

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

**NON-DEPARTMENTAL – BEAVERTON CENTRAL
PLANT**

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$517,789	\$559,889	\$617,000	\$637,000	\$0
CAPITAL OUTLAY	54,950	25,321	124,000	625,200	0
DEBT SERVICE	106,692	106,692	301,692	0	0
TRANSFERS					
CONTINGENCY					
TOTAL	\$679,431	\$691,902	\$1,042,692	\$1,262,200	\$0

Program Objective (services provided):

Project Description

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

Core Process #1: Manage the Central Plant.

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

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

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

Progress on FY 2019-20 Action Plan:

- Maintained efficiency levels and condition of the Plant equipment and materials.
- Support ongoing tenant needs
- Started construction with The Hartman Co to add the Patricia Reser Center for the Arts and the Creekside Parking Garage to the plant's services
- Promoted efficient services and energy reduction consistent with the City's Sustainability Goals
- Continued to update & program electronic management system to optimize resource efficiency.

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

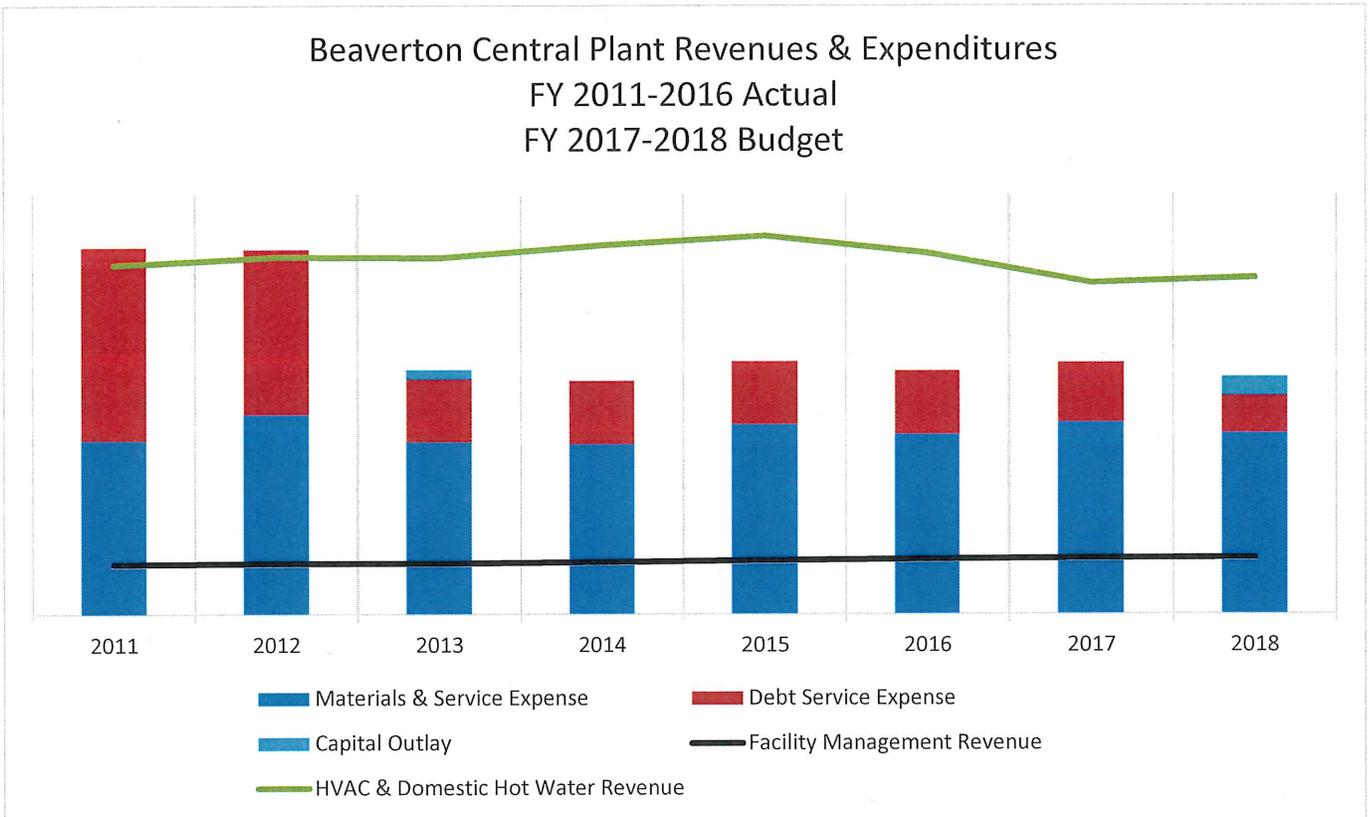
FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

