

City of Beaverton - Finance  
 Budget Preparation - 2012

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

| OBJ | 2009 - ACTUAL |     | 2010 - ACTUAL |     | 2011 BUDGETED |     | 2011 YTD | 2011    | 2012 - RECOMD |     | 2012 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|----------|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | ACT AMT  | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |

CLASS: 05 PERSONAL SERVICES

003 COUNCILOR

72,000                      70,800                      72,000                      72,000                      72,000                      72,000                      72,000

299 PAYROLL TAXES AND FRINGES

7,552                      7,369                      8,596                      7,582                      7,554                      6,528                      6,540

TOTAL CLASS: 05 PERSONAL SERVICES

79,552                      78,169                      80,596                      79,582                      79,554                      78,528                      78,540

CLASS: 10 MATERIALS & SERVICES

0023

301 OFFICE EXPENSE

200    190    190    200    200

307 MEMBERSHIP FEES

50    50    50

308 PERIODICALS & SUBSCRIPTIONS

80    80    80

321 TRAVEL AND SUBSISTENCE

17,410                      5,618                      21,250                      12,877                      13,000                      18,650                      18,650

325 COMMUNITY EVENTS EXPENSE

8,500    8,496    8,500    11,700

326 TRAINING

8,208                      2,469                      5,425                      5,433                      5,700                      5,450                      5,450

328 MEALS & RELATED EXPENSE

13,553                      16,426                      18,425                      15,992                      18,000                      18,425                      18,425

341 COMMUNICATIONS EXPENSE

1,027                      1,050                      1,080                      703                      1,066                      1,080                      1,080

511 PROFESSIONAL SERVICES

17,140                      48,168                      40,000                      2,500    40,000                      40,000

TOTAL CLASS: 10 MATERIALS & SERVICES

57,338                      73,731                      95,010                      46,191                      46,456                      95,635                      83,935

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

| OBJ | 2009 - ACTUAL |     | 2010 - ACTUAL |     | 2011 BUDGETED |     | 2011 YTD | 2011    | 2012 - RECOMD |     | 2012 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|----------|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | ACT AMT  | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

|  |        |        |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|--------|--------|
|  | 14,424 | 17,147 | 19,585 | 11,816 | 15,708 | 17,728 | 17,728 |
|--|--------|--------|--------|--------|--------|--------|--------|

TOTAL CLASS: 25 TRANSFERS

|  |        |        |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|--------|--------|
|  | 14,424 | 17,147 | 19,585 | 11,816 | 15,708 | 17,728 | 17,728 |
|--|--------|--------|--------|--------|--------|--------|--------|

TOTAL DEPARTMENT: 05 CITY COUNCIL

|  |         |         |         |         |         |         |         |
|--|---------|---------|---------|---------|---------|---------|---------|
|  | 151,314 | 169,047 | 195,191 | 137,589 | 141,718 | 191,891 | 180,203 |
|--|---------|---------|---------|---------|---------|---------|---------|

0024



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 05 CITY COUNCIL  
 PROGRAM: 0511 POLICY DEVELOPMENT

