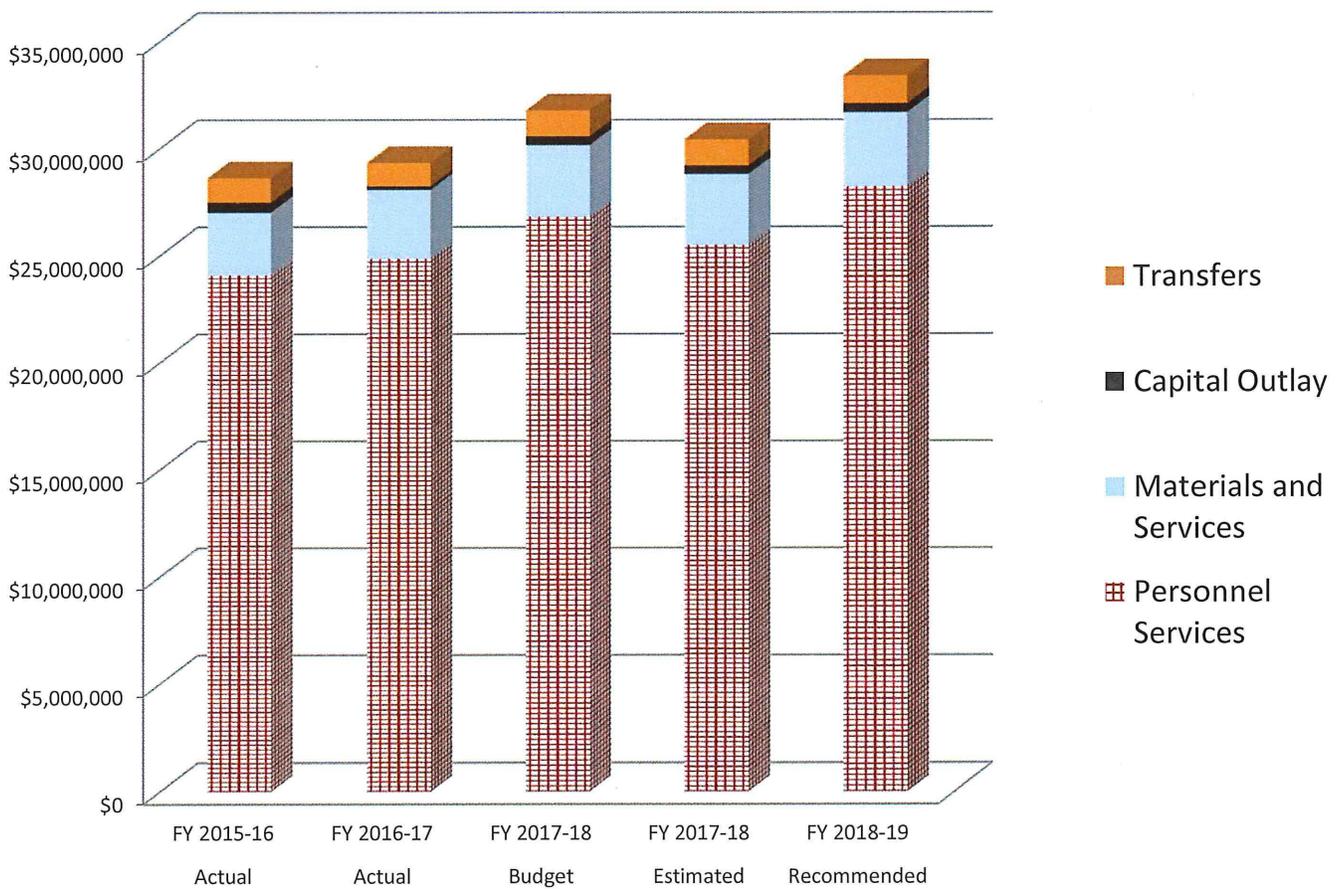




# GENERAL FUND POLICE DEPARTMENT RECOMMENDED FY 18-19



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	<b>General Fund</b>						
Department:	<b>Police - Summary</b>						
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended	
Personnel Services	\$24,080,847	\$24,858,514	\$26,804,789	\$25,486,548	\$28,210,914	5.25%	
Materials and Services	2,936,341	3,215,018	3,353,465	3,310,432	3,469,780	3.47%	
Capital Outlay	455,301	167,432	396,108	390,172	406,000	2.50%	
Transfers	1,150,344	1,091,585	1,216,714	1,216,714	1,299,629	6.81%	
<b>SUB-TOTAL</b>	<b>\$28,622,833</b>	<b>\$29,332,549</b>	<b>\$31,771,076</b>	<b>\$30,403,866</b>	<b>\$33,386,323</b>		
Contingency			30,480		47,011		
Reserves - K-9			-		0		
Reserves - Equipment			439,486		478,204		
	<b>\$28,622,833</b>	<b>\$29,332,549</b>	<b>\$32,241,042</b>	<b>\$30,403,866</b>	<b>\$33,911,538</b>		
<b>FTE's</b>	<b>174.40</b>	<b>176.40</b>	<b>179.80</b>		<b>184.80</b>		

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects an increase of 5.0 FTE consisting of 3.0 FTE new Police Officer Positions and the transfer of 2 Code Compliance Officer positions from the Mayor's Office Programs Department to the Police Department. The Recommended Budget also includes step increases, COLA increases for BPA, SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

No significant change

**Capital outlay:**

No significant change

**Transfers:**

No significant change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
	<b>POLICE CHIEF:</b> JIM MONGER

**MISSION STATEMENT:** To protect with courage. To serve with compassion. To lead with integrity.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	177.40	180.40	182.80	184.80	0.00
PERSONNEL SERVICES	\$24,420,546	\$25,262,468	\$27,148,171	\$28,210,914	\$0
MATERIALS & SERVICES	3,003,431	3,297,554	3,443,737	3,469,780	0
CAPITAL OUTLAY	455,301	196,904	396,108	406,000	0
TRANSFERS	1,157,158	1,105,275	1,224,533	1,299,629	0
CONTINGENCY	0	0	469,966	525,215	0
<b>TOTAL</b>	<b>\$29,036,436</b>	<b>\$29,862,201</b>	<b>\$32,682,515</b>	<b>\$33,911,538</b>	<b>\$0</b>

**VISION STATEMENT:**

The Beaverton Police Department will provide a safe city, serving citizens with compassion and respect. We are fully invested in leading our profession with integrity, building and retaining a highly trained, well equipped, progressive, motivated and cohesive team. We will strive to be recognized and respected as a leading agency in the law enforcement community.

**CORE VALUES:**

Altruism — We will continue our deliberate pursuit of unselfish and compassionate concern for the welfare of others.

Courage — We will have the strength to respond to situations when it is difficult or risky.

Integrity — Our actions will be moral, ethical, legal and consistent.

**Services and Trends:**

The Beaverton Police Department (BPD) is committed to maintaining a safe community. Providing safety to our citizens requires a highly visible police force, rapid response, skilled investigators, and proactive collaboration with our citizens. It also involves effective partnerships, efficient use of resources, and strong support from the community and our leaders. Beaverton continued to maintain a low and stable crime rate in total reported crime in 2017.

The police department continues its commitment to proactive community policing and engagement, and many of its programs outlined in the budget document are supported by the City Council's Goals and Beaverton's Community Vision. The proposed budget includes the addition of 3 FTE Police Officers to improve patrol coverage and help maintain a level of service to preserve Beaverton's status as a safe city. The additional FTEs will also help address issues increasingly affecting Beaverton's livability including homelessness. Bike officers exemplify community policing at its best and BPD is proposing the expansion of its bike team from two to four officers to increase coverage in the downtown core area, light rail/transit station, arts district, parks, and schools.

The FY 2018-19 Budget reflects the move of the Code Compliance Program from the Mayor's Office to the police department. BPD is optimistic the move will result in enhanced service and increased efficiencies for City Code-related issues such as uneven sidewalks, rubbish, noxious vegetation, inoperable vehicles, and other concerns affecting quality of life and neighborhood livability.

Like many agencies, BPD faces the challenge of filling multiple vacancies in the next five years due to officer retirements. The department continues to explore recruiting and hiring strategies to attract highly qualified applicants of diverse backgrounds and experiences, and adapt to a competitive hiring market. The department is committed to preparing our officers for the future through training, education, and professional development. The travel and training budget request in FY 2018-19 reflects this commitment.

The police department will continue to work with other city departments, architects, and contractors to prepare for the construction of the new public safety center. BPD divisions will continue to prepare for the move to the new facility, including consolidation and adherence to disposition of records in accordance with retention schedules, and the removal of obsolete supplies and equipment. The Property and Evidence Division will continue to implement its moving strategy that involves relabeling and inventorying all property and evidence, and staging items in preparation for a secure move in 2020.

The department will continue to develop and expand its Body-Worn Camera Program. In 2018, BPD users will have the added capability of uploading photo and audio evidence through a BWC app on their smartphones. Uploading evidence using this method will increase efficiency in storage and sharing capabilities. The initial costs of implementing the body-worn cameras were covered by a 2015 Department of Justice grant.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
	<b>POLICE CHIEF:</b> JIM MONGER

**Budget Highlights:**

The department's FY 2018-19 organizational structure reflects three major bureaus: Administrative (Professional Standards, Training Division, and Records Division), Operations (Patrol and Traffic Divisions), and Services (Investigations, Community Services, and Property and Evidence Divisions). The Operations and Services Bureaus encompass most of the police and support resources, and are committed to providing the highest quality professional police services. *(Council Goal #4: Provide responsive, cost-effective service to the community.)*

The department will continue to be proactive in preparing for the future to effectively meet the changing needs of the community. *(Council Goals #5: Assure a safe and healthy community; #6: Manage growth and respond to change consistent with maintaining a livable, full-service city. Community Vision: Provide high quality public services, Target #17, Enhance police and court facilities.)*

The department will continue to maintain high visibility patrols as well as its prominent profile within the city, to foster a safe community for the citizens of Beaverton. *(Council Goal #5: Assure a safe and healthy community. Community Vision: Provide high quality public services, Target #16, Reduce crime through patrols and education.)*

The department will continue to place a high priority on City traffic issues by focusing on education, enforcement, and working with City Engineering or ODOT as appropriate. *(Council Goal #5: Assure a safe and healthy community.)*

The department will continue to support a community-based policing and problem solving philosophy and maintain its commitment to proactive policing. *(Council Goals #1: Preserve and enhance our sense of community; #5: Assure a safe and healthy community. Community Vision: Provide high quality public services, Target #19, Identify ways to strengthen police-community interactions.)*

The department will continue to develop strategies to enhance our response to victims and ensure we are providing the best possible service to help meet the needs of victims. *(Council Goal #5: Assure a safe and healthy community. Community Vision: Provide high quality public services, Target #21, Facilitate delivery of family resource assistance and support.)*

The department will continue to build and strengthen partnerships within the community and with other law enforcement agencies, including interagency enforcement teams in the areas of narcotics, tactical negotiations, high tech crimes, mass transit, and saturation patrols. *(Council Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations.)*

The department will meet and/or exceed the standards required to maintain its accredited status through the Oregon Accreditation Alliance (OAA), signifying the department's ongoing commitment to maintaining the highest of professional standards. *(Council Goals #4: Provide responsive, cost-effective service to the community; #5: Assure a safe and healthy community.)*

<b>Performance Measures:</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Proposed</b>
Police Budget Cost Per Capita	\$303.80	\$307.52	\$332.03	\$347.17
Police Budget as Percent of Total Budget	21.38%	20.57%	14.48%	16.17%
Population	94,215	95,385	95,685	96,165
Sworn Personnel (FTE)	131	133	135	138
Assigned to TriMet (FTE)	4	4	4	4
Non-Sworn Personnel (FTE)	39.40	39.40	40.80	42.80
Total Department Budget	\$28,622,833	\$29,332,549	\$31,771,076	\$33,386,323
City Assessed Valuation (Assessed Value)	\$9,039,952,000	\$9,483,204,000	\$9,858,766,000	\$10,243,540,000
Police Expenditures Per \$1,000 of Assessed Value	\$3.16	\$3.09	\$3.22	\$3.26

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0611 ADMINISTRATION	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To oversee the activities of the department and make decisions regarding department policies, programs, personnel, and budget. To evaluate the structure of the department, reorganizing as appropriate to better meet the needs of the department and community. To promote a team environment to ensure the highest standards in the use of resources, working conditions, customer service, strategic planning, budget preparation, development of partnerships, program and project implementation, and management. To seek out additional sources of grant funding to enhance the department's capabilities. To support accreditation through professional policy management and consistent processes.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	4.00	5.00	5.00	5.00	0.00
PERSONNEL SERVICES	\$491,871	\$811,692	\$736,784	\$802,629	\$0
MATERIALS & SERVICES	35,321	18,615	15,446	16,492	0
CAPITAL OUTLAY					
TRANSFERS	0	13,700	15,768	16,618	0
<b>TOTAL</b>	<b>\$527,192</b>	<b>\$844,007</b>	<b>\$767,998</b>	<b>\$835,739</b>	<b>\$0</b>

**Program Objectives (services provided):**

Review and evaluate department resource allocation to maximize efficiency and ensure resources are being utilized in a cost-effective manner. *(Council Goal #2: Use City resources efficiently to ensure long-term financial stability.)*

Continue to review and evaluate police services to ensure the highest level of customer service is being provided. *(Council Goal #5: Assure a safe and healthy community. Community Vision: Provide high quality public services, Target #19, Identify ways to strengthen police-community interactions.)*

Continue to network and foster partnerships with area law enforcement agencies for purposes of identifying and targeting crime patterns and criminal activity, and developing interagency programs of mutual interest that best address community needs and allow for the sharing of costs. *(Council Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies, Community Vision: Provide high quality public services, Target #18, Support proactive criminal justice initiatives.)*

Establish, maintain, and distribute policies, procedures, and directives consistent with effective management practice and accreditation standards. *(Council Goal #4: Provide responsive, cost-effective service to the community.)*

Continue to develop new objectives and strategies to address trends in crime and meet emerging community needs. *(Council Goal #5: Assure a safe and healthy community.)*

Seek out additional sources of funding via grants and partnerships with other governmental agencies and private-sector entities to bolster available resources and enhance the department's capabilities. *(Council Goal #2: Use City resources efficiently to ensure long-term financial stability. Council Top Priority, Continue to diversify city revenue sources, especially non-property tax revenue streams.)*

Promote effective internal communication with an emphasis on personal communication through direct contact, meetings, and electronic and written correspondence.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0611 ADMINISTRATION	<b>POLICE CHIEF:</b> JIM MONGER

**Progress on 2017 Action Plan:**

- Work with other city departments and consultants to move forward in preparing for and designing the new public safety building. *Completed and ongoing. In 2017, a cross-departmental steering committee was formed; an owner's representative consultant, architect, and construction firm were selected; input was solicited from stakeholders, and building plan designs were drafted.*
- Continue the department's efforts in leadership development and succession planning. *Completed and ongoing. BPD personnel received executive level leadership training; internal promotions occurred; personnel were assigned to acting positions when appropriate; multiple hiring cycles were conducted throughout the year, and Senior Command continued to promote board/commission participation by department managers and executives.*
- Continue to strengthen patrol coverage through officer reallocation and additional resources. *Completed and ongoing. BPD continues to evaluate specialty assignments and their impact to patrol; a patrol redistricting plan was finalized and approved, expanding the model from four to five districts for more effective and efficient patrol officer allocation. The plan is scheduled to be implemented in March 2018.*
- Continue efforts to engage, educate, and meet with ethnic community members. *Completed and ongoing. BPD promoted community engagement in 2017 through such events as "Coffee with a Cop" and National Night Out. Participation with the Beaverton Police Activities League (PAL) and coordination of the "Shop with a Cop" program provided opportunities to connect officers with low income kids and families. Department members also attended Diversity Advisory Board and Human Rights Advisory Committee meetings.*
- Prepare for reaccreditation on-site assessment and evaluation in 2018. *Completed and ongoing. Department policies were evaluated throughout 2017 and revised as needed to reflect best practices and legal updates. The on-site assessment is scheduled for April 2018.*

**Calendar Year 2018 Action Plan:**

- Work with other city departments, architects, and contractors to prepare for the construction of the new public safety building.
- Continue to strengthen patrol coverage through officer reallocation and encourage officers to stay in districts for more timely responses to calls.
- Continue to provide direction and resources to all divisions to prepare for the move to the new public safety center.
- Continue to work with county and regional partners to evaluate effectiveness of various shared resources and systems.
- Design a system to improve document sharing and effective management of electronic records.
- Continue to explore new tools and technology that increase the department's efficiency and effectiveness.
- Continue efforts to ensure BPD accessibility to all members of the community.
- Continue efforts to specifically engage with and build relationships with community members from diverse cultural backgrounds and experience.

**Performance Outcomes and Program Trends:**

The Administration will continue to review and evaluate police services and the organizational structure to ensure the highest level of customer service is provided, and current and future challenges of our growing community are met. In 2018, current and future staffing resources will be evaluated, as well as implementing the new redistricting plan to ensure patrol resources are providing optimum coverage for the safety of our city.

In addition to the design and construction phases of the new public safety center, the department will begin to prepare for the move to the new facility (e.g., purging appropriate documents and identifying and removing unwanted equipment and supplies).

The department continues to process liquor license applications for all establishments seeking to serve or sell alcoholic beverages within Beaverton's city limits per city ordinance.

Workload Measures:	Calendar Year	Calendar Year	Calendar Year	Calendar Year
	2015	2016	2017	2018
	Actual	Actual	Budgeted/Actual	Proposed
Liquor License Applications				
Number of Applications Processed	263	247	250 / 265	255
Hours Spent Processing	270	255	260 / 265	255

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0611 ADMINISTRATION	<b>POLICE CHIEF:</b> JIM MONGER

**Performance Outcomes and Program Trends, Continued:**

The department continues to seek grant opportunities such as the ODOT funding it received in 2017 to assist with enforcement efforts related to safety belt violations (\$40,000), driving while impaired (\$64,000), DUII no refusal (\$14,400), and pedestrian safety (\$5,830). The department also received a \$4,800 Bureau of Justice Assistance (BJA) Vest Grant. Continued efforts at securing non-property tax revenue is a Council priority.

In contrast to the goals and objectives of other departments, much of the police department statistical information is presented on a calendar year (CY) basis rather than fiscal year (FY). This corresponds to the general format for crime and other related data.

**COMPARISON OF OTHER POLICE DEPARTMENTS:**

<b>Police Department Stats 1/1/17 Through 12/31/17</b>					
	<b>Beaverton</b>	<b>Gresham</b>	<b>Hillsboro</b>	<b>Medford</b>	<b>Salem</b>
Agency	Beaverton	Gresham	Hillsboro	Medford	Salem
Population	95,685	108,150	101,540	79,590	163,480
City Size (square miles)	19.6	23.4	25.5	25.7	
Officers Budgeted (FTE)	139	135	138	104	190
Officers Per 1000	1.45	1.25	1.36	1.31	1.16
Total Calls For Service	77,054	74,501	73,331	90,038	112,683
Officer Initiated Calls for Service	41,663	28,566	32,631	N/A	36,754
Officers on Patrol	91	96	71	61	100
Calls Per Officer on Patrol	847	776	1,033	1,476	1,127
Reported Part A Crime	3,258	4,267	4,562	3,529	8,596
Total Arrests	3,726	4,379	3,648	11,120	14,380
Total Traffic Citations Issued	9,736	5,468	3,265	5,175	18,380

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0621 SUPPORT SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To aid internal and external customers by supporting field operations and customer service functions via interpersonal assistance, data entry, and collection of police reports and documents. To recruit and hire new officers and facilitate regular, promotional, and specialty assignment processes. To train and track ongoing and specialized training of department members. To oversee the professional standards review process. To administer the City of Beaverton's Alarm Ordinance Program.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	25.80	25.80	25.80	25.80	0.00
PERSONNEL SERVICES	\$2,545,327	\$2,606,774	\$2,961,011	\$3,093,200	\$0
MATERIALS & SERVICES	1,523,270	1,477,944	1,579,913	1,600,679	0
CAPITAL OUTLAY					
TRANSFERS	467,719	420,410	448,193	456,994	0
<b>TOTAL</b>	<b>\$4,536,316</b>	<b>\$4,505,128</b>	<b>\$4,989,117</b>	<b>\$5,150,873</b>	<b>\$0</b>

**Program Objectives (services provided):**

Develop, administer, and document mandated and specialized training for all department personnel; ensure compliance with department policies and procedures; provide for individual career development. *(Council Goals #5: Assure a safe and healthy community; #8: Provide and support a highly qualified and motivated City workforce. Community Vision: Build Community, Target #20, Provide cultural agility, awareness and competency training for police.)*

Recruit and retain diverse and best qualified officers and professional staff employees. *(Community Vision: Build Community, Target #4, Increase city workforce diversity.)*

Continue to document and investigate all citizen-generated conduct/performance complaints and concerns regarding department procedure, as well as employee-related accidents and injuries, providing training and taking corrective action as appropriate to reduce repetitive preventable incidents within a reasonable amount of time. *(Council Goal #5: Assure a safe and healthy community.)*

Accurately transcribe, distribute, and process all reports, citations, and documents within 24 hours of being received in the Records Division to allow for expedient investigative follow-up and timely prosecution of offenders. *(Council Goal #5: Assure a safe and healthy community.)*

Scan traffic and criminal citations and related reports in support of Beaverton Municipal Court and Washington County Justice and Circuit Courts. *(Council Goal #2: Use City resources efficiently to ensure long-term financial stability.)*

Monitor alarm permits, installations, and police false alarm responses. Actively work to minimize the volume of false alarms through service, education, and enforcement. *(Council Goal #6: Manage growth and respond to change consistent with maintaining a livable, full-service city.)*

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0621 SUPPORT SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

**Progress on 2017 Action Plan:**

**Training**

- Serve as a regional training partner; host regional training opportunities. *Completed and ongoing. The Training Division hosted various courses, including First Responder Spanish, PIO School, Dare to be Great, and Heroes Path to Excellence.*
- Collaborate with other BPD divisions to explore tools and resources to improve inventory tracking and asset management. *Not completed. Project has been postponed until FY 2018-19.*
- Facilitate conversion to up-to-date less lethal tools. *Completed and ongoing. BPD is phasing out less lethal shotguns and replacing the equipment with 40mm less lethal launchers.*
- Serve as host of the joint Washington Co. interagency reserve officer academy to strengthen BPD reserve officer resources and enhance partnerships with Washington Co. law enforcement agencies. *Completed and ongoing. BPD hosted a joint Washington Co. interagency reserve officer academy in early 2017. The reserve officers graduated in May 2017.*

**Professional Standards**

- Develop and implement a new recruiting strategy to attract highly-qualified and diverse candidates who are motivated to work for BPD. *Ongoing. BPD conducted more frequent officer recruitment processes in 2017 with smaller groups that provided an opportunity for increased personal interaction between candidates and staff. BPD participated in various recruiting fairs and events.*
- Implement a revised hiring process and explore the use of an interdepartmental recruitment and hiring team. *Completed and ongoing. In 2017, members of the Community Service Division collaborated with Professional Standards to evaluate candidates. A newly-retired BPD detective was also hired as a part-time recruiter and background investigator.*
- Convert the Professional Standards review process and files to a paperless/electronic system. *Ongoing. Paper records continue to be converted to electronic files.*
- Increase efficiency and expand the use of the Professional Standards software program and database. *Not completed. BPD is reviewing various software and records management system options.*

**Records Division**

- Continue to seek training opportunities, including focus on effective communication skills to better serve our diverse community as well as individuals with mental health issues. *Completed and ongoing. Records specialists attended numerous trainings focused on communication skills and serving the needs of individuals in crisis. Staff also participated on the Internal Equity Team.*
- Collaborate with other Oregon law enforcement agencies and serve as a mentor for RegJIN best practices. *Completed and ongoing. BPD hosted multiple RegJIN trainings in 2017 and serves on the RegJIN Users Board.*
- Assist the department with records retention, archiving, and destruction in preparation for the move to the new building. *Completed and ongoing. The Records Division continues to schedule the destruction of records in accordance with retention periods and transfer digital records from obsolete databases into RegJIN. Records Division staff assisted other divisions in managing their records.*

**Calendar Year 2018 Action Plan:**

**Training**

- Continue to evaluate the department's less lethal use of force options and best practices for deployment.
- Implement enhanced technology to efficiently track officer training and certifications.
- Conduct a needs assessment and develop a comprehensive annual training and strategic plan.
- Host the 2018 Metro Sergeants Academy.

**Professional Standards**

- Explore and conduct recruiting strategies to draw qualified applicants of diverse backgrounds and experiences.

**Records Division**

- Continue to seek training opportunities, including focus on effective communication skills to better serve our diverse community as well as individuals with mental health issues.
- Continue to consolidate and dispose of the division's documents in accordance with retention schedules.
- Assist the department with records retention, archiving, and destruction in preparation for the move to the new building.
- Continue to collaborate with other Oregon law enforcement agencies and serve as a mentor for RegJIN best practices.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0621 SUPPORT SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

Workload Measures:	Calendar Year 2015 Actual	Calendar Year 2016 Actual	Calendar Year 2017 Budgeted/Actual	Calendar Year 2018 Proposed
<u>TRAINING DIVISION</u>				
Training Hrs. Provided (Employees, Reserves, & Cadets)	27,000	28,000	29,000 / 27,000	27,500
Total Hours Provided Employees	26,300	26,750	27,000 / 25,700	26,000
Hours Provided Reserve Officers/Cadets	1,770	1,250	2,000 / 1,200	1,500
Mandated Training Hrs. (Employees, Reserves & Cadets)	21,000	22,000	23,000 / 22,000	23,000
Mandated Hours Provided Employees	20,000	18,000	20,000 / 20,700	21,000
Mandated Hours Provided Reserves/Cadets	1,185	1,200	2,000 / 1,300	2,000
Number of Hours New Officer Mandated	4,600	5,600	6,000 / 7,950 <sup>1</sup>	7,000
<u>PROFESSIONAL STANDARDS DIVISION</u>				
Professional Standards Reviews (Internal and Citizen)	68	25	40 / 35	35
Citizen Generated Complaints	12	12	12 / 7	10
Citizen Generated Complaints Per 1,000 CFS*	.14	.16	.2 / .08	.10
Sustained Complaints Per 1,000 CFS	.03	.04	.03 / .01	.02
*Calls for service.				
<u>RECORDS DIVISION</u>				
Number of Cases Processed	9,591	9,465	9,400 / 10,706	10,500
Reports Processed in Relation to Cases	18,780	17,778	17,800 / 19,433	19,400
Citations Processed	11,040	11,081	20,000 <sup>2</sup> / 9,754	11,000
Interpersonal Customer Contacts	71,416	64,139	64,000 / 53,666	56,000
Contacts Made Via the Counter	20,300	38,794 <sup>3</sup>	39,000 / 32,040	38,000
Contacts Made Via the Telephone	51,116	25,345	25,000 / 21,626	18,000
Requests for Reports and Background Checks	5,715	5,381	5,600 / 5,396	5,600
Number of Warrants Entered	920	1,089	N/A <sup>4</sup> / 1,129	1,300
Number of Subpoenas Entered	4,290	2,153	2,200 / 2,029	2,100
<u>ALARM PERMITS</u>				
Alarm Permits Processed	4,094	3,976	4,000 / 4,008	4,000
Alarm Responses	1,353	1,346	1,350 / 1,241	1,300
False Alarm Responses	1,049	1,130	1,090 / 935	1,000
Percent of False Alarms	78%	84%	81% / 75%	80%
False Alarm Response Hours	385	387	386 / 351	375

<sup>1</sup> Reflects increase in the number of newly trained officers.

<sup>2</sup> Reflects goal to use RegJIN capability to process/scan photo enforcement citations that is yet to be implemented.

<sup>3</sup> Reflects new method of calculating counter contacts.

<sup>4</sup> New measurement for 2017.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0621 SUPPORT SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

**Performance Outcomes and Program Trends:**

**Professional Standards:**

The Professional Standards Division is responsible for the reviews, audits, and assessments of activities associated with the safe, effective, and efficient operation of the department, as well as objective investigations of alleged police misconduct. The department conducts professional standards reviews and is vigilant in monitoring citizen inquiries to ensure accountability and quality assurance.

The Professional Standards Division manages hiring, promotional, and specialty assignment processes. In 2017, the division conducted 14 specialty assignment processes, three promotional processes (captain, lieutenant, and sergeant), and recruited and hired eight new officers, one support specialist for the Records Division, and one volunteer coordinator. The department changed its recruiting and hiring strategy and conducted more frequent processes in 2017.

**Training:**

The department is committed to preparing our officers for the future through training, education, and professional development. Educational opportunities are provided to new and veteran officers to support the abilities necessary for the professional delivery of our services, officer safety, and maintaining officers' individual state-mandated police certifications. Examples of supplemental and mandated training include, but are not limited to: crisis intervention training, quarterly firearms qualifications, use of force, defensive tactics, control holds and handcuffing, leadership training, bias-based policing, ethics, and domestic violence investigations. The department continues to scrutinize all training offered to ensure it directly relates to officer safety, job performance, and/or customer service.

In partnership with the Sexual Assault Resource Center (SARC), a training curriculum on the complexities of sexual assault reporting was developed and delivered to all sworn members in 2017. The training is part of the department's ongoing commitment to provide compassionate services to victims of sexual assault and provide victims with reporting options.

The police department values a diverse workforce and strives to effectively target candidates that reflect the Beaverton community as part of its recruitment strategy. The department continues to actively recruit reserve officers and police cadets. In 2016, the department implemented a new Police Cadet program. Police cadets are volunteers aged 16-20 and observe activities that are typical of a patrol officer's duties. The goal of the cadet and reserve programs is to develop a pool of individuals interested in a career in law enforcement, as well as candidates for future police officer vacancies in the department. Reserve officers and police cadets play an important part in cultivating a diverse workforce for the department's future. In 2018, BPD plans to expand its marketing efforts and increase its attendance at job recruitment fairs. BPD also hired a recently-retired detective who will serve as a part-time recruiting ambassador and background investigator.

**Records:**

The Records Division continues to focus on providing exceptional service to internal and external customers. The division strives to meet customers' needs with front counter service and to successfully meet their objective of processing reports, citations, and documents within the 24-hour benchmark.

**Alarm Program:**

The City's Alarm Ordinance is administered through the police department's Alarm Program. The program helps reduce the number of false alarms (and maintains officer resources on patrol) by providing customer support to citizens with alarm systems.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0622 OPERATIONS (PATROL)	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To continue our commitment to community-based policing and provide a safe and livable community by enforcing laws, utilizing and coordinating patrol and investigative resources to reduce the opportunity for criminal activity. To lessen the fear of crime and combat criminal activity by working in partnership with citizens, businesses, and other agencies to increase public awareness and confidence. To provide safe and effective movement of traffic within the city through community education, traffic enforcement, and partnership with city engineering and ODOT when appropriate.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	95.00	104.00	106.00	109.00	0.00
PERSONNEL SERVICES	\$13,740,493	\$15,488,876	\$15,914,476	\$16,834,853	\$0
MATERIALS & SERVICES	805,222	893,268	1,052,651	1,128,640	0
CAPITAL OUTLAY	455,301	196,904	396,108	406,000	0
TRANSFERS	689,439	602,202	680,783	742,366	0
CONTINGENCY	0	0	469,966	525,215	0
<b>TOTAL</b>	<b>\$15,690,455</b>	<b>\$17,181,250</b>	<b>\$18,513,984</b>	<b>\$19,637,074</b>	<b>\$0</b>

(Effective FY 2018-19, the Municipal Code Services program transferred within the General Fund from the Mayor's Office to the Operations Program in the Police Department. The Actual and Budgeted Requirements above include the Municipal Code Services program expenses and FTE while in the Mayor's Office.)

**Program Objectives (services provided):**

The department will continue to identify and utilize internal and external resources to achieve proactive problem solving responses that will resolve community and neighborhood issues. *(Council Goals #4: Provide responsive, cost effective service to the community; #8: Provide and support a highly qualified and motivated City work force. Community Vision: Provide high quality public services, Target #16, Reduce crime through patrols and education.)*

Provide immediate response to Priority One calls and reasonable response times to all other calls for service. *(Council Goal #4: Provide responsive, cost effective service to the community.)*

Aggressively enforce laws pertaining to intoxicated and impaired drivers. The department will continue emphasis on patrol recognition of impaired drivers in conjunction with focused selective enforcement missions. *(Council Goal #5: Assure a safe and healthy community.)*

The Traffic Safety Team will continue to prioritize target areas for enforcement purposes, utilizing community input and statistical analysis. In addition to educating the public on traffic safety concerns and focusing on dangerous driving behaviors, the unit's priorities include: signal light enforcement, distracted driving, occupant safety, school zone enforcement, and child safety seat education. *(Council Goal #5: Assure a safe and healthy community.)*

The department will continue to conduct targeted enforcement details and proactively select specific issues of community concern (e.g., curfew violations, warrant sweeps, light rail and transit violations, liquor and tobacco sales to minors, livability issues, and human trafficking). *(Council Goal #5: Assure a safe and healthy community.)*

The department will continue its philosophy of ownership and collaborative problem-solving on patrol and traffic-related calls for service. Emphasize compassionate care towards our community members and the importance of high quality service.

The Bicycle Patrol Unit will continue to provide a unique proactive response to problems identified by citizens, patrol officers, and other agencies. Continue to collaborate with local businesses and regional partners to address livability issues. Continue to educate the cycling community on bicycle safety and responsible riding techniques in events such as bike safety rodeos. *(Council Goal #5: Assure a safe and healthy community. Community Vision: Provide high quality public services, Target #16, Reduce crime through patrols and education. Make Beaverton pedestrian and bicycle friendly, Target #55, Host more community bike rides.)*

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0622 OPERATIONS (PATROL)	<b>POLICE CHIEF:</b> JIM MONGER

**Program Objectives (services provided), continued:**

Maintain consistent communication with Neighborhood Association Committees to understand the needs and challenges unique to patrol areas and respective neighborhoods. *(Council Goal #1: Preserve and enhance our sense of community. Community Vision: Provide high quality public services, Target #19, Identify ways to strengthen police-community interactions.)*

The K-9 Unit will continue to provide specialized support to all divisions within the department in the apprehension of criminal suspects who elude arrest. The unit will also focus on property protection by conducting foot patrols and security checks of buildings. Two K-9 teams will provide support in locating narcotics. The K-9 Unit will continue to provide public demonstrations to highlight the training and ability of K-9 teams. *(Council Goal #5: Assure a safe and healthy community. Community Vision: Provide high quality public services, Target #19, Identify ways to strengthen police-community interactions.)*

Continue to aggressively target criminal activity and pursue and promote compliance with TriMet regulations on the transit system through selective enforcement details, targeted operations, and the assignment of four officers to the TriMet Transit Police Division. *(Council Goal #6: Manage growth and respond to change consistent with maintaining a livable, full-service city.)*

The Code Services unit will continue to reduce the impact of neighborhood nuisances on the quality of life in Beaverton. This is accomplished by responding to complaints of Nuisance and Development Code violations, facilitating compliance when violations are identified, abating nuisances and/or issuing citations when property owners are unable or unwilling to comply, and revising the code to address new problems.

Inspect sidewalks to protect the health, safety and welfare of residents and visitors. *(Community Action Role #48: Install safe sidewalks and pedestrian lighting citywide)*

Provide accurate and relevant information about citizens' responsibilities under the Municipal Code in a variety of ways; through conversations, phone calls, emails, articles, brochures, letters, and on the city's website.

**Progress on 2017 Action Plan:**

- Incorporate procedural justice principles into patrol and traffic operations; identify where these principles are already present and identify opportunities to adopt. Provide departmental training in these concepts. Reaffirm Operations Bureau strategic vision. *Completed. Senior Command member attended DPSST training. Curriculum is being developed for field training officers (FTOs) to coach new officers.*
- Continue to emphasize quality of service over quantity of community contacts. *Completed. The Operations Bureau Vision and Leadership Strategic Plan was reinforced throughout 2017.*
- Update deployment of patrol resources geographically and functionally through adoption of a redistricting plan. *Completed. New redistricting plan is scheduled to be implemented in March 2018.*
- Implement a body-worn camera program within the Patrol and Traffic Divisions. *Completed. The BWC program was implemented in April 2017.*
- Maintain a high capture to deployment ratio through the continued delivery of high quality K-9 training. *Completed and ongoing. Individual K-9 teams train weekly, as well as monthly with other teams in the metro area. The K-9 teams achieved a 35 percent capture/assist rate, despite being down two K-9s. This rate is well above the national average of 22-25 percent.*
- Continue to promote the K-9 team and strengthen community relations through participation in community events. *Completed and ongoing. K-9 teams attended various events, including National Night Out, city-sponsored neighborhood events, THPRD events, and participation in the Washington County K-9 Competition.*
- Successfully hosted the inaugural Rose Festival Half Marathon. *Completed. On May 28, 2017, BPD successfully hosted and supported the half marathon. Approximately 200 racers participated.*
- Transition traffic motor officer program to a consistent BMW motorcycle platform. *Completed and ongoing. The Budget Committee approved funding in FY 2017-18 and a new motorcycle was purchased.*
- Continue to conduct targeted traffic educational/enforcement details. *Completed and ongoing. The Traffic Safety Division conducted details focusing on distracted driving, red light violations, move-over law compliance, pedestrian safety, and school zone enforcement.*
- Continue the Traffic Safety Division's educational efforts in the schools and student academies. *Completed and ongoing. The Traffic Division participated in the 2017 Advanced Student Academy.*

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0622 OPERATIONS (PATROL)	<b>POLICE CHIEF:</b> JIM MONGER

**Progress on 2017 Action Plan, Continued:**

- Publicize the DUII No Refusal program and share best practices with other law enforcement agencies. *Completed and ongoing. Information was shared with the Washington County Sheriff's Office and updates were provided at monthly Justice Coordinating Committee meetings.*
- Continue to administer Code Services Sidewalk Repair Grant Program. *Completed and ongoing. In 2017, 96 homeowners participated in the grant program and \$65,771 in grants were paid out for sidewalk repairs.*
- Continue to promote a clean and attractive city through code compliance services. *Completed and ongoing.*

**Calendar Year 2018 Action Plan:**

- Research and acquire satellite offices in all five districts for patrol officers.
- Re-emphasize patrol responsibilities with regard to traffic safety and the relationship between traffic enforcement and crime prevention.
- Work towards providing 100 percent of patrol officers with crisis intervention training (CIT).
- Identify community policing projects and focus efforts on addressing specific neighborhood crime and livability issues.
- Continue partnership with THPRD Park Patrol.
- Continue to maintain a high capture to deployment ratio through the continued delivery of high quality K-9 training.
- Continue to promote the K-9 team and strengthen community relations through participation in community events and K-9 competitions.
- Collaborate with Washington County Consolidated Communications Agency (WCCCA) in switch over to new bond-funded police radios as part of emergency communications system.
- Work with WCCCA to implement new computer-aided dispatch (CAD) System.
- Serve as a partner in the Beaverton half marathon event and ensure the safety of participants and spectators.
- Continue to conduct targeted traffic educational/enforcement details.
- Continue to integrate Code Services into police department operations and seek opportunities to enhance service levels and increase efficiencies.
- Continue to administer Code Services Sidewalk Repair Grant Program.

Workload Measures:	Calendar Year	Calendar Year	Calendar Year	Calendar Year
	2015	2016	2017	2018
	Actual	Actual	Budgeted/Actual	Proposed
Calls For Service (CFS)	83,115	77,022 <sup>1</sup>	77,793 / 77,054	88,000
Dispatched Calls For Service	34,419	34,456	34,801 / 35,391	34,000
Average Number of Dispatched Calls For Service Per Patrol Officer	410	401	405 / 389	374
Officer Initiated Calls For Service	48,696	42,566 <sup>1</sup>	42,992 / 41,663	54,000
Average Number of Officer Initiated Calls For Service Per Patrol Officer	580	495	500 / 458	593
Calls For Service Per 1,000 Population	882	807	816 / 805	915
Dispatched CFS Per 1,000 Population	365	361	365 / 370	354
Officer Initiated CFS Per 1,000 Population	517	446	451 / 437	561
FBI National Incident Based Reporting System (NIBRS) Group A Offenses	N/A <sup>2</sup>	3,208	N/A <sup>2</sup> / 3,529	3,500
NIBRS Group A Offense per 1,000 Pop.	N/A <sup>2</sup>	34	N/A <sup>2</sup> / 37	36
Total Arrests (Parts 1, 2, & 3)	3,755	3,229	3,261 / 3,726	3,700
Arrests per Day	10	9	9 / 10	10

<sup>1</sup>Decrease reflects officers on FMLA, patrol officer vacancies, increased involvement in mental health and behavioral calls, more time required to process calls in RegJIN, more time required to successfully investigate cases, and an overall lower trend in CFS.

<sup>2</sup>Reflects conversion to FBI National Incident Based Reporting System (NIBRS) reporting method from Uniform Crime Reporting method.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0622 OPERATIONS (PATROL)	<b>POLICE CHIEF:</b> JIM MONGER

Workload Measures:	Calendar Year 2015 Actual	Calendar Year 2016 Actual	Calendar Year 2017 Budgeted/Actual	Calendar Year 2018 Proposed
Total Traffic Stops	20,000	16,969 <sup>1</sup>	17,139 / 15,758	20,500
Traffic Stops per Day	55	46	47 / 43	56
Driving Under Influence of Intoxicants Arrests	423	405	430 / 347	355
Citations Issued (Criminal offenses, minor traffic infractions, and parking citations)	12,825	11,081	11,192 / 9,750	12,500
Saturation Patrols (DUII, Safety Belt, Ped. Safety, Const. Zone)	280	290	300 / 426	350
Hours Per Year SMART Trailers Deployed	13,432	14,578	14,000 / 13,233	13,500
Traffic Issues, Identified by Citizens/NACs, Referred to Police Department	354	465	400 / 491	450
Traffic Crashes	3,785	3,875	3,914 / 3,901	3,925
Injury Crashes	552	557	563 / 542	550
Non-Injury Crashes	2,717	2,821	2,849 / 2,892	2,875
Injury Unknown Crashes	516	497	502 / 467	500
Number of Citizens who complete Distracted Driver Diversion Class	1,034	466 <sup>2</sup>	750 / 320 <sup>3</sup>	125
Citizens Assisted via Child Safety Seat Clinics	494	326 <sup>4</sup>	500 / 512	500
Bicycle Team Special Enforcement Details	25	34	30 / 35	30
Community Education Events	26	33	30 / 44	35
K-9 Tracks	161	263 <sup>5</sup>	200 / 224	225
Suspect Apprehensions	48	126 <sup>5</sup>	95 / 78	90
Narcotics Deployments	158	174 <sup>5</sup>	160 / 164	165
TriMet West Precinct				
Arrests	370	364	365 / 183 <sup>6</sup>	200 <sup>6</sup>
Details Conducted at Max Light Rail Stations	N/A <sup>7</sup>	N/A <sup>7</sup>	N/A <sup>7</sup> / 141	145
Code Services				
Number of abatement actions	6 <sup>8</sup>	12 <sup>8</sup>	12 <sup>8</sup> / 13	13
Number of cases opened	2,071 <sup>8</sup>	2,285 <sup>8</sup>	2,300 <sup>8</sup> / 2,483	2,400
Number of citations issued	20 <sup>8</sup>	15 <sup>8</sup>	15 <sup>8</sup> / 22	20
Number of problem reports taken	3,500 <sup>8</sup>	3,670 <sup>8</sup>	3,700 <sup>8</sup> / 3,640	3,650
Voluntary compliance rate	96% <sup>8</sup>	96% <sup>8</sup>	96% <sup>8</sup> / 98%	97%
Sidewalks repaired	132 <sup>8</sup>	187 <sup>8</sup>	180 <sup>8</sup> / 121	125

<sup>1</sup> Decrease reflects officers on FMLA, patrol officer vacancies, increased involvement in mental health and behavioral calls, more time required to process calls in RegJIN, more time required to successfully investigate cases, and an overall lower trend in CFS.

<sup>2</sup> Reflects fewer citations issued due to previous distracted driving law's definition and exclusions.

<sup>3</sup> Reflects exclusions of previous distracted driving law and transition/education period for violators of new law.

<sup>4</sup> Reflects cancellation of three clinics to reduce overtime costs and one due to weather.

<sup>5</sup> Reflects increased capacity and proficiency of K-9 team; more calls for service.

<sup>6</sup> Variance reflects multi-agency unit and "credit" of arrests assigned to other TriMet partners.

<sup>7</sup> New performance measure.

<sup>8</sup> Reflects conversion from fiscal year to calendar year reporting.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0622 OPERATIONS (PATROL)	<b>POLICE CHIEF:</b> JIM MONGER

**Performance Outcomes and Program Trends:**

Indicative of the department’s commitment to proactive problem solving efforts, officers maintained a high level of self-initiated calls, which was 54 percent of the total calls for service in 2017. Increased involvement in mental and behavioral health calls, more time required to process calls in RegJIN, the new implementation of body-worn cameras, and more time required to successfully investigate cases affected self-initiated activity. In 2018, the department expects the level of self-initiated activity will increase as a result of the implementation of several strategies, including establishment of satellite offices, the redistricting plan, and re-emphasis on patrol responsibilities with regard to traffic safety.

The police department completed its transition of crime data reporting from the Uniform Crime Reports (UCR) format to the Federal Bureau of Investigation’s (FBI) preferred method of the National Incident Based Reporting System (NIBRS) in 2017. Because the two systems count cases/incidents differently, the department’s crime statistics prior to 2016 may reflect inconsistencies.

Beaverton’s NIBRS Annual Crime Report for Calendar Year (CY) 2017 shows an overall 9.3 percent increase (530 cases) in total Group A and B Offenses compared to CY 2016. Group A Offenses, which include arson, assault (aggravated, simple, intimidation), bribery, burglary/breaking and entering, counterfeiting/forgery, destruction/damage/vandalism of property, drug/narcotic offenses, embezzlement, extortion/blackmail, fraud, gambling, homicide, kidnapping/abduction, larceny/theft, motor vehicle theft, pornography/obscene material, prostitution, robbery, sex offenses, stolen property offenses, and weapon law violations increased 10 percent (321 cases). Group B Offenses, which include bad checks, curfew/loitering/vagrancy violations, disorderly conduct, driving under the influence, drunkenness, non-violent family offenses, liquor law violations, Peeping Tom, runaways, trespass of real property, and all other offenses increased 8.3 percent (209 cases).

BPD continued to transition to the RegJIN Records Management System in 2017 and serves as a model agency in the region.

**Patrol Division:**

Making the roads safe by removing impaired drivers from the road is a high priority for the police department. In 2017, members of the Patrol Division and Traffic Safety Team continued their success in arresting impaired drivers, completing the year with more than 347 Driving Under the Influence of Intoxicants (DUII) arrests (compared with 405 DUIIs in 2016). In 2017, the department received another year of grant funding for its DUII No Refusal Program to deter people from driving under the influence and prevent impaired driving crashes and fatalities. The BPD works with the Municipal Court Judge to quickly obtain "blood draw warrants" for drivers who refuse Blood Alcohol Content (BAC) testing.

The Patrol Division continued to identify community policing projects and focus efforts on addressing specific neighborhood crime and livability issues. Multiple details were conducted in 2017, including foot patrols in the downtown core area; high visibility contacts with suspicious individuals and known criminals; efforts to address commercial fraud and burglaries, and missions to educate violators of the new distracted driving law.

The Traffic Safety Team continued to participate in special enforcement details targeting such violations as speeding, failure to use seatbelts, driving while impaired, and crosswalk safety. The team also conducted 16 child safety seat clinics in 2017 and provided their expertise to numerous community events, including the Rose Festival Half Marathon and the Beaverton Celebration Parade.

The Traffic Safety Team continued to actively partner with citizens and police volunteers in the deployment of the highly visible Speed Monitoring Awareness Response Trailer (SMART) to help address citizen and neighborhood speed concerns. Police volunteers also deployed the department’s “phantom car” (a marked police car, no longer part of the patrol fleet) 1,268 hours (compared to 1,465 hours in 2016) in neighborhoods and retail locations to help deter criminal activity.

**Bicycle Team:**

The department’s two member bicycle team provides proactive solutions to problems in the city’s core area. The team continues to work with business and property owners to clean up areas to make them safer and less attractive for transient camps on private property. In 2017, the bike team coordinated the clean-up of 105 transient camps. The team conducted bike classes for local public and private entities, and continues their partnerships with ODOT, PGE, Washington County Clean Water Services, and the Washington County Juvenile Department. Officers trained on patrol bicycles will continue to participate in bicycle safety rodeos, National Night Out, high school football games, and the Celebration Parade.

CITY OF BEAVERTON, OREGON  
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 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0622 OPERATIONS (PATROL)	<b>POLICE CHIEF:</b> JIM MONGER

**Performance Outcomes and Program Trends, Continued:**

**K-9 Unit:**

The K-9 unit continued to provide support to all divisions within the department as well as outside agencies by conducting building searches, article/evidentiary searches, tracking suspects who have fled on foot, detection of narcotics, and helping to locate lost/missing persons. Reflecting the expertise level of certified K-9 trainers within the unit and the high quality training the K-9 teams receive, the K-9 unit achieved an outstanding capture rate of 36 percent in 2017, despite the team being down two K-9s. Two K-9s were in the process of being certified. The K-9s were honored guests and a fan favorite at the 2017 Beaverton Celebration Parade.

**TriMet Transit Police Division:**

The Westside Precinct combines the forces from the Beaverton and Hillsboro Police Departments and the Washington County Sheriff's Office. One Beaverton Police Department (BPD) sergeant and two officers are assigned to the Westside Precinct and one BPD officer is assigned to TriMet's Central operations. The Westside Precinct of the transit police continued to address community issues and transit violations that occur on light rail trains, buses, and TriMet properties west of the Washington Park/Oregon Zoo Light Rail Max Station, as well as the Westside Express Service (WES) commuter rail service.

**Code Services:**

Keeping sidewalks free from tripping hazards and safe for children, the elderly, and those with disabilities is a priority for Code Services. The Municipal Code places responsibility for sidewalk maintenance upon adjacent property owners, but many times, the sidewalk damage is caused by the roots of street trees. Since Beaverton is a "Tree City USA," it is the City's policy to protect street trees, which means the property owners cannot cut them down. In 2017, the city continued to offer homeowners the opportunity to participate in the Sidewalk Repair Grant Program. The grant reimburses homeowners for 50 percent of the cost of repairing sidewalks that are damaged by the roots of protected street trees. In 2017, 96 homeowners participated in the grant program and \$65,771 in grants were paid out for sidewalk repairs. The average grant was \$685.

Code Services continued to promote a clean and attractive city by handling 2,483 cases and completing over 3,483 site visits in 2017. Reports of abandoned vehicles, unsafe sidewalks, and rubbish were investigated and resolved with a 98 percent voluntary compliance rate. The remaining 2 percent were resolved through citations and court hearings, or through the nuisance abatement process where the City hires contractors to correct the problem, or both.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL SERVICES	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To aggressively investigate serious crimes against persons and property, including murder, assault, sexual abuse, child abuse, rape, human trafficking, burglary, major theft, and computer crimes. To provide investigative support and assistance to patrol, other divisions within the police department, and outside law enforcement agencies. To develop and share information within the police department as well as with other agencies, to ensure effective and efficient follow-up of all major crimes which require investigative personnel resources. To compile and disseminate statistics and information to officers and staff. To aggressively investigate narcotics traffic crimes to a disposition via a team approach in partnership with other area criminal justice agencies. To handle and process evidence, and prisoner and found property in a manner which protects the property rights of citizens, guards the integrity of the department, and maintains the chain of evidence.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	33.00	30.00	30.00	29.00	0.00
PERSONNEL SERVICES	\$4,814,606	\$3,929,945	\$4,812,621	\$4,688,823	\$0
MATERIALS & SERVICES	37,641	94,612	94,937	71,025	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	0	38,794	47,647	47,056	0
<b>TOTAL</b>	<b>\$4,852,247</b>	<b>\$4,063,351</b>	<b>\$4,955,205</b>	<b>\$4,806,904</b>	<b>\$0</b>

**Program Objectives (services provided):**

**Investigative Services:**

Cooperate and communicate with other local, state, regional, and federal members of the public safety community.

Investigate all assigned criminal cases to a disposition. *(Council Goal #5: Assure a safe and healthy community.)*

Actively work with other police agencies to address specialized crimes by participating on such teams and task forces as: Major Crimes Team, Child Abuse Multi-Disciplinary Team, FBI Cyber Crime Task Force, FBI Innocence Lost Human Trafficking Task Force, Metro Area Fraud Investigators Association, Washington County Elder Abuse Multi-Disciplinary Team, and via county-wide property crimes investigators' meetings. *(Council Goals #5: Assure a safe and healthy community; #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations. Community Vision: Provide high quality public services, Target #18, Support proactive criminal justice initiatives.)*

Analyze crime data and actively compile intelligence and information to identify patterns and trends of criminal activity and develop crime reduction action plans and, when appropriate, disseminate relevant information to the community and patrol division. *(Council Goal #5: Assure a safe and healthy community. Community Vision: Provide high quality public services, Target #18.)*

Identify and provide statistical analysis information for planning, goal setting, budgeting, strategic and tactical decision-making, and resource allocation. *(Council Goals #5: Assure a safe and healthy community; #6: Manage growth and respond to change consistent with maintaining a livable, full-service city.)*

Proactively target, track, document, investigate, and arrest persons involved in criminal drug activity in collaboration with the Interagency Narcotics Team. *(Council Goal #5: Assure a safe and healthy community.)*

Continue to develop, document, and share criminal information involving narcotics with the Patrol Division and surrounding area law enforcement jurisdictions. *(Council Goals #5: Assure a safe and healthy community; #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations.)*

**Property and Evidence Control Division:**

Continue to handle and process evidence and found property in an efficient and effective manner. Ensure federal, state, and local laws and ordinances and department policy are met related to seizures, forfeitures, prisoner property, and lost or found property. Continue to ensure the police property storage area is a secure and protected facility for the processing, transfer and storage of property and evidence on a 24 hour basis.

CITY OF BEAVERTON, OREGON  
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CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL SERVICES	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	<b>POLICE CHIEF:</b> JIM MONGER

**Program Objectives (services provided), Continued:**

**Progress on 2017 Action Plan:**

- Enhance system to increase efficiency in tracking and retrieving CID statistics in RegJIN. *Completed and ongoing. Detectives received specialized RegJIN training that helped increase case assignment efficiency and improve case management.*
- Evaluate CID operations, including allocated resources to person and property crime investigations. *Completed and ongoing. CID rebalanced its team of detectives in early 2017, assigning seven detectives to primarily focus on person crimes and five to property crimes. CID took over the responsibility of processing U-Visa requests and select victim advocates were assigned to CID.*
- Continue preparation for a complete inventory of property and evidence items. *In process. The Property and Evidence Division continues to dispose of items and reduce the volume of property and evidence. All high risk items were inventoried in 2017. Staff will continue its efforts to reduce inventory and prepare for the move to the new public safety center.*
- Revise procedure manual to reflect new property and evidence processes and packaging requirements. *In process. A revised procedure manual has been drafted and will be finalized once legal updates are incorporated.*

**Calendar Year 2018 Action Plan:**

- Update recording system technology in CID for increased capabilities and more effective investigations.
- Work with the City Attorney's Office to review and revise the Second-Hand Dealer Ordinance.
- Implement the electronic capability in RegJIN to fully automate officer dispositions and property claim letters.
- Develop and execute property and evidence moving plan, including issuing new evidence labels, conducting a complete inventory of all items, and staging items on pallets in preparation of move to new building.

Workload Measures:	Calendar Year	Calendar Year	Calendar Year	Calendar Year
	2015 Actual	2016 Actual	2017 Budgeted/Actual	2018 Proposed
<b>Criminal Investigations:</b>				
Number of Cases Investigated	496	342	500 / 521	520
Number of Cases Cleared	341	248	275 / 334	364
Percent of Cases Cleared	69%	73%	55% / 64%	70%
NIBRS Group A Offenses Investigated	212	168	150 / 306 <sup>1</sup>	300 <sup>1</sup>
Group A Offenses Cleared	123	109	90 / 163 <sup>1</sup>	180 <sup>1</sup>
Percent of Group A Offenses Cleared	58%	65%	60% / 53%	60%
NIBRS Group B Offenses Investigated	197	82**	150 / 34 <sup>1</sup>	50 <sup>1</sup>
Group B Offenses Cleared	126	67	100 / 27 <sup>1</sup>	38 <sup>1</sup>
Percent of Group B Offenses Cleared	64%	82%	70% / 79%	76%
Number of Arrests	151	93 <sup>2</sup>	150 / 135	140
<b>Drugs:</b>				
Drug Cases/Reports Investigated	93	93	80 / 66	80
Drug Arrests	99	108	90 / 87	90
<b>Property and Evidence Control:</b>				
# of Property Receipts Processed	4,782	4,256	4,500 / 4,678	4,600
# of Items Processed	8,694	11,135	11,000 / 15,416 <sup>3</sup>	12,000 <sup>3</sup>

<sup>1</sup> Reflects conversion to FBI National Incident Based Reporting System (NIBRS) reporting method from Uniform Crime Reporting method.

<sup>2</sup> Reflects overall lower trend in calls for service.

<sup>3</sup> Reflects increase in efforts to reduce inventory in preparation of move to new building.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL SERVICES	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	<b>POLICE CHIEF:</b> JIM MONGER

**Performance Outcomes and Program Trends:**

**Criminal Investigations:**

The CID continued to effectively utilize its detective team to conduct professional investigations and proactively address emerging and current crime trends. In 2017, seven detectives were assigned to person crimes and five to property crimes. The CID currently has three vacancies as a result of one retirement and one detective who was selected as a senior training officer. A third detective who had been assigned to the FBI's Northwest Regional Computer Forensics Lab (RCFL), left BPD in 2017 to accept a position with the private sector. Due to challenges in recent years to retain officers extensively trained in computer forensics (who are recruited by technology companies, such as Intel), the department is evaluating its participation level in partnerships, such as the RCFL.

Combatting organized retail crime and keeping pace with the advances in technology and the ability to retrieve and collect the high volume of digital evidence continue to pose challenges for the department. In 2017, new equipment was added to CID's forensic computer lab and an additional detective received cell phone forensic training. In the FY 2016-17 budget, the department reallocated two FTEs in the budget from Program 0622 (Patrol) to Program 0623 (CID) for high tech assignments. One FTE is currently assigned to the FBI Cyber Crime Task Force. Due to shortages in Patrol, the second high tech assignment did not transpire. The department will move one FTE from Program 0623 (CID) to Program 0622 (Patrol) in the FY 2018-19 budget.

Fraud and identity theft continue to comprise a significant portion of the property crimes in Beaverton and surrounding jurisdictions. The department dedicates one detective position to combat fraud and identity theft crimes through investigation, as well as information sharing with other law enforcement agencies, financial institutions, and retail businesses.

The department also utilizes one detective to gather, investigate, and disseminate criminal intelligence information. The detective works with local, state, and federal law enforcement agencies and other groups, including mental health professionals, to help protect the community by assessing and mitigating threats against individuals, businesses, and public facilities.

One detective serves on the FBI's "Innocence Lost" Human Trafficking Task Force. The Task Force consists of local, state, and federal law enforcement agencies and victim-based advocacy groups that combine resources and expertise on the issue of human trafficking. In the Metropolitan area, the main issue seen by law enforcement is females (adult and juvenile) who are forced into human trafficking by means of prostitution. The division conducted undercover operations in 2017 resulting in multiple arrests related to crimes against children.

The Division works collaboratively with the Department of Human Services (DHS) and reviewed 919 potential child abuse case referrals in 2017. The CID will continue to actively pursue, apprehend, and prosecute those responsible for such crimes that are committed in the City of Beaverton to ensure the safety of our youth.

**Drug Enforcement:**

The Westside Interagency Narcotics (WIN) Team actively targets persons and organizations involved in the manufacture and distribution of controlled substances, and works to reduce the availability of illicit controlled substances that are used, sold, transported, or otherwise distributed in Washington County.

**Property and Evidence Control Division:**

The Property and Evidence Division staff continues to support officers with search warrants and help process large volumes of evidence and property. In addition to processing evidence, prisoner property, and found property, the property specialists are responsible for submitting DNA, narcotics, and fingerprint evidence to the Oregon State Police Crime Labs as well as conducting extensive inventories of all high risk items such as narcotics, weapons, and currency.

Property and Evidence Division staff continues its extensive work to convert electronic records and systems as part of the RegJIN transition, as well as processing items and reducing inventory in preparation for the move to the new public safety center.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0625 COMMUNITY SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To sustain and enhance our partnership with our community, utilizing community-based policing and problem solving to address the fear of crime and affect those livability issues of concern to our citizens.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	18.60	14.60	15.00	15.00	0.00
PERSONNEL SERVICES	\$2,419,510	\$2,008,090	\$2,287,916	\$2,333,953	\$0
MATERIALS & SERVICES	\$48,186	\$74,707	\$61,916	\$63,830	\$0
CAPITAL OUTLAY					
TRANSFERS	0	30,169	32,142	36,595	0
<b>TOTAL</b>	<b>\$2,467,696</b>	<b>\$2,112,966</b>	<b>\$2,381,974</b>	<b>\$2,434,378</b>	<b>\$0</b>

**Program Objectives (Services Provided):**

The Community Services Division's (CSD) efforts support several of the Community Vision's Targets to "Provide High Quality Public Services:"

- Target # 16: Reduce crime through patrols and education
- Target # 18: Support proactive criminal justice initiatives
- Target # 19: Identify ways to strengthen police-community interactions
- Target # 20: Provide cultural agility, awareness and competency training for police
- Target # 21: Facilitate delivery of family resource assistance and support
- Target # 22: Use environmental design to reduce property crime
- Target # 23: Increase public involvement in emergency planning

Sustain our commitment to offer training and materials to citizens on how to deter crime and keep the City a safe and livable place in which to live and work. *(Council Goals #6: Manage growth and respond to change consistent with maintaining a livable, full-service city.)*

Continue to support and promote the department's community outreach programs, e.g., Citizens and Student Academies, Police Activities League, Neighborhood Watch, Volunteer Program, and personal safety workshops. *(Council Goal #1: Preserve and enhance our sense of community)*

Continue to partner with the Beaverton School District to provide safe school environments free of drugs, harassment, bullying, and school violence via the department's school resource officers. *(Council Goal #5: Assure a safe and healthy community.)*

Disseminate information to the community via meetings, training sessions, and public appearances on the philosophy and strategies of community-based policing and how it defines the roles of both the police and citizens in community safety. *(Council Goal #1: Preserve and enhance our sense of community.)*

Continue to enhance the department's response to and support of victims of crime. Continue to expand the use of volunteer victim advocates, provide regular training to officers, and strengthen partnerships with victim service providers. *(Council Goal #5: Assure a safe and healthy community.)*

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0625 COMMUNITY SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

**Progress on 2017 Action Plan:**

- Restart the Victim Advocate program, including the recruitment, hiring, and training of volunteer advocates. *Completed. The Victim Advocate program was suspended for a short period in 2016 to assess staffing resources and priorities. It was resumed in 2017 and 10 new advocates were hired.*
- Restructure the volunteer coordinator position to increase the capacity of the Community Services Division. *Completed. The Budget Committee approved an increase in the volunteer coordinator position from 0.60 FTE to full time in the FY 2017-18 Budget. A new volunteer coordinator was hired last fall and the coordinator's duties were expanded to include management of the victim advocate volunteers.*
- Educate and train 42,000 students on the Standard Response Protocol (Lockout, Lockdown, Shelter, and Evacuate). *Completed and ongoing. The School Resource Officer (SRO) team conducted exercises and drills with school district staff and students, and created two educational videos.*
- Conduct drug awareness training to students, staff, and parents, including the dangers of marijuana and recognizing signs of impairment. *Completed and ongoing. SROs conducted gang and drug resistance training at elementary schools; drug awareness training at student academies, and educated peer support youth about the dangers of substance abuse.*
- Continue to conduct Internet/cell phone training on cyberbullying and sex crimes for students and parents. *Completed and ongoing. SROs conducted technology classes for elementary school parents and presentations for middle school students.*
- Evaluate a new Peer Court Youth Community Clean-Up Program. *Completed. The department decided not to move forward with the proposal.*
- Increase school outreach efforts to Spanish-speaking parent groups. *Completed and ongoing. Staff participated in a technology presentation at Sunset High School for Latino parents and attended various back-to-school nights.*
- Advance the Cadet program. Train new cadets and hire five additional members. *Completed and ongoing. The department continued to train five police cadets and provide them with hands-on experience. Four additional cadets were recruited and hired in 2017. The cadets are preparing for the annual Oregon Law Enforcement Challenge.*
- Continue participation in the Chief's Breakfasts and increase outside interest and involvement of community groups. *Completed and ongoing. Due to lack of participation, the Chief's Breakfasts were discontinued in early 2017. Instead, BPD will participate in Diversity Advisory Board meetings and continue to attend Human Rights Advisory Committee meetings.*
- Increase diverse hiring by collaborating with the Training Division to develop a recruitment seminar for individuals who are interested in police and reserve officer opportunities. *Completed and ongoing. The Community Services and Training Divisions collaborated on hiring processes in 2017.*
- Increase capacity of prescription drug drop box program. *In process. BPD is evaluating the need for a larger drug box.*

**Calendar Year 2018 Action Plan:**

- Collaborate with the Training Division to conduct department-wide training on bias awareness and strategies for policing.
- Evaluate the capacity needs of the prescription drug drop box program.
- Continue to provide training and hands-on experience to cadets and participate in the Oregon Law Enforcement Challenge.
- Continue to train on the Standard Response Protocol (Lockout, Lockdown, Shelter, and Evacuate).
- Conduct drug awareness training to students, staff, and parents, including the dangers of marijuana and recognizing signs of impairment.
- Continue to conduct Internet/cell phone training on cyberbullying and sex crimes for students and parents.
- Promote use of statewide school safety tip line "SafeOregon.Com" as a tool to report school safety threats or potential acts of violence.
- Train new volunteer victim advocates and enhance the on-call program to obtain 24/7 coverage of victim services.
- Evaluate opportunities to expand the use of volunteer services, including greater use of victim advocates within the police department.
- Conduct outreach to the high schools and promote involvement with the Peer Court program.
- Continue efforts to specifically engage with and build relationships with community members from diverse cultural backgrounds and experiences.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0625 COMMUNITY SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

<b>Workload Measures:</b>	<b>Calendar Year 2015 Actual</b>	<b>Calendar Year 2016 Actual</b>	<b>Calendar Year 2017 Budgeted/Actual</b>	<b>Calendar Year 2018 Proposed</b>
Neighborhood Association Committee Meetings Attended	85	90	85 / 89	90
Community Outreach Contacts (Food Vouchers, Document Shredding Events, Resource Fairs, Prescription Turn in Events.)	30,110	39,692 <sup>1</sup>	30,000 / 45,588 <sup>2</sup>	40,000
Number of pounds of collected prescription drugs and over the counter medication	2,993	3,654 <sup>3</sup>	3,600 / 2,500 <sup>4</sup>	3,000
Volunteer Hours Donated by Citizens	8,090	6,507 <sup>5</sup>	7,500 / 5,893 <sup>6</sup>	7,500
Volunteer Hours Donated by BPD Members (Employees, Cadets, and Reserve Officers)	1,900	1,423 <sup>7</sup>	1,900 / 3,947 <sup>8</sup>	3,500
<b>Victim Services</b>				
Citizens provided with Victim Services through the Community Services Division	648	791	750 / 818	775
Number of hours donated by Volunteer Victim Advocates	9,066	5,289 <sup>9</sup>	9,000 / 7,631	12,000 <sup>10</sup>
<b>School Outreach</b>				
Number of Public and Private Schools Served by School Resource Officers (SROs)	86	86	88 / 88	88
Hours Spent by SROs (classroom instruction, student interaction, incident resolution, community outreach, meetings)	3,953	10,602 <sup>11</sup>	5,000 / 3,149 <sup>12</sup>	4,000
Number of police reports taken by SROs	387	294	400 / 357	375
<b>Citizens Academy</b>				
Number of Academies Held	4	4	4 / 2 <sup>13</sup>	2
Number of Citizens Participated	78	65	70 / 41	45
Number of Participants in Landlord Training	288	280	275 / 336	280
Hours of Training Per Landlord	17	11 <sup>14</sup>	17 / 18	18
Hours Spent Training Citizens	144	141	150 / 59 <sup>13</sup>	65
Number of Community Development Crime Prevention Reviews	28	15	25 / 27	27

<sup>1</sup> Reflects Public Safety Center Bond Measure educational efforts and new outreach efforts.

<sup>2</sup> Reflects attendance at new events, such as the Night Market Event.

<sup>3</sup> Reflects increase in use and volume of prescription drug drop box.

<sup>4</sup> Reflects more drug boxes locations available in the community.

<sup>5</sup> Reflects cancellation of events to reduce overtime costs and others related to weather.

<sup>6</sup> Reduction reflects transition to new volunteer coordinator.

<sup>7</sup> Reflects fewer reserve officers.

<sup>8</sup> Reflects extra hours contributed by police cadets.

<sup>9</sup> Reduction reflects suspension of Victim Advocate program between August 12 and December 31, 2016.

<sup>10</sup> Implementing 24 hour on-call coverage of victim advocates.

<sup>11</sup> Increase reflects more trainings, including the Standard Response Protocol (Lockout, Lockdown, Shelter, and Evacuate).

<sup>12</sup> Two SROs were on administrative leave due to officer-involved shooting incident.

<sup>13</sup> Disabled Citizens and Military Mentor Academies were discontinued due to lack of interest.

<sup>14</sup> Reflects cancellation of 8-hour landlord seminar due to weather.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0625 COMMUNITY SERVICES	<b>POLICE CHIEF:</b> JIM MONGER

**Performance Outcomes and Program Trends:**

**Community Resource Team:**

The Community Resource Team continued to reach out to individuals and businesses and provide crime prevention information. The BPD's Facebook page and Twitter account continue to be viable social media tools for the department. In 2017, there were 1,160,506 users engaged with the website (up from 134,000 in 2014) and the number of "Likes" increased to 13,861 (compared to 11,781 in 2016). Photos and information tweeted by officers have been well-received by the community and provide a positive communication tool.

The tremendous success of the free document shredding events continued in 2017. The department hosted four events that served more than 3,093 vehicles (compared to five events with 3,038 vehicles in 2016) and collected approximately 15,000 pounds of food for the local food bank. BPD also continued its new successful Coffee with a Cop, Shop with a Cop, and Station 6 Holiday Store programs in 2017.

The Peer Court program was developed by the BPD more than 28 years ago. Peer Court is designed to give youths the opportunity to participate in the criminal justice system as well as to provide a cause and effect system for them to understand and accept responsibility for their actions. In 2017, the CSD had 70 Peer Court referrals and 120 students participated in the program.

The police department continued with the effective Trespass Agreement Program in 2017. The program assists apartment owners, managers, and businesses in deterring criminal activity by providing officers authorization to exclude individuals who display unwelcome behaviors on their property. Over 163 property owners participated in the program in 2017 (up from 137 in 2016).

**School Resource Officer Team:**

The School Resource Officer (SRO) team continues to provide a high level of service to 88 public and private elementary, middle, and high schools in Beaverton. As well as performing the duties of a regular patrol officer, such as making arrests and taking reports, SROs also educate students. The team also conducts threat assessments and mitigates potential harm to staff and students. In 2016, a seventh SRO joined the SRO team by means of shared funding through a COPS Office Grant and the Beaverton School District. A COPS Office grant partially funds 1 FTE SRO until September 2019 and then the Beaverton School District has agreed to fully fund the position.

The department continued to conduct its successful Student Academy Program at Southridge, Sunset, and Beaverton High Schools, as well as the summer Advanced Student Academy. More than 192 students participated in the academies. The program creates opportunities for engagement with diverse student populations and facilitates interest in careers at BPD. The Student Academy program will be expanded in 2018 to include Mountainside High School students.

**Volunteer Program:**

The department continues to benefit from police and citizen volunteers who donate their time, knowledge, and skills to assist with department programs such as Peer Court, free document shredding events, greeters in the lobby of the Griffith Drive building, administrative functions, department tours, and special department/community events. Volunteers donated more than 5,893 hours in 2017, which is equivalent to about 3 FTE, and a value of \$135,952. Making effective use of the talents and resources available within our community is prudent, and increases understanding and trust between police and community members.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0626 PHOTO RADAR PROGRAM	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To reduce driving speeds in the City's neighborhoods, school zones, and on major streets through public awareness and driver behavior modification.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.75	0.75	0.75	0.75	0.00
PERSONNEL SERVICES	\$349,560	\$356,065	\$375,545	\$394,383	\$0
MATERIALS & SERVICES	\$221,316	\$230,083	\$234,559	\$239,961	\$0
CAPITAL OUTLAY TRANSFERS					
<b>TOTAL</b>	<b>\$570,876</b>	<b>\$586,148</b>	<b>\$610,104</b>	<b>\$634,344</b>	<b>\$0</b>

**Program Objectives (services provided):**

Reduce the incidents of speeding in Beaverton neighborhoods, school zones, and on major streets in accordance with the direction of the Mayor and City Council. *(Council Goal #5: Assure a safe and healthy community.)*

Develop and select enforcement areas with the use of statistical analysis and community input. The criteria for selecting photo radar locations include: history of excessive speeding, risk for accidents, history of citizen complaints, mixed use of the roadway, special circumstances such as construction zones, and use by emergency vehicles.

Operate two photo radar vans. The vans are deployed 20 percent of the time in school zones (when schools are in session), 35 percent of the time in neighborhoods, and 45 percent of the time on major streets identified as having a problem with speeding.

Workload Measures:	Calendar Year 2015 Actual	Calendar Year 2016 Actual	Calendar Year 2017 Budgeted/Actual	Calendar Year 2018 Proposed
Enforcement Hours Per Month	471	432	550 / 426	500
Vehicles Monitored By Photo Radar	1,346,741	1,454,171	1,550,000 / 1,419,564	1,555,000
Vehicles Monitored Per Hour	238	280	250 / 279	280
Vehicles Traveling Over Posted Speed Violations Per Hour	12,897 2.28	12,407 2.39	12,000 / 14,253 1.8 / 2.73	14,000 2.8
Citations Issued	8,893	8,794	8,500 / 9,956	9,500

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0626 PHOTO RADAR PROGRAM	<b>POLICE CHIEF:</b> JIM MONGER

**Progress on 2017 Action Plan:**

- Continue to evaluate photo radar locations and determine where vans are most needed in the city. *Completed and ongoing. BPD continued to monitor the effectiveness of photo radar locations in 2017.*
- Continue to partner with the Traffic Safety Team to address specific traffic issues in the community. *Completed and ongoing. BPD continued to consider resident's traffic complaints when deploying photo radar vans.*
- Update and replace "Traffic Laws Photo Enforced" street signs. *Completed.*

**Calendar Year 2018 Action Plan:**

- Complete the request for proposal (RFP) process for a photo enforcement vendor and forward selection recommendation to the Contract Review Board.
- Continue to evaluate photo radar locations and determine where vans are most needed in the city.
- Continue to partner with the Traffic Safety Team to address specific traffic issues in the community.

**Performance Outcomes and Program Trends:**

The City of Beaverton has a well-established photo radar speed enforcement program with over 23 fiscal years of operating experience. The City has achieved significant reductions in speeding with this program, demonstrated through fewer citations issued to drivers and lower average speeds. The majority of drivers who receive photo radar citations (approximately 69 percent) are convicted. Approximately 17 percent are dismissed when the registered owner completes a Certificate of Innocence form swearing they were not the driver at the time of the offense. Approximately 78 percent of the speeders detected by the City's photo radar vans are not residents of Beaverton, making it difficult to modify driving behavior when such a high percentage of the violators do not live in Beaverton.

The department remains committed to reducing speeds in the City's neighborhoods, school zones, and on major streets. The agency will continue to help foster a safer community through the ongoing deployment of photo radar throughout the city. This tool allows the department to focus on the streets with the highest occurrence of speeding, while at the same time promoting safety throughout Beaverton neighborhoods, school zones, and other major streets. The Program Coordinator continues to provide a high level of customer service and effectively manages the Photo Radar and Red Light Enforcement Programs.

In 2018, the department will continue to monitor this program and look for improvements. Photo radar locations are periodically analyzed to determine where the van is most needed in the city. New locations will be added and every neighborhood in Beaverton can expect to receive some dedicated time from the City's photo radar program as the department continues its effort to reduce speeding in our neighborhoods, school zones, and major streets.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0627 PHOTO RED LIGHT ENFORCEMENT	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To encourage a high quality of neighborhood livability and safety. To make citizens feel safe when entering intersections, without the fear and danger presented by a red light violator. To increase the safety of citizens on Beaverton's roads and to decrease the incidents of red light violations.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.25	0.25	0.25	0.25	0.00
PERSONNEL SERVICES	\$59,179	\$61,026	\$59,818	\$63,073	\$0
MATERIALS & SERVICES	\$303,115	\$318,675	\$324,031	\$349,153	\$0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$362,294</b>	<b>\$379,701</b>	<b>\$383,849</b>	<b>\$412,226</b>	<b>\$0</b>

**Program Objectives (services provided):**

To increase the safety and quality of life for our residents by reducing the number of red light running incidents within the City of Beaverton. *(Council Goal #5: Assure a safe and healthy community.)*

To provide the residents of Beaverton with a safe, efficient, and cost-effective solution to red light running. *(Council Goal #4: Provide responsive, cost effective service to the community.)*

To continually educate the public to the dangers of red light running and to be sure residents are aware of the City of Beaverton's Photo Red Light Enforcement Program. *(Council Goal #1: Preserve and enhance our sense of community.)*

To increase the safety and quality of life for our citizens by reducing the number of accidents and associated injuries from red light violations. *(Council Goal #5: Assure a safe and healthy community.)*

To evaluate the effectiveness of the program, including citation issuance, delivery, and adjudication. *(Council Goal #4: Provide responsive, cost effective service to the community.)*

**Progress on 2017 Action Plan:**

- Continue to evaluate the effectiveness of each intersection; ensure systems are functioning properly. *Completed and ongoing. Monthly meetings are held with the Redflex vendor to ensure systems are functioning properly.*
- Continue to provide court room testimony training for red light officers/operators. *Completed and ongoing. Photo red light officers received training in February 2017.*
- Increase safety on roadways by exploring full utilization of red light camera equipment to enforce speeding laws. *Completed and ongoing. Legislation was introduced, passed, and signed into Oregon law in 2017. HB 2409 allows cities to use red-light camera systems to issue speeding tickets when speeds are more than 11 mph over the limit during green or yellow lights. BPD is reviewing the process to upgrade camera systems and implementation of a fixed speed program.*

**Calendar Year 2018 Action Plan:**

- Work with photo enforcement vendor to upgrade equipment and implement a fixed speed program. *City Council priority: Implement Photo Speed Program*
- Provide public education on the new fixed speed program.
- Continue to evaluate the effectiveness of each intersection; ensure systems are functioning properly.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0627 PHOTO RED LIGHT ENFORCEMENT	<b>POLICE CHIEF:</b> JIM MONGER

<b>Workload Measures:</b>	<b>Calendar Year 2015 Actual</b>	<b>Calendar Year 2016 Actual</b>	<b>Calendar Year 2017 Budgeted/Actual</b>	<b>Calendar Year 2018 Proposed</b>
Number of Intersections With Red Light Signal Detection	4	4	4 / 4	4
Number of Approaches Monitored	18	18	18 / 18	18
Citations Issued – Straight and Left Turn	2,069	2,221	2,200 / 2,472	2,500
Citations Issued – Right Turn on Red	5,517	5,916	5,500 / 5,761	5,800

**Performance Outcomes and Program Trends:**

The department continues to evaluate the effectiveness of the program, including citation issuance, delivery and adjudication. The department completed its biennial Photo Red Light Process and Outcome Evaluation to the Oregon Legislature in February 2017. The report is produced every two years and indicates the City has maintained a consistent reduction in red light running violations at photo red light intersections.

The intersections selected for photo red light represent approximately two percent of the total number of intersections in Beaverton, yet prior to the implementation of photo red light these intersections had greater than nine percent of all of the City's violations. On average, 72 percent of red light violators at Beaverton photo-enforced intersections do not live in Beaverton. Modifying driving behavior is a challenge for the department when such a high percentage of red light violators do not live in Beaverton.

Although overall crashes have increased slightly since the program's inception, the number of injury crashes have continued to decrease, showing consistent evidence that the severity of crashes at these intersections is reduced. Reduction in the severity of crashes has an immeasurable impact on improving the safety and quality of life for Beaverton residents.

The Photo Red Light Enforcement Program continues to be a valuable enforcement tool in working toward the City's goal of reducing red light running violations.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0637 JUSTICE ASSISTANCE GRANT (JAG)	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To increase the police department's effectiveness and efficiency of criminal justice systems, processes, and procedures with the federal grants awarded through the U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) program.

<b>REQUIREMENTS</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 BUDGETED</b>	<b>FY 2018-19 PROPOSED</b>	<b>FY 2018-19 ADOPTED</b>
POSITION					
PERSONNEL SERVICES					
MATERIAL & SERVICES	\$29,360	\$25,428	\$0	\$0	\$0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$29,360</b>	<b>\$25,428</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Program Objectives:**

The objectives and performance measurements for this program are established in the approved Justice Assistance Grant (JAG) program grant applications and grant awards. All grants funds have been expended as of June 30, 2017.

**Performance Outcomes and Program Trends:**

The department's 2017 Justice Assistance Grant (JAG) application is currently pending.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> POLICE
<b>PROGRAM:</b> 0638 BODY-WORN CAMERA GRANT	<b>POLICE CHIEF:</b> JIM MONGER

**Program Goal:**

To serve as a pilot site for other law enforcement agencies as part of the Body-Worn Camera (BWC) Pilot Implementation Program Grant funded by the Department of Justice (DOJ) Bureau of Justice Assistance (BJA). Forward findings and best practices during the two-year grant period of the BPD's development, implementation, and evaluation of a body-worn camera program.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIAL & SERVICES	\$0	\$164,222	\$80,284	\$0	\$0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$0</b>	<b>\$164,222</b>	<b>\$80,284</b>	<b>\$0</b>	<b>\$0</b>

**Program Objectives:**

The objectives and performance measurements for this program are established in the approved Body-Worn Camera (BWC) Pilot Implementation Program Grant application and grant award. Program objectives include:

- Enhance transparency and public trust
- Reduce citizen complaints
- Reduce use of force incidents
- Improve officer safety
- Improve collection of evidence

**Performance Outcomes and Program Trends:**

**Progress on 2017 Action Plan:**

- Conduct body-worn camera (BWC) training for officers and deploy equipment. *Completed. Officers were trained on equipment, software, and department policy. BWC equipment was deployed to all officers in April 2017.*
- Continue to develop and refine body-worn camera policy, procedures, and system management. *Completed and ongoing. Policies and procedures were reviewed and updated throughout 2017 to reflect operations and to clarify restrictions on camera use with regard to victims and the investigation of sensitive cases.*
- Data collection, analysis, and program evaluation. *Completed and ongoing. BPD continues to collaborate with the District Attorney's Office and City Attorney's Office to efficiently share case information and BWC video.*

**Calendar Year 2018 Action Plan:**

- The Body-Worn Camera Pilot Implementation Program Grant was closed out in September 2017. Goals and objectives have been incorporated into Program 0622 Operations (Patrol).

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

1070

026	POLICE CHIEF	155,350	1.00	332,572	1.00	160,994	1.00	127,089	160,417	168,864	1.00	168,864	1.00
047	POLICE CAPTAIN	395,554	3.00	334,455	4.00	527,330	4.00	421,479	543,560	566,633	4.00	566,633	4.00
055	LIEUTENANT	889,155	8.00	895,119	7.00	840,709	7.00	588,541	764,623	837,633	7.00	837,633	7.00
071	POLICE SERGEANT	2,040,937	18.00	2,165,726	18.00	2,128,191	18.00	1,701,033	2,170,038	2,227,388	18.00	2,219,976	18.00
078	ADMINISTRATIVE ASSISTANT	42,246	1.00	54,894	1.00	59,212	1.00	46,494	58,630	63,680	1.00	63,680	1.00
093	POL COMMUNITY SRVCS SPECIALIST	62,529	1.00	63,583	1.00	62,901	1.00	49,878	62,433	64,928	1.00	64,928	1.00
095	MANAGEMENT ANALYST	74,579	1.00	78,082	1.00	80,792	1.00	61,809	80,327	82,796	1.00	82,796	1.00
103	POLICE OFFICER	9,594,475	105.00	9,879,976	107.00	10,393,868	109.00	7,886,698	9,962,087	10,973,299	112.00	10,901,512	112.00
186	PROGRAM COORDINATOR	182,214	2.60	193,351	2.60	217,539	3.00	168,429	208,844	226,928	3.00	226,928	3.00
200	SR PROP & EVIDENCE CONTRL SPEC	63,756	1.00	65,310	1.00	66,779	1.00	53,832	68,903	71,840	1.00	71,840	1.00
201	POLICE RECORDS MANAGER	73,928	1.00	81,980	1.00	90,130	1.00	64,288	87,366	94,599	1.00	94,599	1.00
218	POLICE TECHNICIAN	68,511	1.00	70,244	1.00	74,746	1.00	56,648	71,911	75,209	1.00	75,209	1.00
221	SUPPORT SPECIALIST 2	197,146	3.80	202,421	3.80	207,285	3.80	163,846	207,724	212,641	3.80	212,641	3.80
224	SR POLICE SUPPORT SPECIALIST	64,758	2.00	90,157	2.00	123,386	2.00	104,841	132,692	133,517	2.00	133,517	2.00
227	POLICE RECORDS SUPERVISOR												

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 60 POLICE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	64,827	1.00	65,326	1.00	73,331	1.00	61,399	73,354	75,663	1.00	75,663	1.00		
228	POLICE PROPERTY CONTROL SPEC													
	114,748	2.00	118,098	2.00	128,025	2.00	95,675	124,264	127,720	2.00	127,720	2.00		
229	POLICE SUPPORT SPECIALIST													
	730,773	15.00	783,588	15.00	842,681	15.00	623,874	814,631	854,140	15.00	854,140	15.00		
230	POLICE INVENTORY SPECIALIST													
	46,692	1.00	47,640	1.00	52,628	1.00	39,171	51,580	53,776	1.00	53,776	1.00		
231	CRIME ANALYST													
	66,215	1.00	69,198	1.00	77,319	1.00	58,432	76,846	79,764	1.00	79,764	1.00		
236	COMMUNITY SERVICES OFFICER													
	188,771	3.00	198,424	3.00	255,081	4.00	140,344	210,581	262,933	4.00	262,933	4.00		
1071 237	CODE COMPLIANCE OFFICER													
									145,630	2.00	145,630	2.00		
239	SUPPORT SPECIALIST 1													
	43,182	1.00	44,306	1.00	43,660	1.00	34,983	44,104	45,600	1.00	45,600	1.00		
259	RETIRED OFFICERS-PHOTO RADAR													
	267,320		275,625		301,361		230,506	301,759	347,946		311,759			
275	TEMPORARY EMPLOYEES													
	108,439		113,107		114,404		107,819	129,473	123,326		123,326			
284	TRAF SAFETY PROGRAM SPECIALIST													
	52,972	1.00	57,253	1.00	61,090	1.00	47,060	59,920	63,061	1.00	63,061	1.00		
299	PAYROLL TAXES AND FRINGES													
	8,491,770		8,578,079		9,821,347		7,346,295	9,020,481	10,032,424		10,346,786			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	24,080,847	174.40	24,858,514	176.40	26,804,789	179.80	20,280,463	25,486,548	28,011,938	184.80	28,210,914	184.80		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	14,115		12,110		16,665		11,287	13,200	16,365		16,365			
303	OFFICE FURNITURE & EQUIPMENT													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	5,950		13,957		17,530		13,010	15,492	13,100		13,100			
304	DEPARTMENT EQUIPMENT EXPENSE													
	107,813		140,530		123,333		94,080	120,050	224,555		174,542			
305	SPECIAL DEPARTMENT SUPPLIES													
	151,760		164,545		216,217		138,519	192,300	177,989		174,949			
307	MEMBERSHIP FEES													
	12,569		12,527		15,339		10,539	14,000	16,219		16,219			
308	PERIODICALS & SUBSCRIPTIONS													
	6,124		5,922		9,611		8,219	9,300	9,811		9,811			
316	ADVERTISING,RECORDING & FILING													
	1,458		1,150		2,200		1,199	1,900	2,400		2,400			
317	COMPUTER EQUIPMENT													
	156,909		75,014		61,210		58,118	61,342	94,300		93,683			
318	COMPUTER SOFTWARE													
	21,500		129		12,375		10,000	10,000						
321	TRAVEL,TRAINING & SUBSISTENCE													
	130,084		133,551		148,000		119,401	145,000	183,534		183,534			
328	MEALS & RELATED EXPENSE													
	10,341		12,986		15,085		4,930	13,200	16,285		15,785			
339	K-9 UNIT EXPENSES													
	35,203		29,710		20,690		19,279	20,500	22,690		22,690			
341	COMMUNICATIONS EXPENSE													
	70,115		83,490		89,735		60,637	81,600	96,179		94,247			
342	DATA COMMUNICATION EXPENSE													
			38,240		47,760		26,085	34,800	36,960		36,960			
351	UTILITIES EXPENSE													
	7,269		1,882		2,450		1,348	2,050	2,450		2,450			
360	VEHICLE SET-UP EXPENSE													
	132,005		162,209		194,655		145,687	172,000	174,117		174,117			
361	UNIFORMS & SPECIAL CLOTHING													
	51,716		63,531		69,000		52,824	62,000	69,447		69,447			

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 60 POLICE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
371	EQUIPMENT OPER & MAINT EXPENSE													
	12,383		12,522		23,600		11,716	11,500	16,600		16,100			
377	PUBLIC RELATIONS EXPENSE													
	12,222		14,057		16,650		13,183	16,000	16,350		16,350			
381	BUILDING EXPENSE													
	1,400													
406	BANK SERVICE FEES													
	1,119		1,363		1,400		877	1,400	1,500		1,500			
442	CODE SERVICE - SIDEWALK REPAIR GRANT													
									75,000		75,000			
443	CODE SERVICE EXPENDITURES													
									11,500		11,500			
1073 461	SPECIAL EXPENSE													
	42,487		61,641		84,000		50,133	66,150	83,150		83,150			
465	VOLUNTEER PROGRAM EXPENSE													
	665		80		785		84	100	709		709			
467	FEDERAL FORFEITURE EXPENSE													
	1,744		51,091		25,893		32,732	118,414	10,000		10,000			
471	DUII BLOOD DRAW GRANT EXPENSE													
	7,620		7,170		14,400		14,400	9,000	14,400		14,400			
472	CENTRAL DISPATCH													
	1,256,871		1,295,676		1,357,830		1,361,825	1,357,830	1,382,501		1,382,501			
476	FEDERAL GRANT EXPENSE													
			150,000											
477	FEDERAL GRANT MATCHING EXP													
			14,222											
478	POLICE RESERVE OFFICERS EXP													
					2,000		544	1,000	2,000		2,000			
481	OTHER EXPENSES													
	4,742		1,913		8,396		3,289	3,200	7,272		7,392			
511	PROFESSIONAL SERVICES													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 60 POLICE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	553,367		576,074		660,284		580,997	670,752	643,147		642,147			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
					9,400				9,400		9,400			
536	MAINTENANCE CONTRACTS													
	373		953		1,520		953	1,000	1,000		4,589			
551	RENTS AND LEASES													
	126,417		76,773		85,452		84,113	85,352	92,843		92,743			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	2,936,341		3,215,018		3,353,465		2,930,008	3,310,432	3,523,773		3,469,780			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	455,301		167,432		396,108		388,950	390,172	406,000		406,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	455,301		167,432		396,108		388,950	390,172	406,000		406,000			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	120,225		127,310		137,059		72,572	137,059	139,169		139,169			
817	TRSFERS TO GARAGE FUND													
	682,625		675,682		773,603		453,954	773,603	844,776		844,776			
818	TRSFERS TO ISD-ALLOCATED													
	347,494		288,593		306,052		255,043	306,052	315,684		315,684			
TOTAL CLASS: 25 TRANSFERS														
	1,150,344		1,091,585		1,216,714		781,569	1,216,714	1,299,629		1,299,629			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
989	RESERVE - POLICE FORFEITURES													
					30,480				30,480		47,011			
996	RESERVE - EQUIPMENT REPLACENT													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 60 POLICE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					439,486				478,204		478,204			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					469,966				508,684		525,215			
TOTAL DEPARTMENT: 60 POLICE DEPARTMENT														
	28,622,833	174.40	29,332,549	176.40	32,241,042	179.80	24,380,990	30,403,866	33,750,024	184.80	33,911,538	184.80		

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**POLICE DEPARTMENT  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
26	POLICE CHIEF	1.00	1.00					1.00
47	POLICE CAPTAIN	4.00	4.00					4.00
55	LIEUTENANT	7.00	7.00					7.00
71	POLICE SERGEANT	18.00	18.00					18.00
78	ADMINISTRATIVE ASSISTANT	1.00	1.00					1.00
93	POL COMMUNITY SRVCS SPECIALIST	1.00	1.00					1.00
95	MANANGEMENT ANALYST	1.00	1.00					1.00
103	POLICE OFFICER	107.00	109.00					109.00
186	PROGRAM COORDINATOR	2.60	3.00					3.00
200	SR PROP & EVIDENCE CONTRL SPEC	1.00	1.00					1.00
201	POLICE RECORDS MANAGER	1.00	1.00					1.00
218	POLICE TECHNICIAN	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	3.80	3.80					3.80
224	SR POLICE SUPPORT SPECIALIST	2.00	2.00					2.00
227	POLICE RECORDS SUPERVISOR	1.00	1.00					1.00
228	POLICE PROPERTY CONTROL SPEC	2.00	2.00					2.00
229	POLICE SUPPORT SPECIALIST	15.00	15.00					15.00
230	POLICE INVENTORY SPECIALIST	1.00	1.00					1.00
231	CRIME ANALYST	1.00	1.00					1.00
236	COMMUNITY SERVICES OFFICER	3.00	4.00					4.00
237	CODE COMPLIANCE OFFICER	0.00	0.00					0.00
239	SUPPORT SPECIALIST 1	1.00	1.00					1.00
284	TRAF SAFETY PROGRAM SPECIALIST	1.00	1.00					1.00
	<b>Total</b>	<b>176.40</b>	<b>179.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>179.80</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
26	POLICE CHIEF	1.00					1.00
47	POLICE CAPTAIN	4.00					4.00
55	LIEUTENANT	7.00					7.00
71	POLICE SERGEANT	18.00					18.00
78	ADMINISTRATIVE ASSISTANT	1.00					1.00
93	POL COMMUNITY SRVCS SPECIALIST	1.00					1.00
95	MANANGEMENT ANALYST	1.00					1.00
103	POLICE OFFICER	109.00	3.00 <sup>a</sup>				112.00
186	PROGRAM COORDINATOR	3.00					3.00
200	SR PROP & EVIDENCE CONTRL SPEC	1.00					1.00
201	POLICE RECORDS MANAGER	1.00					1.00
218	POLICE TECHNICIAN	1.00					1.00
221	SUPPORT SPECIALIST 2	3.80					3.80
224	SR POLICE SUPPORT SPECIALIST	2.00					2.00
227	POLICE RECORDS SUPERVISOR	1.00					1.00
228	POLICE PROPERTY CONTROL SPEC	2.00					2.00
229	POLICE SUPPORT SPECIALIST	15.00					15.00
230	POLICE INVENTORY SPECIALIST	1.00					1.00
231	CRIME ANALYST	1.00					1.00
236	COMMUNITY SERVICES OFFICER	4.00					4.00
237	CODE COMPLIANCE OFFICER	0.00		2.00 <sup>b</sup>			2.00
239	SUPPORT SPECIALIST 1	1.00					1.00
284	TRAF SAFETY PROGRAM SPECIALIST	1.00					1.00
	<b>Total</b>	<b>179.80</b>	<b>3.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>184.80</b>

<sup>a</sup> FY 18-19 proposes 3 new Police Officer positions.

<sup>b</sup> FY 18-19 transfers the Municipal Code Program from the Mayor's Office to the Police Department.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0611 ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

026	POLICE CHIEF	155,350	1.00	332,572	1.00	160,994	1.00	160,417	168,864	1.00	168,864	1.00
047	POLICE CAPTAIN			33,060	1.00	126,602	1.00	141,923	143,654	1.00	143,654	1.00
078	ADMINISTRATIVE ASSISTANT	42,246	1.00	54,894	1.00	59,212	1.00	58,630	63,680	1.00	63,680	1.00
095	MANAGEMENT ANALYST	74,579	1.00	78,082	1.00	80,792	1.00	80,327	82,796	1.00	82,796	1.00
239	SUPPORT SPECIALIST 1	43,182	1.00	44,306	1.00	43,660	1.00	44,104	45,600	1.00	45,600	1.00
299	PAYROLL TAXES AND FRINGES	176,514		268,778		265,524		267,478	287,244		298,035	

TOTAL CLASS: 05 PERSONNEL SERVICES

		491,871	4.00	811,692	5.00	736,784	5.00	752,879	791,838	5.00	802,629	5.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	699		700		700		792	3,000		3,000	
305	SPECIAL DEPARTMENT SUPPLIES	1,149		1,511		2,800		2,000	2,000		2,000	
308	PERIODICALS & SUBSCRIPTIONS	92		410		200		150	200		200	
317	COMPUTER EQUIPMENT	25,143		11,050					550		550	
328	MEALS & RELATED EXPENSE	1,446		981		1,200		700	1,200		1,200	
461	SPECIAL EXPENSE	2,050		2,050		2,150		2,050	2,150		2,150	
481	OTHER EXPENSES	4,742		1,913		8,396		3,200	7,272		7,392	

TOTAL CLASS: 10 MATERIALS & SERVICES

		35,321		18,615		15,446		8,892	16,372		16,492	
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CLASS: 25 TRANSFERS

817	TRSFERS TO GARAGE FUND			13,700		15,768		15,768	16,618		16,618	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

026	POLICE CHIEF FY 16-17 REFLECTS MID-YEAR RETIREMENT OF POLICE CHIEF AND BENEFIT PACKAGE PER DEPARTMENT HEAD CONTRACT.
047	POLICE CAPTAIN FY 16-17 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE LIEUTENANT POSITION IN PROGRAM 0622 TO 1 FTE CAPTAIN IN PROGRAM 0611.
078	ADMINISTRATIVE ASSISTANT
095	MANANGEMENT ANALYST
239	SUPPORT SPECIALIST 1 PROVIDES CLERICAL SUPPORT AND RECEPTION DUTIES FOR POLICE ADMINISTRATION OFFICE.
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
303	OFFICE FURNITURE & EQUIPMENT ADJUSTABLE HEIGHT WORKSTATION (2) \$1,800 ERGONOMIC CHAIR (2) \$1,200
305	SPECIAL DEPARTMENT SUPPLIES CERTIFICATES AND PLAQUES FOR CITIZEN AND EMPLOYEE RECOGNITION \$2,000 (INCREASE IN FY 17-18 BUDGET REFLECTS ELECTRONIC ID BADGES.)
308	PERIODICALS & SUBSCRIPTIONS LEADERSHIP DEVELOPMENT LIBRARY \$50 MISCELLANEOUS BOOKS \$25 OREGON CHIEFS DIRECTORY \$75 US CRIMINAL JUSTICE DIRECTORY \$50
317	COMPUTER EQUIPMENT DUAL 27 INCH MONITORS FOR MANAGEMENT ANALYST \$550
328	MEALS & RELATED EXPENSE MEALS FOR PROFESSIONAL MEETINGS & SWEARING-IN RECEPTIONS FOR NEW OFFICERS AND PROMOTIONS \$1,200
461	SPECIAL EXPENSE OREGON ACCREDITATION ALLIANCE EXPENSE \$2,150
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE (184.8 FTE @ \$40/FTE) \$7,392
817	TRSFERS TO GARAGE FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0611 ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 25 TRANSFERS

13,700 15,768 15,768 16,618 16,618

TOTAL PROGRAM: 0611 ADMINISTRATION

527,192 4.00 844,007 5.00 767,998 5.00 777,539 824,828 5.00 835,739 5.00



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

047	POLICE CAPTAIN												
	132,402	1.00	133,786	1.00	134,996	1.00	134,728	143,630	1.00	143,630	1.00		
055	LIEUTENANT												
	115,216	1.00	92,652	1.00	119,718	1.00	121,802	124,997	1.00	124,997	1.00		
071	POLICE SERGEANT												
	202,549	2.00	207,260	2.00	225,050	2.00	229,027	246,161	2.00	246,161	2.00		
103	POLICE OFFICER												
	194,746	2.00	201,172	2.00	201,659	2.00	195,094	203,312	2.00	203,312	2.00		
201	POLICE RECORDS MANAGER												
	73,928	1.00	81,980	1.00	90,130	1.00	87,366	94,599	1.00	94,599	1.00		
221	SUPPORT SPECIALIST 2												
	145,444	2.80	149,741	2.80	153,779	2.80	154,058	157,802	2.80	157,802	2.80		
224	SR POLICE SUPPORT SPECIALIST												
	64,758	2.00	90,157	2.00	123,386	2.00	132,692	133,517	2.00	133,517	2.00		
227	POLICE RECORDS SUPERVISOR												
	64,827	1.00	65,326	1.00	73,331	1.00	73,354	75,663	1.00	75,663	1.00		
229	POLICE SUPPORT SPECIALIST												
	620,654	13.00	668,846	13.00	719,898	13.00	693,545	732,151	13.00	732,151	13.00		
275	TEMPORARY EMPLOYEES												
	25,426		32,202		38,298		46,015	56,304		56,304			
299	PAYROLL TAXES AND FRINGES												
	905,377		883,652		1,080,766		1,015,294	1,085,076		1,125,064			

TOTAL CLASS: 05 PERSONNEL SERVICES

	2,545,327	25.80	2,606,774	25.80	2,961,011	25.80	2,882,975	3,053,212	25.80	3,093,200	25.80		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	11,901		11,244		13,465		12,000	13,565		13,565			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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047	POLICE CAPTAIN	CAPTAIN RESPONSIBLE FOR MANAGING, COORDINATING AND DIRECTING THE ADMINISTRATIVE BUREAU, INCLUDING PROFESSIONAL STANDARDS AND FINANCIAL SERVICES, TRAINING DIVISION, ALARM PROGRAM, TECHNICAL SERVICES, AND THE RECORDS DIVISION.
055	LIEUTENANT	LIEUTENANT RESPONSIBLE FOR THE ADMINISTRATION OF THE PROFESSIONAL STANDARDS AND TRAINING DIVISIONS (1 FTE).
071	POLICE SERGEANT	SERGEANTS RESPONSIBLE FOR THE SUPERVISION OF THE TRAINING DIVISION AND THE PROFESSIONAL STANDARDS PROGRAM.
103	POLICE OFFICER	POLICE OFFICERS ASSIGNED TO TRAINING UNIT TO ASSIST TRAINING LIEUTENANT IN ADMINISTERING IN-HOUSE TRAINING PROGRAMS FOR ALL PERSONNEL. POLICE RESERVE COORDINATOR.
201	POLICE RECORDS MANAGER	MANAGER OF THE POLICE RECORDS UNIT WHICH PROCESSES AND ENTERS DATA, DISTRIBUTES AND RETAINS ALL POLICE RECORDS, CITATIONS AND CASE FILES.
221	SUPPORT SPECIALIST 2	MAINTAINS TRAINING SCHEDULES AND RECORDS, FACILITATES OFFICER CERTIFICATION, PROVIDES SUPPORT TO THE TRAINING DIVISION (1 FTE); ALARM COORDINATOR (1 FTE), FINANCIAL SERVICES/PAYROLL SUPPORT (.80 FTE).
224	SR POLICE SUPPORT SPECIALIST	RESPONSIBLE FOR THE PROCESSING, DATA ENTRY, DISTRIBUTION AND RETENTION OF ALL POLICE RECORDS, CASE REPORTS, CITATIONS, CASE FILES; ASSIGNS SHIFT WORKLOAD.
227	POLICE RECORDS SUPERVISOR	SUPERVISES POLICE RECORDS OPERATIONS.
229	POLICE SUPPORT SPECIALIST	RESPONSIBLE FOR PROVIDING CUSTOMER SERVICE AT THE FRONT COUNTER AND BY TELEPHONE; THE PROCESSING, DATA ENTRY, DISTRIBUTION, AND RETENTION OF ALL POLICE RECORDS AND CASE REPORTS, CITATIONS AND CASE FILES.
275	TEMPORARY EMPLOYEES	EXTRA HELP TO CONDUCT BACKGROUND INVESTIGATIONS ON NEW HIRES & RESERVE OFFICERS (\$44,304) EXTRA HELP TO PROVIDE SUPPORT TO PROPERTY AND EVIDENCE AND OTHER BPD DIVISIONS IN PREPARATION FOR THE MOVE TO NEW PUBLIC SAFETY CENTER. (\$12,000) (FY 17-18 AND FY 18-19 REFLECTS ANTICIPATED RETIREMENTS AND INCREASED FREQUENCY IN NEW RECRUITMENT PROCESS.)
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE	RECORDS FILES, FAX AND TELETYPE SUPPLIES, GENERAL OFFICE SUPPLIES TO SUPPORT ALL POLICE PROGRAMS, POSTAGE/FEDERAL EXPRESS EXPENSE, ANTI-BACTERIAL CLEANER \$13,565

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
303	OFFICE FURNITURE & EQUIPMENT												
	2,376		7,391		9,630		8,500	6,300		6,300			
305	SPECIAL DEPARTMENT SUPPLIES												
	58,741		72,862		87,616		80,000	82,850		82,850			
308	PERIODICALS & SUBSCRIPTIONS												
	4,836		3,998		7,470		7,500	7,470		7,470			
317	COMPUTER EQUIPMENT												
	16,369		622										
318	COMPUTER SOFTWARE												
	21,500												
328	MEALS & RELATED EXPENSE												
	1,509		1,513		2,500		1,600	2,500		2,000			
351	UTILITIES EXPENSE												
	5,228												
371	EQUIPMENT OPER & MAINT EXPENSE												
	7,332		7,674		13,200		5,000	8,200		8,200			
381	BUILDING EXPENSE												
	1,400												
406	BANK SERVICE FEES												
	1,119		1,363		1,400		1,400	1,500		1,500			
461	SPECIAL EXPENSE												
	64				400		100	2,000		2,000			
472	CENTRAL DISPATCH												
	1,256,871		1,295,676		1,357,830		1,357,830	1,382,501		1,382,501			
478	POLICE RESERVE OFFICERS EXP												

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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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303	OFFICE FURNITURE & EQUIPMENT	ADJUSTABLE HEIGHT WORKSTATION FOR RECORDS DIVISION (2) AND ADMIN SUPPORT SPECIALIST (1) \$1,800 OFFICE CHAIR FOR THE RECORDS DIVISION (4) \$1,000 TRAINING DIVISION FURNISHINGS AND FITNESS EQUIPMENT \$3,000 WORKSTATION ENHANCEMENTS FOR THE RECORDS DIVISION \$500 (INCREASE IN FY 16-17 BUDGET REFLECTS RECORDS DIVISION ADJUSTABLE HEIGHT WORKSTATIONS AND TRAINING DIVISION FURNISHINGS.) (FY 17-18 BUDGET INCREASE REFLECTS RECORDS DIVISION PRIVACY SCREENS FOR CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) REQUIREMENTS.)
305	SPECIAL DEPARTMENT SUPPLIES	AMMO - DUTY \$14,000 AMMO - LESS LETHAL \$4,000 AMMO - TRAINING \$55,600 GENERAL TARGETS \$2,900 MISCELLANEOUS SUPPLIES \$1,600 RANGE SUPPLIES \$1,000 RESERVE PROGRAM SUPPLIES \$1,000 WEAPONS PARTS AND CLEANING SUPPLIES \$2,750 (FY 18-19 BUDGET REFLECTS REDUCTION IN REQUESTS.)
308	PERIODICALS & SUBSCRIPTIONS	COLE REVERSE DIRECTORY \$440 MANAGEMENT BOOKS \$200 NEW RECRUIT TEST MANUAL FOR TRAINING DIVISION \$1,500 POCKET CRIMINAL AND VEHICLE CODE BOOKS (100 EACH) (REFLECTS PUBLICATION EVERY OTHER YEAR) \$1,700 LARGE CRIMINAL (40) & VEHICLE CODE BOOKS (50) (REFLECTS PUBLICATION EVERY OTHER YEAR.) \$3,600 THOMAS STREET GUIDE FOR RECORDS \$30
317	COMPUTER EQUIPMENT	NO APPROPRIATIONS REQUESTED
318	COMPUTER SOFTWARE	NO APPROPRIATIONS REQUESTED
328	MEALS & RELATED EXPENSE	HOSTED CLASSES AND MEALS \$2,000 (INCREASE IN FY 17-18 BUDGET REFLECTS EXPANDED CAPACITY AT GRIFFITH DRIVE TO HOST MORE LAW ENFORCEMENT CLASSES.)
351	UTILITIES EXPENSE	NO APPROPRIATIONS REQUESTED. (REDUCTION IN FY 16-17 BUDGET REFLECTS MOVE TO NON-DEPARTMENTAL HARVEST COURT EXPENSE - 001-13-0003-354.)
371	EQUIPMENT OPER & MAINT EXPENSE	FITNESS EQUIPMENT REPAIR \$200 RADIO MAINTENANCE- FY 17-18 ESTIMATED AND FY 18-19 BUDGET REDUCTIONS REFLECT CONVERSION TO NEW BOND-FUNDED RADIOS \$6,500 UNCONTRACTED GENERAL MAINTENANCE \$1,500 (INCREASE IN FY 17-18 BUDGET REFLECTS INCREASE IN RADIO MAINTENANCE EXPENSE.)
381	BUILDING EXPENSE	NO APPROPRIATIONS REQUESTED. (PREVIOUS YEARS' BUDGETS REFLECT TRAINING BUILDING EXPENSE.)
406	BANK SERVICE FEES	TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD. \$1,500
461	SPECIAL EXPENSE	POLICE OFFICER RECRUITMENT MISC. EXPENSES, UPDATED DISPLAY, AND JOB FAIR REGISTRATION FEES FY 18-19 BUDGET REFLECTS INCREASED PARTICIPATION IN JOB FAIRS AND RECRUITMENT EFFORTS \$2,000
472	CENTRAL DISPATCH	CITY'S PARTICIPATION IN WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY (WCCCA) \$1,382,501 (FY 18-19 REFLECTS 1.8% WCCCA INCREASE.)
478	POLICE RESERVE OFFICERS EXP	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					2,000		1,000	2,000		2,000			
511	PROFESSIONAL SERVICES												
	12,049		7,243		7,500		6,300	9,000		8,000			
536	MAINTENANCE CONTRACTS												
	373												
551	RENTS AND LEASES												
	121,602		68,358		76,902		76,902	84,293		84,293			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,523,270		1,477,944		1,579,913		1,558,132	1,602,179		1,600,679			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	120,225		127,310		137,059		137,059	135,842		135,842			
817	TRSFERS TO GARAGE FUND												
			4,507		5,082		5,082	5,468		5,468			
818	TRSFERS TO ISD-ALLOCATED												
	347,494		288,593		306,052		306,052	315,684		315,684			
TOTAL CLASS: 25 TRANSFERS													
	467,719		420,410		448,193		448,193	456,994		456,994			
TOTAL PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES													
	4,536,316	25.80	4,505,128	25.80	4,989,117	25.80	4,889,300	5,112,385	25.80	5,150,873	25.80		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

MISC EXPENSES FOR POLICE RESERVE OFFICERS (TEAM BUILDING, MEALS, SUPPLIES). \$2,000  
 EXPENSES ARE OFFSET BY DONATED FUNDS FOR RESERVE OFFICER PROGRAM IN REVENUE ACCOUNT.  
 (NEW OBJECT CODE ADDED IN FY 17-18 TO ESTABLISH DEDICATED ACCOUNT AND TO CLOSE OUT POLICE  
 RESERVE OFFICER CHECKING ACCOUNT.)

- 511 PROFESSIONAL SERVICES  
 DOCUMENT SHREDDING - FY 18-19 INCREASE REFLECTS PREP OF MOVE TO NEW PUBLIC SAFETY CENTER \$8,000  
 (DECREASE IN FY 16-17 BUDGET REFLECTS HARVEST COURT JANITORIAL SERVICES MOVED TO  
 DEPT. 13 NON-DEPARTMENTAL AND BANK SERVICE FEES MOVED TO OBJECT 0621-406.)
- 536 MAINTENANCE CONTRACTS  
 NO APPROPRIATIONS REQUESTED. (PREVIOUS EXPENSE FOR SECURITY SERVICES AT TRAINING BLDG.)
- 551 RENTS AND LEASES  
 HARVEST COURT (PROPERTY AND EVIDENCE BUILDING/STORAGE) \$84,293  
 (FY 16-17 BUDGET REFLECTS TRAINING PROGRAM MOVE TO GRIFFITH DRIVE BUILDING.)  
 (FY 17-18 BUDGET REFLECTS 11.1% INCREASE IN LEASE EXPENSE.)  
 (FY 18-19 BUDGET REFLECTS INCREASE IN POLICE DEPT SHARE AT HARVEST COURT TO PREPARE FOR  
 MOVE TO NEW PUBLIC SAFETY CENTER.)

- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 817 TRSFERS TO GARAGE FUND
- 818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SENIOR PROGRAMMER ANALYST ASSIGNED TO POLICE DEPARTMENT \$121,884  
 REGJIN SYSTEM \$136,000  
 NEIGHBORHOOD RESOURCE CENTER CABLE CONNECTIONS \$2,600  
 CRIMINAL JUSTICE SECURITY SYSTEM TWO FACTOR AUTHENTICATION \$3,500  
 MAINTENANCE CONTRACTS \$31,700  
 PROGRAMMING SUPPORT FOR POLICE PROGRAMS \$20,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

047	POLICE CAPTAIN	129,742	1.00	131,532	1.00	134,996	1.00	134,761	138,364	1.00	138,364	1.00
055	LIEUTENANT	545,824	5.00	586,876	4.00	469,896	4.00	405,921	471,842	4.00	471,842	4.00
071	POLICE SERGEANT	1,159,742	10.00	1,394,631	11.00	1,302,217	11.00	1,333,100	1,361,998	11.00	1,354,586	11.00
103	POLICE OFFICER	6,543,515	73.00	7,262,160	78.00	7,404,651	80.00	7,409,659	8,067,158	84.00	7,995,371	84.00
221	SUPPORT SPECIALIST 2	51,702	1.00	52,680	1.00	53,506	1.00	53,666	54,839	1.00	54,839	1.00
230	POLICE INVENTORY SPECIALIST	46,692	1.00	47,640	1.00	52,628	1.00	51,580	53,776	1.00	53,776	1.00
236	COMMUNITY SERVICES OFFICER			198,424	3.00	255,081	4.00	210,581	262,933	4.00	262,933	4.00
237	CODE COMPLIANCE OFFICER								145,630	2.00	145,630	2.00
275	TEMPORARY EMPLOYEES	66,351		68,416		61,106		79,909	67,022		67,022	
284	TRAF SAFETY PROGRAM SPECIALIST	52,972	1.00	57,253	1.00	61,090	1.00	59,920	63,061	1.00	63,061	1.00
299	PAYROLL TAXES AND FRINGES	4,804,254		5,285,310		5,775,923		5,446,470	6,053,098		6,227,429	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
047	POLICE CAPTAIN	CAPTAIN RESPONSIBLE FOR MANAGING, COORDINATING AND DIRECTING THE OPERATIONS BUREAU, INCLUDING THE PATROL DIVISION, TRAFFIC DIVISION, K-9 PROGRAM, TRIMET, & DISASTER PLANNING.
055	LIEUTENANT	LIEUTENANTS RESPONSIBLE FOR PATROL AND TRAFFIC DIVISIONS, AND TRIMET. FY 16-17 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE LIEUTENANT POSITION IN PROGRAM 0622 TO 1 FTE CAPTAIN IN PROGRAM 0611. FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO A LEAVE OF ABSENCE DURING THE YEAR.
071	POLICE SERGEANT	SERGEANTS SUPERVISING OFFICERS RESPONDING TO CALLS, ENFORCING LAWS, INVESTIGATING CRIMES AND ACCIDENTS, PROBLEM-SOLVING, AND TRANSPORTING PRISONERS. (INCREASE IN FY 16-17 BUDGET REFLECTS MOVE OF TRIMET SERGEANT FROM PROGRAM 0623 TO 0622.)
103	POLICE OFFICER	POLICE OFFICERS RESPONDING TO CALLS FOR SERVICE, ENFORCING LAWS, INVESTIGATING CRIMES AND ACCIDENTS, AND PROBLEM-SOLVING. (FY 16-17 REFLECTS MOVE OF 3 FTE TRIMET & 1 FTE GANG ENFORCEMENT TEAM FROM PROGRAM 0623; MOVE OF 2 FTE BIKE OFFICERS FROM PROGRAM 0625; MOVE OF 1 FTE SRO FROM PROGRAM 0622 TO 0625; MOVE OF 2 FTE CYBER/COMPUTER CRIME OFFICERS FROM 0622 TO 0623.) FY 16-17 BUDGET REFLECTS ADDING 2 NEW FTE POLICE OFFICERS. FY 17-18 BUDGET REFLECTS ADDING 2 NEW FTE POLICE OFFICERS. FY 18-19 BUDGET REFLECTS ADDING 3 NEW POLICE OFFICERS FUNDED BY A 5 CENT INCREASE IN THE PROPERTY TAX LEVY AND THE MOVE OF 1 FTE CYBER CRIMES OFFICER FROM 0623 TO 0622. (DELAY THE START OF THE NEW OFFICERS TO SEPT. 1, 2018)
221	SUPPORT SPECIALIST 2	PROVIDES ADMINISTRATIVE SUPPORT TO PATROL.
230	POLICE INVENTORY SPECIALIST	RESPONSIBLE FOR MAINTAINING DEPARTMENT EQUIPMENT AND SUPPLIES.
236	COMMUNITY SERVICES OFFICER	OFFICERS RESPONSIBLE FOR TRANSPORTING PRISONERS BETWEEN THE DEPARTMENT, JAIL, AND COURT. ENFORCEMENT OF PARKING REGULATIONS. (FY 16-17 REFLECTS MOVE OF 3 FTE COMMUNITY SERVICES OFFICERS FROM COMMUNITY SERVICES PROGRAM 0625 TO PATROL DIVISION PROGRAM 0622.) (FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF CODE COMPLIANCE OFFICER TO COMMUNITY SERVICES OFFICER AND MOVE FROM DEPT 10 (MAYOR) PROGRAM 0523 TO DEPT 60 (POLICE) PROGRAM 0622.)
237	CODE COMPLIANCE OFFICER	FY 18-19 BUDGET REFLECTS MOVE OF 2 FTE CODE COMPLIANCE OFFICERS FROM DEPT 10 PROGRAM 0523 TO DEPT 60 PROGRAM 0622.
275	TEMPORARY EMPLOYEES	MARKETING AND PROGRAM DEVELOPMENT (\$26,880) CHAPLAIN SERVICES (\$19,200) EXTRA HELP TO PROVIDE BACK-UP FOR AND TRAIN NEW COMMUNITY SERVICE OFFICERS (\$20,942)
284	TRAF SAFETY PROGRAM SPECIALIST	PROVIDES ADMINISTRATIVE SUPPORT TO THE TRAFFIC DIVISION.
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 05 PERSONNEL SERVICES

13,400,794	92.00	15,084,922	100.00	15,571,094	103.00	15,185,567	16,739,721	109.00	16,834,853	109.00
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

2,214	866	3,200	1,200	2,800	2,800
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303 OFFICE FURNITURE & EQUIPMENT

1,925	1,938	5,400	5,200	3,800	3,800
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304 DEPARTMENT EQUIPMENT EXPENSE

79,600	103,240	123,273	120,000	223,055	173,042
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305 SPECIAL DEPARTMENT SUPPLIES

64,128	68,152	96,786	85,000	64,374	64,374
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 301 OFFICE EXPENSE
  - THERMAL PAPER FOR E-CITATIONS AND PROPERTY RECEIPTS \$2,000
  - TRAFFIC CITATIONS \$800
- 303 OFFICE FURNITURE & EQUIPMENT
  - ADJUSTABLE HEIGHT DESKS FOR REPORT WRITING (2) \$1,200
  - REPLACEMENT CHAIR FOR PHOTO RADAR PROGRAM COORDINATOR \$600
  - REPLACEMENT CHAIRS FOR PATROL (4) \$2,000  
(FY 18-19 BUDGET REFLECTS FEWER REQUESTS.)
- 304 DEPARTMENT EQUIPMENT EXPENSE
  - AR-15 OPTICS (10) \$3,000
  - REPLACEMENT BICYCLE \$1,300
  - BICYCLE EQUIPMENT (SET-UP, HELMET, LIGHTS, HEADSET) \$2,295
  - GLOCK HANDGUN (3) \$1,260
  - GLOCK HOLSTER (6) \$600
  - LESS LETHAL 40 MM MULTI-LAUNCHER (7) AND EQUIPMENT - INCREASE REQUEST IN FY 18-19. \$21,350
  - LIDAR/RADAR (2) \$7,000
  - MISC. EQUIPMENT \$4,215
  - MOTORCYCLE HELMET CONVERSION KIT FOR RADAR DETECTOR \$2,200
  - OFFICER EQUIPMENT \$4,500
  - PORTABLE RADIO (2) - FY18-19 REFLECTS PRICE INCREASE FOR ENCRYPTED & MULTIBAND CAPABILITY \$13,000
  - TURNOVER OFFICER EQUIPMENT \$6,500
  - TURNOVER OFFICER VEST (4) \$3,100
  - TASER EQUIP NEW (2)- FY18-19 REFLECTS INCREASE & STRATEGY TO STANDARDIZE OFFICER EQUIP \$2,304
  - TASER EQUIP TO REPLACE OBSOLETE MODELS (37) - FY 18-19 REFLECTS INCREASE \$42,624
  - TASER CABLES \$357
  - REPLACEMENT VEST (18) \$13,950
  - VEST FOR RESERVE OFFICER (6) \$4,650
  - FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES WEAPON, EQUIPMENT, PORTABLE RADIO, AND BODY ARMOR (3); BICYCLE EQUIPMENT (2) \$38,837  
(FEDERAL VEST GRANT WILL OFFSET 1/2 EXPENSE FOR EACH VEST.)
  - POLICE RADIO INVENTORY: 114 MOBILE RADIOS IN VEHICLES, 224 PORTABLE HANDHELD RADIOS, AND 2 CONTROL RADIOS IN RECORDS DIVISION  
(FY 16-17 REFLECTS FUNDS ROLLED OVER FROM FY 15-16 BUDGET.)
- 305 SPECIAL DEPARTMENT SUPPLIES
  - AMMO FOR TNT AND LESS LETHAL MULTI LAUNCHER \$6,950
  - BADGES \$2,400
  - BATTERIES (RADIO, FLASHLIGHT, LESS LETHAL WEAPONS) - FY 18-19 BUDGET REFLECTS A DECREASE. \$4,375
  - BIKE TRAINING SUPPLIES AND GIVE AWAYS \$800
  - CELL PHONE CHARGERS AND CASES \$690
  - FINGERPRINTING SUPPLIES \$1,000
  - FLARES - FY 18-19 BUDGET REFLECTS A DECREASE. \$4,000
  - FLASHLIGHTS AND SUPPLIES \$1,766
  - GLOVES - FY 18-19 BUDGET REFLECTS AN INCREASE. \$4,000
  - MOBILE RESPONSE TEAM (MRT) EQUIPMENT \$1,500
  - MISC. EQUIPMENT AND SUPPLIES \$9,635
  - NYLON GOODS \$2,400
  - RADIO EAR PIECES \$2,200
  - REIMBURSEMENT FOR OFFICER EQUIPMENT PER BPA CONTRACT \$2,000
  - MOTORCYCLE RADIO KITS (6) \$2,350
  - TASER BATTERIES AND CARTRIDGES \$5,900
  - TNT EQUIPMENT \$12,408  
(DECREASE IN FY 18-19 REFLECTS FEWER REQUESTS.)

