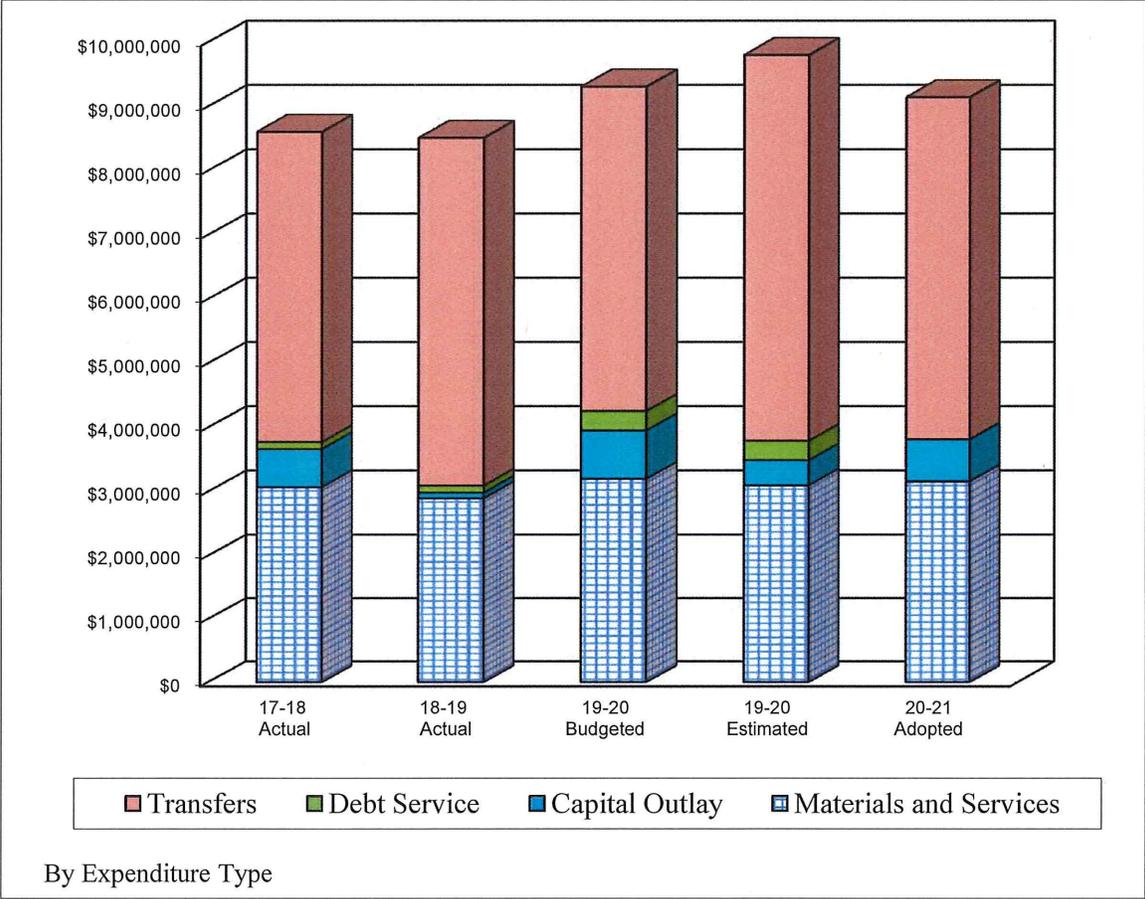


NON-DEPARTMENTAL

- Non-Departmental – General City-wide Operational Costs
- Beaverton Central Plant
- Beaverton Building Management
- Griffith Building Operations

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

GENERAL FUND
NON-DEPARTMENTAL
ADOPTED FY 2020-21



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
DEPARTMENT HEAD: PATRICK O'CLAIRE	

MISSION STATEMENT:

To provide a cost center for citywide expenditures including general memberships, central telephone and janitorial services, utilities expense and the General Fund's share of allocated expenses for internal services and financial emergencies and provide program accounting for the Beaverton Central Plant's operations. To provide for the management of The Beaverton Round Executive Suites and other privately leased space at The Beaverton Building as well as similar leases at other facilities.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$3,070,372	\$2,893,464	\$3,198,724	\$3,156,784	\$3,156,784
CAPITAL OUTLAY	595,865	92,058	755,430	656,400	656,400
DEBT SERVICE	106,692	106,692	301,692	0	0
TRANSFERS	4,829,353	5,417,071	5,050,272	5,327,231	5,327,231
CONTINGENCY	0	0	7,357,994	8,117,950	7,645,824
TOTAL	\$8,602,282	\$8,509,285	\$16,664,112	\$17,258,365	\$16,786,239

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0003 NON-DEPARTMENTAL	DEPARTMENT HEAD: PATRICK O'CLAIRE

Program Goal:

To provide a cost center for citywide expenditures including general city-wide memberships, central telephone services, community center building maintenance, facility master planning expenses and the General Fund's share of allocated expenses for internal services. To maintain an operating contingency sufficient to finance economic and financial emergencies, generally equal to 16% of expenditures. Contingency amount is the excess of revenue and resources over expenditure requirements. Refer to the Statement of Financial Policies for the purpose and use of contingency account.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$608,143	\$464,774	\$520,826	\$379,290	\$379,290
CAPITAL OUTLAY	26,469	25,118	35,500	31,200	31,200
DEBT SERVICE					
TRANSFERS	4,829,353	5,417,071	5,050,272	5,327,231	5,327,231
CONTINGENCY	0	0	7,357,994	8,117,950	7,645,824
TOTAL	\$5,463,965	\$5,906,963	\$12,964,592	\$13,855,671	\$13,383,545

