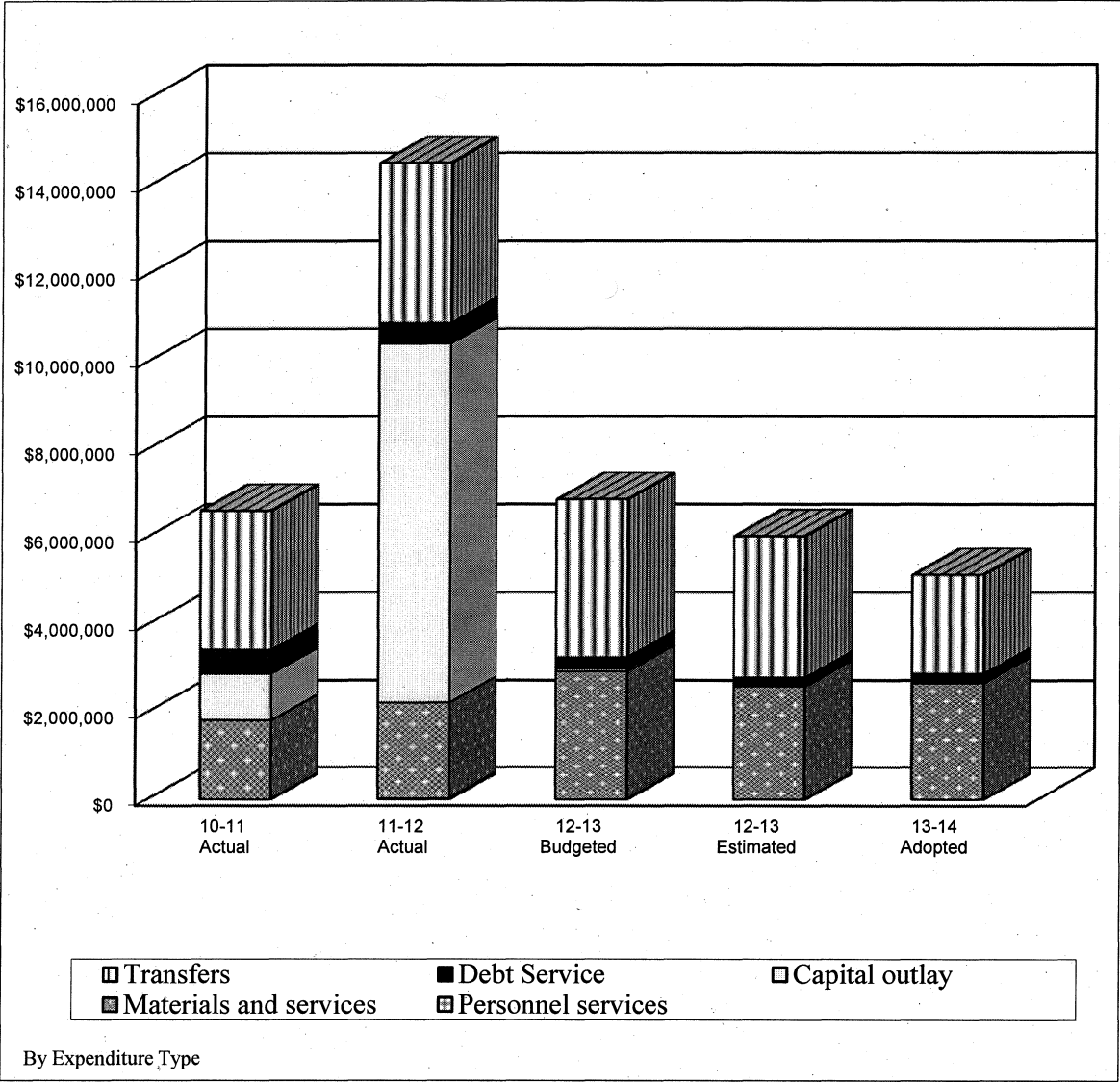


## **NON-DEPARTMENTAL**

- Non-Departmental – General City-wide Operational Costs
- Beaverton Central Plant
- South Office Building Management

**GENERAL FUND  
NON-DEPARTMENTAL  
ADOPTED FY 2013-14**



CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2013-14 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>DEPARTMENT HEAD:</b> 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 Mayor and City Council direct the future uses of the building including the headquarter of general government operations (a.k.a. City Hall).

REQUIREMENTS	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGETED	FY 2013-14 PROPOSED	FY 2013-14 ADOPTED
<b>POSITION</b>					
PERSONNEL SERVICES	\$0	\$21,656	\$0	\$0	\$0
MATERIALS & SERVICES	1,820,384	2,202,814	2,935,795	2,771,304	2,671,304
CAPITAL OUTLAY	1,064,275	8,182,573	64,324	34,000	34,000
DEBT SERVICE	551,089	470,695	263,866	254,252	180,252
TRANSFERS	3,157,894	3,634,415	3,588,805	2,433,176	2,254,824
CONTINGENCY	0	0	6,979,880	8,359,727	6,561,155
<b>TOTAL</b>	<b>\$6,593,642</b>	<b>\$14,512,153</b>	<b>\$13,832,670</b>	<b>\$13,852,459</b>	<b>\$11,701,535</b>

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2013-14 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0003 NON-DEPARTMENTAL	<b>DEPARTMENT HEAD:</b> 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. *(Council Goal #2: Maintain the City's long-term financial stability.)*

REQUIREMENTS	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGETED	FY 2013-14 PROPOSED	FY 2013-14 ADOPTED
POSITION					
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0
MATERIALS & SERVICES	950,948	960,458	1,091,089	987,950	887,950
CAPITAL OUTLAY	1,064,275	58,139	37,324	34,000	34,000
DEBT SERVICE	0	0	0	0	0
TRANSFERS	3,156,312	3,633,513	3,587,716	2,433,176	2,254,824
CONTINGENCY	0	0	6,979,880	8,359,727	6,561,155
<b>TOTAL</b>	<b>\$5,171,535</b>	<b>\$4,652,110</b>	<b>\$11,696,009</b>	<b>\$11,814,853</b>	<b>\$9,737,929</b>

**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 2010-11 Projected/Actual	FY 2011-12 Projected/Actual	FY 2012-13 Projected/Revised	FY 2013-14 Adopted
Total General Fund Contingency	\$17,353,067	\$9,971,098	\$7,655,666	\$9,016,362
General Fund Contingency as a Percent of General Fund Budgeted Expenditures, target is 16%	35.711%	16.984%	11.730%	10.939%
Non-Departmental Expenditures Per Capita (Less Contingency)	\$73.05	\$159.76	\$75.14	\$56.13
Non-Departmental Expenditures as Percent of City's Total Budget (less contingencies and capital projects)	6.438%	12.545%	6.363%	3.194%

**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 2013-14 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0006 BEAVERTON CENTRAL PLANT	<b>PROGRAM MANAGER:</b> CINDY DOLEZEL

**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 and Economic 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. *This program supports City Council goals #2: Use City resources efficiently to ensure long-term financial stability; #3: Continue to plan for, improve and maintain the City's infrastructure; #4: Provide responsive, cost-effective service to the community.*

REQUIREMENTS	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGETED	FY 2013-14 PROPOSED	FY 2013-14 ADOPTED
POSITION					
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0
MATERIALS & SERVICES	497,697	572,048	542,770	577,270	577,270
CAPITAL OUTLAY	0	0	27,000	0	0
DEBT SERVICE	551,089	470,695	180,252	180,252	180,252
TRANSFERS	1,582	902	1,089	0	0
CONTINGENCY	0	0	0	0	0
<b>TOTAL</b>	<b>\$1,050,368</b>	<b>\$1,043,645</b>	<b>\$751,111</b>	<b>\$757,522</b>	<b>\$757,522</b>

**Program Objective (services provided):**

**Project Description**

The Beaverton Central Plant (BCP) provides district heating and cooling services for living spaces to select buildings in the Creekside District, located near the Round Development. The Central Plant currently serves 330,751 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:** Provide efficient Central Plant heating and cooling services to all possible customers.