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES												
	12,569		12,527		15,339		14,000	16,219		16,219			
308	PERIODICALS & SUBSCRIPTIONS												
	173		757		730		600	930		930			
317	COMPUTER EQUIPMENT												
	111,648		55,202		60,231		60,321	91,950		91,333			
318	COMPUTER SOFTWARE												
					12,375		10,000						
321	TRAVEL, TRAINING & SUBSISTENCE												
	130,084		133,551		148,000		145,000	183,534		183,534			
328	MEALS & RELATED EXPENSE												
	1,722		2,860		3,325		3,000	3,475		3,475			
339	K-9 UNIT EXPENSES												
	35,203		29,710		20,690		20,500	22,690		22,690			
341	COMMUNICATIONS EXPENSE												
	70,115		83,490		89,735		81,600	96,179		94,247			
342	DATA COMMUNICATION EXPENSE												
			38,240		41,760		34,800	36,960		36,960			
360	VEHICLE SET-UP EXPENSE												

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
307	MEMBERSHIP FEES LOCAL, STATE AND NATIONAL MEMBERSHIPS TO LAW ENFORCEMENT PROFESSIONAL AND TRAINING ORGANIZATIONS FOR THE ENTIRE DEPARTMENT. \$8,029 TRI-COUNTY GUN PARTICIPATION FEES \$4,800 TRI-COUNTY GUN INSTRUCTOR FEES \$2,890 COLUMBIA COUNTY RANGE FEES \$500 (INCREASE IN FY 18-19 BUDGET REFLECTS MOVE OF CODE SERVICES FROM PROGRAM 0523 AND REQUESTS FOR ADDITIONAL MEMBERSHIPS FROM POLICE DEPARTMENT EMPLOYEES.)
308	PERIODICALS & SUBSCRIPTIONS ACCIDENT RECONSTRUCTION \$50 AUTO I.D. \$80 CHAPLAIN BOOKS \$250 CODE SERVICES BOOKS - NEW ITEM FOR FY 18-19 BUDGET \$200 MISC BOOKS/PERIODICALS \$100 DRIVERS LICENSE GUIDE (3) \$100 PUBLICATIONS FOR K-9 OFFICERS \$150 (INCREASE IN FY 16-17 BUDGET REFLECTS CHAPLAINS BOOKS EXPENSE MOVED FROM PROGRAM 0625.)
317	COMPUTER EQUIPMENT MDC REPLACEMENT FOR TRAFFIC (MOVE TO 12 INCH FROM 8 INCH) (X4) \$16,000 TABLETS FOR CITRIX USE BY PHOTO RADAR (X15) \$9,263 VEHICLE KEYBOARDS FOR MDC (X10) \$3,570 MDC PORTABLE KEYBOARDS (X 10) \$5,000 MDC AND DOCK REPLACEMENTS FOR PATROL VEHICLES (X 10) \$52,500 MDC VEHICLE AND OFFICE DOCK SPARES (X10) \$5,000
318	COMPUTER SOFTWARE NO APPROPRIATIONS REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE TRAVEL AND SUBSISTENCE FOR ENTIRE DEPARTMENT (181.80 FTE) PROVIDES FOR CONTINUING EDUCATION AND TRAINING AND MAINTAINS INDIVIDUAL DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING (DPSST) STATE MANDATED POLICE CERTIFICATIONS. (INCREASE IN FY 18-19 BUDGET REFLECTS ADDITIONAL REQUESTS FOR TRAVEL AND TRAINING FROM POLICE EMPLOYEES & MOVE OF 2 FTE CODE SERVICES EMPLOYEES FROM DEPT 10 PROGRAM 0523.) \$183,534
328	MEALS & RELATED EXPENSE BEAVERTON PARADE BREAKFAST, LIEUTENANTS' QUARTERLY LUNCH MEETINGS, JUSTICE COORDINATING MEETINGS, MEALS, SATURATION PATROLS \$3,475 (INCREASE IN FY 18-19 BUDGET REFLECTS MOVE OF CODE SERVICES FROM DEPT 10 PROGRAM 0523.)
339	K-9 UNIT EXPENSES K-9 EQUIPMENT, FOOD, AND VET CARE FOR FIVE K-9 TEAMS (FY 15-16 AND FY 16-17 BUDGETS INCLUDE REPLACEMENT DOGS FOR K9 RETIREMENTS.) \$22,690
341	COMMUNICATIONS EXPENSE CELL PHONE MONTHLY CHARGES FOR ENTIRE DEPARTMENT FOR 20 REGULAR PHONES, 142 SMART PHONES AND TETHERING SERVICES FOR 22 DEVICES. \$88,000 SMARTPHONES FOR NEW COMMUNITY SERVICES OFFICER; CODE SERVICES OFFICERS (MOVED FROM DEPT 10 PROGRAM 0523) 3 USERS - NEW REQUEST FOR FY 18-19 \$1,296 UPGRADE EXISTING REGULAR FLIP PHONES TO SMARTPHONE DATA PLAN FOR 14 USERS. USERS INCLUDE SUPPORT STAFF IN CID, PROP & EVID, PATROL, TRAFFIC, COMMUNITY SERVICES, AND TRAINING - NEW REQUEST IN FY 18-19 BUDGET. \$3,360 FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES CELLUAR PHONE SERVICE (3) \$1,296 AT&T SIM CARD ANNUAL FEE FOR K9 VEHICLE HEAT ALARM \$295 (INCREASE IN FY 16-17 BUDGET REFLECTS SMART PHONE UPGRADES FOR 79 USERS.) (DECREASE IN FY 17-18 BUDGET REFLECTS CHANGE IN E-CITATION EQUIPMENT USE.)
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 10 LAPTOPS AND 67 MOBILE DEVICES @ \$480 EACH \$36,960 (FY 16-17 INCREASE REFLECTS MOVE OF EXPENSE FROM ISD FUND TRANSFERS.)
360	VEHICLE SET-UP EXPENSE

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	132,005		162,209		194,655		172,000	174,117		174,117			
361 UNIFORMS & SPECIAL CLOTHING	51,716		63,531		69,000		62,000	69,447		69,447			
371 EQUIPMENT OPER & MAINT EXPENSE	3,154		4,414		7,200		6,000	7,700		7,200			
442 CODE SERVICE - SIDEWALK REPAIR GRANT								75,000		75,000			
443 CODE SERVICE EXPENDITURES								11,500		11,500			
461 SPECIAL EXPENSE	18,994		24,446		34,750		28,000	38,150		38,150			
471 DUII BLOOD DRAW GRANT EXPENSE	7,620		7,170		14,400		9,000	14,400		14,400			
511 PROFESSIONAL SERVICES	14,047		16,261		18,660		18,000	39,583		39,583			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

PATROL REPLACEMENT VEHICLE EQUIPMENT (LIGHTS, RADIO, CAGE PARTITION, ETC.) (7) \$72,100  
 PATROL REPLACEMENT VEHICLE SET UP INSTALLATION SERVICES (7) \$26,600  
 ECO LOCK FUEL SAVER (7) \$4,900  
 EQUIPMENT AND SET UP FOR REPLACEMENT CODE SERVICES VEHICLE (MOVED FROM PROGRAM 0523.) \$5,000  
 LIGHTING AND EQUIPMENT FOR REPLACEMENT CID VEHICLE (3) \$3,300  
 LIGHTING AND EQUIPMENT FOR REPLACEMENT ADMIN VEHICLE \$1,100  
 VEHICLE WRAPS AND DECALS \$13,350  
 VEHICLE DECOMMISSION (8) \$5,480  
 MISCELLANEOUS EQUIPMENT AND AUTO PARTS \$8,544  
 CID MISCELLANEOUS REPLACEMENT PARTS AND SERVICE \$1,100  
 COMMUNITY SERVICES VEHICLE EQUIPMENT AND MAINTENANCE FOR LEASED VEHICLES. \$2,000  
 VEHICLE DETAILING \$1,200  
 FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES A NEW VEHICLE AND EQUIPMENT \$29,443  
 (FY 16-17 REFLECTS INCREASE IN REQUESTS FOR VEHICLE EQUIPMENT AND SET-UP.

- 361 UNIFORMS & SPECIAL CLOTHING
  - REPLACEMENT UNIFORMS, REPLACEMENT JACKETS, RAIN PANTS/GEAR, IKE JACKETS, SPECIAL TEAM UNIFORMS, REPLACEMENT SAFETY LENSES FOR MOTORCYCLE OFFICERS, MOTORCYCLE SUITS/BOOTS/GLOVES/HELMETS, NEW OFFICER UNIFORMS, TRAFFIC SAFETY VESTS, POLO SHIRTS, HONOR GUARD, RESERVE AND CADET UNIFORMS. \$66,264
  - FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES UNIFORMS AND JACKETS (3) \$3,183
- 371 EQUIPMENT OPER & MAINT EXPENSE
  - BADGE REPAIR, BICYCLE REPAIR, WATERPROOF JACKETS REPAIR AND REFURBISH, RADAR REPAIR (INCREASE IN FY 16-17 BUDGET REFLECTS MOVE OF BICYCLE EXPENSE FROM PROGRAM 0625.) \$7,200
- 442 CODE SERVICE - SIDEWALK REPAIR GRANT
  - SIDEWALK REPAIR GRANT (APPROX 140 PROJECTS)- FY 18-19 REFLECTS MOVE OF CODE SERVICES FROM DEPT 10 PROGRAM 0523. \$75,000
- 443 CODE SERVICE EXPENDITURES
  - FY 2018-19 REFLECTS THE MOVE OF THE CODE SERVICES PROGRAM FROM DEPARTMENT 10 PROGRAM 0523 TO THE POLICE DEPARTMENT AND THESE ASSOCIATED EPXENDITURES:
  - NUISANCE ABATEMENT CONTRACTORS \$7,500
  - PROCESS SERVERS AND CONTRACTORS AS NEEDED \$1,000
  - DMV RECORDS CHECKS AND BACKGROUND CHECKS \$3,000
- 461 SPECIAL EXPENSE
  - BODY-WORN CAMERAS MISC EXPENSES AND PARTS - FY 18-19 REFLECTS MOVE FROM PROGRAM 0638 \$4,000
  - CAR SEAT CLINIC SUPPLIES \$600
  - DMV SUSPENSION PACKETS \$2,500
  - INVESTIGATIVE MEDICAL \$1,500
  - VEHICLE IMPOUND/STORAGE \$3,500
  - WASH. CO. INSPECTION FEE FOR HOLDING FACILITY \$150
  - TRAFFIC EDUCATION PROGRAM \$4,200
  - PEER SUPPORT PROGRAM \$7,000
  - RACE EVENT SUPPLIES \$700
  - MISC. AND UNANTICIPATED EXPENSES \$2,000
  - PUBLIC SAFETY CHAPLAINCY PROGRAM \$12,000
  - (FY 16-17 REFLECTS PUBLIC CHAPLAINCY PROGRAM MOVED FROM 001-10-0529-391.)
  - (FY 17-18 REFLECTS INCREASE IN PEER SUPPORT PROGRAM.)
- 471 DUII BLOOD DRAW GRANT EXPENSE
  - BLOOD DRAW EXPENSE FOR GRANT (FEDERAL GRANT AWARD THROUGH 9/30/19). \$14,400
- 511 PROFESSIONAL SERVICES
  - BODY-WORN CAMERA (BWC) SOFTWARE LICENSES, CLOUD STORAGE, AND WARRANTIES. INCREASE IN FY 18-19 BUDGET REFLECTS MOVE OF EXPENSE FROM PROGRAM 0638 BODY-WORN CAMERA GRANT. \$15,031
  - HELICOPTER RENTAL \$1,000
  - INTERPRETER FEES - FY 18-19 INCREASE REFLECTS CONSOLIDATION OF EXPENSES FROM PROGRAM 0623 \$5,600
  - LEXIPOL POLICY SERVICES ANNUAL FEE (PRICE INCREASE IN FY 18-19 BUDGET.) \$5,992
  - TURNOVER OFFICER AND RESERVES PSYCH TESTING \$8,800
  - RESERVE OFFICER MEDICAL EVALUATIONS (8) \$2,560
  - FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES BWC LICENSES (3) \$600

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS		953		1,520		1,000	1,000		4,589			
551	RENTS AND LEASES		1,215		1,350		1,250	1,350		1,250			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	738,132		810,732		962,379		878,471	1,178,213		1,128,640			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES		455,301		167,432		396,108	390,172		406,000		406,000	
TOTAL CLASS: 15 CAPITAL OUTLAY													
	455,301		167,432		396,108		390,172	406,000		406,000			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND							3,327		3,327			
817	TRSFERS TO GARAGE FUND		682,625		588,512		672,964	672,964		739,039		739,039	
TOTAL CLASS: 25 TRANSFERS													
	682,625		588,512		672,964		672,964	742,366		742,366			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
989	RESERVE - POLICE FORFEITURES				30,480			30,480		47,011			
996	RESERVE - EQUIPMENT REPLACEMT				439,486			478,204		478,204			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					469,966			508,684		525,215			
TOTAL PROGRAM: 0622 POLICE DEPT FIELD SERVICES													
	15,276,852	92.00	16,651,598	100.00	18,072,511	103.00	17,127,174	19,574,984	109.00	19,637,074	109.00		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS  
 TASER WEAPON ASSURANCE MAINTENANCE PLAN \$1,000  
 TASER ASSURANCE PLAN - WARRANTY AND REPLACEMENT PLAN - YEAR 1 OUT OF 5 (39) \$3,589

551 RENTS AND LEASES  
 PRONET LINE LEASE \$1,250

641 VEHICLES  
 7 - REPLACEMENT PATROL VEHICLES WITH FORD POLICE UTILITY SUV @ \$31,000 EACH \$217,000  
 1 - REPLACEMENT FOR MOTORCYCLE VEHICLE NO. 150 (2011 KAWASAKI) WITH BMW PLATFORM (YEAR 2 OF PHASE IN OF NEW BMW MOTORCYCLE PLATFORM) \$34,500  
 1 - REPLACEMENT FOR ADMIN VEHICLE NO. 159 (2005 IMPALA) WITH FORD ESCAPE AWD \$24,000  
 3 - REPLACEMENT CID VEHICLES NOS. 110 (2007 MALIBU), 111 (2007 MALIBU), 160 (2006 TAURUS) WITH FORD FUSION HYBRID @ \$25,000 EACH; \$75,000  
 1 - NEW PATROL VEHICLE FORD POLICE UTILITY SUV (FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES ADDITIONAL VEHICLE.) \$31,000  
 FY 18-19 REFLECTS TRANSFER OF CODE SERVICES PROGRAM FROM DEPT 10 PROGRAM 0523  
 1 - REPLACEMENT FOR CODE SVCS VEHICLE NO. 2-649 (2001 FORD RANGER) WITH FORD 150 PICK-UP \$24,500

816 TRSFERS TO REPROGRAPHICS FUND

817 TRSFERS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE).

989 RESERVE - POLICE FORFEITURES  
 FOREFEITED FUNDS AVAILABLE FOR APPROPRIATION \$47,011

996 RESERVE - EQUIPMENT REPLACEMT  
 RESERVE FOR FUTURE REPLACEMENT OF POLICE CARS AND MOTORCYCLES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0523 MUNICIPAL CODE SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER												
	88,145	1.00	89,546	1.00	57,600	1.00	55,238						
237	CODE COMPLIANCE OFFICER												
	117,891	2.00	156,121	3.00	144,988	2.00	136,858						
299	PAYROLL TAXES AND FRINGES												
	133,663		158,287		140,794		124,580						

TOTAL CLASS: 05 PERSONNEL SERVICES

	339,699	3.00	403,954	4.00	343,382	3.00	316,676						
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
			67		50		50						
304	DEPARTMENT EQUIPMENT EXPENSE												
	495		462		475		475						
305	SPECIAL DEPARTMENT SUPPLIES												
	3		142		125		125						
307	MEMBERSHIP FEES												
	225		545		300		300						
317	COMPUTER EQUIPMENT												
			1,212										
318	COMPUTER SOFTWARE												
			223										
321	TRAVEL, TRAINING & SUBSISTENCE												
	584		1,520		1,300		1,300						
328	MEALS & RELATED EXPENSE												
	119		86		150		300						
341	COMMUNICATIONS EXPENSE												
			727		1,872		1,326						
461	SPECIAL EXPENSE												
	2,231		2,256		2,500		250						
511	PROFESSIONAL SERVICES												
	63,433		75,296		83,500		83,500						

TOTAL CLASS: 10 MATERIALS & SERVICES

	67,090		82,536		90,272		87,626						
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0523 MUNICIPAL CODE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 077 PROGRAM MANAGER  
 FY 18-19 REFLECTS THE CODE COMPLIANCE PROGRAM TRANSFERRING TO THE POLICE DEPT,  
 HOWEVER THIS POSITION WILL REMAIN IN THE MAYOR'S OFFICE WITHIN THE CAO PROGRAM  
 0522 BUDGET UNTIL IT IS DETERMINED WHERE THE POSITION IS NEEDED.
- 237 CODE COMPLIANCE OFFICER  
 FY 16-17 REFLECTS MID-YEAR ADDITION OF A 1 FTE CODE COMPLIANCE OFFICER (LIMITED DURATION).  
 FY 17-18 REFLECTS MID-YEAR 1 FTE CODE COMPLIANCE OFFICER POSITION TRANSFERRING TO THE  
 POLICE DEPARTMENT.  
 FY 18-19 REFLECTS 2 FTE CODE COMPLIANCE OFFICER POSITIONS TRANSFERRING TO THE POLICE  
 DEPARTMENT #60-0522
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR  
 RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR  
 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND,  
 AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY,  
 WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 305 SPECIAL DEPARTMENT SUPPLIES
- 307 MEMBERSHIP FEES
- 317 COMPUTER EQUIPMENT
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
- 328 MEALS & RELATED EXPENSE
- 341 COMMUNICATIONS EXPENSE
- 461 SPECIAL EXPENSE
- 511 PROFESSIONAL SERVICES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0523 MUNICIPAL CODE SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

29,472

TOTAL CLASS: 15 CAPITAL OUTLAY

29,472

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

3,521 3,280 3,303 3,303

817 TRSFERS TO GARAGE FUND

3,293 10,410 4,516 4,516

TOTAL CLASS: 25 TRANSFERS

6,814 13,690 7,819 7,819

TOTAL PROGRAM: 0523 MUNICIPAL CODE SERVICES

413,603 3.00 529,652 4.00 441,473 3.00 412,121

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0523 MUNICIPAL CODE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

641 VEHICLES

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS

817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

047	POLICE CAPTAIN												
	133,410	1.00	36,077	1.00	130,736	1.00	132,148	140,985	1.00	140,985	1.00		
055	LIEUTENANT												
	114,984	1.00	122,639	1.00	129,133	1.00	119,922	120,397	1.00	120,397	1.00		
071	POLICE SERGEANT												
	456,907	4.00	332,272	3.00	364,856	3.00	368,308	372,227	3.00	372,227	3.00		
103	POLICE OFFICER												
	1,983,295	20.00	1,611,374	18.00	1,925,955	18.00	1,529,534	1,795,375	17.00	1,795,375	17.00		
200	SR PROP & EVIDENCE CONTRL SPEC												
	63,756	1.00	65,310	1.00	66,779	1.00	68,903	71,840	1.00	71,840	1.00		
218	POLICE TECHNICIAN												
	68,511	1.00	70,244	1.00	74,746	1.00	71,911	75,209	1.00	75,209	1.00		
228	POLICE PROPERTY CONTROL SPEC												
	114,748	2.00	118,098	2.00	128,025	2.00	124,264	127,720	2.00	127,720	2.00		
229	POLICE SUPPORT SPECIALIST												
	110,119	2.00	114,742	2.00	122,783	2.00	121,086	121,989	2.00	121,989	2.00		
231	CRIME ANALYST												
	66,215	1.00	69,198	1.00	77,319	1.00	76,846	79,764	1.00	79,764	1.00		
299	PAYROLL TAXES AND FRINGES												
	1,702,661		1,389,991		1,792,289		1,468,003	1,724,236		1,783,317			

TOTAL CLASS: 05 PERSONNEL SERVICES

4,814,606 33.00 3,929,945 30.00 4,812,621 30.00 4,080,925 4,629,742 29.00 4,688,823 29.00

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	950		3,928		1,800		1,000						
305	SPECIAL DEPARTMENT SUPPLIES												
	19,366		18,091		22,740		20,000	23,040		20,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 047 POLICE CAPTAIN  
 CAPTAIN RESPONSIBLE FOR MANAGING, COORDINATING AND DIRECTING THE SERVICES BUREAU, INCLUDING THE COMMUNITY SERVICES DIVISION, INVESTIGATIONS DIVISION, NARCOTICS, AND PROPERTY AND EVIDENCE.
- 055 LIEUTENANT  
 LIEUTENANT RESPONSIBLE FOR INVESTIGATIONS DIVISION, NARCOTICS TEAM, AND PROPERTY AND EVIDENCE.
- 071 POLICE SERGEANT  
 SERGEANTS RESPONSIBLE FOR THE SUPERVISION OF THE INVESTIGATIONS DIVISION (2 FTE) AND WESTSIDE INTERAGENCY NARCOTICS (WIN) TEAM (1 FTE).  
 (FY 16-17 BUDGET REFLECTS MOVE OF TRIMET SERGEANT TO PROGRAM 0622.)
- 103 POLICE OFFICER  
 OFFICERS ASSIGNED TO THE CID DIVISION TO INVESTIGATE FELONY CRIMES AND OTHER INCIDENTS BEYOND THE TIME AND RESOURCE ABILITY OF THE PATROL OFFICER (14) AND OFFICERS ASSIGNED TO THE INTERAGENCY NARCOTICS TEAM TO INVESTIGATE DRUG VIOLATIONS (2).  
 (FY 16-17 BUDGET REFLECTS MOVE OF TRIMET OFFICERS (3) AND GANG ENFORCEMENT OFFICER (1) TO PROGRAM 0622, AND 2 FTE CYBER CRIME OFFICERS MOVED FROM PROGRAM 0622.)  
 (FY 18-19 BUDGET REFLECTS MOVE OF 1 FTE CYBER CRIME OFFICER TO PROGRAM 0622.)
- 200 SR PROP & EVIDENCE CONTRL SPEC
- 218 POLICE TECHNICIAN  
 RESPONSIBLE FOR MAINTAINING AND DEPLOYING SURVEILLANCE, ALARM, AND DECOY EQUIPMENT; ASSIST DETECTIVES IN RESEARCH, DATA COLLECTION, AND MONITORING AUDIO AND VIDEO EVIDENCE.
- 228 POLICE PROPERTY CONTROL SPEC  
 RESPONSIBLE FOR FOUND PROPERTY, PRISONER PROPERTY, AND CRIME SCENE EVIDENCE. INCLUDES PACKAGING, STORAGE, DESTRUCTION, RECORD KEEPING AND DISPOSITION.
- 229 POLICE SUPPORT SPECIALIST  
 RECORDS CLERK RESPONSIBLE FOR REPORT TYPING AND PROCESSING, PHOTO FILES, PUBLIC RECEPTION, AND OTHER SUPPORT TO INVESTIGATORS.
- 231 CRIME ANALYST  
 RESPONSIBLE FOR STATISTICAL ANALYSIS OF CALL AND CRIME DATA FOR RESOURCE ALLOCATION, CRIME FORECASTING, AND ADMINISTRATIVE AND STAFF USE.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATIONS REQUESTED FOR FY 18-19 BUDGET.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MULTI-MEDIA SUPPLIES TO STORE EVIDENCE, - CDS, DVDS, FLASHCARDS  
 EVIDENCE SUPPLIES  
 LEATHER GOODS AND MISC. EQUIPMENT FOR DETECTIVES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
308	PERIODICALS & SUBSCRIPTIONS												
	242		66		365		250	365		365			
316	ADVERTISING, RECORDING & FILING												
			335		400		400	600		600			
317	COMPUTER EQUIPMENT												
	3,749		1,901		979		1,021	1,800		1,800			
318	COMPUTER SOFTWARE												
			129										
328	MEALS & RELATED EXPENSE												
	313		855		960		900	960		960			
371	EQUIPMENT OPER & MAINT EXPENSE												
	436		434		3,200		500	700		700			
461	SPECIAL EXPENSE												
	5,796		8,725		16,000		12,000	16,000		16,000			
467	FEDERAL FORFEITURE EXPENSE												
	1,744		51,091		25,893		118,414	10,000		10,000			
511	PROFESSIONAL SERVICES												
	1,445		1,857		6,000		1,800	4,000		4,000			
525	PMTS TO OTHER GOVERNMENT AGENCIES												
					9,400			9,400		9,400			
551	RENTS AND LEASES												
	3,600		7,200		7,200		7,200	7,200		7,200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	37,641		94,612		94,937		163,485	74,065		71,025			
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
			38,794		47,647		47,647	47,056		47,056			
TOTAL CLASS: 25 TRANSFERS													
			38,794		47,647		47,647	47,056		47,056			
TOTAL PROGRAM: 0623 INVESTIGATIVE SERVICES													
	4,852,247	33.00	4,063,351	30.00	4,955,205	30.00	4,292,057	4,750,863	29.00	4,806,904	29.00		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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308	PERIODICALS & SUBSCRIPTIONS PHYSICIAN DESK REFERENCE, MISC BOOKS/MAGAZINES.	
316	ADVERTISING, RECORDING & FILING PUBLIC NOTICES FOR UNCLAIMED PROPERTY - FY 18-19 REFLECTS INCREASE IN VOLUME OF PROPERTY AND EVIDENCE SCHEDULED FOR REMOVAL.	
317	COMPUTER EQUIPMENT ADF SCANNER FOR HARVEST CT AND CID (X2) \$1,800	
318	COMPUTER SOFTWARE NO APPROPRIATIONS REQUESTED	
328	MEALS & RELATED EXPENSE IN CUSTODY MEALS, MAJOR CRIMES TEAM MEALS, OTHER MEALS, AND PARKING EXPENSE. \$960	
371	EQUIPMENT OPER & MAINT EXPENSE ALARM REPAIRS - FY 18-19 BUDGET REFLECTS A REDUCTION IN REQUEST. \$500 CAMERA/VIDEO REPAIRS \$200 EVIDENCE DRYER FILTERS/MAINTENANCE - FY 17-18 ESTIMATED AND FY 18-19 BUDGET REFLECTS EXPENSE COVERED IN 0623-305. (INCREASE IN FY 17-18 BUDGET REFLECTS EXPENSE FOR PAT ALARM REPAIRS.)	
461	SPECIAL EXPENSE BURN/MELTING EVIDENCE FEES \$3,000 GARBAGE FEES \$1,400 INVESTIGATIVE MEDICAL \$2,500 INVESTIGATIVE FUNDS \$6,100 MEDICAL RECORDS FEES \$200 POLYGRAPH \$300 TITLE SEARCH FEES \$300 VEHICLE TOWING/STORAGE \$2,200	
467	FEDERAL FORFEITURE EXPENSE FEDERAL FORFEITURE EXPENSE FY 17-18 BUDGET REFLECTS PURCHASE OF POLICE EQUIPT WITH FEDERAL EQUITABLE SHARING FUNDS. FY 18-19 BUDGET DECREASE REFLECTS FEWER REQUESTS. \$10,000	
511	PROFESSIONAL SERVICES HAZMAT/DEQ CLEANUP (WIN) \$2,000 CID OCCUPATIONAL WELLNESS CHECKS \$2,000 (FY 18-19 DECREASE REFLECTS CONSOLIDATION OF INTERPRETER SERVICES EXPENSE TO PROGRAM 0622)	
525	PMTS TO OTHER GOVERNMENT AGENCIES CONTRIBUTION TO WESTSIDE INTERAGENCY NARCOTICS TEAM (WIN) \$9,400	
551	RENTS AND LEASES CONTRACT AGREEMENT FOR UNDERCOVER VEHICLE (4) \$7,200	
817	TRSFERS TO GARAGE FUND	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

055	LIEUTENANT	113,131	1.00	92,952	1.00	121,962	1.00	116,978	120,397	1.00	120,397	1.00
071	POLICE SERGEANT	221,739	2.00	231,563	2.00	236,068	2.00	239,603	247,002	2.00	247,002	2.00
093	POL COMMUNITY SRVCS SPECIALIST	62,529	1.00	63,583	1.00	62,901	1.00	62,433	64,928	1.00	64,928	1.00
103	POLICE OFFICER	872,919	10.00	805,270	9.00	861,603	9.00	827,800	907,454	9.00	907,454	9.00
186	PROGRAM COORDINATOR	111,450	1.60	122,693	1.60	144,481	2.00	133,313	147,870	2.00	147,870	2.00
236	COMMUNITY SERVICES OFFICER	188,771	3.00									
275	TEMPORARY EMPLOYEES	16,662		12,489		15,000		3,549				
299	PAYROLL TAXES AND FRINGES	832,309		679,540		845,901		748,634	817,177		846,302	

TOTAL CLASS: 05 PERSONNEL SERVICES

2,419,510	18.60	2,008,090	14.60	2,287,916	15.00	2,132,310	2,304,828	15.00	2,333,953	15.00
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE	10,367		20,046		60	50	1,500		1,500
305	SPECIAL DEPARTMENT SUPPLIES	8,060		3,700		4,775	4,500	5,025		5,025

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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055	LIEUTENANT	LIEUTENANT RESPONSIBLE FOR ADMINISTRATION OF THE COMMUNITY SERVICES DIVISION. INCLUDES COMMUNITY RESOURCE OFFICERS, COMMUNITY SERVICE OFFICERS, SCHOOL RESOURCE OFFICERS PUBLIC INFORMATION OFFICER, VOLUNTEER PROGRAM, AND VICTIM SERVICES.
071	POLICE SERGEANT	SERGEANT RESPONSIBLE FOR THE SUPERVISION OF THE SCHOOL RESOURCE OFFICER PROGRAM (1 FTE). SERGEANT POSITION RESPONSIBLE FOR THE COMMUNITY SERVICES PROGRAM (1 FTE).
093	POL COMMUNITY SRVCS SPECIALIST	PROVIDES COMMUNITY POLICING INFORMATION AND EDUCATION TO THE PUBLIC. ASSISTS WITH DEVELOPMENT AND IMPLEMENTATION OF SPECIALIZED NON-ENFORCEMENT PROGRAMS.
103	POLICE OFFICER	POLICE OFFICERS ASSIGNED TO RESPONSIBILITIES IN THE SCHOOL RESOURCE PROGRAM (7), PUBLIC INFORMATION OFFICER (1), AND COMMUNITY POLICING (1). (FY 16-17 BUDGET REFLECTS 1 NEW FTE SRO TO BE PARTIALLY FUNDED BY FEDERAL COPS GRANT AND MOVE OF 2 FTE BIKE OFFICERS TO PROGRAM 0622.)
186	PROGRAM COORDINATOR	PROGRAM COORD. FOR VICTIM SERVICES (1 FTE); PROGRAM COORD. FOR VOLUNTEER PROGRAM (.60 FTE) FY 17-18 REFLECTS VOLUNTEER PROGRAM COORDINATOR'S FTE INCREASING FROM .60 TO 1.0 FTE.
236	COMMUNITY SERVICES OFFICER	OFFICERS RESPONSIBLE FOR TRANSPORTING PRISONERS BETWEEN THE DEPARTMENT, JAIL, AND COURT. ENFORCEMENT OF PARKING REGULATIONS. FY 16-17 REFLECTS TRANSFERRING 3 FTE COMMUNITY SERVICES OFFICERS FROM PROGRAM 0625, COMMUNITY SERVICES, TO PROGRAM 0622, PATROL DIVISION.
275	TEMPORARY EMPLOYEES	COVERAGE FOR EMPLOYEES ON FMLA. FY 18-19 BUDGET REFLECTS EXTRA HELP MOVED TO PROGRAM 0622.
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
304	DEPARTMENT EQUIPMENT EXPENSE	COVERT SURVEILLANCE CAMERAS FOR SROS - NEW REQUEST FOR FY 18-19 BUDGET. \$300 REPLACEMENT RIFLE VEST PLATE FOR SRO - NEW REQUEST FOR FY 18-19 BUDGET. \$1,200 (DECREASE IN FY 17-18 REFLECTS FEWER REQUESTS. NEW SRO WAS EQUIPPED IN FY 16-17 BUDGET.)
305	SPECIAL DEPARTMENT SUPPLIES	CADETS EQUIPMENT AND DUTY GEAR - FY 18-19 REFLECTS REDUCTION IN REQUEST \$1,050 MISC. SUPPLIES FOR SROS, STUDENT ACADEMIES, VOLUNTEERS, AND VICTIM ADVOCATES \$2,025 HONOR GUARD SUPPLIES - FY 18-19 REFLECTS REQUEST FOR NEW BADGES \$1,000 DOOR RAM FOR SCHOOL RESOURCE OFFICERS - NEW REQUEST FOR FY 18-19 BUDGET \$450 EVIDENCE TAG PRINTER FOR SCHOOL RESOURCE OFFICES - NEW REQUEST FOR FY 18-19 BUDGET \$500 (DECREASE IN FY 16-17 BUDGET REFLECTS MOVE OF BPD AWARDS PROGRAM EXPENSE FROM 0625-305 TO SPECIAL EXPENSE OBJECT CODE 0625-461.)

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
308	PERIODICALS & SUBSCRIPTIONS												
	781		691		846		800	846		846			
316	ADVERTISING, RECORDING & FILING												
	1,458		815		1,800		1,500	1,800		1,800			
317	COMPUTER EQUIPMENT												
			6,239										
328	MEALS & RELATED EXPENSE												
	5,351		6,777		7,100		7,000	8,150		8,150			
351	UTILITIES EXPENSE												
	1,524		1,367		1,900		1,500	1,900		1,900			
371	EQUIPMENT OPER & MAINT EXPENSE												
	1,461												
377	PUBLIC RELATIONS EXPENSE												
	12,222		14,057		16,650		16,000	16,350		16,350			
461	SPECIAL EXPENSE												
	4,069		18,236		25,700		21,000	24,850		24,850			
465	VOLUNTEER PROGRAM EXPENSE												
	665		80		785		100	709		709			
511	PROFESSIONAL SERVICES												
	2,228		2,699		2,300		2,300	2,700		2,700			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	48,186		74,707		61,916		54,750	63,830		63,830			
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
			30,169		32,142		32,142	36,595		36,595			
TOTAL CLASS: 25 TRANSFERS													
			30,169		32,142		32,142	36,595		36,595			
TOTAL PROGRAM: 0625 COMMUNITY SERVICES													
	2,467,696	18.60	2,112,966	14.60	2,381,974	15.00	2,219,202	2,405,253	15.00	2,434,378	15.00		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

308	PERIODICALS & SUBSCRIPTIONS COMMUNITY POLICING BOOKS \$40 NEWS FLASH \$312 OREGONIAN \$240 PROBLEM ORIENTED POLICING QUARTERLY \$30 VALLEY TIMES \$80 VOLUNTEER ADMINISTRATION NEWSLETTER \$144
316	ADVERTISING, RECORDING & FILING COMMUNITY EVENT ADVERTISING AND SAFETY ADS \$1,800
317	COMPUTER EQUIPMENT NO APPROPRIATIONS REQUESTED
328	MEALS & RELATED EXPENSE MISC MEALS FOR HOSTED COMMUNITY EDUCATION, PROGRAMS AND EVENTS \$2,200 STUDENT AND CITIZENS ACADEMIES - FY 18-19 BUDGET REFLECTS INCREASE FOR MOUNTAINSIDE HS \$2,650 VOLUNTEER AND VICTIM ADVOCATE RECOGNITION DINNERS \$2,300 VOLUNTEER AND VICTIM ADVOCATE HOLIDAY EVENT \$1,000
351	UTILITIES EXPENSE COST OF UTILITIES AT THE NEIGHBORHOOD RESOURCE CENTERS \$1,900
371	EQUIPMENT OPER & MAINT EXPENSE NO APPROPRIATIONS REQUESTED FOR FY 18-19 BUDGET. (FY 16-17 BUDGET DECREASE REFLECTS MOVE OF BICYCLE EXPENSE TO PROGRAM 0622.)
377	PUBLIC RELATIONS EXPENSE NATIONAL NIGHT OUT SUPPLIES \$6,000 PROMO SUPPLIES \$10,100 CANINE TRADING CARDS \$250 (INCREASE BEGINNING IN FY 16-17 REFLECTS EXPANDED BPD MARKETING PROGRAM.)
461	SPECIAL EXPENSE BPD AWARDS PROGRAM (INCREASE IN FY 16-17 BUDGET REFLECTS MOVE OF BPD AWARDS PROGRAM FROM OBJECT CODES 304 AND 305.) \$8,500 CITIZENS ACADEMY SUPPLIES AND AWARDS RECOGNITION \$800 COMMUNITY SERVICES PROGRAM (FUNDED BY DONATIONS FROM COMMUNITY.) \$2,300 MILITARY BANNER PROGRAM (MOVED FROM STATE REV SHARING FUND IN FY 16-17.) \$9,000 PEER COURT SUPPLIES \$700 VICTIM SERVICES SUPPLIES AND ADVOCATE UNIFORMS \$2,950 VOLUNTEER PROGRAM SUPPLIES, SHIRTS, AWARDS \$600
465	VOLUNTEER PROGRAM EXPENSE VOLUNTEER SUPPLIES (FUNDS DONATED TO VOLUNTEER PROGRAM) \$709
511	PROFESSIONAL SERVICES FACEBOOK MAINTENANCE - FY 18-19 REFLECTS INCREASE FOR BPD SURVEY CONDUCTED EVERY OTHER YR \$1,200 TV TRACKING COVERAGE MEDIA SERVICE \$1,500
817	TRSFERS TO GARAGE FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0626 PHOTO TRAFFIC ENFORCEMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

186	PROGRAM COORDINATOR												
	53,074	.75	52,994	.75	54,795	.75	56,649	59,292	.75	59,292	.75		
259	RETIRED OFFICERS-PHOTO RADAR												
	240,623		247,565		275,000		275,023	321,189		285,002			
299	PAYROLL TAXES AND FRINGES												
	55,863		55,506		45,750		58,274	50,054		50,089			

TOTAL CLASS: 05 PERSONNEL SERVICES

	349,560	.75	356,065	.75	375,545	.75	389,946	430,535	.75	394,383	.75		
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES												
	316		229		500		300	700		700			
511	PROFESSIONAL SERVICES												
	221,000		229,854		234,059		233,859	239,261		239,261			

TOTAL CLASS: 10 MATERIALS & SERVICES

	221,316		230,083		234,559		234,159	239,961		239,961			
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TOTAL PROGRAM: 0626 PHOTO TRAFFIC ENFORCEMENT

	570,876	.75	586,148	.75	610,104	.75	624,105	670,496	.75	634,344	.75		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0626 PHOTO TRAFFIC ENFORCEMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 186 PROGRAM COORDINATOR  
 COORDINATES PHOTO RADAR AND PHOTO RED LIGHT PROGRAMS (.75 FTE IN PROGRAM 0626, .25 FTE IN PROGRAM 0627).
- 259 RETIRED OFFICERS-PHOTO RADAR
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 305 SPECIAL DEPARTMENT SUPPLIES  
 RADIO AND CAMERA BATTERIES, GENERAL SUPPLIES \$700
- 511 PROFESSIONAL SERVICES  
 PHOTO RADAR VENDOR CONTRACT FEES BASED UPON CONTRACT TERMS:  
 FY 18-19 REFLECTS MONTHLY FEE OF \$9,838 JULY 1 THROUGH OCTOBER 31, 2018, THEN \$10,035 PER MONTH NOVEMBER 1, 2018, THROUGH JUNE 30, 2019 (FOR 2% CPI INCREASE). \$239,261

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0627 PHOTO RED LIGHT PROGRAM

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

186	PROGRAM COORDINATOR												
	17,690	.25	17,664	.25	18,263	.25	18,882	19,766	.25	19,766	.25		
259	RETIRED OFFICERS-PHOTO RADAR												
	26,697		28,060		26,361		26,736	26,757		26,757			
299	PAYROLL TAXES AND FRINGES												
	14,792		15,302		15,194		16,328	15,539		16,550			

TOTAL CLASS: 05 PERSONNEL SERVICES

	59,179	.25	61,026	.25	59,818	.25	61,946	62,062	.25	63,073	.25		
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CLASS: 10 MATERIALS & SERVICES

351	UTILITIES EXPENSE												
	517		515		550		550	550		550			
511	PROFESSIONAL SERVICES												
	302,598		318,160		323,481		340,209	348,603		348,603			

TOTAL CLASS: 10 MATERIALS & SERVICES

	303,115		318,675		324,031		340,759	349,153		349,153			
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TOTAL PROGRAM: 0627 PHOTO RED LIGHT PROGRAM

	362,294	.25	379,701	.25	383,849	.25	402,705	411,215	.25	412,226	.25		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0627 PHOTO RED LIGHT PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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186 PROGRAM COORDINATOR  
 COORDINATES THE PHOTO RADAR AND PHOTO RED LIGHT PROGRAMS (.75 FTE IN PROGRAM 0626;  
 .25 FTE IN PROGRAM 0627).

259 RETIRED OFFICERS-PHOTO RADAR

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR  
 RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR  
 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND,  
 AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY,  
 WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

351 UTILITIES EXPENSE  
 ELECTRICAL USAGE AT COUNTY OWNED INTERSECTION (HALL AND SCHOLLS FERRY) FOR RED LIGHT CAMERAS @ \$45.83 PER  
 MONTH \$550

511 PROFESSIONAL SERVICES  
 RED LIGHT SIGNAL VIOLATION FEES BASED UPON CONTRACT: \$348,603  
 \$41.43 PER VALID CITATION FILED WITH THE COURT JULY 1, 2018, TO OCT. 31, 2018  
 \$42.26 PER VALID CITATION FILED WITH THE COURT NOV. 1, 2018, TO JUNE 30, 2019  
 (2% CPI INCREASE). CITATION FEE X AVERAGE OF 677 CITATIONS PER MONTH  
 X 12 MONTHS

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0638 BODY WORN CAMERA GRANT, FEDERAL

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

305 SPECIAL DEPARTMENT SUPPLIES

1,000 500

342 DATA COMMUNICATION EXPENSE

6,000

461 SPECIAL EXPENSE

5,000 3,000

476 FEDERAL GRANT EXPENSE

150,000

477 FEDERAL GRANT MATCHING EXP

14,222

511 PROFESSIONAL SERVICES

68,284 68,284

TOTAL CLASS: 10 MATERIALS & SERVICES

164,222 80,284 71,784

TOTAL PROGRAM: 0638 BODY WORN CAMERA GRANT, FEDERAL

164,222 80,284 71,784

TOTAL DEPARTMENT: 60 POLICE DEPARTMENT

28,622,833 174.40 29,332,549 176.40 32,241,042 179.80 30,403,866 33,750,024 184.80 33,911,538 184.80

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0638 BODY WORN CAMERA GRANT, FEDERAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISC. SUPPLIES AND EQUIPMENT PARTS - EXPENSE MOVED TO PROGRAM 0622-461 IN FY 18-19 BUDGET.
- 342 DATA COMMUNICATION EXPENSE  
 COMCAST LINE FOR BODY-WORN CAMERA DATA IN FY 17-18 BUDGET.  
 EXPENSE MOVED TO ISD FOR FY 18-19 BUDGET.
- 461 SPECIAL EXPENSE  
 UNANTICIPATED EXPENSES FOR PROGRAM IMPLEMENTATION AND TRAINING EXPENSE - EXPENSE MOVED TO PROGRAM 0622-461 FOR FY 18-19 BUDGET.
- 476 FEDERAL GRANT EXPENSE  
 FEDERAL GRANT FUNDS TO IMPLEMENT BODY-WORN CAMERA PROGRAM FOR APPROXIMATELY 100 CAMERAS (NO APPROPRIATION REQUESTED IN FY 17-18. GRANT FUNDS IN OBJECT WERE DEPLETED IN FY 16-17.)  
 NO APPROPRIATIONS REQUESTED IN FY 18-19 BUDGET.
- 477 FEDERAL GRANT MATCHING EXP  
 GRANT MATCH FOR BODY-WORN CAMERA IMPLEMENTATION PROGRAM  
 (FY 15-16 BUDGET REFLECTS BODY-WORN/IN-CAR CAMERA EQUIPT. FUNDS MOVED FROM PROGRAM 0622.)  
 (FY 17-18 BUDGET REFLECTS CLOSE OUT OF BODY-WORN CAMERA GRANT.)  
 (NO APPROPRIATIONS REQUESTED IN FY 18-19 BUDGET.)
- 511 PROFESSIONAL SERVICES  
 TASER CLOUD DATA STORAGE, LICENSE FEES, AND PROFESSIONAL SERVICES - EXPENSES MOVED TO PROGRAM 0622-461 IN FY 18-19 BUDGET.

