

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.