FY 2020-21 Action Plan:

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

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Hold operating expenses at or below budget	Met objective	Met objective	Met Objective	Meet Objective
Cost to operate plant	\$624,481	\$676,692*	\$617,000*/ \$603,260*	\$637,000
Cost per square foot of service	\$1.90	\$2.05	\$2.21/\$1.84	\$1.93
Number of square feet served:				
Commercial	234,401	234,401	234,401	234,401
Residential	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>
Total	328,733	328,733	328,733	<u>328,733</u>

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



CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET
 CURRENT LEVEL OF SERVICES

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

Performance Outcomes and Program Trends:

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

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

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

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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES													
351	UTILITIES EXPENSE												
	180,277		162,490		170,000		170,000	180,000		180,000		180,000	
431	PLANT MAINTENANCE												
	65,305		102,956		110,000		110,000	120,000		120,000		120,000	
511	PROFESSIONAL SERVICES												
	198,947		221,183		263,000		250,000	263,000		263,000		263,000	
551	RENTS AND LEASES												
	73,260		73,260		74,000		73,260	74,000		74,000		74,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	517,789		559,889		617,000		603,260	637,000		637,000		637,000	
CLASS: 15 CAPITAL OUTLAY													
682	CONSTRUCTION												
	53,450		2,446		104,000		307,307	618,000		587,200			
683	CONST DESIGN & ENGR INSPECTION												
	1,500		22,875		20,000		47,000	38,000		38,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	54,950		25,321		124,000		354,307	656,000		625,200			
CLASS: 20 DEBT SERVICE													
791	PAYMENT OF CONSTRUCTION LOAN												
	106,692		106,692		301,692		300,672						
TOTAL CLASS: 20 DEBT SERVICE													
	106,692		106,692		301,692		300,672						
TOTAL PROGRAM: 0006 BEAVERTON CENTRAL PLANT													
	679,431		691,902		1,042,692		1,258,239	1,293,000		1,262,200			

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 \$180,000

431 PLANT MAINTENANCE
 STANDARD PLANT MAINTENANCE \$120,000

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 AND CENTRAL PLANT \$205,000
 CENTRAL PLANT SYSTEMS CONTROLS FOR PRCA, PARKING GARAGE & PUMP ROOM \$307,200
 PARKING GARAGE PUMP ROOM EQUIPMENT AND CRESCENT/PROMENDAE PUMP ROOM REWORK \$50,000
 EQUIPMENT & CONNECTIVITY UPGRADE FOR SKB PARKING GARAGE \$25,000

683 CONST DESIGN & ENGR INSPECTION
 CENTRAL PLANT PRCA CONNECTIVITY CONSTRUCTION DESIGN & ENGINEERING DOCUMENTS \$38,000

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 WAS PAID OFF EARLY IN DECEMBER 2019.
 NO APPROPRIATION REQUIRED FOR FY 2020-21

**NON-DEPARTMENTAL – BEAVERTON BUILDING
OPERATIONS**

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$1,410,663	\$1,365,503	\$1,383,475	\$1,497,492	\$0
CAPITAL OUTLAY	514,446	41,619	38,380	0	0
DEBT SERVICE					
TRANSFERS					
CONTINGENCY					
TOTAL	\$1,925,109	\$1,407,122	\$1,421,855	\$1,497,492	\$0

Program Objective:

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

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

Progress on FY 2019-20 Action Plan:

- Continued to coordinate moves on the 4th floor with CDD growth, relocation of the Art program and other space utilization efforts, some created by the flood
- Planned and implemented security improvements on the second floor
- Developed a furnishings standard to update public, conference, and workstation spaces, with the installation of marker boards and updated furniture in some conference rooms
- Sought out noise reduction acoustical equipment/studies with a pilot project on the fourth floor
- Studies possible enhancements to the front entrance to the building but delayed implementation due to budget constraints

FY 2020-21 Action Plan:

