

MEMORANDUM

CITY OF BEAVERTON

FINANCE DEPARTMENT

TO: Kurt Wilson, City Manager
Mayor and City Council Members
Budget Committee Members

FROM: Patrick O’Claire, Finance Director

DATE: May 20, 2021

SUBJECT: Transmittal of Supplemental Budget S-21-2

Enclosed for your review are the following documents regarding Supplemental Budget S-21-2:

- The Budget Supplemental Summary Report S-21-2
- The Budget Amendment Journal - Sorted by Request Number Order.
- The Budget Amendment Journal – Sorted by Account Number, which presents the supplemental budget in Fund, Department and Account number order.

The purpose of this supplemental budget is to execute the following changes:

1. Adjust the Personnel Services, Materials and Services, Capital Outlay, and Inter-fund Transfer budgets of certain departments and programs to reflect a change in program plans.
2. Adjust the Personnel Services – Salary Accounts and Payroll Taxes and Fringe Benefits accounts of certain programs to take into consideration vacancies in positions requiring additional use of Temporary Employees, or Seasonal Employees, or Professional Services.
3. Adjust the Personnel Services – Salary Accounts and Payroll Taxes and Fringe Benefits accounts of various Funds and Programs to take into consideration cash out of accrued leaves during the year, payment of accrued leaves at separation of service and changes in benefits due to changes in employee profiles.
4. Provide funding for additional maintenance, repairs and replacement expenses at various city buildings or facilities.
5. Provide funding to accommodate employees in the Building Fund to temporarily work for other departments and functions in the City, thus retaining the employees during the downturn in development activity due to the COVID-19 Pandemic.
6. Provide additional funding for outside legal counsel for the right of way litigation.
7. Record revenues from the Tualatin Valley Water District and funding for the associated capital outlay appropriations for the City of Beaverton to construct and manage the District’s water line improvements on Western Avenue as part of the Willamette Water Supply Project.
8. Record additional revenues from various grants and additional appropriations associated with the grants.

9. Record a portion, \$3,000,000 of the \$16,859,058 in Federal funding through the American Rescue Plan Act to offset lost revenues last fiscal year and this fiscal year in the General Fund (\$2 Million) and the Building Fund (\$1 Million) compared to pre-pandemic base year revenue levels experienced in FY 2018-19.

The remaining portion of this memo will summarize the budgetary adjustments by each individual request. Although the requests are in sequential order, there will be gaps in the request numbers due to several factors; a request was not approved by the Department Head, a request was not approved by the Finance Director or a request may have been combined by the Finance Director into a previously approved request. The supplemental budget does not require a new tax levy.

The Budget Committee has also requested a subset of the supplemental budget requests that would only list the budget requests requiring an additional appropriation from contingency accounts or those that had not been previously approved by the City Council. Following this memorandum, there is such a separate list shown as Exhibit A beginning on Page 9.

REVIEW OF SUPPLEMENTAL BUDGET REQUESTS IN REQUEST NUMBER ORDER:

Request Number 3351 – General Fund – Non-Departmental – Beaverton Central Plant Program 0006

- \$79,354 - Additional appropriation in Materials & Services – Plant Maintenance due to unplanned expense to replace chiller drive #1, chiller #1 main breaker and reconnect secondary drive unit due to total drive failure.

Request Number 3355 – General Fund – Municipal Court – Municipal Court Services Program 0571

- \$26,000 - Transfer within existing Materials and Services appropriations to cover the increase in Court Interpreter Services Expense due to an increased use of interpreters.

Request Number 3357 – Public Works Administration Fund

- \$1,000 - Additional appropriation in Materials and Services - Office Expense due to unanticipated purchases related to the pandemic.

Request Number 3358 – General Fund – Engineering Division – Engineering Management Services Program 0703

- \$18,308 - Transfer within existing Personnel Services appropriations for Temporary Employee services to assist staff with Denny Road Multi-Use Path project.

Request Number 3359 – General Fund – Community Development Department – Transportation Planning Program 0738

- \$300 - Additional appropriation in Materials and Services - Communication's Expense for monthly cell phone service for two staff for three months.

Request Number 3361 – General Fund – Human Resources Department – Management and Employee Services Program 0534

- \$57,940 - Additional appropriation in Materials and Services - Professional Services due to additional expenses for conducting employee investigations.