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-60	POLICE DEPARTMENT											
001-60-0611-05-026	POLICE CHIEF	1.00	2,161			160,117			300	160,417	83,923	244,340
001-60-0611-05-047	POLICE CAPTAIN	1.00	2,195			141,623			300	141,923	72,593	214,516
001-60-0611-05-078	ADMINISTRATIVE ASSISTANT	1.00	2,079			58,630				58,630	34,450	93,080
001-60-0611-05-095	MANANGEMENT ANALYST	1.00	2,161			80,327				80,327	47,087	127,414
001-60-0611-05-239	SUPPORT SPECIALIST 1	1.00	2,085			44,104				44,104	29,425	73,529
1116	ADMINISTRATION	5.00	10,681			484,801			600	485,401	267,478	752,879
001-60-0621-05-047	POLICE CAPTAIN	1.00	2,160			134,428			300	134,728	65,676	200,404
001-60-0621-05-055	LIEUTENANT	1.00	2,166			121,502			300	121,802	66,600	188,402
001-60-0621-05-071	POLICE SERGEANT	2.00	4,140	275	71	204,849	20,279	3,316	583	229,027	135,008	364,035
001-60-0621-05-103	POLICE OFFICER	2.00	4,126	306	30	174,590	18,797	1,107	600	195,094	123,233	318,327
001-60-0621-05-201	POLICE RECORDS MANAGER	1.00	2,071			83,766			3,600	87,366	21,859	109,225
001-60-0621-05-221	SUPPORT SPECIALIST 2	2.80	5,892	10		153,672	386			154,058	105,990	260,048
001-60-0621-05-224	SR POLICE SUPPORT SPECIALIST	2.00	4,136	300	160	115,077	12,564	4,268	783	132,692	77,099	209,791
001-60-0621-05-227	POLICE RECORDS SUPERVISOR	1.00	2,120	10		72,835	519			73,354	34,251	107,605
001-60-0621-05-229	POLICE SUPPORT SPECIALIST	13.00	26,064	1,107	877	628,064	41,367	20,668	3,446	693,545	378,749	1,072,294
001-60-0621-05-275	TEMPORARY EMPLOYEES		1,380			46,015				46,015	6,829	52,844
	POLICE DEPT SUPPORT SERVICES	25.80	54,255	2,008	1,138	1,734,798	93,912	29,359	9,612	1,867,681	1,015,294	2,882,975
001-60-0622-05-047	POLICE CAPTAIN	1.00	2,084			134,461			300	134,761	65,337	200,098
001-60-0622-05-055	LIEUTENANT	4.00	7,395			404,946			975	405,921	217,921	623,842
001-60-0622-05-071	POLICE SERGEANT	11.00	23,173	2,698	771	1,104,083	191,039	34,678	3,300	1,333,100	747,171	2,080,271
001-60-0622-05-103	POLICE OFFICER	80.00	166,212	13,578	5,733	6,362,663	802,578	208,268	36,150	7,409,659	4,181,153	11,590,812
001-60-0622-05-221	SUPPORT SPECIALIST 2	1.00	2,082	3		53,541	125			53,666	43,491	97,157
001-60-0622-05-230	POLICE INVENTORY SPECIALIST	1.00	2,073	55	33	48,582	1,949	749	300	51,580	24,483	76,063
001-60-0622-05-236	COMMUNITY SERVICES OFFICER	4.00	6,616	298	194	191,200	12,745	5,536	1,100	210,581	128,005	338,586
001-60-0622-05-275	TEMPORARY EMPLOYEES		3,006	12		79,362	547			79,909	11,802	91,711

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-60	POLICE DEPARTMENT											
001-60-0622-05-284	TRAF SAFETY PROGRAM	1.00	2,073		32	58,725		895	300	59,920	27,107	87,027
	POLICE DEPT FIELD SERVICES	103.00	214,714	16,644	6,763	8,437,563	1,008,983	250,126	42,425	9,739,097	5,446,470	15,185,567
001-60-0623-05-047	POLICE CAPTAIN	1.00	2,120			131,848			300	132,148	73,834	205,982
001-60-0623-05-055	LIEUTENANT	1.00	2,080			119,622			300	119,922	72,424	192,346
001-60-0623-05-071	POLICE SERGEANT	3.00	6,257	521	32	324,438	39,291	1,429	3,150	368,308	198,854	567,162
001-60-0623-05-103	POLICE OFFICER	18.00	29,625	3,269	171	1,292,889	214,562	6,447	15,636	1,529,534	848,019	2,377,553
001-60-0623-05-200	SR PROP & EVIDENCE CONTRL SPEC	1.00	2,103	20	4	67,513	970	120	300	68,903	47,567	116,470
001-60-0623-05-218	POLICE TECHNICIAN	1.00	2,067		8	71,348		263	300	71,911	45,490	117,401
001-60-0623-05-228	POLICE PROPERTY CONTROL SPEC	2.00	4,144	65	17	120,354	2,848	462	600	124,264	79,181	203,445
001-60-0623-05-229	POLICE SUPPORT SPECIALIST	2.00	4,131	184	71	111,242	7,449	1,795	600	121,086	75,173	196,259
001-60-0623-05-231	CRIME ANALYST	1.00	2,160			76,846				76,846	27,461	104,307
1117	INVESTIGATIVE SERVICES	30.00	54,687	4,059	303	2,316,100	265,120	10,516	21,186	2,612,922	1,468,003	4,080,925
001-60-0625-05-055	LIEUTENANT	1.00	2,080			116,678			300	116,978	64,989	181,967
001-60-0625-05-071	POLICE SERGEANT	2.00	4,254	380	95	206,986	27,716	4,301	600	239,603	116,615	356,218
001-60-0625-05-093	POL COMMUNITY SRVCS SPECIALIST	1.00	2,092		37	61,082		1,051	300	62,433	39,878	102,311
001-60-0625-05-103	POLICE OFFICER	9.00	17,359	1,755	520	699,757	106,047	19,521	2,475	827,800	478,869	1,306,669
001-60-0625-05-186	PROGRAM COORDINATOR	2.00	3,813	123	3	123,636	5,672	105	3,900	133,313	47,982	181,295
001-60-0625-05-275	TEMPORARY EMPLOYEES		47	40		1,559	1,990			3,549	301	3,850
	COMMUNITY SERVICES	15.00	29,645	2,298	655	1,209,698	141,425	24,978	7,575	1,383,676	748,634	2,132,310
001-60-0626-05-186	PROGRAM COORDINATOR	0.75	1,558	5	2	53,414	235	74	2,925	56,649	21,860	78,509
001-60-0626-05-259	RETIRED OFFICERS-PHOTO RADAR		10,002			275,023				275,023	36,414	311,437
	PHOTO TRAFFIC ENFORCEMENT	0.75	11,560	5	2	328,437	235	74	2,925	331,672	58,274	389,946
001-60-0627-05-186	PROGRAM COORDINATOR	0.25	519	2	1	17,805	78	25	975	18,882	7,286	26,168

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-60	POLICE DEPARTMENT											
001-60-0627-05-259	RETIRED OFFICERS-PHOTO RADAR		973			26,736				26,736	9,042	35,778
	PHOTO RED LIGHT PROGRAM	0.25	1,492	2	1	44,541	78	25	975	45,618	16,328	61,946
	**** DEPARTMENT TOTAL ****	179.80	377,034	25,015	8,862	14,555,938	1,509,753	315,078	85,298	16,466,067	9,020,481	25,486,548

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-60	POLICE DEPARTMENT											
001-60-0611-05-026	POLICE CHIEF	1.00	2,160			168,064			800	168,864	95,538	264,402
001-60-0611-05-047	POLICE CAPTAIN	1.00	2,160			142,854			800	143,654	78,945	222,599
001-60-0611-05-078	ADMINISTRATIVE ASSISTANT	1.00	2,080			63,180			500	63,680	43,170	106,850
001-60-0611-05-095	MANANGEMENT ANALYST	1.00	2,160			82,296			500	82,796	52,796	135,592
001-60-0611-05-239	SUPPORT SPECIALIST 1	1.00	2,080			45,600				45,600	27,586	73,186
	ADMINISTRATION	5.00	10,640			501,994			2,600	504,594	298,035	802,629
001-60-0621-05-047	POLICE CAPTAIN	1.00	2,160			142,830			800	143,630	76,091	219,721
001-60-0621-05-055	LIEUTENANT	1.00	2,160			124,197			800	124,997	72,870	197,867
001-60-0621-05-071	POLICE SERGEANT	2.00	4,160	350	96	213,187	26,739	4,635	1,600	246,161	148,242	394,403
001-60-0621-05-103	POLICE OFFICER	2.00	4,160	325		180,688	21,174		1,450	203,312	131,764	335,076
001-60-0621-05-201	POLICE RECORDS MANAGER	1.00	2,080			90,799			3,800	94,599	25,868	120,467
001-60-0621-05-221	SUPPORT SPECIALIST 2	2.80	5,887	10		157,406	396			157,802	118,440	276,242
001-60-0621-05-224	SR POLICE SUPPORT SPECIALIST	2.00	4,160	150	96	122,690	6,470	2,757	1,600	133,517	81,672	215,189
001-60-0621-05-227	POLICE RECORDS SUPERVISOR	1.00	2,120			75,163			500	75,663	38,134	113,797
001-60-0621-05-229	POLICE SUPPORT SPECIALIST	13.00	27,040	625	528	685,859	24,198	13,294	8,800	732,151	428,187	1,160,338
001-60-0621-05-275	TEMPORARY EMPLOYEES		1,720			56,304				56,304	3,796	60,100
1119	POLICE DEPT SUPPORT SERVICES	25.80	55,647	1,460	720	1,849,123	78,977	20,686	19,350	1,968,136	1,125,064	3,093,200
001-60-0622-05-047	POLICE CAPTAIN	1.00	2,080			137,564			800	138,364	71,890	210,254
001-60-0622-05-055	LIEUTENANT	4.00	8,400			469,442			2,400	471,842	275,743	747,585
001-60-0622-05-071	POLICE SERGEANT	11.00	22,960	2,600	432	1,133,102	192,542	20,142	8,800	1,354,586	771,665	2,126,251
001-60-0622-05-103	POLICE OFFICER	84.00	173,640	15,034	3,712	6,867,868	911,936	139,317	76,250	7,995,371	4,698,978	12,694,349
001-60-0622-05-221	SUPPORT SPECIALIST 2	1.00	2,080			54,839				54,839	49,924	104,763
001-60-0622-05-230	POLICE INVENTORY SPECIALIST	1.00	2,080	40	48	50,362	1,452	1,162	800	53,776	27,452	81,228
001-60-0622-05-236	COMMUNITY SERVICES OFFICER	4.00	8,320	300	192	241,516	12,833	5,384	3,200	262,933	187,887	450,820
001-60-0622-05-237	CODE COMPLIANCE OFFICER	2.00	4,160	50		143,071	2,559			145,630	107,876	253,506

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-60	POLICE DEPARTMENT											
001-60-0622-05-275	TEMPORARY EMPLOYEES		2,610			67,022				67,022	5,533	72,555
001-60-0622-05-284	TRAF SAFETY PROGRAM	1.00	2,080		48	60,857		1,404	800	63,061	30,481	93,542
	POLICE DEPT FIELD SERVICES	109.00	228,410	18,024	4,432	9,225,643	1,121,322	167,409	93,050	10,607,424	6,227,429	16,834,853
001-60-0623-05-047	POLICE CAPTAIN	1.00	2,120			140,185			800	140,985	85,496	226,481
001-60-0623-05-055	LIEUTENANT	1.00	2,080			119,597			800	120,397	79,780	200,177
001-60-0623-05-071	POLICE SERGEANT	3.00	6,240	375	16	337,375	30,160	792	3,900	372,227	214,693	586,920
001-60-0623-05-103	POLICE OFFICER	17.00	35,360	2,630	104	1,588,170	178,336	4,069	24,800	1,795,375	1,099,524	2,894,899
001-60-0623-05-200	SR PROP & EVIDENCE CONTRL SPEC	1.00	2,080	10	48	69,028	497	1,515	800	71,840	52,023	123,863
001-60-0623-05-218	POLICE TECHNICIAN	1.00	2,080		8	74,137		272	800	75,209	50,484	125,693
001-60-0623-05-228	POLICE PROPERTY CONTROL SPEC	2.00	4,160	30		124,760	1,360		1,600	127,720	87,870	215,590
001-60-0623-05-229	POLICE SUPPORT SPECIALIST	2.00	4,160	50	96	115,762	2,085	2,542	1,600	121,989	82,437	204,426
001-60-0623-05-231	CRIME ANALYST	1.00	2,080			79,264			500	79,764	31,010	110,774
	INVESTIGATIVE SERVICES	29.00	60,360	3,095	272	2,648,278	212,438	9,190	35,600	2,905,506	1,783,317	4,688,823
001-60-0625-05-055	LIEUTENANT	1.00	2,080			119,597			800	120,397	71,332	191,729
001-60-0625-05-071	POLICE SERGEANT	2.00	4,160	425	96	209,029	31,897	4,476	1,600	247,002	122,843	369,845
001-60-0625-05-093	POL COMMUNITY SRVCS SPECIALIST	1.00	2,080		48	62,724		1,404	800	64,928	44,061	108,989
001-60-0625-05-103	POLICE OFFICER	9.00	18,720	1,700	384	779,014	106,256	14,984	7,200	907,454	553,907	1,461,361
001-60-0625-05-186	PROGRAM COORDINATOR	2.00	4,160	150		136,189	7,281		4,400	147,870	54,159	202,029
	COMMUNITY SERVICES	15.00	31,200	2,275	528	1,306,553	145,434	20,864	14,800	1,487,651	846,302	2,333,953
001-60-0626-05-186	PROGRAM COORDINATOR	0.75	1,560	7		55,592	400		3,300	59,292	23,890	83,182
001-60-0626-05-259	RETIRED OFFICERS-PHOTO RADAR		10,364			285,002				285,002	26,199	311,201
	PHOTO TRAFFIC ENFORCEMENT	0.75	11,924	7		340,594	400		3,300	344,294	50,089	394,383
001-60-0627-05-186	PROGRAM COORDINATOR	0.25	520	3		18,532	134		1,100	19,766	7,966	27,732

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-60	POLICE DEPARTMENT											
001-60-0627-05-259	RETIRED OFFICERS-PHOTO RADAR		973			26,757				26,757	8,584	35,341
	PHOTO RED LIGHT PROGRAM	0.25	1,493	3		45,289	134		1,100	46,523	16,550	63,073
	**** DEPARTMENT TOTAL ****	184.80	399,674	24,864	5,952	15,917,474	1,558,705	218,149	169,800	17,864,128	10,346,786	28,210,914

1121

**CAPITAL DEVELOPMENT FUND**

- **Public Safety Center Program**

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3509 PUBLIC SAFETY CENTER

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

34,667,297                      34,667,297    32,921,036                      32,921,036

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

34,667,297                      34,667,297    32,921,036                      32,921,036

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

117,504                      357,500                      485,300                      414,900                      414,900

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

117,504                      357,500                      485,300                      414,900                      414,900

CLASS: 45 NON-REVENUE RECEIPTS

451 BOND SALE PROCEEDS

34,999,828

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

34,999,828

TOTAL PROGRAM: 3509 PUBLIC SAFETY CENTER

35,117,332                      35,024,797                      35,152,597    33,335,936                      33,335,936

### BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3509 PUBLIC SAFETY CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS  
FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

451 BOND SALE PROCEEDS  
FY 2016-17 2017 GO BOND PROCEEDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3509 PUBLIC SAFETY CENTER

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

497	DEBT ISSUANCE COST		98,568										
498	UNDERWRITERS DISCOUNT, BOND		299,498										

TOTAL CLASS: 10 MATERIALS & SERVICES  
 398,066

CLASS: 15 CAPITAL OUTLAY

682	CONSTRUCTION			31,000,000		98,000	14,619,622		14,619,622				
683	CONST DESIGN & ENGR INSPECTION		51,968	1,000,000		2,133,561	2,574,425		2,574,425				

TOTAL CLASS: 15 CAPITAL OUTLAY  
 51,968 32,000,000 2,231,561 17,194,047 17,194,047

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED			3,024,797			16,141,889		16,141,889				
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  
 3,024,797 16,141,889 16,141,889

TOTAL PROGRAM: 3509 PUBLIC SAFETY CENTER  
 450,034 35,024,797 2,231,561 33,335,936 33,335,936

### BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 3509 PUBLIC SAFETY CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

497 DEBT ISSUANCE COST

498 UNDERWRITERS DISCOUNT, BOND

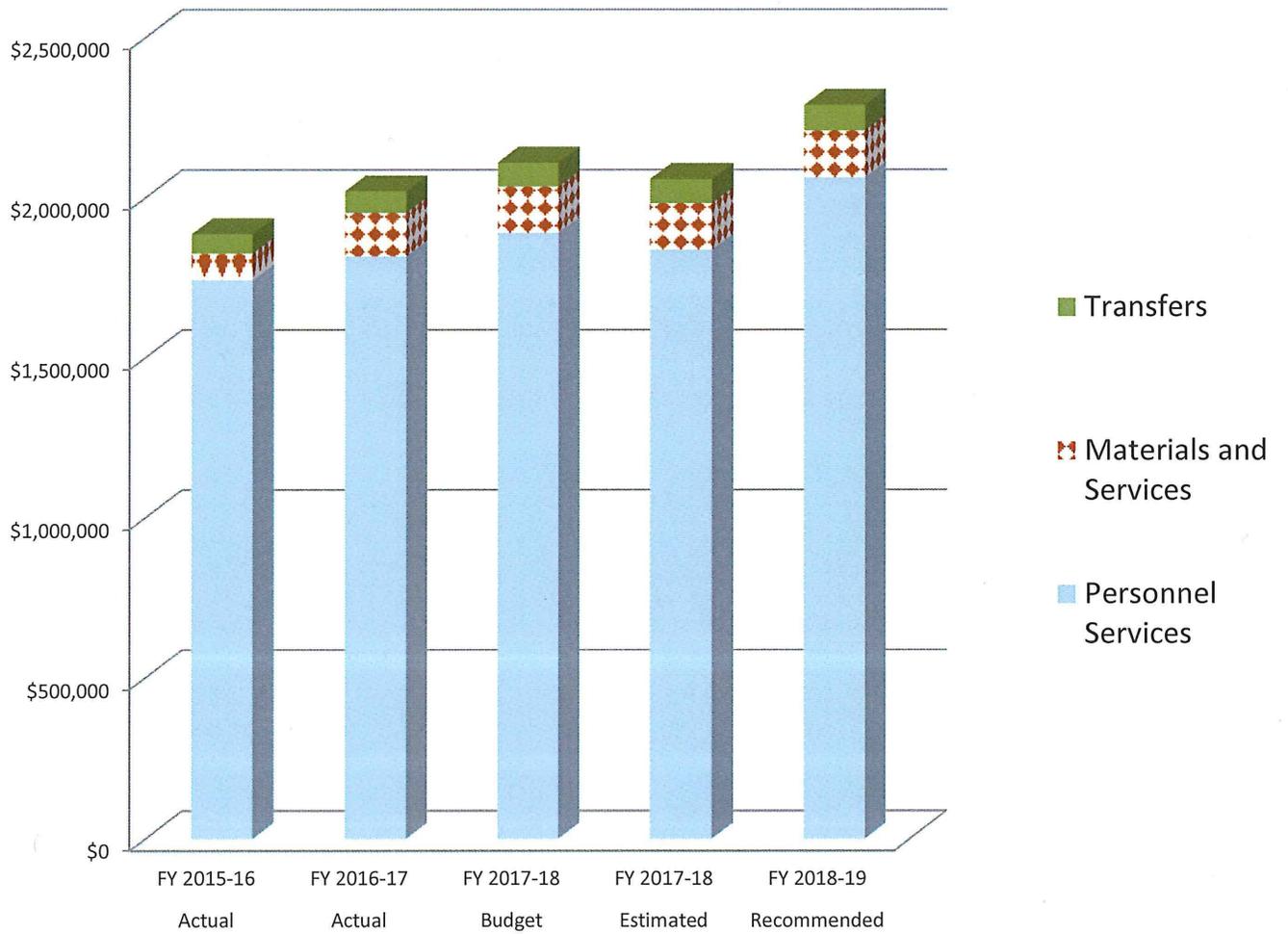
682 CONSTRUCTION  
CONSTRUCTION OF PUBLIC SAFETY CENTER BEGINS IN FY 2018-19

683 CONST DESIGN & ENGR INSPECTION

991 CONTINGENCY - UNRESERVED  
BALANCE OF CONSTRUCTION WILL REQUIRE THESE FUNDS IN FY 2019-20



**GENERAL FUND**  
**FINANCE**  
**RECOMMENDED FY 18-19**



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	<b>General Fund</b>					
Department:	<b>Finance - Summary</b>					
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Personnel Services	\$1,741,274	\$1,815,758	\$1,889,700	\$1,836,621	\$2,062,785	9.16%
Materials and Services	83,778	135,771	143,908	144,699	144,956	0.73%
Transfers	60,848	67,588	75,410	75,410	80,402	6.62%
SUB-TOTAL	1,885,900	2,019,117	2,109,018	2,056,730	2,288,143	
Reserve for equip.			-		-	
TOTAL	\$1,885,900	\$2,019,117	\$2,109,018	\$2,056,730	\$2,288,143	
FTE's	16.05	15.85	15.85		16.25	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects a net increase of 0.4 FTE consisting of net .70 FTE Assistant Finance Director position and a .30 FTE reallocation of a Senior Accountant from the General Fund to the Water, Sewer, and Storm Funds. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

No significant change

**Transfers:**

No significant change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE	

**MISSION STATEMENT:**

The Finance Division's mission is to preserve and maintain the City's financial integrity and trustworthiness. This is achieved by ensuring the timeliness of financial information, the adequacy of internal accounting and budgetary controls and the safeguarding of the City's assets. The mission is further maintained by providing financial administrative support to the City's operating departments to facilitate efficient and effective municipal services and providing quality service to all internal and external customers. *(Council Goal #2: Maintain the City's long-term financial stability; #4: Support City employees in providing customer-oriented, quality service.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	16.05	15.85	15.85	16.25	0.00
PERSONNEL SERVICES	\$1,741,274	\$1,815,758	\$1,889,700	\$2,062,785	\$0
MATERIALS & SERVICES	83,778	135,771	143,908	144,956	0
CAPITAL OUTLAY					
TRANSFERS	60,848	67,588	75,410	80,402	0
<b>TOTAL</b>	<b>\$1,885,900</b>	<b>\$2,019,117</b>	<b>\$2,109,018</b>	<b>\$2,288,143</b>	<b>\$0</b>

**Program Goal:**

To ensure timeliness of financial information, to provide sound financial advice on matters relating to fiscal policies, asset management, debt management and treasury management, and to ensure the adequacy of the City's internal accounting and budgetary control. *(Council Goal #2: Maintain the City's long-term financial stability.)*

**Program Objectives (services provided):**

- Continue developing multi-year Financial Plans for the General Fund, Street Fund, Building Fund, and Library Fund. *(Council Goal #2: Maintain the City's long-term financial stability.)*
- Review the finance department's information systems to eliminate duplicate, ineffective, non-beneficial procedures, including purchase orders and accounts payable processes.
- Continue to participate in the Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting programs.
- Continue to monitor debt management practices, administration and debt service coverage.
- Continue to refine the City's cost allocation plan that distributes overhead costs to the operating departments.
- Assist the Engineering Division and other departments with the City's Capital Improvement Program especially regarding Street, Water, Sewer and Storm Water System Development Charges and Storm Water Quality and Quantity Fees, as well as civic and urban renewal projects
- Maintain an active role regarding financial operations of three regional utility providers of which the City is a partner; the Joint Water Commission, Willamette Water Supply Project and Clean Water Services.

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0541 FINANCIAL ADMINISTRATION	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

**Trends, Services and Issues:**

The Finance Department consists of 22.45 FTE employees: 16.25 employees in the General Fund and 6.20 employees in the Enterprise Funds. The major program areas include Financial Reporting, Budgeting, Accounting, Purchasing, Payroll, Accounts Receivable and Payable, Treasury Management and Utility Billing/Customer Service. The Department's mission challenges the staff to review all our internal processes in eliminating unnecessary or non-beneficial procedures and activities and to provide valuable and timely financial reporting to the operating departments. This past year, we have achieved the following improvements in efficiency, services and reporting:

- Completed the enhancements of several modules and subsidiary ledgers of the primary General Ledger software module. This module incorporates the products and transactions from all subsidiary ledgers (i.e. cash receipts and accounts payable), processes journal entries and generates standard and customized reports.
- Maintained our underlying General Obligation bond ratings from Standard and Poor's (AA+) and from Moody's (Aa1).
- Maintained our underlying Water Revenue bonds ratings from Standard and Poor's (AA+) and from Moody's (Aa2).
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2016-17 Budget Document.
- Received an Unmodified Audit Opinion and applied for the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended June 30, 2017.

The department's mission provides support for both internal and external customers. Financial services that relate to public trust are among our highest priorities. These services assure that City finances are conducted in a manner to foster trust and confidence by the public, that City policies and procedures are fair and that all practices are open and above board. The financial system, comprised of accounting, purchasing, cash management, treasury services and budgeting are managed to provide maximum assurance of adherence to those high standards.

The public's interest in City finances is honored with a higher level of disclosures and greater public discussion about the use of property taxes and all fees/charges. The department is continually improving its ability to provide timely analytical data about financial transactions and their related implications. We also expect to develop ways to maximize the use of public funds by encouraging productivity and to enhance cost containment in the development and managing of budgets while minimizing risk and managing accountability for results. Information Systems improvements will continue to be our highest priority to address these needs.

Finance pursues greater automation and improved business practices in procurement to contain or reduce our cost of services provided while maintaining procedures that meet code requirements. The Finance Department's key to success is creating an environment where employees are willing to take risks, and become a stakeholder in our processes by being accountable and taking initiative. Customer satisfaction, both internal and external is critical to our success and must become an integral part of our daily activities.

The Finance Department plays a critical role in achieving City Council priorities such as:

- Beaverton Center for the Arts and Creekside Parking Garage – prepare analysis and advice on financing options as needed for the proposals.
- Expansion of sidewalk fund – use the program in the Capital Improvement Program to support projects on a sustained basis from various sources of funding.
- Monitor the impact of efforts to diversify city revenue sources, especially non-property tax revenue streams, including the development of a 4% city lodging tax, utility ROW licenses and a 3% recreational marijuana sales tax.
- Development of a longer-term Transportation Capital Improvement Plan

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0541 FINANCIAL ADMINISTRATION	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

**Budget Highlights:**

The Finance Department continues to adjust responsibilities and align staff capabilities with its mission. Staff retirements and the automation of previously manual processes offer opportunities to shape the staff to fit today's needs. We continue devoting resources to staff training and equipment that will continue our direction of outstanding customer service and team building. Additionally, specific training funds are allocated to keep our financial staff current with the professional requirements of municipal government finance. *(Council Goal #2: Maintain the City's long-term financial stability; #4: Support City employees in providing customer-oriented, quality service.)*

The department provides financial services and support to other departments pursuing the action items of the Beaverton Community Vision Action Plan. A specific action item for the Finance Department is:

- \* *Community Vision Action #93: Make it easier for small businesses to bid on City work:* Utilize purchasing policies that expand opportunities for Minority-Owned, Woman-Owned and Emerging Small Businesses (MWESB) as well as small businesses owned by veterans with service related disabilities (SD)

**Progress on FY 2017-18 Action Plan:**

- Annual Update to the City's Investment Policy – Adopted and in use with new longer term, diversified but appropriate investments.
- Utilized the services of a Financial Advisor – developed scenarios for the potential use of line of credit redevelopment financing, public safety building and planning for new water revenue debt. Retained GO Bond Rating of AA+ from Standard and Poor's
- Dedicated staff time for enhancing the functionality of the Contracts module of the Purchase Order and Accounts Payable (POAP) system.
- Deployed On-Line Travel Advance application city-wide
- Submitted the June 30, 2017 Comprehensive Annual Finance Report (CAFR) Including GASB 67/68 Implementation for the Certificate of Achievement in Financial Reporting Awards program
- Submitted the FY 2017-18 budget document for the Distinguished Budget Document Presentation Award program
- A general upgrade to the software package for utility billing is underway.
- Internally promoted a Financial Reporting Manager with primary responsibilities for management of the general ledger and preparation of all financial reports for external and internal customers including grantor agencies.
- Utilized consultant services to identify opportunities to reduce fees paid for credit card transactions to merchant banks as well as checking account and wire transaction fees.
- Developed revenue projections for selected items in the General Fund and prepared a separate section of budget goals and objectives that describe the initial trends.
- Relocated to the second floor of The Beaverton Building in March.

**FY 2018-19 Action Plan:**

- Continue to dedicate staff time for analysis and input to replace General Ledger module in our financial system with sufficient internal controls, standard reports, modern user interfaces and the ability to create customized reports.
- Use Internal Controls processes to evaluate and streamline work processes
- Build supervisory skills, prepare and implement succession plans. Succession planning results in some additional allocations of FTE for the training of new personnel.
- Revise periodic financial report formats to Budget Committee with more graphics
- Submit the June 30, 2018 Comprehensive Annual Finance Report (CAFR) for the Certificate of Achievement in Financial Reporting Awards program
- Submit the FY 2018-19 budget document for the Distinguished Budget Document Presentation Award program
- Create a Debt Management Policy
- Provide analysis and advice on public/private development opportunities
- Further streamline the purchasing process with "procurement cards" (a.k.a. P-Cards)

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0541 FINANCIAL ADMINISTRATION	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

- Support the Beaverton Urban Redevelopment Agency (BURA) as it moves forward with its action plans based on growth of assessed valuation and tax incremental revenue within the district. Operate the Line of Credit for property acquisition and facility construction of the Beaverton Central Parking Garage
- Support the capital investment plans of the water utility for new wells, reservoirs, drinking water sources and related transmission facilities.
- Develop budgetary and fiscal support for the capital campaign for and operation of the Beaverton Center for the Arts

<b>Workload Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted</b>	<b>FY 2018-19 Proposed</b>
Maintain the Distinguished Budget Presentation Award from GFOA	Recognized	Recognized	Recognized	Submit by September 2018
City's Population	94,215	94,950	95,685	96,165
General Obligation Bond Debt (in 000's at end of fiscal year):				
2005 Issue – Library Building Refunding	\$5,460	\$4,140	\$34,845	\$35,000
2017 Public Safety Center				
G. O. Bond Debt Per Capita:				
2005 Issue – Library Building Refunding				
2017 Public Safety Center	\$58	\$42	\$365	\$363
Revenue Bond Debt (in 000's @ end of FY) *	\$8,553	\$6,793	\$5,935	\$3,845
Revenue Bond Debt Per Capita	\$90	\$72	\$62	\$40
Special Revenue Debt (in 000's @ end of FY)	\$5,412	\$4,466	\$2,460	\$1,334
Special Revenue Debt Per Capita	\$58	\$47	\$26	\$14
Property Tax Levy for General Operations (within permanent rate)	\$37,341,368	\$38,631,383	\$40,712,851	\$42,159,116
City's Taxable Assessed Valuation (in 000's)	\$8,939,930	\$9,234,782	\$9,912,532	\$9,965,442
General Operations Tax Levy Rate Per Thousand of Taxable Assessed Value (tax value)	\$4.18	\$4.18	\$4.17	\$4.28
City's Permanent Levy Rate Authority	\$4.62	\$4.62	\$4.62	\$4.62
Future Capacity in Tax Levy Authority	\$0.44	\$0.44	\$0.44	\$0.34
Future Capacity in Tax Dollars	\$3,943,403	\$4,014,360	\$4,230,602	\$3,363,337
General Operations Tax Levy Per Capita	\$394	\$407	\$424	\$444

\*Water Revenue Bond sale schedule for June 2018 is not reflected in these values

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0541 FINANCIAL ADMINISTRATION	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

**Performance Outcomes and Program Trends:**

The City's budget receives a national award that demonstrates the commitment to provide our citizens a budget document serving as an operations guide and as a financial plan.

The trend in the levy for general operations demonstrates the City's ability to meet citizens' demands for services while maintaining a stable tax burden and providing the ability to levy additional tax resources for future year's operations. The City operates under a state-wide measure that established a permanent levy rate for each public entity that levies property taxes. The City cannot levy more than its permanent rate of \$4.62 per thousand of taxable assessed valuation. For FY 2018-19, the City is projecting a tax levy rate of \$4.28, which is 93% of its maximum permanent levy rate authority. Levying the full permanent rate would produce an additional \$3.4 million in property tax revenues.

A description of General Fund Revenues for the FY 2018-19 budget includes modest projections of revenues over the next several years. Our intent is to lengthen those projections in future budget documents. The City Council asks the staff and particularly the Finance Department to consider adjustment in "non-property tax" revenue as a priority. In past years, a privilege tax was added to the franchise fees for Portland General Electric and Northwest Natural Gas that is producing about \$1 million annually. Fees for Site Development and land use development permits increased and a change in the manner in which all non-franchised utilities are managed in the right-of-way generates additional income. The ROW License fees require additional monitoring to engage all utilities operating in the ROW are paying their fair share for the use and management of the street assets. In addition, the City Council approved a Lodging Tax of 4% to support construction of the proposed Beaverton Center for the Arts and other events that attract or retain visitors to the area.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0542 PURCHASING	<b>PROGRAM MANAGER:</b> TERRY L MURALT

**Program Goal:**

To ensure that supplies, services and equipment are acquired at the lowest possible cost consistent with the qualities required, to award contracts in the best interest of the City, to ensure legal and contractual compliance on all contracts and purchases, and to continue to advance equity purchasing goals for businesses which are minority-owned, women-owned, service-disabled veteran owned and emerging small businesses. *(Council Goal #2: Use City resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost effective service to the community.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	2.00	2.00	2.00	2.00	0.00
PERSONNEL SERVICES	\$166,531	\$174,599	\$188,118	\$200,469	\$0
MATERIALS & SERVICES	5,301	10,643	11,190	11,122	0
CAPITAL OUTLAY					
TRANSFERS	1,966	1,676	2,202	4,438	0
<b>TOTAL</b>	<b>\$173,798</b>	<b>\$186,918</b>	<b>\$201,510</b>	<b>\$216,029</b>	<b>\$0</b>

**Program Objective (services provided):** (All objectives relate closely to Council Goal #2)

- To process all purchasing transactions in a timely manner.
- To ensure that procurement of goods and services adhere to the current purchasing policies and State laws.
- Ensure that bids/requests for proposals are obtained for all goods and services that exceed \$100,000.
- To process all requests for bid procedure within five working days from date of receipt.
- Maintain listing of all surplus property and supervise disposal of surplus items.
- Monitor use of open purchase orders for compliance and necessity.

This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan including:

- *Make it easier for small businesses to bid on City work(Community Vision Action #93):* Utilize purchasing policies that expand opportunities for Minority-Owned, Woman-Owned and Emerging Small Businesses (MWESB) and Service Disabled Veterans (SDV)

**Progress on FY 2017-18 Action Plan:**

Partnered with Metro and held two open houses for Minority-Owned, Women-Owned and Emerging Small Businesses that were not State certified or had not done business with a government agency. This was to help educate these businesses on why and how they can become State certified. Encouraging these type of businesses to become State certified will increase the pool of certified firms for government agencies to do business with and help the business community.

The end of fiscal year 2016/17 completed our first fiscal year of the Minority-Owned, Women-Owned, Service Disabled Veteran and Emerging Small Business program. The total first fiscal usage was 10.11% of its overall dollar amount of contracting and purchasing activities. The City's aspirational goal is set at 10%. The City plans additional outreaches to M/W/SDV/ESB firms to increase usage percent.

Discussions with Sustainability Program Manager are on hold due to a vacant position. Once filled, discussion will continue up again regarding developing a Sustainability Purchasing Policy. The initial step is developing a "project proposal" to outline the work involved and timeline of project.

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0542 PURCHASING	<b>PROGRAM MANAGER:</b> TERRY L MURALT

Work on Phase 3 enhancements of the POAP system are on hold due to Program Developer working full time on new Court System.

Working with City Attorney to revise and update city contracts and solicitation documents. Most of the contract forms have been updated and construction solicitation document. The goal is to complete the remaining contracts and request for proposal and invitation to bid solicitation documents.

**FY 2018-19 Action Plan**

- Assist in developing a Procurement Card Policy/Program for the City.
- Research and develop/coordinate community workshop(s) to encourage and assist local contractors and businesses to bid/propose on City contracts.
- Monitor legislative changes that would affect the procurement code and make necessary updates to the Procurement code as needed.
- Complete revision of contracts and solicitation documents
- Review City wide expenditures and complete procurement processes where required by formal bid thresholds.
- Work with Sustainability Program Manager to develop a Sustainability Purchasing Policy.
- Review M/W/SDV and ESB program to determine possible changes that would increase the usage of state certified firms.
- Coordinate open house events for M/W/SDV and ESB businesses to connect with and start building relationships with prime contractors for sub-contracting opportunities.

<b>Workload Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
Number of purchase orders issued and processed	1,272	1,300	1,450 / 1,600	1,500
Number of sealed bids and requests for proposals processed	20	17	25 / 20	25
Number of contracts issued	103	128	100 / 135	135
Total dollar amount paid through Purchase orders	\$21,842,935	\$22,946,905	\$25,000,000 / \$25,000,000	\$25,000,000

**10 Largest PO's Issued for FY 2016-17**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Landis & Landis	Cedar Hills Blvd – Water Mains CIP 4128A	\$1,311,225
Washington County	Farmington Road Improvements CIP 3302	\$1,177,500
Holt Services Inc.	ASR 5 Well Drilling	\$993,780
Relay Resources	Janitorial Services	\$705,456
Redflex Traffic System	Photo Radar/Red Light	\$547,936

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0542 PURCHASING	<b>PROGRAM MANAGER:</b> TERRY L MURALT

Pacific Excavation	Sidewalk Curb Ramp Retrofit	\$807,987
Opsis Architecture	Beaverton Center for the Arts	\$384,608
Bretthauer Oil	Fuel	\$338,165
Baker Rock	Annual Supply of HMAC (asphalt)	\$330,142
3J Consulting Inc.	Menlo Drive Sidewalk Improvement	\$325,047

**Performance Outcomes and Program Trends:**

The program places formal bids and purchase awards in conformance with purchasing policies and with the assurance that the best price was obtained through market place competition.

Use and offer cooperative purchasing with other agencies whenever possible.

Solicit bids and request for proposals for all public contracts that exceed \$100,000. Ensure that purchasing needs of City departments are handled in a timely manner and ensure acquisition of the best quality products and services at the lowest possible cost.

Ensure that procurements are in line with the M/W/SDV & ESB policy/program. The City is in the second fiscal year of the program and continues to review the program and policy to look for ways to improve the program that would increase usage of state certified firms.

Centralize disposal of surplus property. Advertise for bid, or sell at public auction, as required by City Code and provisions of the Oregon Revised Statutes.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> DAVE WAFFLE

**Program Goal:**

To ensure internal control and financial integrity of the City's accounting and budgetary system and to provide quality and innovative financial service by being good stewards of public funds and effectively serving citizens, City Council and City departments. *(Council Goal #2: Use City resources efficiently to ensure long-term financial stability.)*

To publish an accurate and complete Comprehensive Annual Financial Report (CAFR) that complies with Generally Accepted Accounting Principles (GAAP) and all other applicable statutes and regulations. To maintain and or improve the City's current bond ratings.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	12.05	11.85	11.85	12.25	0.00
PERSONNEL SERVICES	\$1,245,861	\$1,305,875	\$1,356,821	\$1,501,976	\$0
MATERIALS & SERVICES	72,088	117,910	125,324	126,276	0
CAPITAL OUTLAY					
TRANSFERS	46,610	52,699	56,695	58,220	0
<b>TOTAL</b>	<b>\$1,364,559</b>	<b>\$1,476,484</b>	<b>\$1,538,840</b>	<b>\$1,686,472</b>	<b>\$0</b>

**Program Objective (service provided):**

- Provide financial services and reports to the Council, Mayor and other departments.
- Monitor and analyze revenue sources to ensure timely collection and effective use of cash flow. Invest cash resources within guidelines of the City's investment policy.
- Ensure proper accounting treatment and compliance with regulations for all grants secured by the City.
- Operate the annual budget cycle including adoption by June 30 of each year and two supplemental budget amendments, including effective public notice and transparency.
- Continue to provide accounting services in a cost-effective and efficient manner by evaluating daily operations and activities. *(Council Goal: #4: Provide responsive cost-effective service to the community.)*
- Continue to provide Finance personnel with training and equipment to provide excellent customer service. *(Council Goal: #8: Provide and support a highly qualified and motivated City workforce.)*
- Provide financial services and support to other departments pursuing the action items of the Beaverton Community Vision Plan including integrating the Vision Action Plans into annual budgeting process.

**Progress on FY 2017-18 Action Plan:**

- Total portfolio on 6/30/16 \$75.6 million with an average 0.86% yield. Portfolio on 6/30/17 \$120.4 million (\$35 million is bond proceeds for Public Safety Center) with an average yield of 1.34%. Current yield is 1.67%.
- Continued to develop skills of new and current staff members through cross training, outside educational seminars and on-site classes to be able to implement department's succession plans.
- Unlikely to need BCA gift fund as Arts Foundation staff capabilities are enhanced.
- There may be no additional immediate uses of the Letter of Credit in FY 17-18 as we await the decision about proceeding with the parking garage. In the meantime, Finance makes the monthly payments to Key Bank for the interest that is due. BURA is using the "day-light loan" abilities with the City for property acquisition payments.
- Preparing for a potential Water Revenue Bond sale in June 2018 plus applying for various sources of funding for Capital Projects.
- Developing a new Water Master Bond Declaration for this and future sales as well as a Debt Management Policy.

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> DAVE WAFFLE

**FY 2018-19 Action Plan:**

- Continue to develop skills of current and new staff members so as to be able to implement the department's succession plans. This includes the hiring of a second Assistant Finance Director mid-year for a smooth transition accommodating a planned retirement.
- Continue to enhance both in-house and vendor supplied financial applications to increase efficiency for the department.
- Continue to provide analysis and support of funding for capital projects. Specifically Public Safety Center, Willamette Water Supply Project, 2018 Water Revenue Bond and Beaverton Arts center.
- Develop and approve a Fund Balance policy.

<b>Performance Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted</b>	<b>FY 2018-19 Proposed</b>
Receive Unqualified Audit Opinion, Certificate of Achievement for Excellence in Financial Reporting (CAFR) & Distinguished Budget Presentation Award	Received both awards	Received budget award and submitted for CAFR award	Will submit for both awards	Will submit for both awards
<b>Bond Ratings (underlying ratings):</b>				
General Obligation Bonds				
Moody's	Aa1	Aa1	Aa1	Aa1
Standard & Poor's (S&P)	AA+	AA+	AA+	AA+
Water Revenue Bonds				
Moody's	AA2	AA2	Aa2	Aa2
Standard & Poor's (S&P)	AA+	AA+	AA+	AA+
Average annual yield on investment portfolio	0.60%	0.85%	1.30%	1.67%
Average annual yield on State Investment Pool (used as a benchmark)	0.75%	0.80%	1.10%	1.85%
Average Monthly Investment Portfolio (in millions)	\$70	\$70	\$85	\$90
Revenue generated from passports	\$130,968	\$107,270	\$140,000	\$210,000
Number of passport applications processed	5,270	5,300	5,500	6,000
Revenue generated from Business Licenses	\$638,571	\$640,000	\$640,000	\$670,000
Business Licenses (calendar year)	5,070	5,068	5,200	5,500

**Performance Outcomes and Program Trends:**

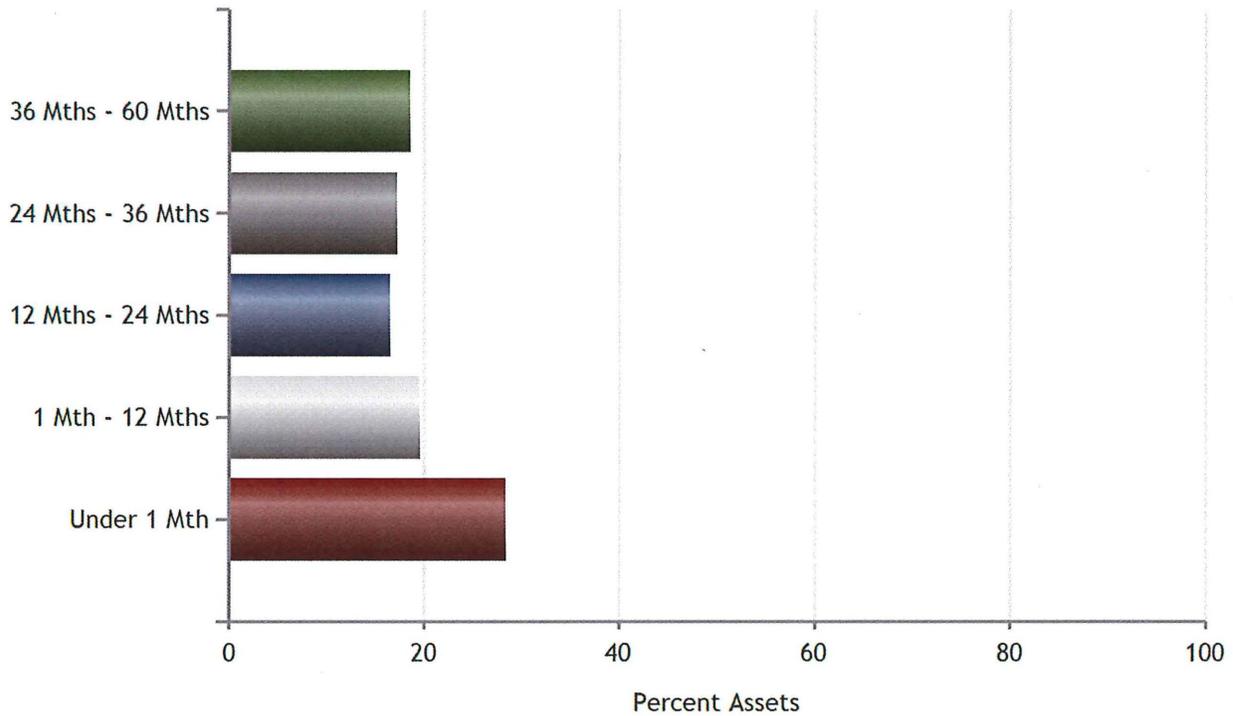
The City's current bond ratings strongly reflect the City's financial condition because of our fiscal policy. The ratings will assist the City securing favorable interest rates on future bond issues. Standard and Poor's confirmed the City's ratings for the General Obligation Bonds in February 2017 in conjunction with the sale of \$35 million in GO Bonds for a new Public Safety Center.

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> DAVE WAFFLE

The City’s investment portfolio yield demonstrates earning rates that are comparable or better than the yield of the Oregon Local Government Investment Pool (LGIP), which is the benchmark. As the Federal Reserve has signaled slowly rising interest rates, recent investments agencies/treasuries and Certificates of Deposit are for slightly longer periods but consistent with the Investment Policy. The graph below illustrates the current Distribution by Maturity in our managed investment portfolio of approximately \$90 million.

**DISTRIBUTION BY MATURITY**



The department will continue to evaluate all finance functions to streamline daily operations and activities. We continue to make customer service improvements through training, empowering staff, and improved technology.

Passport services at The Beaverton Building are increasingly popular in response to expanded hours and bi-lingual services.

Many business owners take advantage of using the Internet for their on-line renewal process and the ability of using their credit cards for Business Licenses. As of February 15, 2018 approximately 1,635 owners renewed their Business License for 2018 via the website, representing 29% of the licenses. In addition approximately 5,600 license renewals were issued for calendar year 2018.

<b>Business Licenses Statistics Report for the Year 2018 (preliminary)</b>	
<b>Total New and Renewals Licenses Issued</b>	4,011
<b>Number of Home Occupations (included in the total above)</b>	518
<b>New Licenses Issued for the year</b>	135

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> DAVE WAFFLE

<b>Total Number of Employees Reported in New Businesses</b>	545
<b>Total Number of Businesses Located in City Limits</b>	3,297
<b>Total Number of Employees Reported at Businesses Located in City Limits</b>	29,977
<b>Business Terminated for the Year</b>	2

The Finance Department is recognized for its excellence in financial reporting and distinguished budget preparation and we will continue to submit the Comprehensive Annual Financial and Budget Reports to GFOA for these awards. We will continue to maintain the City's long-term financial stability by maximizing the City's short-term and long-term financial strength. The credit ratings by Standard & Poor's and Moody's, reflect the City's strong and stable financial management, solid fiscal policies, and moderate and manageable debt levels. We will continue to strive to maintain the City's current bond ratings.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

021	FINANCE DIRECTOR													
	155,050	1.00	158,555	1.00	162,441	1.00	124,488	162,444	168,065	1.00	168,065	1.00		
045	FINANCIAL REPORTING MANAGER													
	85,510	1.60	187,154	1.75	182,369	1.75	150,974	188,025	190,150	1.75	190,150	1.75		
074	BUDGET COORDINATOR													
	77,411	1.00	78,116	1.00	78,723	1.00	62,827	78,724	80,598	1.00	80,598	1.00		
075	PAYROLL ADMINISTRATOR													
	69,375	1.00	97,948	1.00	96,133	1.00	46,716	62,386	65,420	1.00	65,420	1.00		
086	ASSISTANT FINANCE DIRECTOR													
	118,792	1.00	120,523	1.00	92,429	1.00	78,879	99,487	208,735	1.70	187,912	1.70		
149	PURCHASING AGENT													
	74,508	1.00	75,902	1.00	77,318	1.00	60,963	77,316	79,248	1.00	79,248	1.00		
169	SENIOR ACCOUNTANT													
	244,284	2.70	128,479	2.10	172,223	2.10	134,209	172,178	180,470	2.10	157,319	1.80		
172	ACCOUNTANT													
	69,325	1.00	70,621	1.00	71,940	1.00	56,723	71,942	73,737	1.00	73,737	1.00		
221	SUPPORT SPECIALIST 2													
	27,979	1.00	41,643	1.00	44,928	1.00	35,117	44,932	48,346	1.00	48,346	1.00		
245	ACCOUNTING ASSISTANT													
	44,004	.75	41,448	1.00	50,411	1.00	39,439	50,209	54,117	1.00	54,117	1.00		
248	ACCOUNTING SPECIALIST													
	195,161	4.00	204,858	4.00	213,175	4.00	166,074	210,735	218,334	4.00	218,334	4.00		
275	TEMPORARY EMPLOYEES													
	10,212		22,560		15,000		4,164	9,009	20,000		20,000			
299	PAYROLL TAXES AND FRINGES													
	569,663		587,951		632,610		492,443	609,234	709,786		719,539			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,741,274	16.05	1,815,758	15.85	1,889,700	15.85	1,453,016	1,836,621	2,097,006	16.55	2,062,785	16.25		

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
301	OFFICE EXPENSE													
	2,319		1,947		2,400		2,177	2,400	2,400		2,400		2,400	
303	OFFICE FURNITURE & EQUIPMENT													
	1,293		2,491		2,000		1,713	1,500	2,005		2,005		2,005	
307	MEMBERSHIP FEES													
	5,816		9,949		10,410		9,914	10,670	10,470		10,470		10,470	
308	PERIODICALS & SUBSCRIPTIONS													
	701		766		790		791	802	802		802		802	
312	DEPOSIT SHORTAGE/OVERAGE													
	35		-1				15							
316	ADVERTISING, RECORDING & FILING													
	4,190		5,479		5,000		3,787	5,000	5,000		5,000		5,000	
317	COMPUTER EQUIPMENT													
					9,345		7,637	8,500	1,992		1,992		1,992	
318	COMPUTER SOFTWARE													
			296						600		600		600	
321	TRAVEL, TRAINING & SUBSISTENCE													
	12,173		6,014		8,900		7,148	10,900	13,300		13,300		13,300	
328	MEALS & RELATED EXPENSE													
	2													
330	MILEAGE REIMBURSEMENT													
	62		161		225		83	125	225		225		225	
341	COMMUNICATIONS EXPENSE													
	744		1,231		1,248		890	1,212	1,188		1,188		1,188	
481	OTHER EXPENSES													
	1,796		2,097		2,390		2,879	2,390	2,574		2,614		2,614	
511	PROFESSIONAL SERVICES													
	54,647		105,341		101,200		96,243	101,200	104,360		104,360		104,360	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 10 MATERIALS & SERVICES														
	83,778		135,771		143,908		133,277	144,699	144,916		144,956			
CLASS: 25 TRANSFERS														
816 TRSFERS TO REPROGRAPHICS FUND														
	60,848		67,588		75,410		51,858	75,410	80,402		80,402			
TOTAL CLASS: 25 TRANSFERS														
	60,848		67,588		75,410		51,858	75,410	80,402		80,402			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	1,885,900	16.05	2,019,117	15.85	2,109,018	15.85	1,638,151	2,056,730	2,322,324	16.55	2,288,143	16.25		

1142

**FINANCE DEPARTMENT  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
21	FINANCE DIRECTOR	1.00	1.00					1.00
45	FINANCIAL REPORTING MANAGER	1.75	1.75					1.75
74	BUDGET COORDINATOR	1.00	1.00					1.00
75	PAYROLL ADMINISTRATOR	1.00	1.00					1.00
86	ASSISTANT FINANCE DIRECTOR	1.00	1.00					1.00
149	PURCHASING AGENT	1.00	1.00					1.00
169	SENIOR ACCOUNTANT	2.10	2.10					2.10
172	ACCOUNTANT	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00	1.00					1.00
245	ACCOUNTING ASSISTANT	1.00	1.00					1.00
248	ACCOUNTING SPECIALIST	4.00	4.00					4.00
	<b>Total</b>	<b>15.85</b>	<b>15.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.85</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
21	FINANCE DIRECTOR	1.00					1.00
45	FINANCIAL REPORTING MANAGER	1.75					1.75
74	BUDGET COORDINATOR	1.00					1.00
75	PAYROLL ADMINISTRATOR	1.00					1.00
86	ASSISTANT FINANCE DIRECTOR	1.00	0.70 <sup>a</sup>				1.70
149	PURCHASING AGENT	1.00					1.00
169	SENIOR ACCOUNTANT	2.10		(0.30) <sup>b</sup>			1.80
172	ACCOUNTANT	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
245	ACCOUNTING ASSISTANT	1.00					1.00
248	ACCOUNTING SPECIALIST	4.00					4.00
	<b>Total</b>	<b>15.85</b>	<b>0.70</b>	<b>(0.30)</b>	<b>0.00</b>	<b>0.00</b>	<b>16.25</b>

<sup>a</sup> FY 18-19 proposes that the existing Assistant Finance Director is transitioning to eventual retirement and will reduce from a 1.0 FTE to a .70 FTE for FY 2018-19 and will transition to a more global city wide administrative support function. Therefore, the FY 2018-19 Budget proposes an additional 1.0 FTE Assistant Finance Director that will assist with Finance Department's operations.

<sup>b</sup> FY 18-19 reallocates one of the Sr. Accountant positions to more accurately reflect the position's time to 10% each in the Water, Sewer, and Storm Drain Funds.

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0541 FINANCE ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

021	FINANCE DIRECTOR												
	155,050	1.00	158,555	1.00	162,441	1.00	162,444	168,065	1.00	168,065	1.00		
074	BUDGET COORDINATOR												
	77,411	1.00	78,116	1.00	78,723	1.00	78,724	80,598	1.00	80,598	1.00		
299	PAYROLL TAXES AND FRINGES												
	96,421		98,613		103,597		100,659	106,227		111,677			

TOTAL CLASS: 05 PERSONNEL SERVICES

	328,882	2.00	335,284	2.00	344,761	2.00	341,827	354,890	2.00	360,340	2.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	320		220		440		440	440		440			
308	PERIODICALS & SUBSCRIPTIONS												
	471		536		560		560	560		560			
316	ADVERTISING, RECORDING & FILING												
	3,270		3,874		3,500		3,500	3,500		3,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
341	COMMUNICATIONS EXPENSE												
	532		491		504		468	444		444			
481	OTHER EXPENSES												
	1,796		2,097		2,390		2,390	2,574		2,614			

TOTAL CLASS: 10 MATERIALS & SERVICES

	6,389		7,218		7,394		7,358	7,518		7,558			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	12,272		13,213		16,513		16,513	17,744		17,744			

TOTAL CLASS: 25 TRANSFERS

	12,272		13,213		16,513		16,513	17,744		17,744			
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TOTAL PROGRAM: 0541 FINANCE ADMINISTRATION

	347,543	2.00	355,715	2.00	368,668	2.00	365,698	380,152	2.00	385,642	2.00		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0541 FINANCE ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

021 FINANCE DIRECTOR

074 BUDGET COORDINATOR

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

307 MEMBERSHIP FEES

OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION (OGFOA) \$120  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION \$320

308 PERIODICALS & SUBSCRIPTIONS

OREGONIAN \$260  
 VALLEY TIMES \$50  
 GOVERNMENTAL ACCOUNTING STANDARDS \$250

316 ADVERTISING, RECORDING & FILING

PUBLIC HEARING NOTICES, ANNUAL & SUPPLEMENTAL BUDGET AND AUDIT MEETING NOTICES  
 CERTIFICATION FILING FEES  
 STATE OF OREGON AUDIT DIVISION ANNUAL FILING FEES  
 GFOA FILING FEES

321 TRAVEL, TRAINING & SUBSISTENCE

NO APPROPRIATION REQUESTED

341 COMMUNICATIONS EXPENSE

CELL PHONE CHARGES FOR FINANCE DIRECTOR @ \$37 PER MONTH \$444

481 OTHER EXPENSES

ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE FOR FINANCE, ISD, GIS AND COURT (65.35 FTE'S @ \$40 EA)

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

149	PURCHASING AGENT												
	74,508	1.00	75,902	1.00	77,318	1.00	77,316	79,248	1.00	79,248	1.00		
221	SUPPORT SPECIALIST 2												
	27,979	1.00	41,643	1.00	44,928	1.00	44,932	48,346	1.00	48,346	1.00		
275	TEMPORARY EMPLOYEES												
	834												
299	PAYROLL TAXES AND FRINGES												
	63,210		57,054		65,872		64,489	70,032		72,875			

TOTAL CLASS: 05 PERSONNEL SERVICES

	166,531	2.00	174,599	2.00	188,118	2.00	186,737	197,626	2.00	200,469	2.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	3,560		7,560		7,560		7,830	7,580		7,580			
308	PERIODICALS & SUBSCRIPTIONS												
	230		230		230		242	242		242			
316	ADVERTISING, RECORDING & FILING												
	920		1,605		1,500		1,500	1,500		1,500			
318	COMPUTER SOFTWARE												
			296										
321	TRAVEL, TRAINING & SUBSISTENCE												
	591		952		1,900		1,400	1,800		1,800			

TOTAL CLASS: 10 MATERIALS & SERVICES

	5,301		10,643		11,190		10,972	11,122		11,122			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	1,966		1,676		2,202		2,202	4,438		4,438			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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149 PURCHASING AGENT

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

307 MEMBERSHIP FEES

NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP) \$190  
 CITY COSTCO MEMBERSHIP \$240  
 OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) \$50  
 LOCAL COLUMBIA CHAPTER OF NIGP \$100  
 PDXPROCUREMENTSEARCH.COM MEMBERSHIP \$3,000  
 OREGON COOPERATIVE PROCUREMENT PROGRAM (ORCPP) MEMBERSHIP -STATE COOP PURCHASING PROGRAM (MOVED FROM NON-DEPARTMENTAL MEMBERSHIPS) \$4,000

308 PERIODICALS & SUBSCRIPTIONS

DAILY JOURNAL OF COMMERCE SUBSCRIPTION \$242

316 ADVERTISING,RECORDING & FILING

ADVERTISING FOR FORM BID & RFP PROCUREMENT PROCESSES \$1,500

318 COMPUTER SOFTWARE

NO APPROPRIATION REQUESTED

321 TRAVEL,TRAINING & SUBSISTENCE

OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) SPRING 2016 CONF, LODGING & REGISTRATION \$450  
 OPPO FALL CONFERENCE, LODGING & REGISTRATION \$450  
 OPPO/COLUMBIA CHAPTER JOINT WORKSHOP \$100  
 MWESB PROGRAM - INCLUDES TRAINING EVENTS WITH SMALL BUSINESSES:  
 OREGON ASSOC. OF MINORITY ENTREPRENEURS (OAME) TRADE SHOW (\$85 X 2) \$170  
 GOVERNORS MARKET PLACE TRADE SHOW \$250  
 BUSINESS DIVERSITY INSTITUE MEETINGS (3 @ \$10 EACH), \$30  
 IN-HOUSE EVENTS AS PLANNED \$350

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 25 TRANSFERS

1,966                      1,676                      2,202                      2,202                      4,438                      4,438

TOTAL PROGRAM: 0542 PURCHASING

173,798    2.00    186,918    2.00    201,510    2.00    199,911    213,186    2.00    216,029    2.00

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0542 PURCHASING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

NO BUDGETARY DATA FOR THIS OBJECT DESCRIPTION WAS ENTERED FOR THE FISCAL YEAR 2019. THE OBJECT DESCRIPTION IS NOT ELIGIBLE FOR BUDGETARY DATA ENTRY.

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

045	FINANCIAL REPORTING MANAGER												
	85,510	1.60	187,154	1.75	182,369	1.75	188,025	190,150	1.75	190,150	1.75		
075	PAYROLL ADMINISTRATOR												
	69,375	1.00	97,948	1.00	96,133	1.00	62,386	65,420	1.00	65,420	1.00		
086	ASSISTANT FINANCE DIRECTOR												
	118,792	1.00	120,523	1.00	92,429	1.00	99,487	208,735	1.70	187,912	1.70		
169	SENIOR ACCOUNTANT												
	244,284	2.70	128,479	2.10	172,223	2.10	172,178	180,470	2.10	157,319	1.80		
172	ACCOUNTANT												
	69,325	1.00	70,621	1.00	71,940	1.00	71,942	73,737	1.00	73,737	1.00		
245	ACCOUNTING ASSISTANT												
	44,004	.75	41,448	1.00	50,411	1.00	50,209	54,117	1.00	54,117	1.00		
248	ACCOUNTING SPECIALIST												
	195,161	4.00	204,858	4.00	213,175	4.00	210,735	218,334	4.00	218,334	4.00		
275	TEMPORARY EMPLOYEES												
	9,378		22,560		15,000		9,009	20,000		20,000			
299	PAYROLL TAXES AND FRINGES												
	410,032		432,284		463,141		444,086	533,527		534,987			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,245,861	12.05	1,305,875	11.85	1,356,821	11.85	1,308,057	1,544,490	12.55	1,501,976	12.25		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	2,319		1,947		2,400		2,400	2,400		2,400			
303	OFFICE FURNITURE & EQUIPMENT												
	1,293		2,491		2,000		1,500	2,005		2,005			
307	MEMBERSHIP FEES												
	1,936		2,169		2,410		2,400	2,450		2,450			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 045 FINANCIAL REPORTING MANAGER  
 FY 16-17 REFLECTS .15 FTE INCREASE TO BE ADDED TO THE LIMITED DURATION POSITION TO CREATE A .75 FTE POSITION.
  
- 075 PAYROLL ADMINISTRATOR  
 FY 16-17 AND FY 17-18 REFLECT INCREASE DUE TO RETIREMENT OF INCUMBENT AND THEN OVERLAPPING WITH HER REPLACEMENT FOR TRAINING PURPOSES.
  
- 086 ASSISTANT FINANCE DIRECTOR  
 FY 18-19 REFLECTS A 1 FTE INCREASE DUE TO REDUCED SCHEDULE OF THE INCUMBENT AND THEN THE THE INCUMBENT'S EVENTUAL RETIREMENT. THE ADDITIONAL FTE WIL ALLOW FOR A SMOOTH TRANSITION.
  
- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
  
- 172 ACCOUNTANT
  
- 245 ACCOUNTING ASSISTANT  
 FY 16-17 REFLECTS .25 FTE INCREASE TO BE ADDED TO A .75 FTE POSITION TO CREATE 1 FTE POSITION.
  
- 248 ACCOUNTING SPECIALIST
  
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP TO ASSIST WITH YEAR END ACCOUNT RECONCILIATIONS IN PREPARATION FOR THE ANNUAL AUDIT AND PRODUCTION OF FINANCIAL REPORT CAFR
  
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE ENTIRE FINANCE DEPARTMENT (20 STAFF)  
 W2 FORMS  
 1099 FORMS
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 NEW CHAIRS, DESK HEIGHT MODIFICATIONS, MONITOR ARMS & CALCULATORS AS NEEDED.
  
- 307 MEMBERSHIP FEES  
 MEMBERSHIP FEES - AMERICAN PAYROLL ASSOCIATION  
 OREGON SOCIETY OF CPA'S (OSCPA) 2 @\$275  
 OREGON BOARD OF ACCOUNTANCY (CPA LICENSE RENEWAL) 2@\$160  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC (OGFOA) 7@\$120  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)  
 NOTARY PUBLIC  
 OREGON CITY COUNTY MGMT. ASSOCIATION

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
312	DEPOSIT SHORTAGE/OVERAGE												
	35		-1										
317	COMPUTER EQUIPMENT												
					9,345		8,500	1,992		1,992			
318	COMPUTER SOFTWARE												
								600		600			
321	TRAVEL, TRAINING & SUBSISTENCE												
	11,582		5,062		7,000		9,500	11,500		11,500			
328	MEALS & RELATED EXPENSE												
	2												
330	MILEAGE REIMBURSEMENT												
	62	161			225		125	225		225			
341	COMMUNICATIONS EXPENSE												
	212	740			744		744	744		744			
511	PROFESSIONAL SERVICES												
	54,647	105,341			101,200		101,200	104,360		104,360			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	72,088		117,910		125,324		126,369	126,276		126,276			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	46,610		52,699		56,695		56,695	58,220		58,220			
TOTAL CLASS: 25 TRANSFERS													
	46,610		52,699		56,695		56,695	58,220		58,220			
TOTAL PROGRAM: 0548 FINANCE OPERATIONS													
	1,364,559	12.05	1,476,484	11.85	1,538,840	11.85	1,491,121	1,728,986	12.55	1,686,472	12.25		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	1,885,900	16.05	2,019,117	15.85	2,109,018	15.85	2,056,730	2,322,324	16.55	2,288,143	16.25		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

312	DEPOSIT SHORTAGE/OVERAGE
317	COMPUTER EQUIPMENT DUAL 27 INCH MONITORS FOR FINANCE REPORTING MANAGER \$550 DUAL 27 INCH MONITORS FOR NEW ASSISTANT FINANCE DIRECTOR \$550 DESKTOP FOR NEW ASSISTANT FINANCE DIRECTOR \$740 BATTERY BACKUP FOR NEW ASSISTANT FINANCE DIRECTOR \$152
318	COMPUTER SOFTWARE ADOBE ACROBAT PRO FOR SENIOR ACCOUNTANT AND ASSISTANT FINANCE DIRECTOR \$600
321	TRAVEL, TRAINING & SUBSISTENCE GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OGFOA, OSCPA, OCCMA CONFERENCES AND ANNUAL PAYROLL USER GROUP
328	MEALS & RELATED EXPENSE NO APPROPRIATION REQUESTED
330	MILEAGE REIMBURSEMENT OCCASIONAL TRAVEL IN NON-CITY VEHICLE AS NECESSARY
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR ASSISTANT FINANCE DIRECTOR AT \$62 PER MONTH \$744
511	PROFESSIONAL SERVICES ANNUAL AUDIT FEE FOR FY 2019 (\$74,360) MISC. PROFESSIONAL SERVICES: BOND COUNSEL AND FINANCIAL ADVISOR SERVICES INVESTMENT PORTFOLIO TRACKING SERVICE INVESTMENT ADVISORY SERVICES
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-20	FINANCE DEPARTMENT											
001-20-0541-05-021	FINANCE DIRECTOR	1.00	2,140			162,444				162,444	71,639	234,083
001-20-0541-05-074	BUDGET COORDINATOR	1.00	2,162	8		74,709	415		3,600	78,724	29,020	107,744
	FINANCE ADMINISTRATION	2.00	4,302	8		237,153	415		3,600	241,168	100,659	341,827
001-20-0542-05-149	PURCHASING AGENT	1.00	2,080			77,316				77,316	37,187	114,503
001-20-0542-05-221	SUPPORT SPECIALIST 2	1.00	2,080			44,932				44,932	27,302	72,234
	PURCHASING	2.00	4,160			122,248				122,248	64,489	186,737
001-20-0548-05-045	FINANCIAL REPORTING MANAGER	1.75	3,772			188,025				188,025	91,132	279,157
001-20-0548-05-075	PAYROLL ADMINISTRATOR	1.00	2,080	20		61,445	941			62,386	38,810	101,196
001-20-0548-05-086	ASSISTANT FINANCE DIRECTOR	1.00	1,678			99,487				99,487	40,753	140,240
001-20-0548-05-169	SENIOR ACCOUNTANT	2.10	4,418			172,180				172,178	69,163	241,341
001-20-0548-05-172	ACCOUNTANT	1.00	2,080			71,942				71,942	29,935	101,877
001-20-0548-05-245	ACCOUNTING ASSISTANT	1.00	2,080	10		46,308	301		3,600	50,209	12,905	63,114
001-20-0548-05-248	ACCOUNTING SPECIALIST	4.00	7,897	21		209,894	831		10	210,735	156,794	367,529
001-20-0548-05-275	TEMPORARY EMPLOYEES		267			9,009				9,009	4,594	13,603
	FINANCE OPERATIONS	11.85	24,272	51		858,290	2,073		3,610	863,971	444,086	1,308,057
	**** DEPARTMENT TOTAL ****	15.85	32,734	59		1,217,691	2,488		7,210	1,227,387	609,234	1,836,621

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-20	FINANCE DEPARTMENT											
001-20-0541-05-021	FINANCE DIRECTOR	1.00	2,160			168,065				168,065	80,269	248,334
001-20-0541-05-074	BUDGET COORDINATOR	1.00	2,160	8		76,573	425		3,600	80,598	31,408	112,006
	FINANCE ADMINISTRATION	2.00	4,320	8		244,638	425		3,600	248,663	111,677	360,340
001-20-0542-05-149	PURCHASING AGENT	1.00	2,080			79,248				79,248	41,572	120,820
001-20-0542-05-221	SUPPORT SPECIALIST 2	1.00	2,080			48,346				48,346	31,303	79,649
	PURCHASING	2.00	4,160			127,594				127,594	72,875	200,469
001-20-0548-05-045	FINANCIAL REPORTING MANAGER	1.75	3,720			190,150				190,150	99,787	289,937
001-20-0548-05-075	PAYROLL ADMINISTRATOR	1.00	2,080	20		64,502	918			65,420	43,559	108,979
001-20-0548-05-086	ASSISTANT FINANCE DIRECTOR	1.70	3,176			187,912				187,912	92,470	280,382
001-20-0548-05-169	SENIOR ACCOUNTANT	1.80	3,797			157,319				157,319	69,257	226,576
001-20-0548-05-172	ACCOUNTANT	1.00	2,080			73,737				73,737	33,936	107,673
001-20-0548-05-245	ACCOUNTING ASSISTANT	1.00	2,080	15		49,995	522		3,600	54,117	15,414	69,531
001-20-0548-05-248	ACCOUNTING SPECIALIST	4.00	7,903	10		217,912	422			218,334	178,885	397,219
001-20-0548-05-275	TEMPORARY EMPLOYEES		590			19,954			46	20,000	1,679	21,679
	FINANCE OPERATIONS	12.25	25,426	45		961,481	1,862		3,646	966,989	534,987	1,501,976
	**** DEPARTMENT TOTAL ****	16.25	33,906	53		1,333,713	2,287		7,246	1,343,246	719,539	2,062,785

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**FINANCE - WATER FUND**

**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund: Water Fund  
 Department: Finance - Summary

CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Personnel Services	\$116,439	\$146,790	\$161,002	\$139,863	\$194,449	20.77%
Materials and Services	139,601	142,160	167,825	142,986	150,751	-10.17%
Transfers	3,076	2,351	2,752	2,752	2,772	0.73%
<b>SUB-TOTAL</b>	<b>259,116</b>	<b>291,301</b>	<b>331,579</b>	<b>285,601</b>	<b>347,972</b>	
Contingency						
Reserve for equip.			0	-	-	
<b>TOTAL</b>	<b>\$259,116</b>	<b>\$291,301</b>	<b>\$331,579</b>	<b>\$285,601</b>	<b>\$347,972</b>	
<b>FTE's</b>	<b>1.44</b>	<b>1.44</b>	<b>1.64</b>	<b>1.64</b>	<b>2.08</b>	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects a new .34 FTE new Accounting Assistant Position in Utility Billing due to transitioning 4,107 accounts from the Tualatin Valley Water District to the City of Beaverton for Water, Sewer and Storm Drain billing and the transfer of .10 FTE Senior Accountant from the General Fund to the Water Fund to more accurately reflect the position's work plan. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

FY 2018-19 reflects a decrease in utility billing stock and envelopes by \$6K

**Transfers:**

No significant changes.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 501 WATER	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

**Program Goal:**

To maintain the financial stability for the operation and maintenance of City's water system by providing citizens and businesses with timely and accurate utility bills and the subsequent collection and deposit of these charges. *(Council Goal #2: Continue to plan for, improve, and maintain the City's infrastructure; #3: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations; #4: Manage growth and respond to change consistent with maintaining a livable, full-service city; #7: Provide responsive, cost-effective service to the community; #8: Use City resources efficiently to ensure long-term financial stability.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.44	1.64	1.64	2.08	0.00
PERSONNEL SERVICES	\$116,439	\$146,790	\$161,002	\$194,449	\$0
MATERIALS & SERVICES	139,601	142,160	167,825	150,751	0
CAPITAL OUTLAY					
TRANSFERS	3,076	2,351	2,752	2,772	0
<b>TOTAL</b>	<b>\$259,116</b>	<b>\$291,301</b>	<b>\$331,579</b>	<b>\$347,972</b>	<b>\$0</b>

**Program Objective (services provided):**

- Coordinate meter reading and generate a timely, easy to understand bill to customers for water usage, water meter and water line service.
- Promptly post payments of water charges to the appropriate customer account(s).
- Provide citizens and businesses with outstanding customer service for the following functions:
  - Information regarding their water accounts
  - Establishing and closing customer accounts
  - Assist customers with navigating the web in making on-line payments
  - Assistance with payment arrangements, account hardship assistance payments, delinquent charges, leak adjustments, scheduling turn-on and discontinuance of water services
- Update and maintain customer records.
- Implement City Code with respect to water service regulations.
- Perform prudent and timely collection practices to maintain a low delinquency and non-payment rate. Assign severely delinquent accounts to the collection agency for assistance.
- Perform a monthly reconciliation between customer accounts and the general ledger.
- Recommend the adjustment of service rates and control expenses sufficiently to maintain adequate cash flow and debt service coverage ratios.
- Provide financial services and support to pursue the 2017 and 2018 priorities of the Mayor and City Council:
  - Provide City water to more areas within the City of Beaverton, as feasible. Currently, the City is served by Tualatin Valley Water District (TVWD), West Slope Water District, Raleigh Water District and City water. Since water rates vary widely between water districts, the City of Beaverton is making an effort, where feasible and operationally efficient, to serve water to specific areas of the City that are currently being served by other water districts. This is a long term process focusing first on service areas of TVWD.
  - The City is participating in the Willamette Water Supply System preliminary design and governance structures, being undertaken by the City of Hillsboro and TVWD, as well as other agencies.
  - Work to complete the City's first non-potable water irrigation (purple pipe) system in the South Cooper Mountain development area.
  - Initiate work connecting the City's water system to the Joint Water Commission North Transmission Line.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 501 WATER	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

**Progress on FY 2017-18 Action Plan:**

The City is currently in the process of renegotiating a contract to complete a major upgrade to the Utility Billing System with the present vendor and hope to receive their contract along with a time line of implementation by the end of March 2018. We hope to have the new upgrade operational during FY 2018-19. In addition, the City is currently in the process of implementing radio read capability for reading meters that reside in the newly acquired withdrawal areas of TVWD and new development in the South Cooper Mountain area. During the fiscal year we filled two positions in utility billing vacated by retirements.

In regional water business:

- The City became a member of the Willamette Intake Facility Commission that will create a new source of drinking water.
- The City Council and TVWD Board agreed for the city to assume responsibility for nearly 16,000 people in areas south of Highway 26 and west of Scholls Ferry Road beginning in FY 2018-19. Benefits for the transferring customers are monthly bills (instead of bi-monthly) and potentially lower rates (on average about \$188 per year) based on the difference between the City's existing water rates and TVWD's.

**FY 2018-19 Action Plan:**

- Fully implement the upgrade of the City's current Utility Billing System to a new SQL based database platform.
- With the withdrawal of water from other districts and the City taking over and providing water service to more areas of the City, we will need to assign staff as necessary in the set-up of over 3,000 new customer accounts.
- Maintain water rates sufficient to meet operating costs, replacement, upgrades and debt service coverage ratio.
- Support the transition of 4,087 accounts, transferred from TVWD to become City water customers, as early as fall 2018. There will also be several thousand new accounts created by residential development at S. Cooper Mountain.
- Continue to pursue staffing changes to accommodate succession plans across the utility related staff. One additional Accounting Assistant position will be created in FY 2018-19 and a portion of a second Senior Accountant's time will be allocated to the enterprise funds.

<b>Performance Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
Number of water accounts*	17,925	17,980	18,000 / 18,031	22,300
Number of water accounts maintained per FTE *	4,481	4,495	4,500 / 4,508	4,460
Avg. Monthly Uncollectable Account Write Offs	\$1,373	\$1,150	\$1,150 / \$2,400	\$2,000
Percentage of Account Write Offs of Total Sales	.13%	.10%	.10% / .19%	.17%
Number of customers receiving e-bills**	3,066	3,500	3,600 / 4,620	5,000
Percentage of Accounts using e-bills**	17%	16%	16% / 26%	28%
Number of Debit/Credit Card transactions through the web**	61,785	70,000	72,000 / 81,800	84,000
Number of Autopay transactions through the web**	23,550	24,000	30,000 / 38,200	40,000
Total \$ all utility payments, received through the web**	\$8,460,000	\$9,000,000	\$9,300,000 / \$11,180,000	\$11,200,000

\* Note: This Performance Measure is based on the City Water accounts only. It does not include City of Beaverton citizens and businesses which are served water by Tualatin Valley Water District, West Slope Water District or Raleigh Water District. \*\*Based on the web payment system as a whole, not just water.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 501 WATER	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

**Performance Outcomes and Program Trends:**

The program continues to meet the increasing demand for utility billing services with existing resources.

The program's low percentage in account write offs, for the most part, is due to the fact that water service is discontinued for non-payment of an active account. Staff is very diligent in working with customers who may be struggling financially. The City offers payment arrangements and if applicable, hardship payment assistance for eligible accounts through the Beaverton Cares program and other outside agencies.

Water consumption for the current year is expected to be slightly higher or even with the previous year. There was not a lot of growth in the current year, but is expected to increase for FY 2018-2019, as construction starts in the new South Cooper Mountain area. As areas of the City are drawn into the City's water service area from other water districts, customer counts will increase. In the current year, any growth has been offset by water conservation measures. The City has a rebate program in place, which provides a credit on the customer's utility bill, for customers who upgrade their toilets to qualified low flow toilets and upgrade their washing machines to qualified high efficiency washing machines.

The City is currently awaiting a renegotiated contract for a major upgrade to our utility billing system from our present vendor. This project was put on hold during the last year and a half due to staff changes due to retirements at the City and ownership changes of the vendor. This upgrade will provide for more functionality, less custom, and give us the latest SQL platform. Our goal is to have the new major upgrade implemented by June 30, 2019. Any reduction in custom code means significant savings to the City in terms of annual maintenance fees, faster turnaround times on programming and more reliable service pack uploads.

The City of Beaverton is an active member of the Joint Water Commission and Barney Reservoir Commission purchasing water for industrial, commercial, domestic and irrigation purposes. Water consumption trends in Beaverton mirror the per capita reduction experienced by other utilities. While conservation is encouraged to reduce the amount of wasteful water usage, the reduction in annual sales affects the financial health of the utility. The City of Beaverton has made it a practice to make gradual increases in both base and consumption rates (per 100 cubic feet) and anticipates another increase in the coming year based on careful analysis of the performance of the Water Fund. There is a 10 cent increase (3.3%) in the water consumption rate, and a 7.1% increase in the water base charge planned for FY 18-19.

The following is a table of the various monthly water utility costs for an average residential household using 8 CCF of water provided by the City. Rates are adjusted as needed, to maintain the financial stability of the water fund. The rates include an allowance for a 5% Right-of-Way Fee for the impact of water service on the streets and other parts of the system.

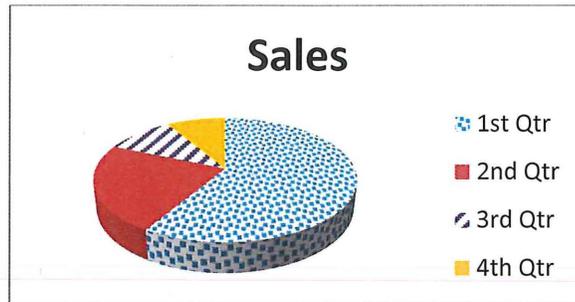
	FY 2015-16	FY 2016-17*	FY 2017-18	FY 2018-19
Water Using 8 CCF:				
Base*	\$13.00	\$13.00	\$14.00	\$15.00
Consumption*	<u>23.76</u>	<u>23.76</u>	<u>24.56</u>	<u>25.36</u>
Total	<u>\$36.76</u>	<u>\$36.76</u>	<u>\$38.56</u>	<u>\$40.36</u>

\*There was no increase in FY 2016-17 in either the Water Base rate or the Water Consumption rate. The rates for FY 18-19 are proposed.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 501 WATER	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

The graph below illustrates the variability of water sales during the seasons of the year. 1<sup>st</sup> Quarter is July, August and September which typically show evidence of lawn and yard irrigation. Beaverton purchases water from the Joint Water Commission even in the winter months to fill the underground storage capacity of the Aquifer Storage and Recovery system to cover summer water use.



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	77,847		83,293		94,660		70,400	80,000	84,000		84,000			
511	PROFESSIONAL SERVICES													
	21,638		26,092		31,000		24,961	30,000	31,000		31,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	139,601		142,160		167,825		125,818	142,986	150,751		150,751			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	3,076		2,351		2,752		1,426	2,752	2,772		2,772			
TOTAL CLASS: 25 TRANSFERS														
	3,076		2,351		2,752		1,426	2,752	2,772		2,772			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	259,116	1.44	291,301	1.64	331,579	1.64	237,881	285,601	304,157	1.64	347,972	2.08		

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**WATER FUND - FINANCE  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
169	SENIOR ACCOUNTANT	0.30	0.30					0.30
245	ACCOUNTING ASSISTANT	1.00	1.00					1.00
248	ACCOUNTING SPECIALIST	0.34	0.34					0.34
	<b>Total</b>	<b>1.64</b>	<b>1.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.64</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
169	SENIOR ACCOUNTANT	0.30		0.10 <sup>a</sup>			0.40
245	ACCOUNTING ASSISTANT	1.00	0.34 <sup>b</sup>				1.34
248	ACCOUNTING SPECIALIST	0.34					0.34
	<b>Total</b>	<b>1.64</b>	<b>0.34</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>2.08</b>

<sup>a</sup> FY 18-19 reallocates one of the Sr. Accountant positions to more accurately reflect the position's time to 10% each in the Water, Sewer, and Storm Drain Funds.

<sup>b</sup> FY 18-19 proposes a new 1 FTE Accounting Assistant position that is allocated 34% in the Water Fund, 33% in the Sewer Fund and 33% in the Storm Drain Fund.

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT												
	8,641	.10	26,408	.30	26,902	.30	26,902	27,572	.30	35,289	.40		
245	ACCOUNTING ASSISTANT												
	49,423	1.00	46,340	1.00	52,205	1.00	45,334	49,086	1.00	64,097	1.34		
248	ACCOUNTING SPECIALIST												
	18,842	.34	19,394	.34	19,425	.34	19,582	20,137	.34	20,137	.34		
275	TEMPORARY EMPLOYEES												
	442		3,520		1,700								
299	PAYROLL TAXES AND FRINGES												
	39,091		51,128		60,770		48,045	53,839		74,926			

TOTAL CLASS: 05 PERSONNEL SERVICES

	116,439	1.44	146,790	1.64	161,002	1.64	139,863	150,634	1.64	194,449	2.08		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	327		104		300		300	367		367			
302	POSTAGE EXPENSE												
	27,359		25,539		28,800		25,900	28,000		28,000			
303	OFFICE FURNITURE & EQUIPMENT												
			188		260		400	467		467			
305	SPECIAL DEPARTMENT SUPPLIES												
	9,622		6,718		11,000		4,817	5,000		5,000			
307	MEMBERSHIP FEES												
	168		118		185		169	402		402			
318	COMPUTER SOFTWARE												
	2,635												
321	TRAVEL, TRAINING & SUBSISTENCE												
	5		108		1,620		1,400	1,515		1,515			

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED  
 ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY AND THEN BEING FILLED AT LOWER STEP.  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR  
 RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR  
 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND,  
 AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY,  
 WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 MISC OFFICE SUPPLIES \$367
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$28,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 MISC. SMALL EQUIPMENT AND REPLACEMENT FURNITURE \$467
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$5,000
- 307 MEMBERSHIP FEES  
 AMERICAN WATER WORKS ASSOCIATION \$85  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$84  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$98  
 OREGON BOARD OF ACCOUNTANCY \$85  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$50
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 NOTE: FY 18-19 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY  
 BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION SPRING CONFERENCE \$367  
 GOVERNMENT FINANCE OFFICERS ASSOC. GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$123  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$233  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400  
 OREGON SOCIETY OF CPAS - ETHICS \$75

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
406	BANK SERVICE FEES												
	77,847		83,293		94,660		80,000	84,000		84,000		84,000	
511	PROFESSIONAL SERVICES												
	21,638		26,092		31,000		30,000	31,000		31,000		31,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	139,601		142,160		167,825		142,986	150,751		150,751		150,751	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	3,076		2,351		2,752		2,752	2,772		2,772		2,772	
TOTAL CLASS: 25 TRANSFERS													
	3,076		2,351		2,752		2,752	2,772		2,772		2,772	
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	259,116	1.44	291,301	1.64	331,579	1.64	285,601	304,157	1.64	347,972	2.08	347,972	2.08
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	259,116	1.44	291,301	1.64	331,579	1.64	285,601	304,157	1.64	347,972	2.08	347,972	2.08

### BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

406 BANK SERVICE FEES  
PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD AND LOCKBOX PAYMENTS \$84,000

511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,300  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,400  
ACCELA CHARGES FOR WEB TRANSACTIONS \$22,000  
CARE TO SHARE ADMINISTRATION FEE FOR HANDLING UTILITY ASSISTANCE PAYMENTS \$230

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
501-20	FINANCE DEPARTMENT											
501-20-0545-05-169	SENIOR ACCOUNTANT	0.30	624			26,901				26,902	12,396	39,298
501-20-0545-05-245	ACCOUNTING ASSISTANT	1.00	2,025	3		45,238	97			45,334	26,103	71,437
501-20-0545-05-248	ACCOUNTING SPECIALIST	0.34	707	3		19,423	159			19,582	9,546	29,128
	UTILITY BILLING & COLLECTIONS	1.64	3,356	6		91,562	255			91,818	48,045	139,863
	**** DEPARTMENT TOTAL ****	1.64	3,356	6		91,562	255			91,818	48,045	139,863

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
501-20	FINANCE DEPARTMENT											
501-20-0545-05-169	SENIOR ACCOUNTANT	0.40	831			35,289				35,289	16,894	52,183
501-20-0545-05-245	ACCOUNTING ASSISTANT	1.34	2,784	7		63,821	276			64,097	47,382	111,479
501-20-0545-05-248	ACCOUNTING SPECIALIST	0.34	708	5		19,908	230			20,137	10,650	30,787
	UTILITY BILLING & COLLECTIONS	2.08	4,323	12		119,018	506			119,523	74,926	194,449
	**** DEPARTMENT TOTAL ****	2.08	4,323	12		119,018	506			119,523	74,926	194,449

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**FINANCE - SEWER FUND**

**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund: Sewer Fund  
 Department: Finance - Summary

CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Personnel Services	\$119,305	\$146,226	\$159,933	\$139,198	\$192,759	20.52%
Materials and Services	181,950	192,472	217,625	193,900	204,666	-5.95%
Transfers	2,091	1,663	1,651	1,651	1,663	0.73%
<b>SUB-TOTAL</b>	<b>\$303,346</b>	<b>\$340,361</b>	<b>\$379,209</b>	<b>\$334,749</b>	<b>\$399,088</b>	
Contingency						
Reserve for equip.						
<b>TOTAL</b>	<b>\$303,346</b>	<b>\$340,361</b>	<b>\$379,209</b>	<b>\$334,749</b>	<b>\$399,088</b>	
<b>FTE's</b>	<b>1.43</b>	<b>1.43</b>	<b>1.63</b>	<b>1.63</b>	<b>2.06</b>	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects a new .33 FTE new Accounting Assistant Position in Utility Billing due to transitioning 4,107 accounts from the Tualatin Valley Water District to the City of Beaverton for Water, Sewer and Storm Drain billing and the transfer of .10 FTE Senior Accountant from the General Fund to the Water Fund to more accurately reflect the position's work plan. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

No significant change.

**Transfers:**

No significant change.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 502 SEWER	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

**Program Goal:**

To maintain the financial stability for the operation and maintenance of City's sewer system by providing citizens and businesses with timely and accurate utility bills and the subsequent collection and deposit of these charges. *(Council Goal #2: Continue to plan for, improve, and maintain the City's infrastructure; #3: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations; #4: Manage growth and respond to change consistent with maintaining a livable, full-service city; #7: Provide responsive, cost-effective service to the community; #8: Use City resources efficiently to ensure long-term financial stability.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.43	1.63	1.63	2.06	0.00
PERSONNEL SERVICES	\$119,305	\$146,226	\$159,933	\$192,759	\$0
MATERIALS & SERVICES	181,950	192,472	217,625	204,666	0
CAPITAL OUTLAY					
TRANSFERS	2,091	1,663	1,651	1,663	0
<b>TOTAL</b>	<b>\$303,346</b>	<b>\$340,361</b>	<b>\$379,209</b>	<b>\$399,088</b>	<b>\$0</b>

**Program Objective (services provided):**

- Generate a timely, easy to understand bill to customers for sewer usage and service.
- Promptly post payments of sewer charges to the appropriate customer account(s).
- Provide citizens and businesses with outstanding customer service for the following functions:
  - Information regarding their sewer account(s)
  - Establishing and closing customer accounts
  - Assist customers with navigating the web in making on-line payments
  - Assistance with payment arrangements and account hardship assistance payments.
- Update and maintain customer records. This includes updating customer account records due to changes in fixtures, number of equivalent dwelling units (EDU's) and changes that affect winter water use.
- Implement City Code and the Clean Water Services (CWS) Resolution and Order with respect to sewer service regulations.
- Perform prudent and timely collection practices to maintain a low delinquency and non-payment rate. Transfer severely delinquent sewer only accounts to the collection agency for assistance with collections.
- Perform a monthly reconciliation between customer accounts and the general ledger.
- Implement the annual winter usage water update to insure proper billing of sewer usage. This includes entry of West Slope Water District and Raleigh Water District winter water data, reviewing winter water consumption reports from Tualatin Valley Water District and making adjustments for leaks, vacancies, etc., when applicable.
- Prepare a monthly sewer receipts report and transfer the applicable percentage payment to Clean Water Services.
- Assess a ROW Fee equivalent to 5% of Gross Revenue on the sewer utility revenue accruing to CWS.

**Progress on FY 2017-18 Action Plan:**

The City is currently in the process of renegotiating a contract to complete the upgrade to the Utility Billing System with the present vendor and hope to receive their contract along with a time line of implementation by the end of March 2018. We hope to have the new upgrade operational during FY 2018-19. During the fiscal year we filled two positions in utility billing vacated by retirements.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 502 SEWER	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

**FY 2018-19 Action Plan:**

- Continued work on the upgrade of the City's current Utility Billing System to a new SQL based database platform.
- Maintain sewer rates sufficient to meet operating costs, replacement, and upgrades.
- Perform the annual update of customer's winter water averages for Sewer Usage charges.
- Continue working with GIS department on fixture count data that eventually can be interfaced with the City's Utility Billing system.
- Continue to pursue staffing changes to accommodate succession plans across the utility related staff. One additional Accounting Assistant position will be created in FY 2018-19 and a portion of a second Senior Accountant's time will be allocated to the enterprise funds.

<b>Performance Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
Number of sewer accounts*	22,885	22,900	22,925 / 23,004	23,320
Number of sewer accounts maintained per FTE	5,721	5,723	5,727 / 5,751	4,640
Avg. Monthly Uncollectable Account Write Offs	\$2,104	\$2,150	\$2,215 / \$1,198	\$2,000
Percentage of Account Write Offs of Total Sales**	.53%	.77%	.75% / .51%	.83%
Number of utility customers receiving e-bills***	3,066	3,500	3,600 / 4,620	5,000
Percentage of Accounts using e-bills***	17%	16%	16% / 26%	28%
Number of Debit/Credit Card transactions through the web***	61,785	70,000	72,000 / 81,800	84,000
Number of Autopay transactions through the web***	23,550	24,000	30,000 / 38,200	40,000
Total \$ all utility payments, received through the web***	\$8,460,000	\$9,000,000	\$9,310,000 / \$11,180,000	\$11,200,000

\* Total sewer accounts represent approximately 18,065 accounts that are directly billed by the City and approximately 4,939 accounts billed by Tualatin Valley Water District on behalf of the City through our Joint Billing Intergovernmental Agreement.

\*\* The percent of write offs for Sewer is higher when compared to the write offs for Water accounts. This is due to the fact that the City has a number of Sewer only accounts (where the customer is served water by West Slope or Raleigh Water District) and the City cannot shut-off sewer service alone for non-payment. These accounts are periodically assigned to our collection agency. With rates increasing each year and a few more customers not paying, delinquent sewer accounts over \$300 are being assigned more often and sooner than in prior years.

\*\*\*Based on the web payment system as a whole, not just sewer.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 502 SEWER	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

**Performance Outcomes and Program Trends:**

The program continues to meet the increasing demand for utility billing services with existing resources.

The program still maintains an overall low write off due to the fact that most of the sewer accounts are billed along with the City's water charges and water service is discontinued for non-payment of an active account. Staff is very diligent in working with customers who may be struggling financially. The City offers payment arrangements and if applicable, account hardship payment assistance through the Beaverton Cares program and other outside agencies. Accounts that are severely delinquent are assigned to a collection agency for assistance.

The City partners with Tualatin Valley Water District (TVWD) through an IGA to jointly bill mutual customers that are served water by TVWD and sewer service by the City. Both agencies recognize significant savings in this partnership through sharing postage, stock and envelope costs, customer statement processing and printing costs, collection and processing of payments, etc. In addition, since the City's sewer charges are billed on TVWD's water bill, sewer charges are collected at a much higher rate, due to the fact that the customer's water service is discontinued if the joint bill is not paid.

The City is currently awaiting a renegotiated contract for a major upgrade to our utility billing system from our present vendor. This project was put on hold during the last year and a half due to staff changes due to retirements at the City and ownership changes of the vendor. This upgrade will provide for more functionality, less custom, and give us the latest SQL platform. Our goal is to have the new major upgrade implemented by June 30, 2019. Any reduction in custom code means significant savings to the City in terms of annual maintenance fees, faster turnaround times on programming and more reliable service pack uploads.

The City updates all customer winter water averages each July 1, for the customer's winter water use during the preceding winter months (November 2017 – April 2018). A monthly average is calculated and becomes the basis for the customer's sewer use charges July 2018 – June 2019.

The following is a table of the various monthly sewer utility costs for an average residential household using 8 CCF of winter water per month. Clean Water Services establishes regional rates and the City may adjust the sewer surcharge, as needed, to maintain the financial stability of the sewer fund. The rates include an allowance for a 5% Right-of-Way Fee for the impact of sanitary sewer service on the streets and other parts of the system.

	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19*</b>
Sewer Using 8 CCF of				
Winter Water:				
Base	\$26.63	\$27.45	\$27.78	\$28.67
Use	<u>14.17</u>	<u>14.56</u>	<u>15.76</u>	<u>16.24</u>
Subtotal	\$40.80	\$42.01	\$43.54	\$44.91
Surcharge	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	<u>\$42.80</u>	<u>\$44.01</u>	<u>\$45.54</u>	<u>\$46.91</u>

\*FY 18-19 includes an estimated increase of 3.0% on Sewer Base and Use rates.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD		2018		2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE		

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT															
	8,641	.10	26,408	.30	26,902	.30	21,226	26,902	27,572	.30	35,289	.40				
245	ACCOUNTING ASSISTANT															
	49,432	1.00	46,646	1.00	52,211	1.00	35,696	45,466	49,172	1.00	63,744	1.33				
248	ACCOUNTING SPECIALIST															
	18,287	.33	18,824	.33	18,851	.33	15,054	19,005	19,544	.33	19,544	.33				
275	TEMPORARY EMPLOYEES															
	429		3,416		1,700											
299	PAYROLL TAXES AND FRINGES															
	42,516		50,932		60,269		38,142	47,825	53,578		74,182					
1173	TOTAL CLASS: 05 PERSONNEL SERVICES															
	119,305	1.43	146,226	1.63	159,933	1.63	110,118	139,198	149,866	1.63	192,759	2.06				

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE															
	303		104		300		300	300	367		367					
302	POSTAGE EXPENSE															
	27,359		25,539		28,800		28,800	25,900	28,000		28,000					
303	OFFICE FURNITURE & EQUIPMENT															
			188		460		397	400	467		467					
305	SPECIAL DEPARTMENT SUPPLIES															
	8,501		6,718		11,000			4,817	5,000		5,000					
307	MEMBERSHIP FEES															
	83		33		85		185	83	317		317					
318	COMPUTER SOFTWARE															
	2,635															
321	TRAVEL, TRAINING & SUBSISTENCE															
			108		1,620		413	1,400	1,515		1,515					
406	BANK SERVICE FEES															

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	75,961		82,073		93,360		69,160	80,000	84,000		84,000			
511	PROFESSIONAL SERVICES													
	67,108		77,709		82,000		79,684	81,000	85,000		85,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	181,950		192,472		217,625		178,939	193,900	204,666		204,666			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	2,091		1,663		1,651		955	1,651	1,663		1,663			
TOTAL CLASS: 25 TRANSFERS														
	2,091		1,663		1,651		955	1,651	1,663		1,663			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	303,346	1.43	340,361	1.63	379,209	1.63	290,012	334,749	356,195	1.63	399,088	2.06		

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**SEWER FUND - FINANCE  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
169	SENIOR ACCOUNTANT	0.30	0.30					0.30
245	ACCOUNTING ASSISTANT	1.00	1.00					1.00
248	ACCOUNTING SPECIALIST	0.33	0.33					0.33
	<b>Total</b>	<b>1.63</b>	<b>1.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.63</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
169	SENIOR ACCOUNTANT	0.30		0.10 <sup>a</sup>			0.40
245	ACCOUNTING ASSISTANT	1.00	0.33 <sup>b</sup>				1.33
248	ACCOUNTING SPECIALIST	0.33					0.33
	<b>Total</b>	<b>1.63</b>	<b>0.33</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>2.06</b>

<sup>a</sup> FY 18-19 reallocates one of the Sr. Accountant positions to more accurately reflect the position's time to 10% each in the Water, Sewer, and Storm Drain Funds.

<sup>b</sup> FY 18-19 proposes a new 1 FTE Accounting Assistant position that is allocated 34% in the Water Fund, 33% in the Sewer Fund and 33% in the Storm Drain Fund.

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT												
	8,641	.10	26,408	.30	26,902	.30	26,902	27,572	.30	35,289	.40		
245	ACCOUNTING ASSISTANT												
	49,432	1.00	46,646	1.00	52,211	1.00	45,466	49,172	1.00	63,744	1.33		
248	ACCOUNTING SPECIALIST												
	18,287	.33	18,824	.33	18,851	.33	19,005	19,544	.33	19,544	.33		
275	TEMPORARY EMPLOYEES												
	429		3,416		1,700								
299	PAYROLL TAXES AND FRINGES												
	42,516		50,932		60,269		47,825	53,578		74,182			

TOTAL CLASS: 05 PERSONNEL SERVICES

	119,305	1.43	146,226	1.63	159,933	1.63	139,198	149,866	1.63	192,759	2.06		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	303		104		300		300	367		367			
302	POSTAGE EXPENSE												
	27,359		25,539		28,800		25,900	28,000		28,000			
303	OFFICE FURNITURE & EQUIPMENT												
			188		460		400	467		467			
305	SPECIAL DEPARTMENT SUPPLIES												
	8,501		6,718		11,000		4,817	5,000		5,000			
307	MEMBERSHIP FEES												
	83		33		85		83	317		317			
318	COMPUTER SOFTWARE												
	2,635												
321	TRAVEL, TRAINING & SUBSISTENCE												
			108		1,620		1,400	1,515		1,515			

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED  
 ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR  
 RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR  
 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND,  
 AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY,  
 WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 MISC OFFICE SUPPLIES \$367
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$28,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING DESK SURFACE AND CHAIR REPLACEMENT \$467
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$5,000
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$84  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$98  
 OREGON BOARD OF ACCOUNTANCY \$85  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$50
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 NOTE: FY 18-19 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY  
 BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC- SPRING CONFERENCE \$367  
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$233  
 OREGON SOCIETY OF CPAS - ETHICS \$75  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$123  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
406	BANK SERVICE FEES												
	75,961		82,073		93,360		80,000	84,000		84,000			
511	PROFESSIONAL SERVICES												
	67,108		77,709		82,000		81,000	85,000		85,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	181,950		192,472		217,625		193,900	204,666		204,666			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,091		1,663		1,651		1,651	1,663		1,663			
TOTAL CLASS: 25 TRANSFERS													
	2,091		1,663		1,651		1,651	1,663		1,663			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	303,346	1.43	340,361	1.63	379,209	1.63	334,749	356,195	1.63	399,088	2.06		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	303,346	1.43	340,361	1.63	379,209	1.63	334,749	356,195	1.63	399,088	2.06		

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 406 BANK SERVICE FEES  
PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$84,000
- 511 PROFESSIONAL SERVICES
  - ARMORED CAR SERVICE \$1,300
  - TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$54,000
  - METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,400
  - MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070
  - ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENTS TRANSACTIONS \$22,000
  - CARE TO SHARE ADMINISTRATION FEES FOR HANDLING UTILITY PAYMENT ASSISTANCE \$230

- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
502-20	FINANCE DEPARTMENT											
502-20-0545-05-169	SENIOR ACCOUNTANT	0.30	622			26,902				26,902	12,398	39,300
502-20-0545-05-245	ACCOUNTING ASSISTANT	1.00	2,024	4		45,368	99			45,466	26,165	71,631
502-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	687	3		18,851	154			19,005	9,264	28,269
	UTILITY BILLING & COLLECTIONS	1.63	3,333	7		91,121	253			91,373	47,827	139,200
	**** DEPARTMENT TOTAL ****	1.63	3,333	7		91,121	253			91,373	47,827	139,200

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
502-20	FINANCE DEPARTMENT											
502-20-0545-05-169	SENIOR ACCOUNTANT	0.40	831			35,289				35,289	16,894	52,183
502-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,769	9		63,467	276			63,744	46,952	110,696
502-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	687	5		19,321	223			19,544	10,336	29,880
	UTILITY BILLING & COLLECTIONS	2.06	4,287	14		118,077	499			118,577	74,182	192,759
	**** DEPARTMENT TOTAL ****	2.06	4,287	14		118,077	499			118,577	74,182	192,759

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**FINANCE - STORM DRAIN FUND**

**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund: Storm Drain  
 Department: Finance - Summary

CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Personnel Services	\$119,366	\$142,831	\$160,044	\$139,181	\$192,786	20.46%
Materials and Services	181,974	192,471	217,625	193,899	204,663	-5.96%
Transfers	2,091	1,662	1,651	1,651	1,663	0.73%
<b>SUB-TOTAL</b>	<b>\$303,431</b>	<b>\$336,964</b>	<b>\$379,320</b>	<b>\$334,731</b>	<b>\$399,112</b>	
Contingency						
<b>TOTAL</b>	<b>\$303,431</b>	<b>\$336,964</b>	<b>\$379,320</b>	<b>\$334,731</b>	<b>\$399,112</b>	
FTE's	1.43	1.43	1.63	1.63	2.06	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects a new .33 FTE new Accounting Assistant Position in Utility Billing due to transitioning 4,107 accounts from the Tualatin Valley Water District to the City of Beaverton for Water, Sewer and Storm Drain billing and the transfer of .10 FTE Senior Accountant from the General Fund to the Water Fund to more accurately reflect the position's work plan. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

No Significant Change

**Transfers:**

No Significant Change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 513 STORM DRAIN	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

**Program Goal:**

To maintain the financial stability for the operation and maintenance of City's storm drain system by providing citizens and businesses with timely and accurate utility bills and the subsequent collection and deposit of these charges. *(Council Goal #2: Continue to plan for, improve, and maintain the City's infrastructure; #3: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations; #4: Manage growth and respond to change consistent with maintaining a livable, full-service city; #7: Provide responsive, cost-effective service to the community; #8: Use City resources efficiently to ensure long-term financial stability.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.43	1.63	1.63	2.06	0.00
PERSONNEL SERVICES	\$119,366	\$142,831	\$160,044	\$192,786	\$0
MATERIALS & SERVICES	181,974	192,471	217,625	204,663	0
CAPITAL OUTLAY					
TRANSFERS	2,091	1,662	1,651	1,663	0
<b>TOTAL</b>	<b>\$303,431</b>	<b>\$336,964</b>	<b>\$379,320</b>	<b>\$399,112</b>	<b>\$0</b>

**Program Objective (services provided):**

- Generate a timely, easy to understand bill to customers for storm drain service.
- Promptly post payments of storm drain charges to the appropriate customer accounts.
- Provide the citizens with outstanding customer service for the following functions:
  - Information regarding their storm drain accounts
  - Establishing and closing customer accounts
  - Assist customers with navigating the web in making on-line payments
  - Assistance with payment arrangements, account hardship assistance payments and delinquent charges
- Update and maintain customer records. This includes updating customer account records due to changes in landscaping, building additions or demolitions and impervious area changes that affect the number of equivalent service units (ESU's).
- Implement City Code and the Clean Water Services Resolution and Order with respect to storm drain service regulations.
- Perform prudent and timely collection practices to maintain a low delinquency and non-payment rate. Assign severely delinquent accounts to collection agency for assistance.
- Perform a monthly reconciliation between customer accounts and the general ledger.
- Prepare a monthly storm drain receipts report and transfer the applicable percentage payment to Clean Water Services.

**Progress on FY 2017-18 Action Plan:**

The City is currently in the process of renegotiating a contract to complete the upgrade to the Utility Billing System with the present vendor and hope to receive their contract along with a time line of implementation by the end of March 2018. We hope to have the new upgrade operational during FY 2018-19. During the fiscal year we filled two positions in utility billing vacated by retirements.

**FY 2018-19 Action Plan:**

- Continued work on the upgrade of the City's current Utility Billing System to a new SQL based database platform.
- Maintain storm drain rates sufficient to meet operating costs, replacement, and upgrades.
- Continue working with GIS department on updating and verification of impervious area data that can be shared with the City's Utility Billing system.
- Assess a ROW Fee equivalent to 5% of Gross Revenue on the storm drain utility revenue accruing to CWS.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 513 STORM DRAIN	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

- Continue to pursue staffing changes to accommodate succession plans across the utility related staff. One additional Accounting Assistant position will be created in FY 2018-19 and a portion of a second Senior Accountant's time will be allocated to the enterprise funds.

<b>Performance Measures:</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted/Revised</b>	<b>Proposed</b>
Number of storm drain accounts*	22,904	22,930	22,950 / 23,037	23,230
Number of storm drain accounts maintained per FTE	5,726	5,733	5,738 / 5,759	4,646
Avg. Monthly Uncollectable Account Write Offs	\$335	\$385	\$400 / \$300	\$350
Percentage of Account Write Offs of Total Sales	.08%	.09%	.09% / .09%	.10%
Number of utility customers receiving e-bills**	3,066	3,500	3,600 / 4,620	5,000
Percentage of Accounts using e-bills**	17%	16%	16% / 26%	28%
Number of Debit**/Credit Card transactions through the web**	61,785	70,000	72,000 / 81,800	84,000
Number of Autopay transactions through the web**	23,550	24,000	30,000 / 38,200	40,000
Total \$ all utility payments, received through the web**	\$8,460,000	\$9,000,000	\$9,300,000 / \$11,180,000	\$11,200,000

\* Total storm drain accounts represent approximately 18,098 accounts that are directly billed by the City and approximately 4,939 accounts billed by Tualatin Valley Water District on behalf of the City through our Joint Billing Intergovernmental Agreement.

\*\* Based upon the Utility Billing web payment system, taken as a whole, not just storm drain.

**Performance Outcomes and Program Trends:**

The program continues to meet the increasing demand for utility billing services with existing resources.

The program maintains a low overall write off due to the fact that most of the storm drain accounts are billed along with the City's water charges and water service is discontinued for non-payment of an active account. Staff is very diligent in working with customers who may be struggling financially. The City offers payment arrangements and if applicable, account hardship payment assistance through the Beaverton Cares program and other outside agencies.

The City partners with Tualatin Valley Water District (TVWD) through an IGA to joint bill mutual customers that are served water by TVWD and storm drain service by the City. Both agencies recognize significant savings in this partnership through sharing postage, stock and envelope costs, customer statement processing and printing costs, collection and processing of payments, etc. In addition, since the City's storm drain charges are billed on TVWD's water bill, storm drain charges are collected at a much higher rate, due to the fact that the customer's water service is discontinued if the joint bill is not paid.

The City is currently awaiting a renegotiated contract for a major upgrade to our utility billing system from our present vendor. This project was put on hold during the last year and a half due to staff changes due to retirements at the City and ownership changes of the vendor. This upgrade will provide for more functionality, less custom, and give us the latest SQL platform. Our goal is to have the new major upgrade implemented by June 30, 2019. Any reduction in custom code means significant savings to the City in terms of annual maintenance fees, faster turnaround times on programming and more reliable service pack uploads.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 513 STORM DRAIN	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0545 UTILITY BILLING	<b>PROGRAM MANAGER:</b> SUE ANN KONIAK

In addition, we are currently working with our GIS department on ways to maintain a current data base of impervious area data that can be interfaced with the City's Utility Billing system.

The following is a table of the monthly storm drain utility costs for an average residential household. Rates are adjusted as needed, to maintain the financial stability of the storm drain fund. The rates include an allowance for a 5% Right-of-Way Fee for the impact of storm water management services on the streets and other parts of the system.

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19*
Storm Drain:				
Base	\$7.25	\$7.75	\$ 8.25	\$ 8.75
Surcharge	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	<u>\$9.25</u>	<u>\$9.75</u>	<u>\$10.25</u>	<u>\$10.75</u>

\*FY 18-19 includes an estimated increase of 6.1% or 50 cents per equivalent service unit (ESU) on the base rate.

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT													
	8,643	.10	26,410	.30	26,902	.30	21,226	26,902	27,572	.30	35,289	.40		
245	ACCOUNTING ASSISTANT													
	49,410	1.00	46,776	1.00	52,209	1.00	35,624	45,381	49,106	1.00	63,678	1.33		
248	ACCOUNTING SPECIALIST													
	18,287	.33	18,824	.33	18,849	.33	15,054	19,005	19,545	.33	19,545	.33		
275	TEMPORARY EMPLOYEES													
	429		3,416		1,700									
299	PAYROLL TAXES AND FRINGES													
	42,597		47,405		60,384		38,187	47,893	53,690		74,274			
119	TOTAL CLASS: 05 PERSONNEL SERVICES													
	119,366	1.43	142,831	1.63	160,044	1.63	110,091	139,181	149,913	1.63	192,786	2.06		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	304		104		300		300	300	366		366			
302	POSTAGE EXPENSE													
	27,359		25,539		28,800		28,800	25,900	28,000		28,000			
303	OFFICE FURNITURE & EQUIPMENT													
			188		460		397	400	466		466			
305	SPECIAL DEPARTMENT SUPPLIES													
	8,501		6,718		11,000			4,816	5,000		5,000			
307	MEMBERSHIP FEES													
	83		33		85		185	83	316		316			
318	COMPUTER SOFTWARE													
	2,635													
321	TRAVEL, TRAINING & SUBSISTENCE													
			108		1,620		413	1,400	1,515		1,515			
406	BANK SERVICE FEES													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	76,014		82,073		93,360		69,160	80,000	84,000		84,000			
511	PROFESSIONAL SERVICES													
	67,078		77,708		82,000		79,684	81,000	85,000		85,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	181,974		192,471		217,625		178,939	193,899	204,663		204,663			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	2,091		1,662		1,651		954	1,651	1,663		1,663			
TOTAL CLASS: 25 TRANSFERS														
	2,091		1,662		1,651		954	1,651	1,663		1,663			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	303,431	1.43	336,964	1.63	379,320	1.63	289,984	334,731	356,239	1.63	399,112	2.06		

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**STORM DRAIN FUND - FINANCE  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
169	SENIOR ACCOUNTANT	0.30	0.30					0.30
245	ACCOUNTING ASSISTANT	1.00	1.00					1.00
248	ACCOUNTING SPECIALIST	0.33	0.33					0.33
	<b>Total</b>	<b>1.63</b>	<b>1.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.63</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
169	SENIOR ACCOUNTANT	0.30		0.10 <sup>a</sup>			0.40
245	ACCOUNTING ASSISTANT	1.00	0.33 <sup>b</sup>				1.33
248	ACCOUNTING SPECIALIST	0.33					0.33
	<b>Total</b>	<b>1.63</b>	<b>0.33</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>2.06</b>

<sup>a</sup> FY 18-19 reallocates one of the Sr. Accountant positions to more accurately reflect the position's time to 10% each in the Water, Sewer, and Storm Drain Funds.

<sup>b</sup> FY 18-19 proposes a new 1 FTE Accounting Assistant position that is allocated 34% in the Water Fund, 33% in the Sewer Fund and 33% in the Storm Drain Fund.

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT	8,643	.10	26,410	.30	26,902	.30	26,902	27,572	.30	35,289	.40
245	ACCOUNTING ASSISTANT	49,410	1.00	46,776	1.00	52,209	1.00	45,381	49,106	1.00	63,678	1.33
248	ACCOUNTING SPECIALIST	18,287	.33	18,824	.33	18,849	.33	19,005	19,545	.33	19,545	.33
275	TEMPORARY EMPLOYEES	429		3,416		1,700						
299	PAYROLL TAXES AND FRINGES	42,597		47,405		60,384		47,893	53,690		74,274	

TOTAL CLASS: 05 PERSONNEL SERVICES

		119,366	1.43	142,831	1.63	160,044	1.63	139,181	149,913	1.63	192,786	2.06
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	304		104		300		300	366		366	
302	POSTAGE EXPENSE	27,359		25,539		28,800		25,900	28,000		28,000	
303	OFFICE FURNITURE & EQUIPMENT			188		460		400	466		466	
305	SPECIAL DEPARTMENT SUPPLIES	8,501		6,718		11,000		4,816	5,000		5,000	
307	MEMBERSHIP FEES	83		33		85		83	316		316	
318	COMPUTER SOFTWARE	2,635										
321	TRAVEL, TRAINING & SUBSISTENCE			108		1,620		1,400	1,515		1,515	

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED  
 ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR  
 RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR  
 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND,  
 AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY,  
 WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 MISC OFFICE SUPPLIES \$366
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$28,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING WORK SURFACE AND CHAIR REPLACEMENT \$466
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$5,000
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$98  
 OREGON BOARD OF ACCOUNTANCY \$85  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$50
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 FY 18 - 19 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY  
 BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION - SPRING CONFERENCE \$366  
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - GOVERNMENT ACCTG & AUDITING CONFERENCE \$233  
 OREGON SOCIETY OF CPAS - ETHICS \$75  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$123  
 OTHER TRAINING AND MILEAGE TO MEET CPA LICENSE REQUIREMENT \$268  
 CUSTOMER SERVICE STAFF TRAINING \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
406	BANK SERVICE FEES												
	76,014		82,073		93,360		80,000	84,000		84,000			
511	PROFESSIONAL SERVICES												
	67,078		77,708		82,000		81,000	85,000		85,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	181,974		192,471		217,625		193,899	204,663		204,663			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,091		1,662		1,651		1,651	1,663		1,663			
TOTAL CLASS: 25 TRANSFERS													
	2,091		1,662		1,651		1,651	1,663		1,663			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	303,431	1.43	336,964	1.63	379,320	1.63	334,731	356,239	1.63	399,112	2.06		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	303,431	1.43	336,964	1.63	379,320	1.63	334,731	356,239	1.63	399,112	2.06		

### BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
406	BANK SERVICE FEES PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$84,000
511	PROFESSIONAL SERVICES ARMORED CAR SERVICE \$1,300 TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) \$54,000 METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS ) \$6,400 MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070 ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENT TRANSACTIONS \$22,000 CARE TO SHARE PAYMENT ASSISTANCE ADMINISTRATION FEES \$230
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
513-20	FINANCE DEPARTMENT											
513-20-0545-05-169	SENIOR ACCOUNTANT	0.30	622			26,902				26,902	12,398	39,300
513-20-0545-05-245	ACCOUNTING ASSISTANT	1.00	2,027	4		45,285	97			45,381	26,229	71,610
513-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	685	3		18,851	154			19,005	9,268	28,273
	UTILITY BILLING & COLLECTIONS	1.63	3,334	7		91,038	251			91,288	47,895	139,183
	**** DEPARTMENT TOTAL ****	1.63	3,334	7		91,038	251			91,288	47,895	139,183

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PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

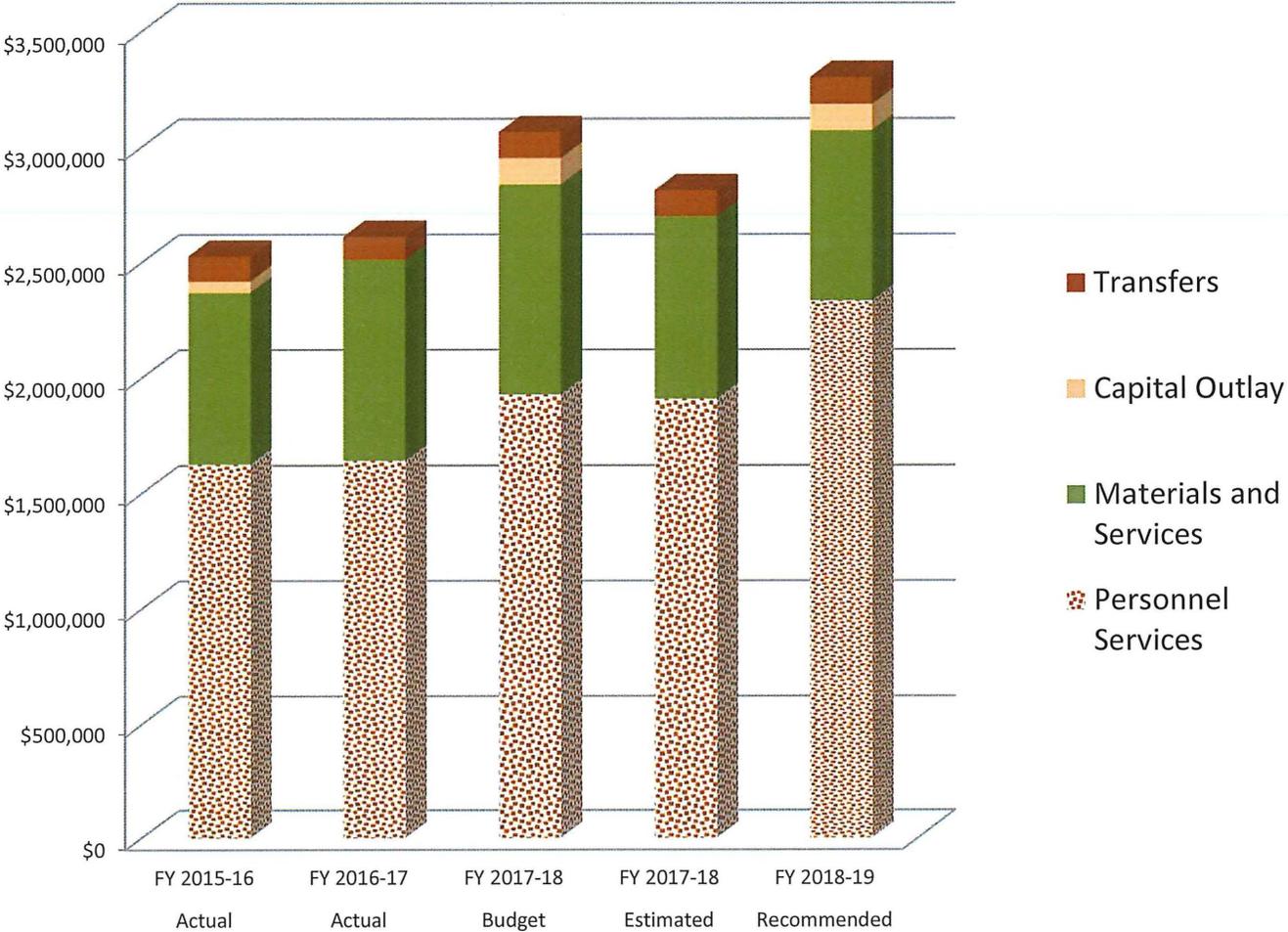
Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
513-20	FINANCE DEPARTMENT											
513-20-0545-05-169	SENIOR ACCOUNTANT	0.40	831			35,289				35,289	16,894	52,183
513-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,767	8		63,403	276			63,678	47,045	110,723
513-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	685	6		19,322	222			19,545	10,335	29,880
	UTILITY BILLING & COLLECTIONS	2.06	4,283	14		118,014	498			118,512	74,274	192,786
	**** DEPARTMENT TOTAL ****	2.06	4,283	14		118,014	498			118,512	74,274	192,786

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**GENERAL FUND  
MUNICIPAL COURT  
RECOMMENDED FY 18-19**



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund: **General Fund**  
 Department: **Municipal Court - Summary**

CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Personnel Services	\$1,626,405	\$1,641,510	\$1,927,781	\$1,909,000	\$2,334,030	21.07%
Materials and Services	743,820	870,700	910,669	791,160	736,670	-19.11%
Capital Outlay	49,381	-	113,335	-	113,335	0.00%
Transfers	107,718	99,522	112,269	112,269	116,623	3.88%
<b>SUB-TOTAL</b>	<b>\$2,527,324</b>	<b>\$2,611,732</b>	<b>\$3,064,054</b>	<b>\$2,812,429</b>	<b>\$3,300,658</b>	
Contingency			-		-	
Reserve for equip.			-		-	
<b>TOTAL</b>	<b>\$2,527,324</b>	<b>\$2,611,732</b>	<b>\$3,064,054</b>	<b>\$2,812,429</b>	<b>\$3,300,658</b>	
<b>FTE's</b>	<b>16.50</b>	<b>16.50</b>	<b>18.40</b>		<b>19.40</b>	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects an increase of 1.0 FTE Court Clerk position. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

FY 2018-19 reflects a reduction in the appropriations for two of the B-SOBR Program grants

**Capital outlay:**

No significant change

**Transfers:**

No significant change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE	

**MISSION STATEMENT:**

The mission of the Beaverton Municipal Court is to ensure that each person accused of a violation, infraction, or crime be guaranteed and provided all the constitutional rights to a fair and speedy judicial process in such a manner that it preserves both the dignity and rights of the defendant, as well as the citizens of Beaverton.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	16.50	16.50	18.40	19.40	0.00
PERSONNEL SERVICES	\$1,626,405	\$1,641,510	\$1,927,781	\$2,334,030	\$0
MATERIALS & SERVICES	743,820	870,700	910,669	736,670	0
CAPITAL OUTLAY	49,381	0	113,335	113,335	0
TRANSFERS	107,718	99,522	112,269	116,623	0
<b>TOTAL</b>	<b>\$2,527,324</b>	<b>\$2,611,732</b>	<b>\$3,064,054</b>	<b>\$3,300,658</b>	<b>\$0</b>

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Court Fines & Forfeitures	\$2,725,548	\$2,567,227	\$2,534,000	\$2,550,000	\$0
Parking Fines	29,596	18,796	21,000	18,900	0
Photo Radar Court Fines	801,542	814,854	841,000	860,000	0
Photo Red Light Court Fines	1,338,482	1,405,457	1,445,000	1,400,000	0
State Victims Assistance Revenue	34,938	35,216	35,216	35,216	0

**Services and Trends:**

Beaverton Municipal Court uses a paper-on-demand case management system that relies on a networked computer database and scanned image system---WINCS (Windows Court System). With this system, judges and court staff are able to view all case information and documents on the computer. Photo Radar citations and e-citations are filed electronically and an e-print enhancement to WINCS allows some documents created in WINCS to go directly into the document files without having to be scanned. The RegJIN (Regional Justice Information Network) Records Management System went live in April 2015. Some of the cases filed in this new system by the Beaverton Police Department are filed with the court electronically. Citations that are hand written by officers are entered into RegJIN by the Police Records Department or the City Attorney's office and then filed with the court electronically.

The new off-the-shelf case management system, eCourt, from Journal Technologies, is being developed to replace WINCS. This case management system will still give us all of the functionality that we currently have and it will also fill the gaps that have been identified in WINCS to keep us on the cutting edge of court technology.

The Beaverton Municipal Court is a court of record which requires all court proceedings to be officially recorded. Beaverton Municipal Court uses For the Record Gold, an audio recording system that allows for high-resolution four-channel audio recordings, which is typical of other courts of record. Appeals are filed with the Court of Appeals. Being a court of record reduces the amount of city resources needed to handle appeals and gives us the ability to review the actual hearing to clarify or amend judicial orders if necessary.

Video arraignments are conducted for defendants held in the Washington County Jail on charges filed in the Beaverton Municipal Court. Conducting video hearings enables the court to process cases more efficiently and has reduced the steps needed to conclude the case in many instances (e.g., reducing the number of hearings needed and the number of warrants issued). The video arraignment procedures reduce the risk to the public and to the community service officers, who otherwise have to physically transport all of the in-custody defendants to Beaverton Municipal Court and back to Washington County Jail.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

The Court continuously improves processes and procedures to ease the congestion and facilitate the traffic flow to and from the courtroom. The Court operates a second courtroom (Courtroom B) three days a week to help alleviate the congestion in the original courtroom (Courtroom A) and at the court counter. The difficulty of maintaining high-quality customer service and efficient case management remains a challenge in a crowded facility

The Beaverton Municipal Court hours are from 7 a.m. to 5 p.m. on Monday and Friday and from 7 a.m. to 7 p.m. on Tuesday through Thursday. This schedule allows the public an option to appear and conduct business before or after they go to work and gives the City better staff utilization for the busiest hours. The court is also closed on Thursdays from 1:00 p.m. to 2:00 p.m. for staff meetings allowing all staff members to attend the meeting which has provided better consistency in our operations. The phones are available to the public on Monday and Friday from 8:30 a.m. until 4:30 p.m. and on Tuesday through Thursday from 8:30 a.m. to 5:30 p.m. The phones are not available from 12:00 p.m. to 1:00 p.m. Monday through Friday or during the Thursday staff meetings.

There are many defendants that do not speak or understand English that require access to the court. While the majority of these defendants are Spanish speaking, that need has lessened. The court is still experiencing an increased need for interpreters to provide services in American Sign Language, CODA (Children of Deaf Adults); Bosnian, Chinese (several dialects), Chuukese/Trukese, Farsi, Korean, Japanese, Russian, Serbo-Croatian, Somalian, Tagalog, and Vietnamese. There are about forty languages that are currently being requested for court hearings. The court is fortunate to have clerks who are fluent in Bosnian, Spanish, Tagalog, and Vietnamese and who can be utilized for certain types of hearings and assistance at the counter and over the phone.

Jury trials are currently scheduled on the second, fourth, and fifth Thursdays and on every Friday of the month. Our pool of jurors has many individuals that do not speak English. A new section was added to the eligibility form that is sent to each potential juror to include a request for an interpreter indicating the language and dialect needed. An interpreter will be scheduled to assist the juror with the language barrier throughout the process including jury deliberation proceeding should the juror be selected to sit on the jury.

The court offers a Traffic Safety Program which gives drivers who qualify the option to complete an educational program in lieu of a conviction. The popular program has a goal of driver improvement and safer streets for the City of Beaverton. The court will continue to offer the Youth Driver Program, the Seat Belt Safety Program, the Vehicle Compliance Program, and the Pedestrian Safety Program. The court will dismiss the charge upon the completion of an educational program and the payment of an administrative fee within a specified time frame.

