		-349,166	-354,859	-353,757		-353,757	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-357,723		-411,381		-411,381		-377,099	-411,381	-514,226		-514,226	
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412 TRSFERS FROM STREET FUND

	-132,834		-152,760		-152,760		-140,030	-152,760	-199,452		-199,452	
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419 TRSFERS FROM WATER FUND

755

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

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
	-198,941		-228,792		-228,792		-209,726	-228,792	-285,990		-285,990	
421	TRSFERS FROM SEWER FUND											
	-143,163		-242,037		-164,637		-150,917	-164,637	-205,671		-205,671	
424	TRSFERS FROM REPROGRAPHICS FUND											
	-5,323		-6,121		-6,121		-5,611	-6,121	-7,651		-7,651	
425	TRSFERS FROM GARAGE FUND											
	-40,868		-46,998		-46,998		-43,082	-46,998	-58,747		-58,747	
426	TRSFERS FROM ISD											
	-5,761		-6,625		-6,625		-6,073	-6,625	-8,281		-8,281	
430	TRANSFER FROM LIBRARY FUND											
	-97,019		-111,572		-111,572		-102,274	-111,572	-139,465		-139,465	
440	TRSFERS FR STREET LIGHTING FUND											
	-5,915		-6,802		-6,802		-6,235	-6,802				
441	TRSFERS FR STORM DRAIN FUND											
	-108,046		-124,253		-124,253		-113,899	-124,253	-155,316		-155,316	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-1,095,593		-1,337,341		-1,259,941		-1,154,946	-1,259,941	-1,574,799		-1,574,799	
CLASS: 45 NON-REVENUE RECEIPTS												
462	MODA - P200 MEDICAL PREMIUMS											
	-2,112,443		-2,209,657		-2,465,208		-1,889,953	-2,079,371				
463	MODA - DENTAL PREMIUMS											
	-912,943		-956,248		-1,032,180		-965,944	-1,059,251	-1,099,092		-1,099,092	
464	SELF-INS. WORKERS COMP - CITY											
	-505,985		-473,592		-490,000		-399,992	-490,000	-520,000		-520,000	
465	SELF-INS. UNEMPLOYMENT- CITY											
	-9,697								-116,000		-116,000	
466	KAISER MEDICAL PREMIUMS											
	-4,011,175		-4,399,382		-4,631,052		-4,347,242	-4,720,776	-5,105,856		-5,105,856	
467	MODA-P250/500 (POS)MEDICAL PREM											

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

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
	-2,143,602		-2,092,309		-2,890,308		-2,400,989	-2,627,303	-5,028,312		-5,028,312	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS												
	-9,695,845		-10,131,188		-11,508,748		-10,004,120	-10,976,701	-11,869,260		-11,869,260	
TOTAL DEPARTMENT: 03 REVENUE												
	-14,666,784		-15,045,592		-16,410,926		-14,835,219	-15,918,488	-17,145,628		-17,145,628	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

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: 05 PERSONNEL SERVICES												
030	RISK & SAFETY OFFICER											
	88,520	1.00	86,532	1.00	88,584	1.00	81,888	90,022	92,984	1.00	92,984	1.00
031	CITY ATTORNEY											
	27,238	.15	28,643	.15	28,346	.15	25,755	28,280	28,691	.15	28,691	.15
038	HUMAN RESOURCES DIRECTOR											
	17,619	.15	12,980	.15	17,245	.15	7,916	9,917	22,386	.15	22,386	.15
056	RECORDS MANAGER											
	8,656	.10	8,967	.10	9,550	.10	8,288	9,438	10,024	.10	10,024	.10
116	HUMAN RESOURCES ASSISTANT											
	2,523	.05	2,793	.05	2,937	.05	2,633	2,931	3,418	.08	3,418	.08
182	LEGAL SERVICES MANAGER											
	11,359	.15	11,885	.15	13,072	.15	11,319	12,546	13,951	.15	13,951	.15
192	ASSISTANT CITY ATTORNEY 3											
	12,888	.15	17,850	.15	20,241	.15	19,024	21,271	20,944	.15	20,944	.15
194	BENEFITS REPRESENTATIVE											
	51,725	.90	55,301	.90	60,796	.90	53,574	59,324	65,789	.90	65,789	.90
202	HUMAN RESOURCES ANALYST											
	7,870	.10	8,010	.10	8,231	.10	7,554	8,214	8,482	.10	8,482	.10
221	SUPPORT SPECIALIST 2											
	5,305	.10	5,464	.10	5,592	.10	5,250	5,764	6,040	.10	6,040	.10
285	EMPLOYEE LABOR RELATIONS MANAGER											
	5,018	.05	5,277	.05	5,407	.05	4,869	5,402	5,857	.05	5,857	.05
299	PAYROLL TAXES AND FRINGES											
	115,983		122,184		143,481		121,339	132,168	160,476		160,476	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	354,704	2.90	365,886	2.90	403,482	2.90	349,409	385,277	439,042	2.93	439,042	2.93

CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

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
	6,400		11,208		10,000		4,460	10,000	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES											
	3,864		3,130		5,000		1,807	5,000	5,000		5,000	
307	MEMBERSHIP FEES											
	820		820		900		820	900	900		900	
308	PERIODICALS & SUBSCRIPTIONS											
	495		990		600			600	600		600	
321	TRAVEL, TRAINING & SUBSISTENCE											
	43		692		1,250		684	1,250	1,750		1,750	
326	CITYWIDE TRAINING											
	8,083		8,360		11,000		12,245	11,000	11,000		11,000	
328	MEALS & RELATED EXPENSE											
	74		97		200		15	200	200		200	
330	MILEAGE REIMBURSEMENT											
	123		172		200		130	200	300		300	
387	GENERAL LIABILITY INSURANCE											
	442,705		446,494		551,077		547,926	550,000	604,705		604,705	
388	PROPERTY INSURANCE											
	155,601		152,194		175,000		158,582	160,000	192,050		192,050	
389	W/C EXCESS INSURANCE COVERAGE											
	117,925		108,870		119,800		103,352	103,352	113,680		113,680	
390	PUBLIC EMPLOYEES BOND											
	500		500		500		400	500	500		500	
392	HEALTH INSURANCE											
	8,479,841		8,793,263		10,118,780		8,793,353	9,635,124	10,378,311		10,378,311	
393	WORKERS COMP STATE ASSESSMENT											
	23,933		35,444		25,000		20,790	25,000	25,000		25,000	
394	WELLNESS PROGRAM EXPENSE											
	23,587		18,798		35,000		26,146	33,000	45,000		45,000	
395	PERFORMANCE BOND INSURANCE											
	6,618		3,915		4,300		3,915	3,915	4,000		4,000	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

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
399	DENTAL INSURANCE											
	850,657		877,730		1,002,981		738,058	805,206	1,098,570		1,098,570	
457	BVTN BLDG FLOOD DAMAGE EXPENSE											
	30,705											
461	SPECIAL EXPENSE											
	472		436		2,500		449	1,500	1,500		1,500	
462	ADA COMPLIANCE EXPENSE											
					3,000			3,000	3,000		3,000	
511	PROFESSIONAL SERVICES											
	157,954		126,465		192,500		156,094	171,710	204,900		204,900	
520	CITY PROPERTY DAMAGE CLAIMS											
	173,108		117,188		160,000		172,422	160,000	150,000		150,000	
521	THIRD PARTY LIABILITY CLAIMS											
	337,075		174,846		200,000		214,009	200,000	175,000		175,000	
527	THIRD PARTY PROPERTY CLAIMS											
	1,150		907		2,000		1,995	2,000	2,000		2,000	
528	WORKERS COMP CLAIMS											
	147,689		306,634		200,000		137,400	150,000	150,000		150,000	
529	UNEMPLOYMENT CLAIMS											
	47,399		65,254		60,000		71,469	40,000	60,000		60,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	11,016,821		11,254,407		12,881,588		11,166,521	12,073,457	13,237,966		13,237,966	
CLASS: 25 TRANSFERS												
801	TRSFER TO GENERAL FD - OVERHEAD											
	55,781		49,599		53,913		49,420	53,913	58,867		58,867	
802	TRSFER TO GENERAL FD-ACCOUNTING											
	43,788		35,526		41,579		38,114	41,579	42,572		42,572	
816	TRSFERS TO REPROGRAPHICS FUND											
	2,130		1,820		3,328		1,557	3,328	2,200		2,200	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

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
818	TRSFERS TO ISD-ALLOCATED											
	9,181		11,363		13,122		12,029	13,122	13,181		13,181	
TOTAL CLASS: 25 TRANSFERS												
	110,880		98,308		111,942		101,120	111,942	116,820		116,820	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					618,914				801,800		801,800	
998	RESERVE											
					2,395,000				2,550,000		2,550,000	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					3,013,914				3,351,800		3,351,800	
TOTAL DEPARTMENT: 40 INSURANCE DIVISION												
	11,482,405	2.90	11,718,601	2.90	16,410,926	2.90	11,617,050	12,570,676	17,145,628	2.93	17,145,628	2.93