Request Number 3362 - General Fund – Non-Departmental – Beaverton Central Plant Program 0006

- \$35,200 - Additional appropriation in Materials and Services - Plant Maintenance due to unexpected water line repairs to thirteen condos and one business.

Request Number 3363 – General Fund – Community Development Department – Administration and Support Program 0661

- \$16,470 - Transfer within existing Personnel Services appropriations from a vacancy in the Site Development Division to the CDD Administration Division for Temporary Employee services for assistance during a staff leave of absence.

Request Number 3364 – General Fund – City Management Administration – Marketing and Communications Program 0537

- \$3,000 - Transfer within existing Materials and Services appropriations to cover expense for the Commerce Chamber Guide, a digital business, community and visitors guide publication.

Request Number 3365 – General Fund – City Management Administration- City Manager’s Office Program 0521

- 20,000 - Additional appropriation in Materials and Services - Professional Services to extend the state government relations support from January 1, 2021 through June 30, 2021, Baldwin Consulting, PO 101737.

Request Number 3366 – General Fund – City Attorney’s Office – General Legal Services Program 0581

- \$138,400 - Additional appropriation in Materials and Services - External Legal Services for continued assistance with the right of way litigation.

Request Number 3368 – General Fund – Non-Departmental Program 0003

- \$16,867 - Additional appropriation in Materials and Services - Maintenance Contracts for additional general contractor services to perform minor building modifications at the various city facilities sites.

Request Number 3370 – General Fund – Community Development Department – Economic and Development Program 0654

- \$50,000 - Record additional Federal Brown Fields Grant Revenue which will then fund additional appropriations in the EPA Brown Fields Grant Expense Account 001-70-0654-414 through the end of the fiscal year.

Request Number 3371 – Library Fund – Building Operations and Maintenance Program 0560

- \$50,000 - Additional appropriation in Materials and Services - Building Maintenance Projects for study room construction, HVAC upgrades and UPS battery replacement.

Request Number 3372 – General Fund – Community Development Department – Planning Program 0676

- \$59,000 - Record additional Intergovernmental Revenue - Metro Planning Grants and appropriate the additional funding for the Cooper Mountain Community Plan conducted by the Angelo Planning Group, PO 101268.

Request Number 3375 - General Fund – Community Development Department – Economic and Development Program 0654

- \$30,000 - Transfer within existing Materials and Services appropriations to develop a Displacement Assistance Program Pilot.

Request Number 3376 – General Fund – City Management Administration Department – Emergency Management Program 0635

- \$50,000 - Record additional Intergovernmental Revenue - County CARES Act City Cost Reimbursement Account to fund additional appropriation in Materials and Services - Emergency Incident Activation Expense for additional expenses related to the City's COVID-19 response.

Request Number 3377 – Street Fund

- \$30,000 - Additional appropriation in Materials and Services - Development Tree Program for planting street trees in developments during the month of April 2021 funded by the Contingency Reserve for Development Tree planting.

Request Number 3379 – General Fund – Community Development Department – Development Program 0662

- \$3,550 - Additional appropriation in Materials and Services - Membership Fees that were not included in the adopted budget for Council of Development Finance Agencies and Urban Land Institute Silver Sponsorship.

Request Number 3380 – General Fund – Non-Departmental Department – Beaverton Building Operations Program 0007

- \$7,161 - Additional appropriation in Materials and Services - Parking Garage Expense to cover the increase in monthly expenses for the security cameras.

Request Number 3381 - General Fund – Non-Departmental Department – Beaverton Building Operations Program 0007

\$1,128 - Additional appropriation in Materials and Services - Professional Services to cover the increase in monthly expenses for the security cameras in the plaza area of the Round.

Request Number 3382 – Reprographics Fund

- \$3,000 - Transfer within existing Materials and Services appropriations for repair of the Reprographics large format printer and anticipated repair expense for the electronic paper cutter.

Request Number 3383 – General Fund – City Management Administration – City Recorder and Election Admin Program 0531

- \$33,800 - Additional appropriation (\$1,800) and transfer within existing Personnel Services appropriations (\$32,000) for overlap period for previous Deputy City Recorder to train new Deputy City Recorder.

Request Number 3384 – General Fund - City Management Administration – City Recorder and Election Admin Program 0531

- \$10,050 - Additional appropriation in Personnel Services - Temporary Employees for part-time coverage during a staff member's extended leave of absence.

Request Number 3386 – Street Fund

- \$14,000 - Transfer within existing Materials and Services appropriations to cover unexpected repairs to Vehicle 14-504 CAT Paver.

