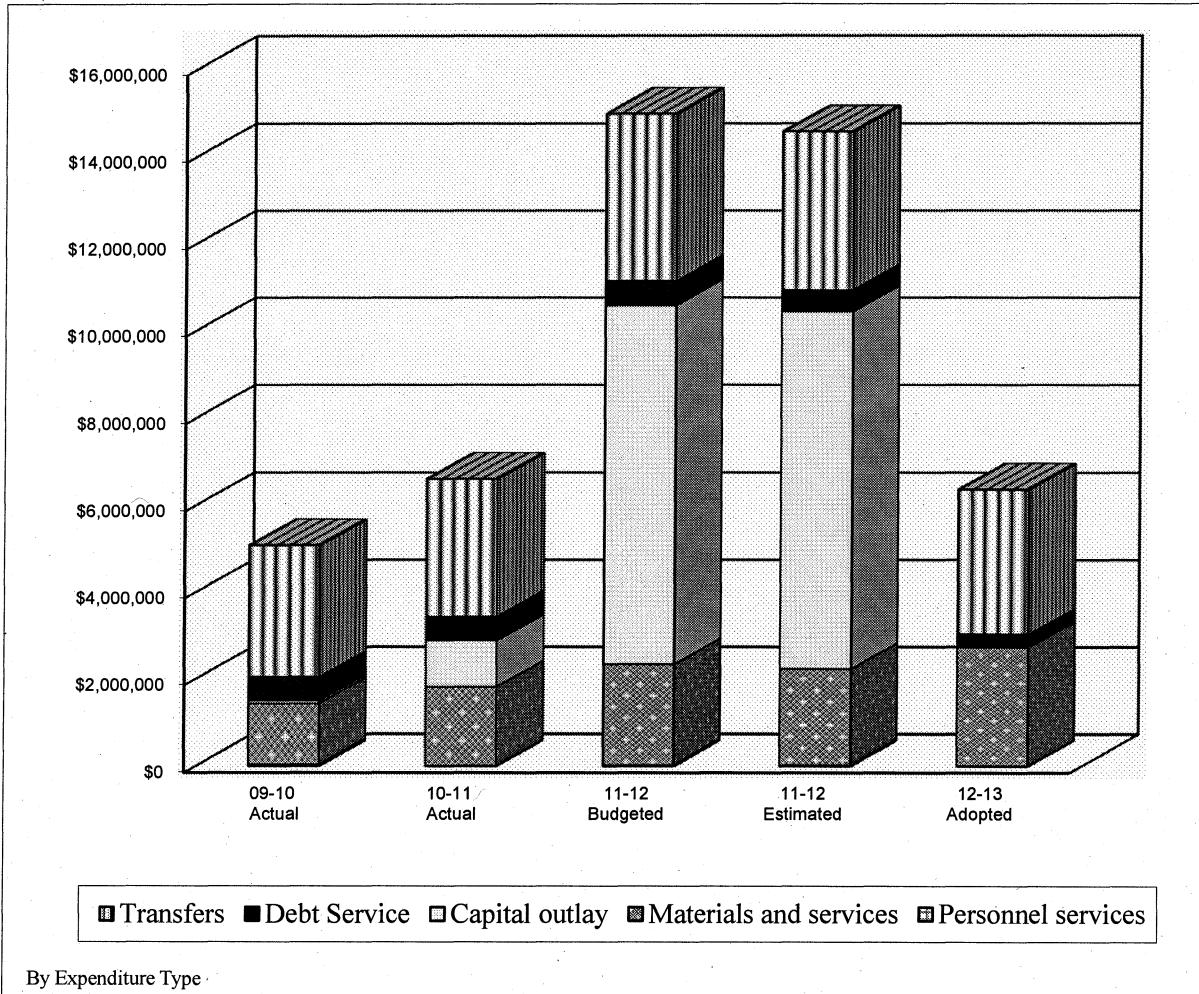


NON-DEPARTMENTAL

- Non-Departmental – General City-wide Operational Costs
- Beaverton Central Plant
- South Office Building Management
- Energy Efficiency & Conservation Grant

**GENERAL FUND
NON-DEPARTMENTAL
ADOPTED FY 2012-13**



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2012-13 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 newly acquired South Office Building at The Round as the community informs the Mayor and City Council as to future uses of the building.