**Measured by:** the number of customers connected to plant heating and cooling services and the cost of those services.

**Key Indicators:** the cost per square foot to provide service to plant customers.

**Progress on FY 2012-13 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. (Complete)
- The Central Plant staff will continue to improve on operation and utility use efficiencies. (Ongoing)

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2013-14 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0006 BEAVERTON CENTRAL PLANT	<b>PROGRAM MANAGER:</b> CINDY DOLEZEL

**FY 2013-14 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.
- Complete contracts for expansion.
- Promote efficient services and energy reduction consistent with the City's Sustainability Goals for operations and services. The following goals are directly supported by continued plant efficiency:

Goal 1: Decrease greenhouse gas emissions from city operations by 20 percent from 2008 levels by 2020

Goal 2: Decrease greenhouse gas emissions from city operations by 75 percent from 2008 levels by 2050

Goal 3: Decrease electricity use in city operations by 20 percent from 2008 levels by 2015

Goal 4: Decrease natural gas use in city operations by 20 percent from 2008 levels by 2015

Performance Measures:	FY 2010-11 Projected/Actual	FY 2011-12 Projected/Actual	FY 2012-13 Budgeted/Revised	FY 2013-14 Adopted
Hold operating expenses to at or below budget	Meet objective / met	Meet objective / met	Meet objective/ met	Meet objective
Cost per square foot of service	\$3.25 / \$3.18	\$3.18 / \$3.16	\$3.16 / \$2.19	\$2.29
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 Creekside 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 sustainability benefits of district heating and cooling systems.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2013-14 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0007 SOUTH OFFICE BUILDING MANAGEMENT	<b>PROGRAM MANAGER:</b> 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 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGETED	FY 2013-14 PROPOSED	FY 2013-14 ADOPTED
POSITION	0.00	0.00	0.00	0.00	0.00
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$0	\$294,710	\$1,301,936	\$1,206,084	\$1,206,084
CAPITAL OUTLAY	0	8,041,109	0	0	0
DEBT SERVICE	0	0	83,614	74,000	0
TRANSFERS	0	0	0	0	0
CONTINGENCY	0	0	0	0	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$8,335,819</b>	<b>\$1,385,550</b>	<b>\$1,280,084</b>	<b>\$1,206,084</b>

**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, efficient 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 2012-13 Action Plan:**

- Following acquisition, the staff developed operational plans for the new facility based upon user input and City Council guidance. The budget represents the first full year of occupancy of the facility dated from acquisition on April 6, 2012.
- The staff implemented an operational plan for tenants during the fiscal year. Property taxes are assessed based on the amount of the building leased to private firms. Repayment of a commercial line of credit was not necessary as borrowing was deferred.

**FY 2013-14 Action Plan:**

- A City representative will fill a position on the Beaverton Round Owner's Association along with owners of adjacent properties, lofts and commercial areas.
- Complete plans for general government to occupy majority of building based on policy direction of Mayor and City Council.
- Achieve a higher level of private office space utilization.
- Begin retirement of any debt associated with relocation of services to the new building and associated remodeling.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2013-14 BUDGET  
 CURRENT LEVEL OF SERVICES

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

<b>Workload Measures:</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Adopted</b>
Occupancy Level (% sq. ft. – 2 <sup>nd</sup> Floor) on Jan. 1	NA	NA	41%	66%
Occupancy Level (rented offices – 3 <sup>rd</sup> Floor) on Jan. 1	NA	NA	64%	80%
Lease Income	NA	NA	\$710,682	\$749,628