Request Number 3387 – General Fund – City Council Department – Policy Development Program 0511

- \$1,042 - Additional appropriation in Materials and Services - Computer Equipment for printer and docking stations for Mayor's staff that were not included in the adopted budget.

Request Number 3388 - General Fund – City Council Department – Policy Development Program 0511

- \$337 - Additional appropriation in Materials and Services - Computer Software for Adobe Pro subscription for a City Councilor.

Request Number 3389 - General Fund – City Council Department – Policy Development Program 0511

- \$2,000 – Additional appropriation in Materials and Services - Office Furniture and Equipment for additional furniture items for the Mayor and the City Manager's offices.

Request Number 3390 - General Fund – City Council Department – Policy Development Program 0511

- \$25,000 - Additional appropriation in Materials and Services - Professional Services for consulting services for the Council's governance and goal setting retreat.

Request Number 3391 – Public Works Administration Fund

- \$1,650 - Additional appropriation in Materials and Services - Data Communication Expense to cover expenses for the remainder of the fiscal year.

Request Number 3392 - Public Works Administration Fund

- \$1,334 - Additional appropriation in Materials and Services - Computer Equipment to cover expenses for the remainder of the fiscal year.

Request Number 3394 - Public Works Administration Fund

- \$16,598 - Additional appropriation in Materials and Services - Communications Expense to cover expenses for the remainder of the fiscal year due to additional cell phones due to responding to the COVID-19 Pandemic.

Request Number 3405 – Lodging Tax (TLT) Fund

- \$35,021 - Additional appropriation in Personnel Services - PRCA General Manager and Capital Campaign Manager positions and related payroll taxes and fringes for PTO cash out that was required when the positions were eliminated from the City and transferred to the Non-Profit entity; the Arts Foundation PRCA Operations program.

Request Number 3406 - Lodging Tax (TLT) Fund

- \$2,778 - Additional appropriation in Personnel Services - Support Specialist 2 and the associated Payroll Taxes and Fringe Benefits to cover additional PTO cash-out allowed prior to December 31, 2020 under a temporary COVID-19 Pandemic Policy.

Request Number 3409 – General Fund – City Management Administration – Community Services and Engagement Program 0522

- \$8,100 - Transfer within existing Personnel Services appropriations to cover the increase for the Mayor's Office Director position due to PTO cash-out.

Request Number 3410 - General Fund – City Management Administration – Community Services and Engagement Program 0522

- \$15,200 - Transfer within Personnel Services appropriations to cover PTO cash-out for the Assistant Director - General Services to cover additional PTO cash-out allowed prior to December 31, 2020 under a temporary COVID-19 Response Policy.

Request Number 3413 - General Fund – City Management Administration – Web Management Program 0525

- \$23,200 - Transfer within existing Personnel Services appropriations to cover PTO cash-out for the Web Manager and the associated Payroll Taxes and Fringe Benefits to cover additional PTO cash-out allowed prior to December 31, 2020 under a temporary COVID-19 Response Policy.

Request Number 3414 – General Fund – City Management Administration – Cultural Inclusion Program 0526

- \$2,800 - Transfer within Personnel Services appropriations to cover PTO cash-out that is anticipated for the Project Specialist.

Request Number 3415 - General Fund – City Management Administration – Marketing and Communications Program 0537

- \$5,000 - Transfer within existing Personnel Services appropriations to cover PTO cash-out for a Program Manager to cover additional PTO cash-out allowed prior to December 31, 2020 under a temporary COVID-19 Response Policy.

Request Number 3416 – General Fund – City Attorney’s Office – General Legal Services Program 0581

- \$13,000 - Additional appropriation in Materials and Services - Professional Services to update the Beaverton City Code with gender neutral language and formatting changes to conform with the new City Charter 2021 and the changes in the form of government.

Request Number 3418 - General Fund – City Attorney’s Office – General Legal Services Program 0581

- \$340 - Additional appropriation in Materials and Services - Computer Software to purchase one license for Adobe Pro.

Request Number 3419 - General Fund – City Attorney’s Office – General Legal Services Program 0581

- \$300 - Additional appropriation in Materials and Services - Communications Expense for monthly cell phone charges for one additional cell phone for remote work due to COVID-19 Pandemic.

Request Number 3420 – Insurance Agency Fund

- \$5,400 - Additional appropriation in Personnel Services in various positions in the City Attorney's Office to provide funding for additional cash out of accumulated personal time off due to the COVID-19 Pandemic.

Request Number 3422 – Street Fund

- \$65,000 - Additional appropriation in Capital Outlay - Improvements to cover the increase for the lighting improvements on Griffith Drive as approved by the City Council as part of the contract award.

Request Number 3423 – General Fund – Municipal Court – Court Services Program 0571

- \$2,100 - Transfer within existing Materials and Services for computer equipment purchased for the new Judge.

Request Number 3424 – Water Construction Fund

- \$1,100,000 - Record Revenue from the Tualatin Valley Water District (TVWD) for managing their Waterline Construction Project on Western Avenue. This will offset the expense for this project which is budgeted in Capital Outlay Account 505-75-3628-682.

Request Number 3425 – WIFIA Water Construction Fund

- \$205,263 - Transfer from existing Capital Outlay appropriations in Right of Way and Easement costs to Materials and Services - WIFIA Administration Expense for loan closing costs totaling \$205,263 on the \$81 Million Federal Environmental Protection Agency WIFIA Loan: \$17,510 Loan Set Up Fee, \$82,500 Processing Fee, \$80,950 Credit Rating, Agencies Fees, and \$24,303 for other closing costs.

Request Number 3426 – Storm Drain Fund

- \$59,000 - Additional funding in Capital Outlay - Construction Design and Engineering appropriations for the Storm Drain Fund's portion of the Western Avenue Street Improvement Project 3328

Request Number 3427 – Traffic Impact / Development Tax Fund

- \$38,000 - Additional appropriation in Materials and Services - Non-CIP engineering expense for fiber optic splicing due to the intersection improvements on the corner of SW Hall Boulevard and SW Allen Avenue at the Beaverton Public Safety Center Plaza project site.

Request Number 3428 - Traffic Impact / Development Tax Fund

- \$7,321 - Additional appropriation in Materials and Services - Non-CIP engineering expense for the signals and illumination project under ODOT Agreement #32742.

Request Number 3429 – General Fund – Human Resources Department – Organizational Development Program 0536

- \$6,226 - Additional appropriation in Personnel Services - Organizational Development program Manager for working out of class during the fiscal year.

Request Number 3430 - General Fund – Human Resources Department – Management and Employee Services Program 0534

- \$40,655 - Additional appropriation in Personnel Services - Payroll Taxes and Fringe Benefits due to several fringe benefit changes (mainly medical plan coverage) in the 6 positions in this program.

Request Number 3433 - General Fund – Human Resources Department – Management and Employee Services Program 0534

- \$3,163 - Additional appropriation in Personnel Services - Temporary Employees for assistance during extended staff leave of absence

Request Number 3435 – Insurance Agency Fund

- \$9,197 - Additional appropriation in Personnel Services - Payroll Taxes and Fringe Benefits due to several fringe benefit changes (mainly medical plan coverage) in the 3 positions in this program.

Request Number 3436 – General Fund – City Attorney’s Office – Office Services & Records Management Program 0533

- \$123,115 - Additional appropriation in Materials and Services - Work Performed by Other Funds for two Building Staff members reassigned to the General Fund's Record's Management Program during the year due to the reduction of work available in the Building Fund due to the COVID-19 Pandemic.

Request Number 3437 - General Fund – Human Resources Department – Management and Employee Services Program 0534

- \$17,000 - Additional appropriation in Materials and Services - Employee Recruitment Expense for the City Manager recruitment process.

Request Number 3438 – Insurance Agency Fund

- \$25,000 - Record additional Self Insurance Unemployment revenue charges through the City's payroll system and appropriate the additional revenues for increased unemployment claims expense.

Request Number 3439 – General Fund and Building Operating Fund

- \$3,000,000 - Record \$3 Million in funding from the Federal American Rescue Plan Act (ARPA) and allocate \$2 Million to the General Fund and \$1 Million to the Building Fund for Revenue Losses due to the COVID-19 Pandemic.

We look forward to reviewing Supplemental Budget S-21-2 during the May 27, 2021, Budget Committee Meeting.

Exhibit A
 Listing of Those Supplemental Budget Requests That Require an Additional
 Appropriation From General Contingency Accounts

Total value of supplemental budget requests that require funding from contingency accounts is \$2,608,286 and the following is the breakdown by Fund

General Fund	\$603,928
Street Fund	95,000
Lodging Tax (TLT) Fund	37,799
Transportation Impact/Development Tax Fund	45,321
Library Fund	50,000
Storm Drain Fund	59,000
Public Works Administration Fund	20,582
Insurance Agency Fund	14,597
GRAND TOTAL	\$926,227

Below are the detailed requests in Fund Order:

GENERAL FUND

Request Number 3351 – General Fund – Non-Departmental – Beaverton Central Plant Program 0006

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- \$40,655 - Additional appropriation in Personnel Services - Payroll Taxes and Fringe Benefits due to several fringe benefit changes (mainly medical plan coverage) in the 6 positions in this program.

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- \$3,163 - Additional appropriation in Personnel Services - Temporary Employees for assistance during extended staff leave of absence

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Request Number 3437 - General Fund – Human Resources Department – Management and Employee Services Program 0534

- \$17,000 - Additional appropriation in Materials and Services - Employee Recruitment Expense for the City Manager recruitment process.

STREET FUND

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- \$30,000 - Additional appropriation in Materials and Services - Development Tree Program for planting street trees in developments during the month of April 2021 funded by the Contingency Reserve for Development Tree planting.

Request Number 3422 – Street Fund

- \$65,000 - Additional appropriation in Capital Outlay - Improvements to cover the increase for the lighting improvements on Griffith Drive as approved by the City Council as part of the contract award.

LODGING TAX FUND (TLT) FUND

Request Number 3405 – Lodging Tax (TLT) Fund

- \$35,021 - Additional appropriation in Personnel Services - PRCA General Manager and Capital Campaign Manager positions and related payroll taxes and fringes for PTO cash out that was required when the positions were eliminated from the City and transferred to the Non-Profit entity; the Arts Foundation PRCA Operations program.

Request Number 3406 - Lodging Tax (TLT) Fund

- \$2,778 - Additional appropriation in Personnel Services - Support Specialist 2 and the associated Payroll Taxes and Fringe Benefits to cover additional PTO cash-out allowed prior to December 31, 2020 under a temporary COVID-19 Pandemic Policy.

TRANSPORTATION IMPACT/DEVELOPMENT TAX FUND

Request Number 3427 – Traffic Impact / Development Tax Fund

- \$38,000 - Additional appropriation in Materials and Services - Non-CIP engineering expense for fiber optic splicing due to the intersection improvements on the corner of SW Hall Boulevard and SW Allen Avenue at the Beaverton Public Safety Center Plaza project site.

Request Number 3428 - Traffic Impact / Development Tax Fund

- \$7,321 - Additional appropriation in Materials and Services - Non-CIP engineering expense for the signals and illumination project under ODOT Agreement #32742.

LIBRARY FUND

Request Number 3371 – Library Fund – Building Operations and Maintenance Program 0560

- \$50,000 - Additional appropriation in Materials and Services - Building Maintenance Projects for study room construction, HVAC upgrades and UPS battery replacement.

STORM DRAIN FUND

Request Number 3426 – Storm Drain Fund

- \$59,000 - Additional funding in Capital Outlay - Construction Design and Engineering appropriations for the Storm Drain Fund's portion of the Western Avenue Street Improvement Project 3328

PUBLIC WORKS ADMINISTRATION FUND

Request Number 3357 – Public Works Administration Fund

- \$1,000 - Additional appropriation in Materials and Services - Office Expense due to unanticipated purchases related to the pandemic.

Request Number 3391 – Public Works Administration Fund

- \$1,650 - Additional appropriation in Materials and Services - Data Communication Expense to cover expenses for the remainder of the fiscal year.

Request Number 3392 - Public Works Administration Fund

- \$1,334 - Additional appropriation in Materials and Services - Computer Equipment to cover expenses for the remainder of the fiscal year.

Request Number 3394 - Public Works Administration Fund

- \$16,598 - Additional appropriation in Materials and Services - Communications Expense to cover expenses for the remainder of the fiscal year due to additional cell phones due to responding to the COVID-19 Pandemic.

INSURANCE AGENCY FUND

Request Number 3420 – Insurance Agency Fund

- \$5,400 - Additional appropriation in Personnel Services in various positions in the City Attorney's Office to provide funding for additional cash out of accumulated personal time off due to the COVID-19 Pandemic.

Request Number 3435 – Insurance Agency Fund

- \$9,197 - Additional appropriation in Personnel Services - Payroll Taxes and Fringe Benefits due to several fringe benefit changes (mainly medical plan coverage) in the 3 positions in this program.