| OBJ                                    | 2009 - ACTUAL                 |     | 2010 - ACTUAL |     | 2011 BUDGETED |     | 2011    | 2012 - RECOMD |     | 2012 ADOPTED |     |
|--|-------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|  | AMOUNT                        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| CLASS: 05 PERSONAL SERVICES            |                               |     |               |     |               |     |         |               |     |              |     |
| 003                                    | COUNCILOR                     |     |               |     |               |     |         |               |     |              |     |
|  | 72,000                        |     | 70,800        |     | 72,000        |     | 72,000  | 72,000        |     | 72,000       |     |
| 299                                    | PAYROLL TAXES AND FRINGES     |     |               |     |               |     |         |               |     |              |     |
|  | 7,552                         |     | 7,369         |     | 8,596         |     | 7,554   | 6,528         |     | 6,540        |     |
| TOTAL CLASS: 05 PERSONAL SERVICES      |                               |     |               |     |               |     |         |               |     |              |     |
|  | 79,552                        |     | 78,169        |     | 80,596        |     | 79,554  | 78,528        |     | 78,540       |     |
| CLASS: 10 MATERIALS & SERVICES         |                               |     |               |     |               |     |         |               |     |              |     |
| 301                                    | OFFICE EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|  |                               |     |               |     | 200           |     | 190     | 200           |     | 200          |     |
| 307                                    | MEMBERSHIP FEES               |     |               |     |               |     |         |               |     |              |     |
|  |                               |     |               |     | 50            |     |         | 50            |     | 50           |     |
| 308                                    | PERIODICALS & SUBSCRIPTIONS   |     |               |     |               |     |         |               |     |              |     |
|  |                               |     |               |     | 80            |     |         | 80            |     | 80           |     |
| 321                                    | TRAVEL AND SUBSISTENCE        |     |               |     |               |     |         |               |     |              |     |
|  | 17,410                        |     | 5,618         |     | 21,250        |     | 13,000  | 18,650        |     | 18,650       |     |
| 325                                    | COMMUNITY EVENTS EXPENSE      |     |               |     |               |     |         |               |     |              |     |
|  |                               |     |               |     | 8,500         |     | 8,500   | 11,700        |     |              |     |
| 326                                    | TRAINING                      |     |               |     |               |     |         |               |     |              |     |
|  | 8,208                         |     | 2,469         |     | 5,425         |     | 5,700   | 5,450         |     | 5,450        |     |
| 328                                    | MEALS & RELATED EXPENSE       |     |               |     |               |     |         |               |     |              |     |
|  | 13,553                        |     | 16,426        |     | 18,425        |     | 18,000  | 18,425        |     | 18,425       |     |
| 341                                    | COMMUNICATIONS EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|  | 1,027                         |     | 1,050         |     | 1,080         |     | 1,066   | 1,080         |     | 1,080        |     |
| 511                                    | PROFESSIONAL SERVICES         |     |               |     |               |     |         |               |     |              |     |
|  | 17,140                        |     | 48,168        |     | 40,000        |     |         | 40,000        |     | 40,000       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES   |                               |     |               |     |               |     |         |               |     |              |     |
|  | 57,338                        |     | 73,731        |     | 95,010        |     | 46,456  | 95,635        |     | 83,935       |     |
| CLASS: 25 TRANSFERS                    |                               |     |               |     |               |     |         |               |     |              |     |
| 816                                    | TRSFERS TO REPROGRAPHICS FUND |     |               |     |               |     |         |               |     |              |     |
|  | 14,424                        |     | 17,147        |     | 19,585        |     | 15,708  | 17,728        |     | 17,728       |     |
| TOTAL CLASS: 25 TRANSFERS              |                               |     |               |     |               |     |         |               |     |              |     |
|  | 14,424                        |     | 17,147        |     | 19,585        |     | 15,708  | 17,728        |     | 17,728       |     |
| TOTAL PROGRAM: 0511 POLICY DEVELOPMENT |                               |     |               |     |               |     |         |               |     |              |     |
|  | 151,314                       |     | 169,047       |     | 195,191       |     | 141,718 | 191,891       |     | 180,203      |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 05 CITY COUNCIL  
 PROGRAM: 0511 POLICY DEVELOPMENT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 003 COUNCILOR  
 MONTHLY STIPEND OF \$1,200 PER MONTH
- 299 PAYROLL TAXES AND FRINGES  
 THE AMOUNT BUDGETED REPRESENTS COVERAGE FOR LIFE INSURANCE
- 301 OFFICE EXPENSE  
 MISCELLANEOUS OFFICE SUPPLIES \$200
- 307 MEMBERSHIP FEES  
 WASHINGTON COUNTY PUBLIC AFFAIRS FORUM ANNUAL MEMBERSHIP \$50
- 308 PERIODICALS & SUBSCRIPTIONS  
 MISCELLANEOUS PUBLICATIONS \$80
- 321 TRAVEL AND SUBSISTENCE  
 NLC CONFERENCE 3 @ \$1,400 - DECEMBER \$4,200; NLC CONGRESSIONAL CONFERENCE 3 @ \$1,400 - MARCH \$4,200; NLC CONGRESSIONAL CONFERENCE 5 STUDENT SCHOLARSHIPS AND 2 CHAPERONE \$9,400; LOC CONFERENCE \$850  
 IF SOME COUNCILORS CHOOSE NOT TO ATTEND NLC OR LOC MEETINGS, THESE FUNDS MAY BE USED FOR OTHER RELEVANT TRAINING RELATED TRAVEL
- 325 COMMUNITY EVENTS EXPENSE  
 CITY COUNCIL SPONSORED EVENTS AT THE ROUND  
 UNITY WALK  
 MOVED FROM 001-05-0511-10-511 IN FISCAL YEAR 2011  
 BUDGET AMENDMENT: TRANSFER EVENTS AT THE ROUND APPROPRIATION AND UNITY WALK APPROPRIATION FROM COUNCIL BUDGET TO THE ARTS, CULTURE AND EVENTS.
- 326 TRAINING  
 NLC REGISTRATION - DECEMBER \$1,500; LOC REGISTRATION \$1,000; NLC CONGRESSIONAL REGISTRATION - MARCH \$2,250; STUDENT REGISTRATION FEE FOR NLC 5 @ \$100 AND 2 CHAPERONE @ \$100 \$700  
 IF SOME COUNCILORS CHOOSE NOT TO ATTEND NLC OR LOC MEETINGS, THESE FUNDS MAY BE USED FOR OTHER RELEVANT TRAINING
- 328 MEALS & RELATED EXPENSE  
 BOARDS & COMMISSION DINNER \$12,100; REFRESHMENTS AT SELECTED COUNCIL, BUDGET AND AUDIT COMMITTEE MEETINGS \$2,000  
 COUNCIL DINNER MEETINGS WITH INTERGOVERNMENTAL AGENCIES (METRO, COUNTY COMMISSION & LEGISLATIVE, AND CONGRESSIONAL DELEGATION) \$2,400; SISTER CITIES LUNCHEON \$775; COUNCIL RETREAT \$150; BOARD & COMMISSION RECOGNITION PLAQUES \$1,000
- 341 COMMUNICATIONS EXPENSE  
 COUNCILOR CELL PHONE MONTHLY CHARGE APPROX \$90 PER MONTH \$1,080
- 511 PROFESSIONAL SERVICES  
 OPERATIONAL MANAGEMENT ANALYSIS STUDIES \$40,000
- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS

City of Beaverton - Finance  
 Budget Preparation - 2012

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

| OBJ | 2009 - ACTUAL |     | 2010 - ACTUAL |     | 2011 BUDGETED |     | 2011    | 2012 - RECOMD |     | 2012 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |

TOTAL DEPARTMENT: 05 CITY COUNCIL

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| 151,314 | 169,047 | 195,191 | 141,718 | 191,891 | 180,203 |
|---------|---------|---------|---------|---------|---------|

City of Beaverton - Finance  
Budget Preparation - 2012  
FUND: 001 GENERAL FUND

### BP WORKSHEET & JUSTIFICATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |