

**Bureau of Development Services**

**Budget line items**

**Description of the type of items that get charged to each account**

**Account - Description**

**521000 - PROFESSIONAL SERVICES**

Legal, consulting, engineering, planning, public information, computer programming, & other professional or technical services. (done with a City contract)

**524000 - REPAIR & MAINTENANCE SERVICES**

Repair and maintenance of computers, printers, faxes, microfilm readers, software systems, cameras and other equipment.

**529000 - MISCELLANEOUS SERVICES**

Non-professional, non-technical services. Examples: Clerical services from a temp agency, Oregon Title Insurance property searches, delivery services like Pronto or UPS, demolition contractors, etc.

**531000 - OFFICE SUPPLIES**

Consumable office supplies (pens, note pads etc)

**532000 - OPERATING SUPPLIES**

Supplies other than office supplies, such as batteries, film, computer software, toner, etc.

**534000 - MINOR EQUIPMENT AND TOOLS**

Tools and equipment that cost less than \$5,000. Examples: computers, file cabinets, phone headsets, workstations, keyboard trays, keys, calculators, cameras, computer mice, date and other stamps, chairs, tables, tools, etc

**535000 - CLOTHING & UNIFORMS**

Clothing allowances

**539000 - OTHER COMMODITIES EXTERNAL**

Food and beverages for public meetings and employee retirements.

**541000 - EDUCATION & TRAINING**

Fees for classes, seminars, and conferences. Certification fees. Training instructors.

**542000 - LOCAL TRAVEL**

Includes mileage reimbursement for use of personal auto, and parking validations and reimbursements.

**542400 - OUT OF TOWN TRAVEL**

Transportation, lodging, meals and other costs.

**Account - Description**

**544000 - SPACE RENTAL**

Mainly parking charges for bureau automobiles parked downstairs.

**549000 - MISCELLANEOUS**

Anything that doesn't fit anywhere else: Credit card fees, Newspaper ads, car washes, film processing, subscriptions, etc

**651100 - FLEET SERVICES**

Purchase, replacement, maintenance, repair, and fuel for the bureau's automobiles.

**651200 - PRINTING & DISTRIBUTION**

Mail processing and delivery, microfilming service and storage, photocopier services, postage, and document printing and binding.

**651300 - FACILITIES SERVICES**

Rent in the 1900 Building, facilities maintenance and requested facilities services, a share of the City daycare facility, and cost of ID cards.

**651400 - EBS SERVICES**

Services associated with maintenance, training, and support of the City's financial system.

**651500 - BUREAU OF TECHNOLOGY SERVICES**

Phone and telecommunication equipment and services, plus information technology services such as email, internet, desktop computers, data networks, geographical information systems, TRACS, and requested computer projects.

**651600 - RISK MANAGEMENT**

General liability insurance and workers' compensation insurance.

**652000 - SERVICES FROM OTHER BUREAUS**

Payments to other bureaus for services they perform for BDS.  
Transportation - Central Business District program and Street Use permit program.  
City Auditor -services provided by Hearings Officer.  
Special Appropriations - BDS contribution to the COPPEA training fund.

**651109 - CAPITAL EQUIPMENT**

Equipment, furniture and computer software that costs over \$5,000 for each unit.