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**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		1,375,018	1,366,362		1,538,305		1,538,305	1,546,713		1,546,713	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,375,018	1,366,362		1,538,305		1,538,305	1,546,713		1,546,713	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		11,815	17,168		19,100		23,000	26,700		26,700	

386 3RD PARTY SUBROGATION

		25,438	15,829		35,000		35,000	35,000		35,000	
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399 REIMBURSEMENTS - OTHER

		227,373	4,450				14,669				
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

94

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		264,626	37,541		54,100		72,669	61,700		61,700	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND										
		357,723	411,381		411,381		411,381	514,226		514,226	

412 TRSFERS FROM STREET FUND

		132,834	152,760		152,760		152,760	199,452		199,452	
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419 TRSFERS FROM WATER FUND

		198,941	228,792		228,792		228,792	285,990		285,990	
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421 TRSFERS FROM SEWER FUND

		143,163	164,637		164,637		164,637	205,671		205,671	
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424 TRSFERS FROM REPROGRAPHICS FUND

		5,323	6,121		6,121		6,121	7,651		7,651	
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425 TRSFERS FROM GARAGE FUND

		40,868	46,998		46,998		46,998	58,747		58,747	
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426 TRSFERS FROM ISD

		5,761	6,625		6,625		6,625	8,281		8,281	
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430 TRANSFER FROM LIBRARY FUND

		97,019	111,572		111,572		111,572	139,465		139,465	
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440 TRSFERS FR STREET LIGHTING FUND

		5,915	6,802		6,802		6,802				
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441 TRSFERS FR STORM DRAIN FUND

		108,046	124,253		124,253		124,253	155,316		155,316	
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**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$26,700

386 3RD PARTY SUBROGATION  
 REVENUES FROM SUBGROGATING CLAIMS TO 3RD PARTIES \$35,000

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

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 \$514,226

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	1,095,593		1,259,941		1,259,941		1,259,941	1,574,799		1,574,799	
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TOTAL PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

	2,735,237		2,663,844		2,852,346		2,870,915	3,183,212		3,183,212	
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### 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

030	RISK & SAFETY OFFICER	35,408	.40	34,613	.40	35,432	.40	36,012	37,193	.40	37,193	.40
031	CITY ATTORNEY	18,158	.10	19,096	.10	18,897	.10	18,855	19,126	.10	19,126	.10
056	RECORDS MANAGER	4,328	.05	4,485	.05	4,775	.05	4,719	5,012	.05	5,012	.05
182	LEGAL SERVICES MANAGER	7,573	.10	7,924	.10	8,715	.10	8,364	9,301	.10	9,301	.10
192	ASSISTANT CITY ATTORNEY 3	8,592	.10	11,901	.10	13,494	.10	14,179	13,965	.10	13,965	.10
221	SUPPORT SPECIALIST 2	2,654	.05	2,732	.05	2,796	.05	2,882	3,020	.05	3,020	.05
299	PAYROLL TAXES AND FRINGES	39,172		43,558		47,532		45,745	52,356		52,356	

TOTAL CLASS: 05 PERSONNEL SERVICES

		115,885	.80	124,309	.80	131,641	.80	130,756	139,973	.80	139,973	.80
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	6,400		11,208		10,000		10,000	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES	3,864		3,130		5,000		5,000	5,000		5,000	
307	MEMBERSHIP FEES	820		820		900		900	900		900	
321	TRAVEL, TRAINING & SUBSISTENCE			692		1,000		1,000	1,500		1,500	
328	MEALS & RELATED EXPENSE	38				100		100	100		100	
330	MILEAGE REIMBURSEMENT	73		97		100		100	150		150	

**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 303 OFFICE FURNITURE & EQUIPMENT  
 ERGONOMIC EQUIPMENT: TRAYS, KEYBOARDS, CHAIRS, MONITOR ARMS AND DESKS (STAND UP UNITS) \$7,000  
 ADA ACCOMMODATIONS (EE) \$3,000
  
- 305 SPECIAL DEPARTMENT SUPPLIES  
 AED SUPPLIES (BATTERIES, REPLACEMENT PADS), FIRST AID SUPPLIES \$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 \$350  
 OSHA CONFERENCE \$200  
 CIS CONFERENCE \$200  
 LODGING \$500  
 MISC CONF EXPENSE/ARM CLASS \$250
  
- 328 MEALS & RELATED EXPENSE  
 LUNCH AND DINNER BUSINESS MEETINGS \$100
  
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$150

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
387	GENERAL LIABILITY INSURANCE										
	442,705		446,494		551,077		550,000	604,705		604,705	
388	PROPERTY INSURANCE										
	155,601		152,194		175,000		160,000	192,050		192,050	
390	PUBLIC EMPLOYEES BOND										
	500		500		500		500	500		500	
457	BVTN BLDG FLOOD DAMAGE EXPENSE										
	30,705										
462	ADA COMPLIANCE EXPENSE										
					3,000		3,000	3,000		3,000	
511	PROFESSIONAL SERVICES										
	62,893		52,313		56,000		56,000	57,150		57,150	
520	CITY PROPERTY DAMAGE CLAIMS										
	173,108		117,188		160,000		160,000	150,000		150,000	
521	THIRD PARTY LIABILITY CLAIMS										
	337,075		174,846		200,000		200,000	175,000		175,000	
527	THIRD PARTY PROPERTY CLAIMS										
	1,150		907		2,000		2,000	2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	1,214,932		960,389		1,164,677		1,148,600	1,202,055		1,202,055	
CLASS: 25 TRANSFERS											
801	TRSFER TO GENERAL FD - OVERHEAD										
	17,408		17,181		18,663		18,663	19,206		19,206	
802	TRSFER TO GENERAL FD-ACCOUNTING										
	10,947		11,842		12,229		12,229	12,521		12,521	
816	TRSFERS TO REPROGRAPHICS FUND										
	525		452		832		832	550		550	
818	TRSFERS TO ISD-ALLOCATED										
	9,181		11,363		13,122		13,122	13,181		13,181	
TOTAL CLASS: 25 TRANSFERS											
	38,061		40,838		44,846		44,846	45,458		45,458	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED										
					11,182			295,726		295,726	
998	RESERVE										
					1,500,000			1,500,000		1,500,000	

**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 (10% INCREASE) \$490,725
  - AUTO LIABILITY (10%) \$93,365
  - THREE TANKS AT PUBLIC WORKS GARAGE (10%) \$1,650
  - EXCESS CRIME (10%) \$3,465
  - CYBER LIABILITY (10%) \$15,500
- 388 PROPERTY INSURANCE
  - PROPERTY INSURANCE INCLUDING \$50M QUAKE AND FLOOD (15%) APPRAISED VALUE INCREASED BY 35M \$86,615
  - AUTO PHYSICAL DAMAGE (10%) \$12,850
  - NATIONAL FLOOD INSURANCE - 1 LOCATION (10%) \$4,185
  - PROPERTY INSURANCE EXCESS EARTHQUAKE (DIC) (15%) \$88,400
- 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 (3% INCREASE) \$55,150
- 520 CITY PROPERTY DAMAGE CLAIMS
  - ESTIMATED PROPERTY CLAIMS LOSSES AND DAMAGES TO CITY OWNED PROPERTY \$150,000
  - SUBROGATION NOT INCLUDED IN AMOUNT PROPOSED
- 521 THIRD PARTY LIABILITY CLAIMS
  - ESTIMATED LOSSES DUE TO LIABILITY CLAIMS AGAINST THE CITY \$175,000
  - (\$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 \$19,206
- 802 TRSFR TO GENERAL FD-ACCOUNTING
  - ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND \$12,521
- 816 TRSFRS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550
- 818 TRSFRS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$13,181

- 991 CONTINGENCY - UNRESERVED
- 998 RESERVE
  - RESERVE FOR CATASTROPHIC LOSS \$1,500,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					1,511,182			1,795,726		1,795,726	
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TOTAL PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

	1,368,878	.80	1,125,536	.80	2,852,346	.80	1,324,202	3,183,212	.80	3,183,212	.80
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City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 40 INSURANCE DIVISION  
PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

[Redacted]

[Redacted]

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		732,347	794,183	726,082		726,082		730,257		730,257	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		732,347	794,183	726,082		726,082		730,257		730,257	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		7,309	9,810	11,600		11,600		16,400		16,400	

399 REIMBURSEMENTS - OTHER

		43,857	20,530			9,000					
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757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 94

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		51,166	30,434	11,600		20,600		16,400		16,400	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

421	TRSFERS FROM SEWER FUND										
			77,400								

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

			77,400								
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CLASS: 45 NON-REVENUE RECEIPTS

464	SELF-INS. WORKERS COMP - CITY										
		505,985	473,592	490,000		490,000		520,000		520,000	

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		505,985	473,592	490,000		490,000		520,000		520,000	
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TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS

		1,289,498	1,375,609	1,227,682		1,236,682		1,266,657		1,266,657	
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**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$16,400

399 REIMBURSEMENTS - OTHER

REIMBURSEMENT FROM STATE OF OREGON EMPLOYEE AT WORK INJURY PROGRAM

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
- FY 2019-20 EXPERIENCE MODIFIER 1.00 \$520,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

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: 05 PERSONNEL SERVICES

030	RISK & SAFETY OFFICER	53,112	.60	51,919	.60	53,152	.60	54,010	55,791	.60	55,791	.60
031	CITY ATTORNEY	9,080	.05	9,547	.05	9,449	.05	9,425	9,565	.05	9,565	.05
056	RECORDS MANAGER	4,328	.05	4,482	.05	4,775	.05	4,719	5,012	.05	5,012	.05
182	LEGAL SERVICES MANAGER	3,786	.05	3,961	.05	4,357	.05	4,182	4,650	.05	4,650	.05
192	ASSISTANT CITY ATTORNEY 3	4,296	.05	5,949	.05	6,747	.05	7,092	6,979	.05	6,979	.05
221	SUPPORT SPECIALIST 2	2,651	.05	2,732	.05	2,796	.05	2,882	3,020	.05	3,020	.05
299	PAYROLL TAXES AND FRINGES	41,286		44,379		48,773		47,096	53,747		53,747	

TOTAL CLASS: 05 PERSONNEL SERVICES

		118,539	.85	122,969	.85	130,049	.85	129,406	138,764	.85	138,764	.85
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CLASS: 10 MATERIALS & SERVICES

321	TRAVEL, TRAINING & SUBSISTENCE	43				250		250	250		250	
326	CITYWIDE TRAINING	8,083		8,360		11,000		11,000	11,000		11,000	
328	MEALS & RELATED EXPENSE	36		97		100		100	100		100	
330	MILEAGE REIMBURSEMENT	50		75		100		100	150		150	
389	W/C EXCESS INSURANCE COVERAGE	117,925		108,870		119,800		103,352	113,680		113,680	
393	WORKERS COMP STATE ASSESSMENT	23,933		35,444		25,000		25,000	25,000		25,000	
395	PERFORMANCE BOND INSURANCE	6,618		3,915		4,300		3,915	4,000		4,000	
461	SPECIAL EXPENSE	472		436		2,500		1,500	1,500		1,500	

**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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, \$8,000  
 BLOODBORNE PATHOGEN, COMPETENT PERSON, LOCKOUT/TAGOUT, FALL PROTECTION, ETC  
 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) \$150
- 389 W/C EXCESS INSURANCE COVERAGE  
 WORKERS COMPENSATION EXCESS INSURANCE (\$650K RETENTION) - 10% INCREASE \$113,680
- 393 WORKERS COMP STATE ASSESSMENT  
 STATE COMPENSATION ASSESSMENT; INCLUDES EMPLOYEES AND VOLUNTEERS. \$25,000  
 OUR EXPERIENCE RATING IS NOW AT .86
- 395 PERFORMANCE BOND INSURANCE  
 WORKERS COMPENSATION SELF-INSURANCE SURETY BOND. \$4,000  
 BOND AMOUNT LOWERED TO \$300,000
- 461 SPECIAL EXPENSE  
 SAFETY INCENTIVE PROGRAM AT PUBLIC WORKS, 2018 NEW PROGRAM \$1,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	43,062		33,266		50,000		50,000	50,250		50,250	
528	WORKERS COMP CLAIMS										
	147,689		306,634		200,000		150,000	150,000		150,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	347,911		497,097		413,050		345,217	355,930		355,930	
CLASS: 25 TRANSFERS											
801	TRSFER TO GENERAL FD - OVERHEAD										
	17,390		17,163		18,741		18,741	18,974		18,974	
802	TRSFER TO GENERAL FD-ACCOUNTING										
	10,947		11,842		12,229		12,229	12,521		12,521	
816	TRSFERS TO REPROGRAPHICS FUND										
	526		455		832		832	550		550	
TOTAL CLASS: 25 TRANSFERS											
	28,863		29,460		31,802		31,802	32,045		32,045	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED										
					152,781			139,918		139,918	
998	RESERVE										
					500,000			600,000		600,000	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					652,781			739,918		739,918	
TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS											
	495,313	.85	649,526	.85	1,227,682	.85	506,425	1,266,657	.85	1,266,657	.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 \$35) \$8,750
  - OSHW CONTRACT \$4,000
  - WC ADMIN FEES (TRISTAR (\$16,800), PROVIDENCE MCO AND KAISER MCO, PRE CERTIFICATIONS) \$20,000
  - BBP/VACCINATIONS (250 X \$50) \$12,500
  - WC HEARINGS, ADDITIONAL ADMIN FEES, ETC \$5,000
- 528 WORKERS COMP CLAIMS
  - EXPECTED PAYMENTS FOR WORKERS COMPENSATION CLAIMS \$150,000



- 801 TRSFR TO GENERAL FD - OVERHEAD
  - ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$18,974
- 802 TRSFR TO GENERAL FD-ACCOUNTING
  - ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND \$12,521
- 816 TRSFRS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550



- 991 CONTINGENCY - UNRESERVED
- 998 RESERVE
  - CONTINGENCY RESERVE ESTABLISHED \$500,000 TO COVER THE MAXIMUM EXPOSURE FROM SEVERE INJURY CASE. \$600,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		298,374	244,585	165,404	165,404	111,537		111,537			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		298,374	244,585	165,404	165,404	111,537		111,537			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS										
		2,951	3,343	3,900	3,900	4,100		4,100			

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 48

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		2,951	3,391	3,900	3,900	4,100		4,100			
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CLASS: 45 NON-REVENUE RECEIPTS

465	SELF-INS. UNEMPLOYMENT- CITY							116,000		116,000	
		9,697									

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		9,697						116,000		116,000	
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TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT

		311,022	247,976	169,304	169,304	231,637		231,637			
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**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$4,100

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 \$116,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

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: 05 PERSONNEL SERVICES											
038	HUMAN RESOURCES DIRECTOR										
	5,874	.05	4,327	.05	5,747	.05	3,306	7,464	.05	7,464	.05
116	HUMAN RESOURCES ASSISTANT										
	2,523	.05	2,793	.05	2,937	.05	2,931	3,418	.08	3,418	.08
285	EMPLOYEE LABOR RELATIONS MANAGER										
	5,018	.05	5,277	.05	5,407	.05	5,402	5,857	.05	5,857	.05
299	PAYROLL TAXES AND FRINGES										
	5,106		4,465		7,179		5,296	10,497		10,497	
TOTAL CLASS: 05 PERSONNEL SERVICES											
	18,521	.15	16,862	.15	21,270	.15	16,935	27,236	.18	27,236	.18
CLASS: 10 MATERIALS & SERVICES											
529	UNEMPLOYMENT CLAIMS										
	47,399		65,254		60,000		40,000	60,000		60,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	47,399		65,254		60,000		40,000	60,000		60,000	
CLASS: 25 TRANSFERS											
801	TRSFR TO GENERAL FD - OVERHEAD										
								3,103		3,103	
816	TRSFRS TO REPROGRAPHICS FUND										
	517		456		832		832	550		550	
TOTAL CLASS: 25 TRANSFERS											
	517		456		832		832	3,653		3,653	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
991	CONTINGENCY - UNRESERVED										
					42,202			40,748		40,748	
998	RESERVE										
					45,000			100,000		100,000	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					87,202			140,748		140,748	
TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT											
	66,437	.15	82,572	.15	169,304	.15	57,767	231,637	.18	231,637	.18

**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  
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 / 001-15-0536 /  
 706-40-0015 / 706-40-0016.
- 116 HUMAN RESOURCES ASSISTANT  
 POSITION ALLOCATION IS 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.  
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASST POSITION WITH THE ABOVE ALLOCATION.
- 285 EMPLOYEE LABOR RELATIONS MANAGER
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES



- 529 UNEMPLOYMENT CLAIMS  
 ANTICIPATED UNEMPLOYMENT CLAIMS \$60,000



- 801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$3,103
- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550



- 991 CONTINGENCY - UNRESERVED
- 998 RESERVE  
 RESERVE FOR UNEXPECTED OR UNPLANNED CLAIMS \$100,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL	824,868	779,252	897,196	897,196	959,305	959,305
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		824,868	779,252	897,196	897,196	959,305	959,305
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	8,836	13,781	15,300	19,000	22,100	22,100
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389	MISCELLANEOUS REVENUES	3,931	1,227		7,308		
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399	REIMBURSEMENTS - OTHER	313,229	50				
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757	MED/LIFE INS PREM REFUND DISTRIBUTION		441				
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763	RETIREE COBRA HLTH INSUR PREMIUM		203,054	230,350	231,382	249,457	249,457
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764	MODA MEDICAL CITY-WIDE PREM REFUND		102,762				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		325,996	321,315	245,650	257,690	271,557	271,557
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CLASS: 45 NON-REVENUE RECEIPTS