- Continue to coordinate moves on fourth floor as departments fill vacancies, create new positions and mitigate effects of staff displaced by water damage in October 2019
- Research and install water intrusion/increased water flow equipment/valves
- Develop a furnishings standard to update public, conference, and workstation spaces

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

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

Performance Measures:*	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Occupancy Level (% sq. ft. – 2 nd Floor) on Jan. 1	100%	100%	100%	100%
Occupancy Level (actual sf. – 2 nd Floor Tenants) on Jan. 1	13,480 ¹	13,480	13,480	13,480
Occupancy Level (Executive Suites 3 rd Floor) on Jan. 1	95%	95%	95% / 95%	95%
Lease Income	\$887,553	\$915,178	\$941,800 / \$941,877	\$916,436

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

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

Trends, Services and Issues:

As city services and programs expand, accommodation of new staff in The Beaverton Building will be challenging. The Community Development Department has expanded dramatically in recent years and staffing for the Patricia Reser Center for the Arts will need office space until that building is completed. This could reduce the amount of space for private sector leases. Therefore; the rental income from those sources reflects that trend.

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

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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

317 COMPUTER EQUIPMENT
 351

351 UTILITIES EXPENSE
 572,015 504,219 515,000 515,000 529,000 529,000

381 BUILDING EXPENSE
 38,294 42,199 35,000 35,000 40,000 40,000

384 BUILDING MAINTENANCE PROJECTS
 116,243 95,800 95,575 95,575 380,750 97,000

385 PARKING GARAGE EXPENSE
 38,041 46,065 44,000 44,674 136,796 136,796

388 PROPERTY INSURANCE
 15,000 8,364 15,000 10,976 12,000 12,000

457 BVTN BLDG FLOOD DAMAGE EXPENSE

480 PROPERTY TAX EXPENSE
 22,075 16,369 23,000 15,914 16,400 16,400

510 3RD FLOOR E-SUITES EXPENSE
 226,208 246,480 256,000 217,000 240,000 240,000

511 PROFESSIONAL SERVICES
 367,039 394,680 383,600 427,181 396,796 396,796

536 MAINTENANCE CONTRACTS
 15,397 11,327 16,300 16,300 29,500 29,500

TOTAL CLASS: 10 MATERIALS & SERVICES

1,410,663	1,365,503	1,383,475	1,377,620	1,781,242	1,497,492
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED	
351	UTILITIES EXPENSE HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING: CENTRAL PLANT HEATING AND COOLING SERVICES;\$382,500 ELECTRICITY \$89,000 CITY WATER SEWER AND STORM\$39,000 SOLID WASTE AND RECYCLING \$13,000 PHONE LINES \$5,500	
381	BUILDING EXPENSE PLUMBING AND ELECTRICAL SERVICES \$40,000 GENERAL BUILDING REPAIRS; PARTS (LAMPS, FILTERS, ETC.) JANITORIAL SUPPLIES ELECTRICAL AND PLUMBING SUPPLIES PAINT SUPPLIES LOCKS AND KEYS	
384	BUILDING MAINTENANCE PROJECTS ART MAINTENANCE FUND \$5,000 CONFERENCE ROOM FURNITURE UPGRADE-TABLES/CHAIRS \$15,000 WATER INTRUSION DETECTION \$7,500 HUMAN RESOURCES DEPARTMENT REMODEL \$64,500 ROOF PATING \$5,000	
385	PARKING GARAGE EXPENSE PARKING GARAGE EXPENSES ANNUAL COMMON AREA MAINTENANCE CHARGES FOR PARKING GARAGES\$50,000 CITY'S PORTION OF VARIOUS PARKING GARAGE IMPROVEMENTS INCLUDING ACCESS CONTROL\$86,796	
388	PROPERTY INSURANCE GENERAL LIABILITY INSURANCE FOR BUILDING. \$12,000	
457	BVTN BLDG FLOOD DAMAGE EXPENSE	
480	PROPERTY TAX EXPENSE TAXES ON COMMERCIAL PORTION OF CLASS A OFFICE SPACE THAT IS RENTED TO 3RD PARTIES \$16,400	
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) SEE RELATED REVENUE AT#001-03-0000-751 \$240,000	
511	PROFESSIONAL SERVICES BUILDING SECURITY \$83,300 JANITORIAL SERVICES \$236,167 CENTRAL DESK SERVICES \$60,329 THE ROUND MASTER ASSOICATIONS COMMON AREA MAINTENANCE\$14,400 HOLIDAY DECOR SERVICES \$2,600	
536	MAINTENANCE CONTRACTS PLANT CARE \$4,200 ELEVATOR CONTRACT, MAINT & PERMIT\$11,700 ALARM & SPRINKLER SYSTEMS MONITORING & TESTING \$7,800 PANIC BUTTON MONITORING \$1,000 WINDOW WASHING \$3,200 RESTROOM AIR FRESHENER SERVICE \$1,600	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 15 CAPITAL OUTLAY