Program Objective (services provided):

The amount budgeted as Materials & Services represents citywide membership fees, telephone, janitorial and utilities expenses.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Adopted
General Fund Contingency	\$14,217,545	\$14,417,183	\$8,503,111	\$8,939,498
General Fund Contingency as a Percent of General Fund Budgeted Expenditures, target is 16%	22.053%	21.220%	9.764%	10.042%
Non-Departmental Expenditures Per Capita (Less Contingency)	\$89.08	\$87.72	\$94.71	\$91.63
Non-Departmental Expenditures as Percent of City's Total Budget (less contingencies and capital projects)	6.053%	5.047%	3.818%	2.724%

Performance Outcome:

The City's new Fund Balance/Contingency Policy requires maintaining an undesignated contingency amount of at least 17% and provides the City with resources equal to 2 months of the General Fund's operations when measured the at the end of the fiscal year. At the time of budget review and adoption, the target figure is 11% as the final fund balance is only an estimate. This doesn't include the amount reserved from the utility privilege taxes imposed in 2015.

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0003 NON-DEPARTMENTAL	DEPARTMENT HEAD: PATRICK O'CLAIRE

Progress on FY 2019–20 Action Plan:

No specific actions were initiated by this program in FY 2019-20.

Other city buildings' costs are accounted for in other programs or funds:

- The Beaverton Building – in Program 0007 in the General Fund
- Griffith Park Building – in Program 0008 in the General Fund
- The Operations Complex - in the Public Works Administration Fund
- The Main and Branch Libraries - in the Library Fund

FY 2020-21 Action Plan:

Proposed projects include:

- Account Number 386 Community Center - replace HVAC Units.
- Begin facility master planning
- Continue compliance reporting requirements of new accounting standards for the disclosure of property tax rebates from the Government Standards and Accounting Board (GASB 77)

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	\$637,000
CAPITAL OUTLAY	54,950	25,321	681,550	625,200	625,200
DEBT SERVICE	106,692	106,692	301,692	0	0
TRANSFERS					
TOTAL	\$679,431	\$691,902	\$1,600,242	\$1,262,200	\$1,262,200

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.

FY 2020-21 Action Plan:

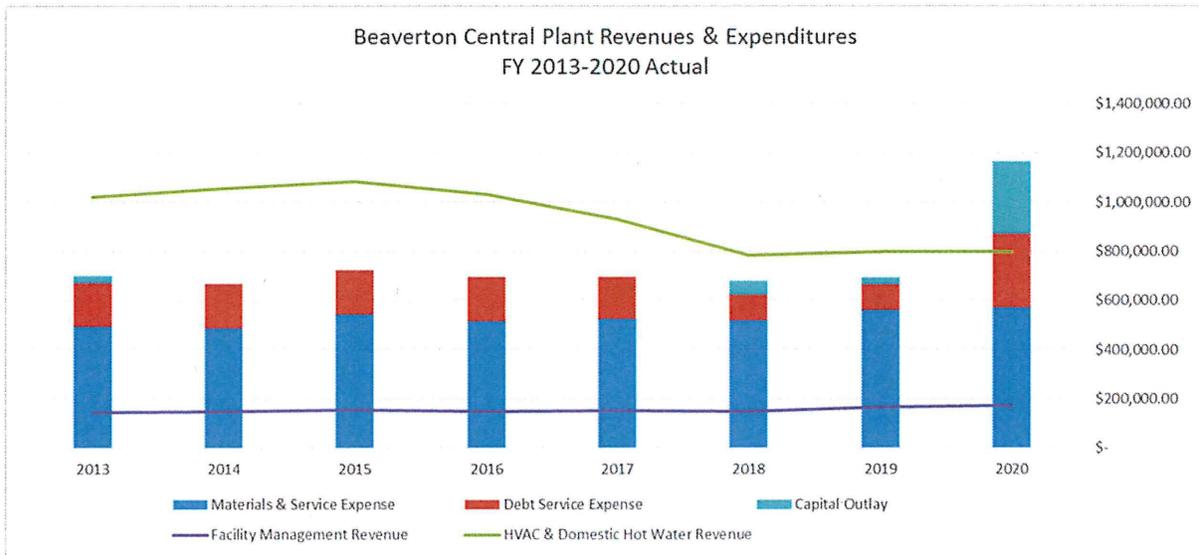
- Maintain efficiency levels and condition of the Plant equipment and materials
- Support ongoing tenant needs
- Leverage the Hartman Co to support future expansion analysis and incentivize connection to the Plant's services
- Promote efficient services and energy reduction consistent with the City's 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.

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 Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
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	94,332	94,332	94,332	94,332
Total	328,733	328,733	328,733	328,733

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



Performance Outcomes and Program Trends:

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

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

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

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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 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	\$1,425,448	\$1,497,492	\$1,497,492
CAPITAL OUTLAY	514,446	41,619	38,380	0	0
DEBT SERVICE					
TRANSFERS					
TOTAL	\$1,925,109	\$1,407,122	\$1,463,828	\$1,497,492	\$1,497,492

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 Adopted
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	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

*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, 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	\$643,002
TOTAL	\$533,777	\$503,298	\$635,450	\$643,002	\$643,002

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.