462	MODA - P200 MEDICAL PREMIUMS	2,112,443	2,209,657	2,465,208	2,079,371		
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463	MODA - DENTAL PREMIUMS	912,943	956,248	1,032,180	1,059,251	1,099,092	1,099,092
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466	KAISER MEDICAL PREMIUMS	4,011,175	4,399,382	4,631,052	4,720,776	5,105,856	5,105,856
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467	MODA-P250/500 (POS)MEDICAL PREM	2,143,602	2,092,309	2,890,308	2,627,303	5,028,312	5,028,312
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		9,180,163	9,657,596	11,018,748	10,486,701	11,233,260	11,233,260
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TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

		10,331,027	10,758,163	12,161,594	11,641,587	12,464,122	12,464,122
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TOTAL DEPARTMENT: 03 REVENUE

**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$22,100

389 MISCELLANEOUS REVENUES

FY 2018-19 REPRESENTS FLEXIBLE SPENDING ACCOUNT FORFEITURES

399 REIMBURSEMENTS - OTHER

BEGINNING FY 2017-19 COBRA PAYMENTS ARE ACCOUNTED FOR IN A SEPARATE ACCOUNT 763

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

763 RETIREE COBRA HLTH INSUR PREMIUM

PREMIUM PAYMENTS FOR RETIREES' COBRA HEALTH INSURANCE \$249,457

764 MODA MEDICAL CITY-WIDE PREM REFUND

FY 2017-18 REFLECTS A PREMIUM EXPERIENCE REBATE RECEIVED FROM MODA BASED ON THE PREVIOUS YEARS CLAIMS ACTIVITIES. THE TOTAL REBATE WAS \$205,524 AND 50% WAS RETURNED TO THE OPERATING FUNDS AND 50% WAS RETAINED BY THE INSURANCE FUND TO HELP OFFSET THE IMPACT OF FUTURE MODA RATE INCREASES.  
 IN FY 2018-19 \$99,818 WAS REBATED FROM THE PREVIOUS FISCAL YEAR BASED ON CLAIMS ACTIVITY AND 100% WAS RETURNED BACK TO THE OPERATING FUNDS.

462 MODA - P200 MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR PLAN 200 MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
 FY2019-20 REFLECTS P200 PLAN ELIMINATED AND ALL MODA PARTICIPANTS ON THE P500 PLAN

463 MODA - DENTAL PREMIUMS

CHARGES PER EMPLOYEE FOR DENTAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
 FY 2019-20 REFLECTS AN 0% INCREASE IN PREMIUM RATES \$1,099,092

466 KAISER MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR KAISER MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
 FY 2019-20 PROPOSED REFLECTS A 8.0% INCREASE IN PREMIUM RATES \$5,105,856

467 MODA-P250/500 (POS)MEDICAL PREM

CHARGES PER EMPLOYEE FOR THE P 250 PLAN MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM.  
 FY 2019-20 REFLECTS AN 1.74% INCREASE IN PREMIUM RATES AND P200 PLAN ELIMINATED \$5,028,312

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	14,666,784		15,045,592		16,410,926		15,918,488	17,145,628		17,145,628	

## BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

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: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR											
	11,745	.10	8,653	.10	11,498	.10	6,611	14,922	.10	14,922	.10	
194	BENEFITS REPRESENTATIVE											
	51,725	.90	55,301	.90	60,796	.90	59,324	65,789	.90	65,789	.90	
202	HUMAN RESOURCES ANALYST											
	7,870	.10	8,010	.10	8,231	.10	8,214	8,482	.10	8,482	.10	
299	PAYROLL TAXES AND FRINGES											
	30,419		29,782		39,997		34,031	43,876		43,876		

TOTAL CLASS: 05 PERSONNEL SERVICES

	101,759	1.10	101,746	1.10	120,522	1.10	108,180	133,069	1.10	133,069	1.10
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CLASS: 10 MATERIALS & SERVICES

308	PERIODICALS & SUBSCRIPTIONS											
	495		990		600		600	600		600		
392	HEALTH INSURANCE											
	8,479,841		8,793,263		10,118,780		9,635,124	10,378,311		10,378,311		
394	WELLNESS PROGRAM EXPENSE											
	23,587		18,798		35,000		33,000	45,000		45,000		
399	DENTAL INSURANCE											
	850,657		877,730		1,002,981		805,206	1,098,570		1,098,570		
511	PROFESSIONAL SERVICES											
	51,999		40,886		86,500		65,710	97,500		97,500		

TOTAL CLASS: 10 MATERIALS & SERVICES

	9,406,579		9,731,667		11,243,861		10,539,640	11,619,981		11,619,981	
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CLASS: 25 TRANSFERS

801	TRSFRR TO GENERAL FD - OVERHEAD											
	20,983		15,255		16,509		16,509	17,584		17,584		
802	TRSFRR TO GENERAL FD-ACCOUNTING											
	21,894		11,842		17,121		17,121	17,530		17,530		
816	TRSFRRS TO REPROGRAPHICS FUND											
	562		457		832		832	550		550		

TOTAL CLASS: 25 TRANSFERS

	43,439		27,554		34,462		34,462	35,664		35,664	
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**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

194 BENEFITS REPRESENTATIVE

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

308 PERIODICALS & SUBSCRIPTIONS  
 HOPE HEALTH \$600

392 HEALTH INSURANCE  
 KAISER AND MODA PLANS PREMIUM COSTS \$10,378,311

394 WELLNESS PROGRAM EXPENSE  
 WELLNESS PROGRAM (FITNESS CLASSES, BROWN BAGS, INCENTIVES, ETC.) \$45,000

399 DENTAL INSURANCE  
 DENTAL CLAIMS PAYMENTS ON THE VARIOUS DENTAL PROGRAMS \$1,098,570

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 \$14,000  
 NW OCCUPATIONAL PRE-EMPLOYMENT PHYSICALS \$4,000  
 GASB 45 ACTUARIAL REVIEW \$4,500  
 AGENT OF RECORD SERVICES \$16,000 PER QUARTER \$64,000

801 TRSFR TO GENERAL FD - OVERHEAD

802 TRSFR TO GENERAL FD-ACCOUNTING

816 TRSFRS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

412,749 325,408 325,408

998 RESERVE

350,000 350,000 350,000

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

762,749 675,408 675,408

TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

9,551,777 1.10 9,860,967 1.10 12,161,594 1.10 10,682,282 12,464,122 1.10 12,464,122 1.10

TOTAL DEPARTMENT: 40 INSURANCE DIVISION

11,482,405 2.90 11,718,601 2.90 16,410,926 2.90 12,570,676 17,145,628 2.93 17,145,628 2.93

TOTAL FUND: 706 INSURANCE AGENCY FUND

11,482,405 2.90 11,718,601 2.90 16,410,926 2.90 12,570,676 17,145,628 2.93 17,145,628 2.93

### BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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	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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-1,880,963		-3,135,920		-4,606,028		-4,606,028	-4,606,028	-3,165,170		-3,165,170	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,880,963		-3,135,920		-4,606,028		-4,606,028	-4,606,028	-3,165,170		-3,165,170	
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-826		-1,756		-2,000		-3,310	-4,000	-4,000		-4,000	
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501 DIVISION OF TAX INCREMENT REV

	-2,013,969		-3,037,745		-3,647,997		-3,551,288	-3,589,566	-4,211,820		-4,211,820	
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502 DIV OF TAX INCR REV PRIOR YRS

	-11,084		-12,804		-10,000		-15,732	-13,000	-13,000		-13,000	
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513 COMCAST TAX SETTLEMENT

							-19,364	-19,364				
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TOTAL CLASS: 10 TAXES

	-2,025,879		-3,052,305		-3,659,997		-3,589,694	-3,625,930	-4,228,820		-4,228,820	
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY/BURA PROPERTY

			-46,423		-95,100		-103,025	-95,100	-95,100			
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384 INVESTMENT INTEREST EARNINGS

	-31,012		-62,707		-87,000		-88,026	-124,700	-140,000		-140,000	
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389 MISCELLANEOUS REVENUES

	-102		-429		-200		-652	-500	-500		-500	
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-31,114		-109,559		-182,300		-191,703	-220,300	-235,600		-140,500	
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CLASS: 45 NON-REVENUE RECEIPTS

460 LINE OF CREDIT PROCEEDS BURA

790

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL FUND

DEPT: 03 REVENUE

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
	-1,121,900											
TOTAL CLASS: 45 NON-REVENUE RECEIPTS												
	-1,121,900											
TOTAL DEPARTMENT: 03 REVENUE												
	-5,059,856		-6,297,784		-8,448,325		-8,387,425	-8,452,258	-7,629,590		-7,534,490	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

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

307	MEMBERSHIP FEES											
	500		435		750		150	150		1,460		1,460
316	ADVERTISING, RECORDING & FILING											
			386		500		300	250		500		500
321	TRAVEL, TRAINING & SUBSISTENCE											
			950		9,050		2,324	3,500		5,525		5,525
325	COMMUNITY EVENTS EXPENSE											
										4,000		4,000
328	MEALS & RELATED EXPENSE											
										500		500
387	GENERAL LIABILITY INSURANCE											
					4,000					4,000		
388	PROPERTY INSURANCE											
					7,000		644	800		20,000		
480	PROPERTY TAX EXPENSE											
			12,667		42,000		32,404	30,565		66,250		
497	DEBT ISSUANCE COST											
	71,900											
506	AFFORDABLE HOUSING PROGRAM											
	200,000				300,000		30,000	30,000		300,000		
507	TENANT IMPROVEMENT PROGRAM											
	38,720		203,177		509,409		302,004	509,409		295,000		
509	ACQUISITION DUE DILIGENCE EXP											
	83,009		43,855		150,000		94,913	100,000		100,000		
511	PROFESSIONAL SERVICES											
	5,732		36,672		60,389		31,263	50,000		141,000		26,000
516	BUSINESS STOREFRONT IMPROV EXP											
	102,297		198,013		326,595		231,878	326,595		50,000		
518	PROPERTY MANAGEMENT EXPENSE											

792

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

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
			111,027		142,400		33,015	105,000	232,000			
519	DEV. FEASIBILITY ASSISTANCE											
	1,176,757		90,208		399,150		277,275	310,835	475,000			
523	BOARDS & COMMISSIONS EXPENSES											
									500		500	
551	RENTS AND LEASES											
			3,929		12,600		12,600	12,600				
559	STREETSCAPE ENHANCEMENT EXPENSE											
					200,000		17,888	35,776	305,000			
TOTAL CLASS: 10 MATERIALS & SERVICES												
	1,678,915		701,319		2,163,843		1,066,658	1,515,480	2,000,735		38,485	
CLASS: 25 TRANSFERS												
801	TRSFR TO GENERAL FD - OVERHEAD											
	30,111		122,727		146,854		134,616	146,854	366,550		366,550	
816	TRSFRS TO REPROGRAPHICS FUND											
			1,604		1,662		1,057	1,662	550		550	
839	TRANSFER TO BURA DEBT SVC FUND											
	214,911		866,105		3,614,592		150,276	3,623,092	818,834		3,935,984	
TOTAL CLASS: 25 TRANSFERS												
	245,022		990,436		3,763,108		285,949	3,771,608	1,185,934		4,303,084	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					2,521,374				4,442,921		3,192,921	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					2,521,374				4,442,921		3,192,921	
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY												
	1,923,937		1,691,755		8,448,325		1,352,607	5,287,088	7,629,590		7,534,490	

793

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 902 BURA CAPITAL PROJECT FUND

DEPT: 03 REVENUE

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: 35 MISCELLANEOUS REVENUES												
382 SALE OF CITY OR BURA PROPERTY												
									-750,000		-750,000	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES									-750,000		-750,000	
CLASS: 45 NON-REVENUE RECEIPTS												
453 LOAN FRM CITY OF BEAVERTON												
	-183,086		-726,289		-3,458,092			-3,466,592	-578,834		-1,078,834	
460 LINE OF CREDIT PROCEEDS BURA												
	-1,800,000								-16,078,100		-16,078,100	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS									-16,656,934		-17,156,934	
TOTAL DEPARTMENT: 03 REVENUE									-17,406,934		-17,906,934	

794

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 902 BURA CAPITAL PROJECT FUND

DEPT: 95 URBAN RENEWAL AGENCY

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: 15 CAPITAL OUTLAY

651 PROPERTY ACQUISTION(LAND/BLDG)

1,800,491	523,686	2,713,834	2,402,974	2,722,334	1,253,834	1,753,834
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671 EQUIPMENT

682 CONSTRUCTION

48,869	150,000	160,920	150,000	15,928,100	15,928,100
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683 CONST DESIGN & ENGR INSPECTION

182,595	153,735	594,258	390,292	594,258	225,000	225,000
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TOTAL CLASS: 15 CAPITAL OUTLAY

1,983,086	726,290	3,458,092	2,954,186	3,466,592	17,406,934	17,906,934
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

1,983,086	726,290	3,458,092	2,954,186	3,466,592	17,406,934	17,906,934
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795

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND      DEPT: 03 REVENUE

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: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY/BURA PROPERTY

												-95,100
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

												-95,100
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CLASS: 45 NON-REVENUE RECEIPTS

453 LOAN FRM CITY OF BEAVERTON

												-2,617,150
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

												-2,617,150
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TOTAL DEPARTMENT: 03 REVENUE

												-2,712,250
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796

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND DEPT: 95 URBAN RENEWAL AGENCY

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

387 GENERAL LIABILITY INSURANCE

4,000

388 PROPERTY INSURANCE

20,000

480 PROPERTY TAX EXPENSE

66,250

506 AFFORDABLE HOUSING PROGRAM

300,000

507 TENANT IMPROVEMENT PROGRAM

395,000

509 ACQUISITION DUE DILIGENCE EXP

100,000

511 PROFESSIONAL SERVICES

115,000

516 BUSINESS STOREFRONT IMPROV EXP

200,000

518 PROPERTY MANAGEMENT EXPENSE

232,000

519 DEV. FEASIBILITY ASSISTANCE

475,000

559 STREETScape ENHANCEMENT EXPENSE

305,000

TOTAL CLASS: 10 MATERIALS & SERVICES

2,212,250

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND      DEPT: 95 URBAN RENEWAL AGENCY

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
											500,000	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											500,000	
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY											2,712,250	

798

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 904 BURA DEBT SERVICE FUND

DEPT: 03 REVENUE

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: 40 INTERFUND TRANSFERS/LOANS

444 TRSFR FROM BURA GENERAL FUND

	-214,911		-866,105		-3,614,592		-150,276	-3,623,092	-818,834		-3,935,984	
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-214,911		-866,105		-3,614,592		-150,276	-3,623,092	-818,834		-3,935,984	
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TOTAL DEPARTMENT: 03 REVENUE

	-214,911		-866,105		-3,614,592		-150,276	-3,623,092	-818,834		-3,935,984	
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 904 BURA DEBT SERVICE FUND

DEPT: 95 URBAN RENEWAL AGENCY

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: 20 DEBT SERVICE

710 BURA LOC INTEREST

	31,824		139,815		156,500		150,276	156,500	240,000		240,000	
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748 REPMT SHORT TERM LOAN FROM COB

	183,086		726,289		3,458,092			3,466,592	578,834		3,695,984	
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TOTAL CLASS: 20 DEBT SERVICE

	214,910		866,104		3,614,592		150,276	3,623,092	818,834		3,935,984	
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	214,910		866,104		3,614,592		150,276	3,623,092	818,834		3,935,984	
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800

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		1,880,963	3,135,920		4,606,028		4,606,028	3,165,170		3,165,170	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,880,963	3,135,920		4,606,028		4,606,028	3,165,170		3,165,170	
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES										
		826	1,756		2,000		4,000	4,000		4,000	

501	DIVISION OF TAX INCREMENT REV										
		2,013,969	3,037,745		3,647,997		3,589,566	4,211,820		4,211,820	

502	DIV OF TAX INCR REV PRIOR YRS										
		11,084	12,804		10,000		13,000	13,000		13,000	

513	COMCAST TAX SETTLEMENT						19,364				
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TOTAL CLASS: 10 TAXES

		2,025,879	3,052,305		3,659,997		3,625,930	4,228,820		4,228,820	
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY/BURA PROPERTY										
			46,423		95,100		95,100	95,100			

384	INVESTMENT INTEREST EARNINGS										
		31,012	62,707		87,000		124,700	140,000		140,000	

389	MISCELLANEOUS REVENUES										
		102	429		200		500	500		500	

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		31,114	109,559		182,300		220,300	235,600		140,500	
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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
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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" \$4,211,820

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. \$13,000

513 COMCAST TAX SETTLEMENT

381 RENTAL OF CITY/BURA 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  
 CURIOSITIES BUILDING \$66,000  
 CURIOSITIES ANNEX BUILDING \$15,300  
 5 OFFICES A TO E \$13,800  
 FY 2019-20 REVENUES WILL BE RECORDED IN THE NEW FUND, BURA PROGRAM AND ACTIVITIES FUND (903).

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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%  
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$140,000

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 \$71,900 FOR BOND ISSUANCE COST FOR ESTABLISHING THE \$19 MILLION LINE OF CREDIT BORROWING INSTRUMENT - TOTAL \$1,121,700  
 REFLECTS NO ANTICIPATED BORROWING FOR BURA GENERAL FUND OPERATIONS

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

1,121,900											
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TOTAL PROGRAM: 0000 UNRESTRICTED

5,059,856		6,297,784		8,448,325		8,452,258		7,629,590		7,534,490	
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TOTAL DEPARTMENT: 03 REVENUE

5,059,856		6,297,784		8,448,325		8,452,258		7,629,590		7,534,490	
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City of Beaverton - Finance  
Budget Preparation - 2020

## 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	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											
307	MEMBERSHIP FEES										
	500		435		750		150	1,460		1,460	
316	ADVERTISING, RECORDING & FILING										
			386		500		250	500		500	
321	TRAVEL, TRAINING & SUBSISTENCE										
			950		9,050		3,500	5,525		5,525	
325	COMMUNITY EVENTS EXPENSE										
								4,000		4,000	
328	MEALS & RELATED EXPENSE										
								500		500	
387	GENERAL LIABILITY INSURANCE										
					4,000			4,000			
388	PROPERTY INSURANCE										
					7,000		800	20,000			
480	PROPERTY TAX EXPENSE										
			12,667		42,000		30,565	66,250			
497	DEBT ISSUANCE COST										
	71,900										
506	AFFORDABLE HOUSING PROGRAM										
	200,000				300,000		30,000	300,000			
507	TENANT IMPROVEMENT PROGRAM										
	38,720	203,177			509,409		509,409	295,000			
509	ACQUISITION DUE DILIGENCE EXP										
	83,009	43,855			150,000		100,000	100,000			
511	PROFESSIONAL SERVICES										
	5,732	36,672			60,389		50,000	141,000		26,000	
516	BUSINESS STOREFRONT IMPROV EXP										
	102,297	198,013			326,595		326,595	50,000			
518	PROPERTY MANAGEMENT EXPENSE										
		111,027			142,400		105,000	232,000			
519	DEV. FEASIBILITY ASSISTANCE										
	1,176,757	90,208			399,150		310,835	475,000			
523	BOARDS & COMMISSIONS EXPENSES										
								500		500	
551	RENTS AND LEASES										
		3,929			12,600		12,600				
559	STREETSCAPE ENHANCEMENT EXPENSE										
					200,000		35,776	305,000			
TOTAL CLASS: 10 MATERIALS & SERVICES											
	1,678,915	701,319			2,163,843		1,515,480	2,000,735		38,485	

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 307 MEMBERSHIP FEES  
 OREGON ECONOMIC DEVELOPMENT ASSOC. (OEDA) MEMBERSHIP SPLIT WITH ECONOMIC DEVELOPMENT DIV \$500  
 ULI MEMBERSHIPS-PREVIOUSLY I CDD ADMIN BUDGET (\$960 FOR SEVEN MEMBERSHIPS) \$960
- 316 ADVERTISING,RECORDING & FILING  
 SECRETARY OF STATE / BURA CAFR FILING FEE \$500
- 321 TRAVEL,TRAINING & SUBSISTENCE  
 PIPTA CONFERENCE - PACIFIC INTERMOUNTAIN PARKING &TRANSPORTATION ASSOC. \$1,100  
 PARKING ENFORCEMENT TRAINING \$900  
 ULI EMERGING TRENDS - URBAN LAND INSTITUTE \$525  
 URBAN DESIGN TRAINING/WORKSHOP \$2,000  
 HOUSING CONFERENCE/TRAINING \$1,000
- 325 COMMUNITY EVENTS EXPENSE  
 PARKING, REAL ESTATE AND HOUSING COMMUNITY ENGAGEMENT ACTIVITIES \$4,000
- 328 MEALS & RELATED EXPENSE  
 WORKING MEETINGS OVER LUNCH OR DINNER \$500
- 387 GENERAL LIABILITY INSURANCE  
 IN FY 19-20 EXPENDITURE MOVED TO NEW FUND 903, BURA PROGRAM AND ACTIVITIES FUND
- 388 PROPERTY INSURANCE  
 FY 19-20 EXPENDITURES MOVED TO NEW FUND 903
- 480 PROPERTY TAX EXPENSE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 497 DEBT ISSUANCE COST
- 506 AFFORDABLE HOUSING PROGRAM  
 FY 19-20 EXPENDITURE MOVED TO NEW FUND 903
- 507 TENANT IMPROVEMENT PROGRAM  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 509 ACQUISITION DUE DILIGENCE EXP  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 511 PROFESSIONAL SERVICES  
 AUDIT SERVICES \$6,000  
 OTHER CONULTING SERVICES AS NEEDED \$20,000
- 516 BUSINESS STOREFRONT IMPROV EXP  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 518 PROPERTY MANAGEMENT EXPENSE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 519 DEV. FEASIBILITY ASSISTANCE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903
- 523 BOARDS & COMMISSIONS EXPENSES  
 BURA AND URAC EXPENSES \$500
- 551 RENTS AND LEASES  
 NO APROPRIATION IN FY 2019-20
- 559 STREETSCAPE ENHANCEMENT EXPENSE  
 FY19-20 EXPENDITURE MOVED TO NEW FUND 903

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

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: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD										
		30,111	122,727		146,854		146,854	366,550		366,550	

816	TRSFERS TO REPROGRAPHICS FUND										
			1,604		1,662		1,662	550		550	

839	TRANSFER TO BURA DEBT SVC FUND										
		214,911	866,105		3,614,592		3,623,092	818,834		3,935,984	

TOTAL CLASS: 25 TRANSFERS

		245,022	990,436		3,763,108		3,771,608	1,185,934		4,303,084	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED										
					2,521,374			4,442,921		3,192,921	

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 801 TRSFER TO GENERAL FD - OVERHEAD  
 OVERHEAD TRANSFER TO FOR GENERAL FUND SUPPORT  
 FY 2018-19 ADOPTED:  
 10% OF DEVELOPMENT DIVISION MANAGER  
 10% OF SENIOR DEVELOPMENT PROJECT MANAGER  
 75% OF SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING  
 FY 2019-20 PROPOSED:  
 25% OF DEVELOPMENT DIVISION MANAGER \$50,902  
 25% OF SENIOR DEVELOPMENT PROJECT MANAGER (2 STAFF) \$88,221  
 75% OF SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING \$122,484  
 50% OF PROGRAM COORDINATOR \$58,274  
 GENERAL AND ADMIN OVERHEAD CHARGE, 14.59% ON TOTAL STAFF CHARGE \$46,669
- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550
- 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 2016-17 ACTUALS TOTALS \$214,910 COMPRISED OF:  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$183,086  
 INTEREST ON LINE OF CREDIT \$31,824  
 FY 17-18 ACTUALS TOTALING \$866,105 COMPRISED OF:  
 LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$202,604  
 LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$523,685  
 INTEREST ON LINE OF CREDIT \$139,816  
 FY 2018-19 REVISED BUDGET TOTALS \$2,018,427 AND WAS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND FOR  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$669,593  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2018-19 ESTIMATE TOTALS \$3,623,092 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$3,466,592 FOR:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$744,258  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,000  
 PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
 PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2019-20 BUDGET TOTALS \$3,185,984 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$578,834 FOR CAPITAL PROJECTS:  
 RESIDUAL FUNDING FOR \$504,334 CONTRACT PAYMENT ON THE LUDENMAN PROPERTY PURCHASE (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
 FUNDING FOR LAND PURCHASES THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000  
 INTEREST ON THE LINE OF CREDIT \$240,000  
 FUNDING FOR NEW FUND, BURA ACTIVITIES AND PROGRAM FUND \$2,367,150  
 AMENDMENT PACKET NO. 6 - PROVIDE ADDITIONAL FUNDING FOR POTENTIAL PROPERTY ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 AMENDMENT PACKET NO. 7 - ADDITIONAL FUNDING FOR POTENTIAL STOREFRONT (\$150,000)  
 TENANT IMPROVEMENT (\$100,000) GRANT PROGRAMS \$250,000

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

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

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					2,521,374			4,442,921		3,192,921	
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TOTAL PROGRAM: 0691 BURA-ADMINISTRATION

	1,923,937		1,691,755		8,448,325		5,287,088	7,629,590		7,534,490	
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	1,923,937		1,691,755		8,448,325		5,287,088	7,629,590		7,534,490	
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TOTAL FUND: 901 BURA GENERAL FUND

	1,923,937		1,691,755		8,448,325		5,287,088	7,629,590		7,534,490	
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### BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

750,000 750,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

750,000 750,000

CLASS: 45 NON-REVENUE RECEIPTS

453 LOAN FRM CITY OF BEAVERTON

183,086 726,289 3,458,092 3,466,592 578,834 1,078,834

460 LINE OF CREDIT PROCEEDS BURA

1,800,000 16,078,100 16,078,100

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

1,983,086 726,289 3,458,092 3,466,592 16,656,934 17,156,934

TOTAL PROGRAM: 0000 UNRESTRICTED

1,983,086 726,289 3,458,092 3,466,592 17,406,934 17,906,934

TOTAL DEPARTMENT: 03 REVENUE

1,983,086 726,289 3,458,092 3,466,592 17,406,934 17,906,934

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

382 SALE OF CITY OR BURA PROPERTY  
 ESTIMATED PROCEEDS FROM THE SALE OF THE AURTHER MURRAY BUILDING \$750,000

453 LOAN FRM CITY OF BEAVERTON  
 FY 16-17 ACTUAL PROJECT 6501 PARKING GARAGE LOT 2 DESIGN & ENGINEERING \$183,086  
 FY 17-18 ACTUAL TOTALS \$726,289 AND WAS COMPRISED OF:  
 PROJECT 6501 PARKING GARAGE DESIGN \$202,604  
 LUDEMANS PROPERTY PURCHASE DOWNPAYMENT AND CLOSING COSTS \$523,685  
 FY 2018-19 REVISED BUDGET TOTALED \$1,861,927 AND WAS COMPRISED OF:  
 PROJECT 6501 PARKING GARAGE DESIGN \$669,593  
 PROJECT 6503 LAND ACQUSITION PROGRAM:  
 CONTRACT PAYMENT ON LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
 FY 2018-19 ESTIMATE TOTALS \$3,466,592 AND IS COMPRISED OF:  
 PROJECT 6501 PARKING GARAGE DESIGN \$744,258  
 CONTRACT PAYMENT OF LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
 PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
 PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 FY 2019-20 TOTALS \$578,834 AND IS COMPRISE OF:  
 RESIDUAL FUNDING FOR \$504,344 CONTRACT PAYMENT ON THE LUDEMAN PROPERTY PURCHASE  
 (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS  
 PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE  
 ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
 FUNDING FOR PROPERTY ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000  
 AMENDMENT PACKET NO. 6 - PROVIDE ADDITIONAL FUNDING FOR POTENTIAL PROPERTY  
 ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000