REQUIREMENTS	FY 2009-10 ACTUAL	FY 2010-11 ACTUAL	FY 2011-12 BUDGETED	FY 2012-13 PROPOSED	FY 2012-13 ADOPTED
POSITION	0.25	0.00	0.00	0.00	0.00
PERSONNEL SERVICES	\$34,438	\$0	\$21,657	\$0	\$0
MATERIALS & SERVICES	1,402,037	1,820,384	2,314,875	2,724,489	2,724,489
CAPITAL OUTLAY	67,252	1,064,275	8,224,400	37,000	37,000
DEBT SERVICE	540,285	551,089	562,214	263,866	263,866
TRANSFERS	3,027,820	3,157,894	3,838,929	3,298,805	3,328,805
CONTINGENCY	0	0	3,811,681	7,552,101	7,562,083
TOTAL	\$5,071,832	\$6,593,642	\$18,773,756	\$13,876,261	\$13,916,243

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2012-13 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 memberships, central telephone and janitorial services, utilities expense 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 2009-10 ACTUAL	FY 2010-11 ACTUAL	FY 2011-12 BUDGETED	FY 2012-13 PROPOSED	FY 2012-13 ADOPTED
POSITION					
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0
MATERIALS & SERVICES	767,920	950,948	1,007,650	1,082,661	1,082,661
CAPITAL OUTLAY	67,252	1,064,275	65,000	37,000	37,000
DEBT SERVICE	0	0	0	0	0
TRANSFERS	3,025,954	3,156,312	3,837,075	3,297,716	3,327,716
CONTINGENCY	0	0	3,811,681	7,552,101	7,562,083
TOTAL	\$3,861,126	\$5,171,535	\$8,721,406	\$11,969,478	\$12,009,460

Program Objective (services provided):

The amount budgeted as Materials & Services represents citywide membership fees, telephone, janitorial and utilities expenses. While essentially a support function for all city operations the Non-Departmental programs assist in the fulfillment of the City's Vision Action Plan such as *Community Vision Role # 95: Promote and Incentivize Sustainable Technologies – energy and water conservation are important methods of reducing expenses.* The energy used at the four vehicle charging stations helps implement *Community Vision Role # 66: Electric Car Charging Stations.*

Performance Measures:	FY 2009-10 Projected/Actual	FY 2010-11 Projected/Actual	FY 2011-12 Projected/Revised	FY 2012-13 Adopted
Total General Fund Contingency	\$18,420,914	\$17,353,067	\$4,310,781	\$8,227,887
General Fund Contingency as a Percent of General Fund Budgeted Expenditures, target is 16%	41.332%	35.711%	6.478%	13.155%
Non-Departmental Expenditures Per Capita (Less Contingency)	\$58.39	\$73.05	\$164.72	\$69.56
Non-Departmental Expenditures as Percent of City's Total Budget (less contingencies and capital projects)	5.246%	6.438%	13.194%	4.066%

Performance Outcome:

By maintaining an undesignated contingency amount of at least 16% provides the City with resources equal to 2 months of the General Fund's operations.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2012-13 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: CINDY TATHAM

Program Goal:

To provide reliable, cost-effective 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 Central District.