605	BUILDINGS AND BUILDING IMPROVE	514,446	41,619	38,380	3,544
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TOTAL CLASS: 15 CAPITAL OUTLAY

		514,446	41,619	38,380	3,544
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TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

		1,925,109	1,407,122	1,421,855	1,381,164	1,781,242	1,497,492
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

605 BUILDINGS AND BUILDING IMPROVE
NO APPROPRIATION REQUESTED FOR FY2019-20



**NON-DEPARTMENTAL – GRIFFITH BUILDING
OPERATIONS**

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$533,777	\$503,298	\$635,450	\$643,002	\$0
TOTAL	\$533,777	\$503,298	\$635,450	\$643,002	\$0

Program Objective:

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

Progress on FY 2019-20 Action Plan:

- Expanded the Municipal Court staff area at the south end of the building to alleviate staff crowding. Other aspects of expansion will take place after Police and Emergency Management move to the new Public Safety Center in spring 2020.
- Continued security enhancements including, security cameras, access card readers, and metal detector
- Began discussions on future use of the building; these discussions will be folded into the Facility Master Plan which began in the fourth quarter of FY20 and will continue into the next year.

FY 2020-21 Action Plan:

- Expand the Municipal Court function within workable footprint of Griffith
- Address various ADA concerns with restrooms and transaction counters
- Determine long term use of entire facility and flood plain considerations within the Facility Master Plan effort
- Update life/Safety equipment, alarm panels, sprinkler systems, at end of life currently

Performance Measures

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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

351 UTILITIES EXPENSE
 149,398 146,545 144,200 140,000 148,526 148,526

381 BUILDING EXPENSE
 35,981 42,916 40,000 35,000 35,000 35,000

384 BUILDING MAINTENANCE PROJECTS
 126,858 33,117 55,000 55,000 228,350 75,350

511 PROFESSIONAL SERVICES
 210,303 272,708 379,650 372,002 371,926 371,926

536 MAINTENANCE CONTRACTS
 11,237 8,012 8,200 12,200 12,200 12,200

551 RENTS AND LEASES
 8,400

TOTAL CLASS: 10 MATERIALS & SERVICES

533,777	503,298	635,450	614,202	796,002	643,002
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TOTAL PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

533,777	503,298	635,450	614,202	796,002	643,002
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TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL

8,602,282	8,509,285	15,348,491	9,795,640	9,313,179	17,258,365
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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
 - THREE PERCENT INCREASE \$4,326
- 381 BUILDING EXPENSE
 - HARDWARE, LIGHTBULBS, PAPER PRODUCTS, REPAIRS AND MAINTENANCE \$35,000
- 384 BUILDING MAINTENANCE PROJECTS
 - REPAIR TWO HVAC UNITS THAT ARE FAILING \$13,000
 - ADA COMPLIANCE - REMODEL 1ST FLOOR SOUTH RESTROOMS \$15,000
 - ADA COMPLIANCE- TRANSACTION COUNTERS \$18,000
 - OUTSIDE GATE REPAIRS \$7,500
 - RELOCATIONS \$18,000
 - FALL PROTECTION RAILS \$3,850
- 511 PROFESSIONAL SERVICES
 - JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS \$232,026
 - BUILDING SCREENING SERVICES THROUGH DEPAUL SECURITY \$139,900
- 536 MAINTENANCE CONTRACTS
 - PEST CONTROL, ELEVATOR CONTRACT, FIRE SPRINKLER AND ALARM TESTING, GENERATOR MAINTENANCE, WINDOW WASHING \$12,200
- 551 RENTS AND LEASES
 - THE LEASE OF X-RAY MACHINE FOR GRIFFITH BUILDING FRONT DOOR SECURITY ACCESS IS INCLUDED IN THE MONTHLY BILLING FOR THE BUILDING SECURITY IN PROFESSIONAL SERVICES ACCOUNT 511