460 LINE OF CREDIT PROCEEDS BURA  
 FY 2016-17 ACTUAL:  
 WESTGATE PROPERTY REIMBURSE CITY FOR METRO BUY OUT \$1,800,000  
 FY 2017-18 NO DRAWDOWNS ON LINE OF CREDIT  
 FY 2018-19 NO DRAWDOWNS ON LINE OF CREDIT  
 FY2019-20 DRAWDOWN ON LINE OF CREDIT FOR PARKING GARAGE CONSTRUCTION \$16,078,100

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6501 PARKING GARAGE LOT 2

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: 15 CAPITAL OUTLAY

651 PROPERTY ACQUISTION(LAND/BLDG)  
 491

682 CONSTRUCTION

48,869 150,000 150,000 15,928,100 15,928,100

683 CONST DESIGN & ENGR INSPECTION  
 182,595 153,735

594,258 594,258 150,000 150,000

TOTAL CLASS: 15 CAPITAL OUTLAY

183,086 202,604 744,258 744,258 16,078,100 16,078,100

TOTAL PROGRAM: 6501 PARKING GARAGE LOT 2

183,086 202,604 744,258 744,258 16,078,100 16,078,100

## 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 CONSTRUCTION AND SELECT SOFT COSTS \$15,928,100
683	CONST DESIGN & ENGR INSPECTION DESIGN COSTS AND ENGINEERING INSPECTION \$150,000


**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISTION(LAND/BLDG)										
		1,800,000	523,686	2,713,834		2,722,334		1,253,834		1,753,834	

TOTAL CLASS: 15 CAPITAL OUTLAY

		1,800,000	523,686	2,713,834		2,722,334		1,253,834		1,753,834	
TOTAL PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM											
		1,800,000	523,686	2,713,834		2,722,334		1,253,834		1,753,834	

### 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 ACQUISITION(LAND/BLDG)

FY 2018-19 BUDGET TOTAL APPROPRIATION OF \$\$1,192,334 COMPRISED OF:  
CONTRACT PAYMENT OF LUDENMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
DOWN PAYMENT AND CONTRACT PAYMENTS ON ADELPHOS PROPERTY \$688,000  
FY 2018-19 REVISE ESTIMATE TOTAL APPROPRIATION OF \$2,722,334 COMPRISED OF:  
CONTRACT PAYMENT OF LUDENMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
FY 2019-20 TOTALS \$1,003,834 AND IS COMPRISED OF:  
CONTRACT PAYMENT OF LUDENMAN PROPERTY PURCHASE (2ND OF 4 ANNUAL PAYMENTS) \$504,334  
CONTRACT PAYMENTS FOR ADELPHOS PROPERTY \$249,500  
FUNDING FOR LAND PURCHASES THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
AMENDMENT PACKET NO. 6 - PROVIDE ADDITIONAL FUNDING FOR POTENTIAL PROPERTY  
ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6506 PARKING PAY STATIONS

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: 15 CAPITAL OUTLAY

671 EQUIPMENT

682 CONSTRUCTION

683 CONST DESIGN & ENGR INSPECTION

75,000 75,000

TOTAL CLASS: 15 CAPITAL OUTLAY

75,000 75,000

TOTAL PROGRAM: 6506 PARKING PAY STATIONS

75,000 75,000

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

1,983,086 726,290 3,458,092 3,466,592 17,406,934 17,906,934

TOTAL FUND: 902 BURA CAPITAL PROJECT FUND

1,983,086 726,290 3,458,092 3,466,592 17,406,934 17,906,934

### BP WORKSHEET & JUSTIFICATION

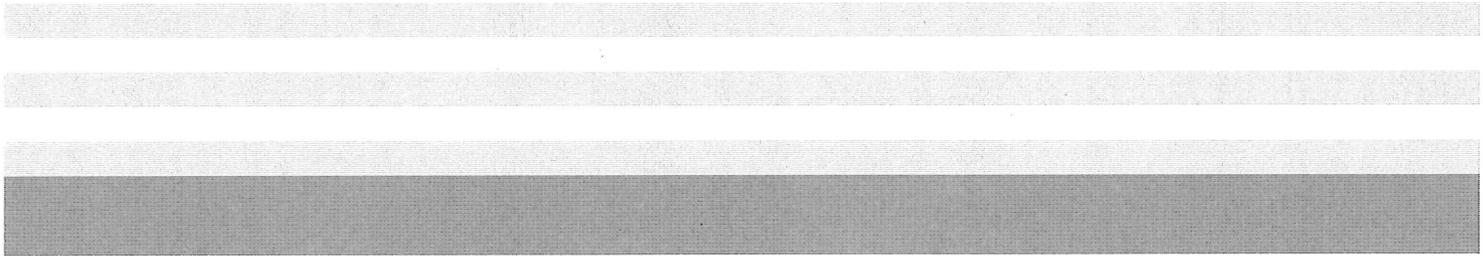
FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6506 PARKING PAY STATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

671 EQUIPMENT

682 CONSTRUCTION

683 CONST DESIGN & ENGR INSPECTION  
DESIGN AND ENGINEERING NEEDED TO INSTALL PAY STATION EQUIPMENT IN DOWNTOWN \$75,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 35 MISCELLANEOUS REVENUES  
 381 RENTAL OF CITY/BURA PROPERTY 95,100

TOTAL CLASS: 35 MISCELLANEOUS REVENUES 95,100

CLASS: 45 NON-REVENUE RECEIPTS  
 453 LOAN FRM CITY OF BEAVERTON 2,617,150

TOTAL CLASS: 45 NON-REVENUE RECEIPTS 2,617,150

TOTAL PROGRAM: 0000 UNRESTRICTED 2,712,250

TOTAL DEPARTMENT: 03 REVENUE 2,712,250

### BP WORKSHEET & JUSTIFICATION

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

381 RENTAL OF CITY/BURA PROPERTY  
FY 2019-20 PROPERTY RENTAL INCOME  
CURIOSITIES BUILDING \$66,000  
CURIOSITIES ANNEX BUILDING \$15,300  
5 OFFICES A TO E \$13,800



453 LOAN FRM CITY OF BEAVERTON  
FUNDING FOR EXPENDITURES OF THIS FUND PLUS \$500,000 CONTINGENCY \$2,367,150  
AMENDMENT PACKET NO. 7 -  
ADDITIONAL FUNDING FOR POTENTIAL STOREFRONT GRANT (OBJ 516) \$150,000  
ADDITIONAL FUNDING FOR POTENTIAL TENANT IMPROVEMENT GRANT (OBJ 507) \$100,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

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

387	GENERAL LIABILITY INSURANCE										4,000
388	PROPERTY INSURANCE										20,000
480	PROPERTY TAX EXPENSE										66,250
506	AFFORDABLE HOUSING PROGRAM										300,000
507	TENANT IMPROVEMENT PROGRAM										395,000
509	ACQUISITION DUE DILIGENCE EXP										100,000
511	PROFESSIONAL SERVICES										115,000
516	BUSINESS STOREFRONT IMPROV EXP										200,000
518	PROPERTY MANAGEMENT EXPENSE										232,000
519	DEV. FEASIBILITY ASSISTANCE										475,000
559	STREETSCAPE ENHANCEMENT EXPENSE										305,000