REQUIREMENTS	FY 2009-10 ACTUAL	FY 2010-11 ACTUAL	FY 2011-12 BUDGETED	FY 2012-13 PROPOSED	FY 2012-13 ADOPTED
POSITION	0.25	0.00	0.00	0.00	0.00
PERSONNEL SERVICES	\$34,438	\$0	\$0	\$0	\$0
MATERIALS & SERVICES	488,210	497,697	602,301	517,770	517,770
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICE	540,285	551,089	562,214	180,252	180,252
TRANSFERS	1,866	1,582	1,854	1,089	1,089
CONTINGENCY	0	0	0	0	0
TOTAL	\$1,064,799	\$1,050,368	\$1,166,369	\$699,111	\$699,111

Program Objective (services provided):

Project Description

The Beaverton Central Plant (BCP) provides heating and cooling to a select downtown core area, promoting comfort and control, energy efficiency, and environmental stewardship. The Central Plant includes a controls network and distribution system which provides heating and cooling to The Round project. Plant capacity is significant and is designed to accommodate future development. System design includes a mechanical room in each building where secondary pumps pump hot and chilled water, which is converted to hot and cool air to ensure individual comfort requirements are met. The Central Plant currently serves 330,751 square feet and has the capacity to serve one million square feet without expansion.

The BCP programs a supportive role in several portions of the Community Vision Action Plan including:

- *Community Vision Action #93: Central District Redevelopment Plan*
- *Community Vision Action #94: Sustainability Action Plan*
- *Community Vision Action #96: Locally-Integrated Smart Utility Grid*

History

From inception, the Central Plant has been part of The Round project. Originally developed by Portland General Electric Corporation, the plant was acquired by the City of Beaverton in June 2005. Since then, the Plant has been expanded and is now able to serve the entire Round project and has additional capacity for future nearby development. In 2007, the chiller unit was upgraded and the boiler was overhauled in 2011. A recently appraisal of the plant estimated a market value of \$3.9 million.

Progress on FY 2011-12 Action Plan:

- Programming for Direct Digital Control (DDC) optimization will be completed. (Complete)
- Troubleshooting and repair will occur for an electrical pulsation issue in the basement of the BCP. (Complete)
- Faulty Mach Air controllers will be identified and replaced. (Ongoing)
- The Central Plant staff will continue to improve on operation and utility use efficiencies. (Ongoing)

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2012-13 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: CINDY TATHAM

FY 2012-13 Action Plan:

- Continue to improve on operations and utility efficiencies with responsive customer service.
- Continue programming for DDC optimization and install DDC controls for new tenants.
- Replace faulty Mach Air controllers with newer versions if existing cannot be repaired.
- Complete contracts for expansion.
- Revamp signage and education materials on site, to make them current.

Performance Measures:	FY 2009-10 Projected/Actual	FY 2010-11 Projected/Actual	FY 2011-12 Budgeted/Revised	FY 2012-13 Adopted
Limit the number of service outages	2 / 0	2 / 0	2	2
Response time for service requests	30 min. / 30 min.	30 min. / 30 min.	30 min. / 30 min.	30 min
Hold operating expenses to at or below budget	Meet objective / met	Meet objective / met	Meet objective / met	Meet objective
Number of plant tours for community and professional/industry groups	20 / 20	20 / 10	15 / 16	15
Number of square feet served:				
Commercial	234,401	234,401	234,401	234,401
Residential	<u>96,350</u>	<u>96,350</u>	<u>96,350</u>	<u>96,350</u>
Total	<u>330,751</u>	<u>330,751</u>	<u>330,751</u>	<u>330,751</u>

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 and Westgate, as well as adjacent properties in the Beaverton Central District, which may utilize the Plant for services.

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 environmental benefits of district heating and cooling systems.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2012-13 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0007 SOUTH OFFICE BUILDING MANAGEMENT	PROGRAM MANAGER: PATRICK O'CLAIRE

Program Goal:

To preserve the citizens' investment in City's new office facility, South Office Building, by maintaining maximum building service life through providing clean, safe, and environmentally-efficient facilities for City employees and the public. To provide sufficient resources for debt service on the initial line of credit and any subsequent financing that is approved by the City Council.

REQUIREMENTS	FY 2009-10 ACTUAL	FY 2010-11 ACTUAL	FY 2011-12 BUDGETED	FY 2012-13 PROPOSED	FY 2012-13 ADOPTED
POSITION	0.00	0.00	0.00	0.00	0.00
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$0	\$0	\$329,077	\$1,124,058	\$1,124,058
CAPITAL OUTLAY	0	0	8,050,000	0	0
DEBT SERVICE	0	0	0	83,614	83,614
TRANSFERS	0	0	0	0	0
CONTINGENCY	0	0	0	0	0
TOTAL	\$0	\$0	\$8,379,077	\$1,207,672	\$1,207,672

Program Objective:

Managing the cardkey/access control system, the electrical and mechanical systems, and providing 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. Meet debt service requirements, collect rent and manage the facility for tenants.

The purchase of the building assures the long-term use of the heating and cooling services of the Central Plant in support of *Community Vision Role #96: Locally-Integrated Smart Utility Grid* and an opportunity to achieve *Community Vision Role #34: Public Places* as the plaza at The Round can be completed for an expanded community gathering place.

Progress on FY 2011-12 Action Plan:

- Following acquisition the staff will develop operational plans for the new facility based upon user input and City Council guidance. Initial budget represents a partial year of occupancy of the facility.

FY 2012-13 Action Plan:

- Implement operational plan for tenants during the fiscal year. Property taxes are assessed based on the amount of the building leased to private firms. A City representative will fill a position on the Beaverton Round Owner's Association along with owners of adjacent properties, lofts and commercial areas. Repay commercial line of credit.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2012-13 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0452 ENERGY EFFICIENCY & CONSERVATION GRANT	PROGRAM MANAGERS: CINDY TATHAM, ANDREA NELSON, PAT VANOSDEL AND STEVE BRENNAN

Program Goal: To expend the federal stimulus funds received under the Energy Efficiency and Conservation Grant according to the grants requirements.

REQUIREMENTS	FY 2009-10 ACTUAL	FY 2010-11 ACTUAL	FY 2011-12 BUDGETED	FY 2012-13 PROPOSED	FY 2012-13 ADOPTED
POSITION	0.00	0.00	0.00	0.00	0.00
PERSONNEL SERVICES	\$0	\$0	\$21,657	\$0	\$0
MATERIALS & SERVICES	145,907	371,739	375,847	0	0
CAPITAL OUTLAY	0	0	109,400	0	0
TRANSFERS	0	0	0	0	0
CONTINGENCY	0	0	0	0	0
TOTAL	\$145,907	\$371,739	\$506,904	\$0	\$0

Program Objectives:

The City of Beaverton received \$914,900 in federal stimulus funds under the FY 2009 American Recovery and Reinvestment Act (ARRA), and Energy Efficiency and Conservation Block Grant (EECBG). These projects implement *Community Vision Action item # 95: Promote and Incentivize Sustainable Technologies*. The Grant Award was allocated to the following projects:

1. \$150,000 to establish a revolving loan fund to allow Beaverton homeowners to make energy efficiency and weatherization improvements.
2. \$473,501 to replace the current street light lamp heads with LED (light emitting diodes) units.
3. \$146,157 to perform energy-efficiency upgrades to city-owned facilities based upon recommendations from the Energy Trust of Oregon.
4. \$125,242 to install solar panels on the roof of the City's main library.
5. \$19,992 to set up a monitoring system for the energy savings from these projects.

Progress on FY 2011-12 Action Plan:

- Purchase and complete the remaining upgrades to 101street lights and 170 pedestrian path lights. (Complete - Installed 524 LED lights and 101 induction lights.)
- Complete the Home Weatherization Loan program for two homes. (Complete - Completed eight home weatherization upgrades.)
- Install solar panels at a city facility. (Complete - Installed a 16+ KW solar electric panel system on the City's main library building and system is producing revenue.)

FY 2012-13 Action Plan:

- Complete the grant that ends on September, 12, 2012 and finalize Department of Energy reports
- Monitor and report on financial gains, energy savings, and greenhouse gas emission reductions as a result of the home weatherization revolving loan funds, streetlight energy savings, and solar panel electricity generation on the City library.