TOTAL CLASS: 10 MATERIALS & SERVICES

										2,212,250
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED										500,000
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**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 387 GENERAL LIABILITY INSURANCE  
 FY 19-20 EXPENDITURES ARE MOVED FROM BURA GENERAL FUND (901)  
 GENERAL LIABILITY INSURANCE \$4,000
- 388 PROPERTY INSURANCE  
 INSURANCE FOR EXISTING AND ANTICIPATED BURA OWNED PROPERTIES \$20,000
- 480 PROPERTY TAX EXPENSE  
 PROPERTY TAXES FOR EXISTING AND ANTICIPATED BURA OWNED PROPERTIES  
 LOT 2 AT THE ROUND \$15,600  
 12725 SW CANYON ROAD (LUDMANS PROPERTY CURIOSITY SHOP) \$4,700  
 12705 SW CANYON ROAD (LUDMAN PROPERTY \$16,250  
 PROPERTY AT FARMINGTON AND HALL (FRMR. BANK OF BEAVERTON) \$7,200  
 ADELPHOS PROPERTY \$7,500  
 OTHER FUTURE PROPERTY ACQUISITIONS \$15,000
- 506 AFFORDABLE HOUSING PROGRAM  
 GRANTS/LOANS FOR AFFORDABLE HOUSING ACQUISITION/DEVELOPMENT (PLUS ALL UNSPENT FUNDS  
 FROM FY18-19) \$300,000
- 507 TENANT IMPROVEMENT PROGRAM  
 TENANT IMPROVEMENT \$70,000  
 CATALYTIC RESTAURANT CONVERSION PROJECTS \$200,000  
 HYATT HOUSE HOTEL RESTAURANT TENANT IMPROVEMENT \$25,000  
 AMENDMENT PACKET NO. 7 - ADDITIONAL FUNDING FOR POTENTIAL GRANT \$100,000
- 509 ACQUISITION DUE DILIGENCE EXP  
 OLD TOWN AND BEVERTON CENTRAL ACQUISITION OPPORTUNITIES \$100,000
- 511 PROFESSIONAL SERVICES  
 DISPLACEMENT MITIGATION STRATEGY STUDY \$25,000  
 PHASE 2 PARKING ACCESS REVENUE CONTROL SYSTEM (PARCS) STUDY \$70,000  
 TAX INCREMENT PROJECTION CONSULTING SERVICES \$15,000  
 OTHER CONSULTING SERVICES AS NEEDED \$5,000
- 516 BUSINESS STOREFRONT IMPROV EXP  
 STOREFRONT IMPROVEMENT GRANTS (BURA/GENERAL FUND SPLIT) \$50,000  
 AMENDMENT PACKET NO. 7 - ADDITIONAL FUNDING FOR POTENTIAL GRANT \$150,000
- 518 PROPERTY MANAGEMENT EXPENSE  
 EXPENSES FOR MANAGING VARIOUS PROPERTIES ACQUIRED AND/OR MANAGED BY BURA INCLUDING:  
 UTILITIES, MINOR REPAIRS AND MAINTENANCE, FENCING, LANDSCAPES, ETC \$132,000  
 EVENING AND WEEKEND PROPERTY MANAGEMENT SERVICES \$50,000  
 INTERIM AND PERMANENT PLACEMAKING IMPROVEMENTS ON BURA OR CITY OWNED PROPERTIES \$50,000
- 519 DEV. FEASIBILITY ASSISTANCE  
 PREDEVELOPMENT GRANT PROGRAM - BURA AND CITY GF SPLIT \$75,000  
 DEVELOPMENT ASSISTANCE FOR DOWNTOWN REDEVELOPMENT PROJECTS \$400,000
- 559 STREETScape ENHANCEMENT EXPENSE  
 DOWNTOWN DESIGN IMPLEMENTATION: STREETScape PLAN \$80,000  
 HALL WATSON LOOP PHASE 1 DESIGN \$150,000  
 WAYFINDING PLAN PHASE 2 @ BEAVERTON CENTRAL \$75,000

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

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

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

500,000

TOTAL PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

2,712,250

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

2,712,250

TOTAL FUND: 903 BURA PROGRAM AND ACTIVITIES FUND

2,712,250

**BP WORKSHEET & JUSTIFICATION**

FUND: 903 BURA PROGRAM AND ACTIVITIES FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 0694 BURA PROGRAM AND ACTIVITIES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 40 INTERFUND TRANSFERS/LOANS

444	TRSFR FROM BURA GENERAL FUND										
	214,911		866,105		3,614,592		3,623,092		818,834		3,935,984

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	214,911		866,105		3,614,592		3,623,092		818,834		3,935,984
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TOTAL PROGRAM: 0000 UNRESTRICTED

	214,911		866,105		3,614,592		3,623,092		818,834		3,935,984
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TOTAL DEPARTMENT: 03 REVENUE

	214,911		866,105		3,614,592		3,623,092		818,834		3,935,984
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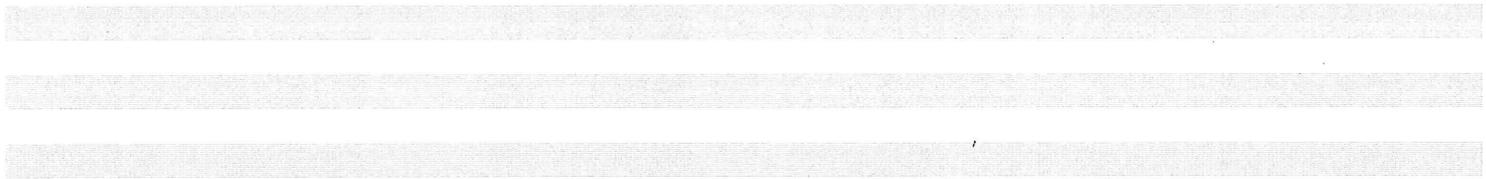
**BP WORKSHEET & JUSTIFICATION**

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:  
 FY 2015-16 ACTUALS:  
 DAYLIGHT LOAN FROM THE CITY GENERAL FUND TO PURCHASE LOT 2 PROJECT 6501 \$510,000  
 FY 16-17 ACTUALS TOTALING \$214,910 COMPRISED OF:  
 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 ACTUALS TOTALING \$866,105 COMPRISED OF:  
 LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$202,604  
 LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$523,685  
 INTEREST ON THE LINE OF CREDIT \$139,816  
 FY 2018-19 REVISED BUDGET TOTALS \$2,018,427 AND WAS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND FOR  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$669,593  
 CONTRACT PURCHASE OF THE LUDEMANS PROPERTY (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 THE ADELPHOS PROPERTY PURCHASE DOWN PAYMENT \$688,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2018-19 ESTIMATE TOTALS \$3,623,092 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$3,466,592 FOR:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$744,258  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,000  
 PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
 PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2019-20 BUDGET TOTALS \$818,834 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$578,834 FOR:  
 RESIDUAL FUNDING FOR \$504,344 CONTRACT PAYMENT ON THE LUDENMAN PROPERTY PURCHAS  
 (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS  
 PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE  
 ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
 FUNDING FOR LAND PURCHASES THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000  
 INTEREST ON THE LINE OF CREDIT \$240,000  
 FUNDING FOR NEW FUND, BURA ACTIVITIES AND PROGRAM FUND \$2,367,150  
 AMENDMENT PACKET NO. 6 - PROVIDE ADDITIONAL FUNDING FOR POTENTIAL PROPERTY  
 ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 AMENDMENT PACKET NO. 7 - ADDITIONAL FUNDING FOR POTENTIAL STOREFRONT (\$150,000)  
 TENANT IMPROVEMENT (\$100,000) GRANT PROGRAMS \$250,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

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: 20 DEBT SERVICE

710	BURA LOC INTEREST	31,824	139,815	156,500	156,500	240,000	240,000
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748	REPMT SHORT TERM LOAN FROM COB	183,086	726,289	3,458,092	3,466,592	578,834	3,695,984
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TOTAL CLASS: 20 DEBT SERVICE

214,910	866,104	3,614,592	3,623,092	818,834	3,935,984
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TOTAL PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

214,910	866,104	3,614,592	3,623,092	818,834	3,935,984
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

214,910	866,104	3,614,592	3,623,092	818,834	3,935,984
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TOTAL FUND: 904 BURA DEBT SERVICE FUND

214,910	866,104	3,614,592	3,623,092	818,834	3,935,984
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**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% - \$124,700  
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$40,196  
 FY 2019-20 BUDGET  
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% \$200,000  
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$40,000

748 REPMT SHORT TERM LOAN FROM COB  
 FY 2018-19 REVISED BUDGET TOTALS \$1,861,927 IN LOANS FROM THE CITY GENERAL FUND FOR :  
 PROJECT 6501 PARKING GARAGE DESIGN \$669,593  
 CONTRACT PAYMENT ON LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
 FY 2018-19 REVISED ESTIMATE TOTALS \$3,431,183 IN LOANS FROM THE CITY GENERAL FUND FOR:  
 PROJECT 6501 PARKING GARAGE DESIGN \$744,258  
 CONTRACT PAYMENT OF LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
 PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
 PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 FY 2019-20 TOTALS \$2,945,984 AND IS COMPRISE OF:  
 RESIDUAL FUNDING FOR \$504,334 CONTRACT PAYMENT ON THE LUDENMAN PROPERTY PURCHASE  
 (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS  
 PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE  
 ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
 FUNDING FOR PROPERTY ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000  
 AMENDMENT PACKET NO. 1 - NEW FUND 903 CREATED:  
 FUNDING FOR NEW FUND, BURA ACTIVITIES AND PROGRAM FUND \$2,367,150  
 AMENDMENT PACKET NO. 6 - PROVIDE ADDITIONAL FUNDING FOR POTENTIAL PROPERTY  
 ACQUISITIONS IN FUND 902 THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 AMENDMENT PACKET NO. 7 - ADDITIONAL FUNDING FOR POTENTIAL STOREFRONT (\$150,000)  
 TENANT IMPROVEMENT (\$100,000) GRANT PROGRAMS \$250,000