The court is continuing the Compliance Court Program for defendants that are on bench probation for financial obligations only (having already completed all other conditions of probation.) The court invites the defendant to participate in Compliance Court in lieu of appearing for a probation violation. The court works very closely with the defendant in a non-threatening environment to help them be successful in completing their terms of probation. At the discretion of the judge, they may remove the defendant from Compliance Court based upon unwillingness or inability to adhere to the schedule of performance established for the defendant. However, the judge is very compassionate yet realistic about the ability of each defendant to comply with the individual agreement that they make with the court. This program has proven to be very effective and mutually beneficial for the defendant and the court.

Driving Under the Influence of Intoxicants (DUII) costs millions of dollars to the state of Oregon each year. Beaverton has three major highways that go through the city leaving many Oregonians commuting through or living in the area at risk of a DUII event. The court received a grant from the Oregon Department of Transportation to continue operating a specialized court that is focused on the crime of driving while under the influence of alcohol. The Beaverton Sobriety Opportunity for Beginning Recovery (B-SOBR) Program has been in operation for six and one half years. The program focuses on offenders with multiple convictions and those with a Blood Alcohol Content (BAC) of .15 or higher, or breath test refusal cases who are citizens of Beaverton or who live in close proximity to Beaverton. Driving Under the Influence of Intoxicants (DUII) costs the City of Beaverton substantial dollars each year, through the efforts of the police department, the court process, and personal damages

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

from accidents. Beaverton Municipal Court processes over 300 DUII Cases annually. This program focuses on reducing the number of habitual DUII drivers in our community.

Safety and security of the judges, staff and the public continues to be a concern at the Griffith Building. Unlike circuit courts in Oregon, Beaverton does not conduct regular screening of bags or persons prior to entering the courtroom nor is there an armed bailiff in the courtroom during all court sessions. Judges have been physically threatened both in the courtroom and on their way to their vehicle by disgruntled defendants, court staff have been verbally accosted at the customer service window and defendants have successfully brought in dangerous weapons to the court.

Currently, a Community Service Officer intermittingly sits in the courtroom during the day or at the specific request of a judge/court staff if a defendant is known to have a propensity for dangerous behavior. There is no security in attendance at night court when there is solely a pro tem judge and four clerks working from 5:30 p.m. to 7:00 p.m.

In 2010, the city contracted with the National Center for State Courts (NCSC) to conduct a Court Operations Study. In the eight years since NCSC submitted its recommendations to improve security, virtually none of the recommendations have been implemented. This includes the best practice of having an officer in the courtroom whenever there is court in session and screening bags and people for weapons prior to entering the court. The city purchased a magnetometer prior to 2010 but has never implemented its use. The audit warns "the potential for a serious security incident is still very real."

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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM:</b> 0571 MUNICIPAL COURT SERVICES	<b>PROGRAM MANAGER:</b> KAY RENFRO

**Program Goals:**

The Beaverton Municipal Court will maintain an accurate accounting of all case activity, as well as provide a forum for the timely adjudication and resolution of these cases, while preserving the constitutional rights and dignity of the defendant.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	15.50	15.50	16.80	17.80	0.00
PERSONNEL SERVICES	\$1,498,041	\$1,535,948	\$1,776,912	\$2,149,148	\$0
MATERIALS & SERVICES	660,385	625,009	672,890	656,170	0
CAPITAL OUTLAY	49,381	0	113,335	113,335	0
TRANSFERS	106,827	98,607	111,168	115,514	0
<b>TOTAL</b>	<b>\$2,314,634</b>	<b>\$2,259,564</b>	<b>\$2,674,305</b>	<b>\$3,034,167</b>	<b>\$0</b>

**Program Objectives (services provided):**

- To provide fair, timely, and speedy resolution of cases involving violations, infractions, and crimes in a manner which is efficient both for the City and for the defendants/citizens. *(Council Goal #1: Assure a safe and healthy community; Council Goal #7: Provide a responsive, cost-effective service to the community.)*
- To ensure strict compliance with judicial orders, including the payment of court ordered fines and fees and the completion of court-ordered time obligations such as jail time, special counseling, classes or community service. *(Council Goal #1: Assure a safe and healthy community; Council Goal #7: Provide a responsive, cost-effective service to the community.)*
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Oregon Department of Revenue, Washington County, City of Beaverton General Fund and victims for whom restitution has been ordered). *(Council Goal #3: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations; Council Goal #8: Use City resources efficiently to ensure long-term financial responsibility.)*
- To provide a sufficient and randomly selected pool of jurors for those defendants who choose the right to trial by a jury of their peers and to ensure that those citizens who participate in this civil responsibility have a positive experience and a better understanding of the judicial process. *(Council Goal #5: Preserve and enhance our sense of community.)*
- To identify and provide statistical analysis information for planning, goal setting, strategic decision-making, program analysis, and resource allocation. *(Council Goal #4: Manage growth and respond to change consistent with maintaining a livable, full-service city; Council Goal #6: Provide and support a highly-qualified and motivated work force.)*
- To provide timely notification to other departments and outside agencies of court actions pursuant to law requirements, inter-agency agreements, or inter-departmental agreements. *(Council Goal #1: Assure a safe and healthy community.)*
- This program supports these elements of the Community Vision Action Plan:
  - *Community Vision Action #17: Enhance police and court facilities:* Continue security improvements in the court areas
  - *Community Vision Action # 52: Use signals and traffic calming to improve safety:* Support the efforts of community partners in their goals of enhancing community safety through specific programs targeting patterns of behavior that put citizens at risk (e.g. Vehicle Compliance Program; Distracted Drivers; Seatbelt Safety Program; Youth Driver Program; Traffic Safety Program; and Pedestrian Safety Program.)
  - *Community Vision Action # 82: Maintain parks and emphasize lighting, safety and access:* The Court supports community service options when appropriate for park and open space maintenance.

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**Progress on FY 2017-18 Action Plan:**

- Develop the new Case Management System for implementation
  - Integrated eCitations, Collections, Photo Citations and RegJIN Cases
  - Incorporate additional tools with the new case management system to increase court access and efficiencies
    - Electric interface with DMV for abstracts, suspensions, and clearance of suspensions
    - eFiling
    - Third-party online payments
    - Automatic notification of parties regarding hearings, payments, and other court ordered obligations
  - On track to go live with eCourt in December 2018
- Begin using DOR Tax Intercept Program to aid in collection efforts on delinquent accounts (Phase II)
  - All of the information needed to implement this program is available to us now.
- Develop an action plan and a resource plan for purchasing an off-the-shelf jury management software package or re-writing the WINCS jury software program using in-house and/or external resources.
  - The jury program has been re-written. There are a few changes that need to be made to accommodate changes in our procedures.
- *Community Vision Action # 17: Enhance police and court facilities to increase safety:* Remodel Courtroom B so it will be a fully functioning courtroom; take steps to ensure the safety and security of both the staff and the public coming to and from our facility to conduct business with the court; have one entrance open to the public that has security personnel to check for weapons and other contraband; install lockers to hold personal items of people doing business with the court; and have an armed bailiff in the courtroom at all court sessions.
  - There has been no action taken on the remodel of Courtroom B.
  - The only entrance to the public is now through the front door only. There has not been any security personnel assigned to monitoring the front entrance to the building. There has not been any movement in the idea of remodeling the front entryway to accommodate searches or lockers.

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
<b><u>Cases Filed by Charge</u></b>				
Traffic Violations	9,248	9,217	10,000 / 7,333	9,000
Photo Speed and Red Light*	17,280	17,609	17,000 / 16,160	17,500
Other Violations	<u>31</u>	<u>21</u>	<u>30 / 18</u>	<u>5</u>
<b>Subtotal</b>	<b>26,559</b>	<b>26,847</b>	<b>27,030 / 23,511</b>	<b>26,505</b>
<i>*We expect these numbers to increase as the new speeding enforcement is implemented along with the photo red light enforcement.</i>				
<b><u>Cases Filed by Charge</u></b>				
Traffic Crimes	460	424	450 / 390	400
DUII	377	301	330 / 268	270
Other Misdemeanors	<u>1,207</u>	<u>1,166</u>	<u>1,180 / 1,237</u>	<u>1,200</u>
<b>Subtotal:</b>	<b>2,044</b>	<b>1,891</b>	<b>1,960 / 1,895</b>	<b>1,870</b>
Parking Citations	1,927	1,036	1,280 / 1,242	1,250
Code Enforcement	<u>26</u>	<u>32</u>	<u>22 / 33</u>	<u>30</u>
<b>Subtotal:</b>	<b>1,927</b>	<b>1,068</b>	<b>1,302 / 1,575</b>	<b>1,280</b>
<b>Grand Total:</b>	<b><u>30,350</u></b>	<b><u>29,806</u></b>	<b><u>30,292 / 26,981</u></b>	<b><u>29,655</u></b>
Criminal Hearings by Charge	8,219	7,533	7,200 / 6,818	6,500
Violation Hearings by Charge	<u>8,476</u>	<u>7,562</u>	<u>8,130 / 6,232</u>	<u>5,800</u>
<b>TOTAL</b>	<b><u>16,695</u></b>	<b><u>15,095</u></b>	<b><u>15,330 / 13,050</u></b>	<b><u>12,300</u></b>

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<b>PROGRAM:</b> 0571 MUNICIPAL COURT SERVICES	<b>PROGRAM MANAGER:</b> KAY RENFRO

Workload Measures (Continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Trials Held per FTE	66	63	67 / 53	50
Other Hearings Held per FTE	1,296	1,175	1,190 / 1,169	1,150
Cases Filed per FTE	2,544	2,484	2,524 / 2,570	2,470
Warrants Issued per FTE	85	90	67 / 100	90
Suspensions Issued per FTE	547	397	530 / 643	563
Collection Letters Issued per FTE	241	158	160 / 58	110
Cases sent to Collections per FTE	197	166	190 / 85	120
Population Served per FTE	7,900	7,913	7,914 / 8,080	8,014

**FY 2018-19 Action Plan:**

- Complete the development of the eCourt case management system for implementation by December 31, 2018.
  - Integrate eCitations, Collections, Photo Citations and RegJIN Cases
  - Incorporate additional tools with the new case management system to increase court access and efficiencies
    - Electric interface with DMV for abstracts, suspensions, and clearance of suspensions
    - eFiling
    - Third-party online payments
    - Automatic notification of parties regarding hearings, payments, and other court ordered obligations
- Begin using DOR Tax Intercept Program to aid in collection efforts on delinquent accounts.
- Develop or Purchase a Scanning Program for our Jury Management System including bar coding documents for scanning purposes.
- *Community Vision Action # 17: Enhance police and court facilities to increase safety:* Remodel Courtroom B so it will be a fully functioning courtroom; take steps to ensure the safety and security of both the staff and the public coming to and from our facility to conduct business with the court; have one entrance open to the public that has security personnel to check for weapons and other contraband; install lockers to hold personal items of people doing business with the court; and have an armed bailiff in the courtroom at all court sessions.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Percent of Imposed Fines Collected to Fines Imposed	60%	57%	50% / 49%	48%
Percentage of Cases Disposed Per Month to New Cases Filed	99%	89%	95% / 64%	99%
Average Number of Days -Arrest to Trial (Misdemeanors)	149	147	120 / 79	140
Average Number of Days – Arrest to Trial (Violations)	58	62	55 / 59	58
Average Number of Days –Issue Date to Trial (Misdemeanors)	160	167	130 / 92	160
Average Number of Days – Issue Date to Trial (Violations)	82	88	78 / 87	84
Average Number of Days – Arrest to Disposition (Misdemeanors)	54	48	48 / 37	52

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<b>Performance Measures (Continued):</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
Average Number of Days – Arraignment to Disposition (Violations)	27	24	24 / 16	25
Average Number of Days – Issue Date to Disposition (Misdemeanors)	56	51	50 / 41	52
Average Number of Days – Issue Date to Disposition (Violations)	26	25	25 / 25	25

**Performance Outcomes and Program Trends:**

Ninety percent of all traffic violations are adjudicated or otherwise concluded within 60 days from the date of arraignment, and all misdemeanors are adjudicated or otherwise concluded within 90 days from the day of arraignment. For both traffic violations and misdemeanors, 95 percent are adjudicated within 180 days, and 100 percent within one year, except for exceptional cases in which continuing review should occur.

The court continues to improve the enforcement of judgments ordered by the court. The majority of these judgments include a Money Award which the defendant is obligated to pay. Collection of monetary penalties will be increased through process improvement and active collection efforts by the court staff. Windows Court System (WINCS) has the capability to track those cases that have been assigned to a collection agency, and a collection process has been implemented incorporating a collection agency into the overall collection process for the court. The court has contacted the Department of Revenue (DOR) to take advantage of the tax intercept program that is now available to municipal courts. We plan to send cases to the DOR by the end of the fiscal year when we have a new Case Management System. The court has collected 63.2%% of all fines imposed from FY 99-00 through December 31, 2017, with annual collection rates ranging from 53% to 69% during the past five years. There are many factors that may contribute to collection rates, including the type of debt, economic conditions, and available sanctions for enforcement.

The court maintains a high level of productivity, as well as participating in systems testing and module development of WINCS, in addition to the daily work of the court. Reporting requirements to the state and other agencies are completed in a timely manner.

A large portion of the court’s budget is for professional services, covering court-appointed representation, interpreters, and pro-tem judges. The court continues to refine the indigent defense process, both for verification of applicants’ information and approval of representation as well as the monitoring of indigent defense expenses.

To accommodate the number of traffic citations issued, the court has several arraignment sessions throughout the week. In an attempt to obtain an even distribution of those cases among the court sessions, the court sets the arraignment dates for the traffic team by officer and a cap has been placed on the number of photo radar citations to be scheduled for each court session. The court will continue to experience long lines at various times, dependent upon the number of citations officers issue daily and due to the court’s open-court policy to provide excellent customer service. We expect an increase in the number of photo citations when the city completes the process to implement the new law allowing photo radar speeding infractions at the intersections that enforces violations of the traffic control devices.

The Beaverton Municipal Court Violations Bureau was established pursuant to ORS 153.800 designating the court administrator as the violations clerk who in turn has designated each court staff member as a deputy violations clerk. A violations clerk has the authority to adjudicate specific violations authorized by a general order signed by the presiding judge. Any person charged with a violation, under the authority of the violations bureau, may appear before the violations clerk or

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deputy violations clerk in lieu of appearing before the judge. When a defendant fails to appear for their arraignment, the case is adjudicated with a default judgment and collection of that judgment is pursued.

Defendants charged with a traffic violation or parking citation are given the opportunity to appear in person before the violations bureau, through the mail, or on our website which reduces the number of court appearances before the judge. All defendants have the option to make payments through the mail, by phone, or on-line via our website payment system which reduces the number of defendants needing to come into the court to make payments. The court is using Virtual Merchant as a credit card processing vendor which has given us greater efficiencies. When we move forward with a new Case Management System we will incorporate a process that allows a credit/debit card payment without intervention from court staff.

Call hearings are set each Monday before a jury trial and in an attempt to assure that all parties to a criminal case are prepared to go to trial. Any pretrial resolution to the case is handled at that hearing or the trial may be reset for good cause. This has reduced the number of times that a jury is called unnecessarily because the scheduled trials have been canceled at the last minute. This has ultimately reduced the court's expenses and the frustration of our citizens being unnecessarily called for jury duty. We schedule jury trials on the second, fourth, and fifth Thursdays and every Friday of the month.

There are many changes coming to the court in the near future. Our new case management system, eCourt, will allow us to achieve our goal of becoming a paper-on-demand court that began in 1996. We will have the ability to become a fully functioning eCourt with eFiling and eDistribution of documents. The world of technology is growing by leaps and bounds and we will be able to communicate with our customers in many different ways. This is an exciting time for the development of the court.

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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574 & 0575 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> KAY RENFRO

**Federal DUII Court Grant (B-SOBR):**

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.00	1.00	1.00	1.00	0.00
PERSONNEL SERVICES	\$128,364	\$102,221	\$120,449	\$114,944	\$0
MATERIALS & SERVICES	14,335	40	630	5,500	0
CAPITAL OUTLAY					
TRANSFERS	0	414	0	0	0
<b>TOTAL</b>	<b>\$142,699</b>	<b>\$102,675</b>	<b>\$121,079</b>	<b>\$120,444</b>	<b>\$0</b>

**Combined Federal CJC B-SOBR and Federal SAMHSA-SOBR Grants:**

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.00	0.00	0.60	0.60	0.00
PERSONNEL SERVICES	\$0	\$3,341	\$30,420	\$69,938	\$0
MATERIALS & SERVICES	69,100	245,651	237,149	75,000	0
CAPITAL OUTLAY					
TRANSFERS	891	501	1,101	1,109	0
<b>TOTAL</b>	<b>\$69,991</b>	<b>\$249,493</b>	<b>\$268,670</b>	<b>\$146,047</b>	<b>\$0</b>

**Mission Statement for Beaverton Sobriety Opportunity for Beginning Recovery Program**

The B-SOBR program is dedicated to enhancing safety in Beaverton by saving lives and helping high risk/his needs DUII offenders change through intensive treatment.

The goals of B-SOBR include reducing offender recidivism at a cost savings to Beaverton; reducing the use of county jail bed space; improving the rates of successful completion of treatment and probation and creating positive results for both the offender and the community.

This will be done by a team of Beaverton agencies and partners in an approach emphasizing offender accountability while at the same time helping the offender in a positive experience of sustained sobriety.

We strive to make this program the best in Oregon and a model for others to follow.

**Program Goal:**

In addition to the overall goals of the Beaverton Municipal Court the specific goal of this program is to develop a court that focuses on the crime of driving while under the influence of intoxicants. The court will provide greater supervision for certain DUII cases focused on Beaverton residents and crimes that occur in Beaverton. The court will provide intensive supervision for those DUII cases involving alcohol and/or drugs where the defendant is a repeat offender. The B-SOBR Program strives to identify and implement those Evidence-Based Practices that return the

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greatest reduction in recidivism for our participants making the City of Beaverton a safer place for our citizens and visitors. *(Council Goal #1: Assure a safe and healthy community.)*

**Program Objectives:**

- To provide the tools for defendants to successfully complete their conditions of probation and make positive life changes that will enhance not only the lives of the defendants but also the community as a whole. *(Council Goal #1: Assure a safe and healthy community.)*
- To provide fair, timely, and speedy resolution of cases involving Driving Under the Influence of Intoxicants in a manner that is efficient both for the City and for the defendants/citizens. *(Council Goal #1: Assure a safe and healthy community; Council Goal #7: Provide a responsive, cost-effective service to the community.)*
- To ensure strict compliance with judicial orders through intensive supervision of defendants who qualify for this program, including the completion of court-ordered time obligations such as jail time, special counseling, classes or community service and the payment of court ordered fines and fees. The focus initially will be on the probation conditions that address the treatment for drug and alcohol abuse. *(Council Goal #1: Assure a safe and healthy community; Council Goal #7: Provide a responsive, cost-effective service to the community.)*
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Department of Revenue, Washington County, City of Beaverton General Fund and victims for whom restitution has been ordered). *(Council Goal #3: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations; Council Goal #8: Use City resources efficiently to ensure long-term financial responsibility.)*
- To identify and provide statistical analysis information for planning, goal setting, strategic decision-making, program analysis, and resource allocation. *(Council Goal #4: Manage growth and respond to change consistent with maintaining a livable, full-service city; Council Goal #6: Provide and support a highly-qualified and motivated work force.)*
- To provide timely notification to other departments and outside agencies of court actions pursuant to law requirements, inter-agency agreements, or inter-departmental agreements *(Council Goal #1: Assure a safe and healthy community.)*

**Performance Measures:**

This program is in its seventh year and the duration for a participant is 18 months to five years. The defendant population that is eligible for this program is intentionally limited based upon specific criteria. We had our first participant enter the program on February 7, 2012 and had 20 participants by the end of the year. Currently we have 37 participants (2 in Phase I; 22 in Phase II; and 13 in Phase III). We have one candidate pending entry in to the program. Our program capacity will be between 50 and 60 participants. Following are a list of performance measures that have been identified

- What is the percentage of cases that if targeted will refuse to accept pleas and then placing them in this program?
  - 18 defendants out of 169 have refused the program. (10.7%).
- What percentage of persons completed the program?
  - 93 participants have graduated from the program. (55%).
- For persons not completing the program, what are the causes for failure by percentage?
  - 20 participants out of 169 have been removed from the program (11.2%)
- Non-compliance with the program requirements is the general reason for failure.

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- Six of the participants that were removed from the program were due to continued substance abuse after all treatment options failed, and court interventions were unsuccessful. Those participants were at the highest risk for reoffending. Each revocation resulted in an average of six months jail.
- Seven revocations were due to non-compliance issues, such as not following the recommended treatment plan, failure to live in clean and sober environment, dishonesty, and/or mental health issues that exceeded the programs ability to treat and/or stabilize without causing serious risk to the community.
- Two of the cases were revoked due to receiving another DUII while active in the B-SOBR program. A minimum of six months was given to each participant.
- Another two cases were revoked due being arrested for Driving with a Suspended license. Each participant received a six month jail sentence.
- Three participants were revoked due to participants not attending mandatory court sessions. All received a minimum of six months jail.
- How does the program increase the rate of collection of mandatory financial obligations ordered under the statutes?
  - The court generally defers payments on the financial obligations ordered by the court for up to one year so that the defendant has the opportunity to engage in treatment; mandatory monitoring of abstinence; and other obligations as ordered by the court all of which are a drain on the participant's resources
  - In order to graduate from the program, all financial obligations owed to the court must be paid in full which includes any additional financial obligations that the judge may have ordered as a sanction for a probation violation.
- What is the frequency of use of the Beaverton Police Department services for program violations?
  - The police department is very supportive of the B-SOBR Program. There is one officer that is an official member of the B-SOBR Team and he attends the review meetings and court proceedings twice a month. He also attends organizational meetings that are set approximately every three months. There are about six officers that do regular random home visits for the participants in the program. The home visit frequency is based upon the individual risk/need level of each participant. The program case manager will debrief the B-SOBR officers weekly, updating them on which participants need their attention.
  - The participation of the police department is critical to the success of the program.
- What impact does this have on discretionary police time during shifts?
  - The police department has authorized the B-SOBR officers to use straight time when available to serve warrants or to check on a participant when there is a concern for their wellbeing. When the program is in need of police response for a home visit, warrant, or a welfare check, overtime may be paid to the officer(s) responding if they are not on regular duty time. This is a grant funded program and overtime is paid through the grant.
  - The activities of the B-SOBR Program minimally affect the rest of the police department.
- Of those that completed the program, what is the recidivism rate and how does it compare with those that did not have the program as an option?
  - 93 participants have graduated from the program and we are aware of three of those that have had new DUII convictions (3.2%). We are in the early phases of developing a control group study to determine the most likely reason(s) a person recidivates after completing our DUII program opposed to traditional probation with less supervision and structure. Through internal evaluation we continue to address these theories and use evidence based practices to enhance our program. We currently use national data to compare results of cases that did have a DUII court as an option. The data states that DWI Court participants had a recidivism rate of 15%, whether or not they graduated or were terminated, versus a recidivism rate of up to 35% for those not in DWI Court. (National Center for DWI Courts)
  - The State of Oregon Criminal Justice Commission is scheduled to implement a statewide case management system for all specialty courts in the state by the end of the year. This will give us the tool we need to track the specific data we need to make improvements in our program and compare what we are doing with other courts and control groups that we identify.

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**Performance Outcomes:**

- Defendant will have interaction with the court/judge on a regular basis.
  - Each participant meets with the judge twice a month while they are in Phase I.
  - Each participant meets with the judge once a month throughout Phase II and Phase III.
  - Each participant meets with the judge every other month while in Phase IV.
- The defendant will meet with a case manager on a regular basis.
  - Each participant meets with the case manager at least once a month while they are in Phase I; Phase II; and Phase III.
  - Each participant meets with the case manager at least every two months in Phase IV.
- Defendant is required to participate in substance abuse treatment at designated agencies.
  - The court has a list of designated treatment providers that work with the B-SOBR Program. In some cases, when there are barriers to treatment such as income or insurance plans, the team will approve an alternative treatment agency with the expectation that the case manager will make efforts to establish a working relationship, and that the agency referred to is consistent with treatment reports and communication with the court.
  - There is also an agency that provides pre-treatment life skills to prepare the participant to effectively engage in treatment when they are ready to do so.
- Each participant must attend multiple recovery peer support groups weekly of their choice (approved by the court) and actively participate.
- Defendants' abstinence will be monitored by the use of devices such as SCRAM, treatment, case manager, and other alternatives.
  - Each participant must wear a Secure Continuous Remote Alcohol Monitor (SCRAM) bracelet for a minimum of 90 days.
  - Participants are in treatment for approximately one year.
  - The cost of treatment and monitoring abstinence will be paid for by the defendant. Some participants will be eligible to have B-SOBR grant funding to help with these costs.
  - In some cases the Judge will allow participants driving privileges. Each participant must demonstrate continuous sobriety, stability and have the support of their treatment provider. Each participant is required to follow the directives of the court regarding the use of an Interlock Device (IID) throughout their probation.
- Beaverton Police Department involved with the defendants by random and directed contact by case manager and/or the court.
  - The Police Department has been very supportive of this program. They are actively involved in home visits for the participants and report directly to the court regarding compliance and violations of probation or other concerns they may have after interaction with the participants.
  - We have a police officer on the B-SOBR Team that has an accounting background and assists participants with budgeting.
- Use of incentives and sanctions as created by the court including employment assistance.
  - The court sanctions the defendant for program violations which may include increased community support meetings, increased supervision such as SCRAM and urine analysis, increased level of treatment, writing assignments, community service work, work in lieu of jail and jail time.
  - Incentives used by the court have been a public acknowledgement of achievements, growth, and development, decreased supervision; reduced monitoring for abstinence; fewer court appearances and meetings with case manager; and gift cards.
- Reduce time from arrest to entry into treatment to less than 30 days.
  - The court has made great efforts to reduce the time from arrest to entry into treatment for all defendants who are convicted of the offense of DUII or enter into a DUII Diversion.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574 & 0575 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> KAY RENFRO

- Any defendant who arrested for a DUII is typically taken to the Washington County Jail to be booked. If they are kept in jail the court arraigns the defendant at the video arraignment hearing which typically within 24 hours.
- If the defendant is released the jail gives them a Release Agreement to appear at the second hearing day available to the court which is typically within 48 hours.
- At arraignment the defendant is given a plea offer by the City Attorney and a Pre-Trial Conference is set approximately in two weeks for the defendant to make a decision about entering the B-SOBR Program.
- Within a week of entering the program, the defendant completes an impaired driving assessment and is referred to a treatment agency.
- Develop process to receive immediate report of violation from treatment or other vendors.
  - Vigilnet, the vendor for SCRAM, either calls or sends an email to the case manager immediately when there is a violation.
  - Treatment providers report to the case manager once a month unless there is a non-compliance with treatment in which case the case manager is immediately notified.
  - Random Urine Test results are faxed or emailed to the case manager as soon as the agency has the results of the test.
  - The case manager has access to drug test results online.
  - Participants that are allowed to regain their driving privileges are monitored by access to the vendors 'real time reporting log' where the case manager and team can monitor driving compliance at any time. The court orders that the equipment being installed meet specific requirements. The main interlock company being used at this time is Intoxilock.

**Program Trends, Needs and Performance**

This program is funded through grants provided by the Oregon Department of Transportation (ODOT), Substance Abuse and Mental Health Services Administration (SAMHSA), and the Criminal Justice Commission of Oregon (CJC).

Having recognized a need for mental health resources and financial assistance for treatment, drug testing, transportation, housing and education, these grants provide funding for these vital needs of the program. We have entered into contracts with several vendors to meet these needs.

We have developed a job search plan for participants who are unemployed or who are employed temporarily or part time. We have connected with Goodwill Job Connections and with Work Source Oregon. Both agencies help participants with resume building, job search tools, and application basics. Work Source Oregon also offers classes in computer science with resume building to help participants maximize their skills to increase their marketability. Work Source Oregon also has a job search program specifically for convicted felons. Our participants are required to work full time while in B-SOBR (or attend school full time) and these resources help them get started with the job seeking process. If they are not working or attending school they must do 40 hours of community service work each month. The City Library has offered their assistance with resumes and job searches. The Beaverton Police Department's Victim Services Coordinator has offered assistance to all participants in accessing a wide range of services available in the area.

Participants are required to have clean and sober housing. We have partnered with Fairhaven Recovery Homes for those needs. Fairhaven offers specified housing for women and children; and males that are at least 30 days sober. Residents are required to participate in house meetings, curfews, and accountability as well as proof of ongoing abstinence. Additionally Oxford Houses have made presentations to the participants to let them know about their housing availability and 93options.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574 & 0575 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> KAY RENFRO

We have found a couple of agencies that work on a sliding scale fee basis for participants with mental health issues. Most of our participants do not have health insurance so we found that the sliding scale mental health agencies would be the best fit for our participants. Lewis and Clark Community Counseling Center; Sequoia Mental Health; and Western Psychological provide these needs for our participants.

Participants who do not have a High School Diploma or their General Education Diplomas (GED) upon entering the program are required to obtain one before they are eligible for graduation. Our participants are involved with Portland Community College and Beaverton Resource Center. Both offer GED skills classes, test prep courses, and English as a Second Language (ESL) classes at little to no cost.

Training and education for the B-SOBR Team is vital for the success of this program. We are learning more about becoming a Trauma Informed Court to effectively address the needs of our participants. There is also vicarious trauma that needs to be addressed for the B-SOBR Team members and court staff. We have been working with Lewis and Clark Community Counseling Center to explore some solutions for this issue. There will be ongoing monitoring to determine the trends and needs as we continue to develop the program.

The B-SOBR Program has been recognized locally, statewide, and nationally. The National Center for DWI Courts (NCDC) Director Jim Eberspacher and Melissa Fitzgerald from the National Association of Drug Court Professionals were here from Alexandria, VA to take part in the graduation ceremony and to present the NCDC Community Transformation Award to the Beaverton Sobriety Opportunity for Beginning Recovery Program on December 16, 2016. This award is not given out by NCDC every year and it was a great honor for the program and the city to receive such a prestigious award.

Shortly after receiving this award three members of our team were asked to join the faculty of NCDC and the National Drug Court Institute (NDCI). Two of our current team members are still serving in that capacity.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

029	CASE MANAGER													
	63,726	1.00	52,887	1.00	56,494	1.00	44,609	57,361	62,061	1.00	62,061	1.00		
033	MUNICIPAL JUDGE													
	144,938	1.00	147,648	1.00	150,398	1.00	137,267	171,688	154,168	1.00	154,168	1.00		
034	ASSOCIATE JUDGE													
	83,069	.80	100,030	.80	100,136	.80	92,266	114,758	123,262	.80	123,262	.80		
097	PROGRAMMER ANALYST													
			68,844	1.00	73,634	1.00	58,066	73,649	79,270	1.00	79,270	1.00		
103	POLICE OFFICER													
	15,671		21,610		16,500		9,255	18,057						
222	SR COURT CLERK													
	86,445	2.00	60,393	2.00	110,889	2.00	81,684	108,282	110,016	2.00	110,016	2.00		
223	COURT CLERK													
	310,655	7.70	336,276	7.70	415,684	9.00	254,030	339,488	461,853	10.00	461,853	10.00		
241	COURT ADMINISTRATOR													
	103,776	1.00	105,731	1.00	103,716	1.00	106,524	128,862	155,542	1.00	156,321	1.00		
242	COURT SYSTEMS SPECIALIST													
	65,887	1.00												
271	COURT OPERATIONS SUPERVISOR													
	150,760	2.00	154,954	2.00	154,256	2.00	130,831	162,066	154,387	2.00	154,387	2.00		
275	TEMPORARY EMPLOYEES													
	21,956		4,032				12,646	25,455	31,194		31,194			
281	DUII COURT COORDINATOR													
					16,670	.60			38,358	.60	38,358	.60		
299	PAYROLL TAXES AND FRINGES													
	579,522		589,105		729,404		540,495	709,334	933,676		963,140			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,626,405	16.50	1,641,510	16.50	1,927,781	18.40	1,467,673	1,909,000	2,303,787	19.40	2,334,030	19.40		

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	4,473		2,438		4,000		2,906	2,840	2,900		2,900			
303	OFFICE FURNITURE & EQUIPMENT													
	2,423		615		3,000		1,171	3,000	3,000		3,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
	1,458													
307	MEMBERSHIP FEES													
	1,462		1,247		2,930		3,428	2,485	2,800		2,800			
308	PERIODICALS & SUBSCRIPTIONS													
	3,892		3,423		4,100		3,140	3,500	3,500		3,500			
312	DEPOSIT SHORTAGE/OVERAGE													
	-39		-25				-231	-300						
316	ADVERTISING, RECORDING & FILING													
			85		200		53	100	100		100			
317	COMPUTER EQUIPMENT													
	1,764													
321	TRAVEL, TRAINING & SUBSISTENCE													
	58,525		46,289		48,500		12,794	37,500	25,000		25,000			
328	MEALS & RELATED EXPENSE													
	1,757		2,629		2,249		1,800	2,219	750		1,950			
330	MILEAGE REIMBURSEMENT													
					100			50	100		100			
341	COMMUNICATIONS EXPENSE													
	975		1,303		1,440		977	1,320	1,320		1,320			
406	BANK SERVICE FEES													
	49,081		45,454		48,000		29,103	45,000	48,000		48,000			
461	SPECIAL EXPENSE													
	5,461		11,720		31,500		7,355	8,016						
484	JURY AND WITNESS FEES													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	10,649		5,490		10,000		5,403	5,400	8,000		8,000			
501	COURT APPOINTED ATTORNEY FEES													
			333,808		370,000		370,000	370,000	370,000		370,000			
502	COURT COLLECTION AGENCY FEES													
			156,513		137,000		130,000	130,000	130,000		130,000			
503	COURT INTERPRETER SVC EXPENSE													
			32,827		35,000		27,821	32,500	35,000		35,000			
511	PROFESSIONAL SERVICES													
	601,939		226,884		212,650		140,226	147,530	105,000		105,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	743,820		870,700		910,669		735,946	791,160	735,470		736,670			
CLASS: 15 CAPITAL OUTLAY														
675	COMPUTER SOFTWARE PACKAGES													
	49,381				113,335		113,335		113,335		113,335			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	49,381				113,335		113,335		113,335		113,335			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	47,718		42,728		47,888		34,278	47,888	50,458		50,458			
818	TRSFERS TO ISD-ALLOCATED													
	60,000		56,794		64,381		53,651	64,381	66,165		66,165			
TOTAL CLASS: 25 TRANSFERS														
	107,718		99,522		112,269		87,929	112,269	116,623		116,623			
TOTAL DEPARTMENT: 45 MUNICIPAL COURT														
	2,527,324	16.50	2,611,732	16.50	3,064,054	18.40	2,404,883	2,812,429	3,269,215	19.40	3,300,658	19.40		

**MUNICIPAL COURT  
FY 2017-18 ADOPTED**

Code Position Title		Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
29	CASE MANAGER	1.00	1.00					1.00
33	MUNICIPAL JUDGE	1.00	1.00					1.00
34	ASSOCIATE JUDGE	0.80	0.80					0.80
97	PROGRAMMER ANALYST	1.00	1.00					1.00
222	SR COURT CLERK	2.00	2.00					2.00
223	COURT CLERK	7.70	9.00					9.00
241	COURT ADMINISTRATOR	1.00	1.00					1.00
271	COURT OPERATIONS SUPERVISOR	2.00	2.00					2.00
281	DUII COURT COORDINATOR	0.00	0.60					0.60
	<b>Total</b>	<b>16.50</b>	<b>18.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.40</b>

**FY 2018-19 PROPOSED**

Code Position Title		Adopted FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
29	CASE MANAGER	1.00					1.00
33	MUNICIPAL JUDGE	1.00					1.00
34	ASSOCIATE JUDGE	0.80					0.80
97	PROGRAMMER ANALYST	1.00					1.00
222	SR COURT CLERK	2.00					2.00
223	COURT CLERK	9.00	1.00 <sup>a</sup>				10.00
241	COURT ADMINISTRATOR	1.00					1.00
271	COURT OPERATIONS SUPERVISOR	2.00					2.00
281	DUII COURT COORDINATOR	0.60					0.60
	<b>Total</b>	<b>18.40</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.40</b>

<sup>a</sup> FY 18-19 reflects a new 1 FTE Court Clerk position.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

033	MUNICIPAL JUDGE	144,938	1.00	147,648	1.00	150,398	1.00	171,688	154,168	1.00	154,168	1.00
034	ASSOCIATE JUDGE	83,069	.80	100,030	.80	100,136	.80	114,758	123,262	.80	123,262	.80
097	PROGRAMMER ANALYST			68,844	1.00	73,634	1.00	73,649	79,270	1.00	79,270	1.00
222	SR COURT CLERK	86,445	2.00	60,393	2.00	110,889	2.00	108,282	110,016	2.00	110,016	2.00
223	COURT CLERK	310,655	7.70	336,276	7.70	415,684	9.00	339,488	461,853	10.00	461,853	10.00
241	COURT ADMINISTRATOR	103,776	1.00	105,731	1.00	103,716	1.00	128,862	155,542	1.00	156,321	1.00
242	COURT SYSTEMS SPECIALIST	65,887	1.00									
271	COURT OPERATIONS SUPERVISOR	150,760	2.00	154,954	2.00	154,256	2.00	162,066	154,387	2.00	154,387	2.00
275	TEMPORARY EMPLOYEES	21,956		3,497				25,455	31,194		31,194	
299	PAYROLL TAXES AND FRINGES	530,555		558,575		668,199		656,510	851,431		878,677	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,498,041	15.50	1,535,948	15.50	1,776,912	16.80	1,780,758	2,121,123	17.80	2,149,148	17.80
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	4,473		2,408		4,000		2,840	2,900		2,900	
303	OFFICE FURNITURE & EQUIPMENT	2,423		615		3,000		3,000	3,000		3,000	
304	DEPARTMENT EQUIPMENT EXPENSE	1,458										

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

033	MUNICIPAL JUDGE
034	ASSOCIATE JUDGE
097	PROGRAMMER ANALYST FY 16-17 REFLECTS RECLASSIFICATION OF COURT SYSTEMS SPECIALIST POSITION TO PROGRAMMER ANALYST.
222	SR COURT CLERK
223	COURT CLERK FY 17-18 REFLECTS ADDING .30 FTE TO AN EXISTING .70 FTE COURT CLERK POSITION TO CREATE A 1 FTE POSITION AND ADDING AN ADDITIONAL 1.0 FTE POSITION FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCIES DURING THE YEAR. FY 18-19 REFLECTS A NEW 1 FTE COURT CLERK POSITION.
241	COURT ADMINISTRATOR FY 18-19 REFLECTS INCREASE DUE TO RETIREMENT OF INCUMBENT AND THEN OVERLAPPING WITH THE REPLACEMENT TO ALLOW FOR A SMOOTH TRANSITION
242	COURT SYSTEMS SPECIALIST FY 16-17 REFLECTS RECLASSIFICATION OF COURT SYSTEMS SPECIALIST POSITION TO PROGRAMMER ANALYST.
271	COURT OPERATIONS SUPERVISOR
275	TEMPORARY EMPLOYEES
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS, 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE OFFICE SUPPLIES FOR JUDGES, ADMINISTRATION AND COURT STAFF
303	OFFICE FURNITURE & EQUIPMENT 4 REPLACEMENT CHAIRS (4 @ \$750/EA)
304	DEPARTMENT EQUIPMENT EXPENSE NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES												
	967		1,207		2,300		2,000	2,300		2,300			
308	PERIODICALS & SUBSCRIPTIONS												
	3,892		3,423		4,100		3,500	3,500		3,500			
312	DEPOSIT SHORTAGE/OVERAGE												
	-39		-25				-300						
316	ADVERTISING,RECORDING & FILING												
			85		200		100	100		100			
317	COMPUTER EQUIPMENT												
	1,764												
321	TRAVEL,TRAINING & SUBSISTENCE												
	22,713		13,548		20,000		12,000	15,000		15,000			
328	MEALS & RELATED EXPENSE												
	857		1,079		750		750	750		1,950			
330	MILEAGE REIMBURSEMENT												
					100		50	100		100			
341	COMMUNICATIONS EXPENSE												
	975		1,303		1,440		1,320	1,320		1,320			
406	BANK SERVICE FEES												
	49,081		45,454		48,000		45,000	48,000		48,000			
484	JURY AND WITNESS FEES												
	10,649		5,490		10,000		5,400	8,000		8,000			
501	COURT APPOINTED ATTORNEY FEES												
			333,808		370,000		370,000	370,000		370,000			
502	COURT COLLECTION AGENCY FEES												
			156,513		137,000		130,000	130,000		130,000			
503	COURT INTERPRETER SVC EXPENSE												
			32,827		35,000		32,500	35,000		35,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 307 MEMBERSHIP FEES
  - PRESIDING JUDGE - BAR DUES \$600
  - JUDGES - OREGON MUNICIPAL JUDGES ASSOCIATION (5 X \$100)
  - COURT ADMINISTRATOR - OREGON ASSOCIATION FOR COURT ADMINISTRATORS - OACA (\$75)
  - COURT ADMINISTRATOR - NATIONAL ASSOCIATION FOR COURT MANAGEMENT - NACM (\$125)
  - COURT OPERATIONS SUPERVISOR - OACA (2 X \$75)
  - SENIOR COURT CLERK - OACA (\$75)
  - PROGRAMMER ANALYST - OACA (\$75)
  - COURT CLERKS - OACA (6 X \$75)
  - PROGRAMMER ANALYST - NACM (\$125)
  - COURT OPERATIONS SUPERVISOR - NACM (\$125)
- 308 PERIODICALS & SUBSCRIPTIONS
  - ADVANCE SHEETS 1 YEAR ( \$440)
  - UNIFORM JURY INSTRUCTIONS (\$300 FULL AND \$50 SUPPLEMENT+ SHIPPING)
  - HANDBOOK FOR JURORS (500 X \$.10 + SHIPPING)
  - OTHER BOOKS
  - OREGON REPORTS - COURT OF APPEALS/SUPREME COURT (20 X \$85)
  - OREGON STATE STATUTES (2 X \$750)
- 312 DEPOSIT SHORTAGE/OVERAGE
- 316 ADVERTISING,RECORDING & FILING
  - RECORDING JUDGMENTS WITH COUNTY RECORDER
- 317 COMPUTER EQUIPMENT
  - NO APPROPRIATION REQUESTED
- 321 TRAVEL,TRAINING & SUBSISTENCE
  - EXPENSES INCURRED FOR OUT-OF-TOWN TRIPS. COSTS INCLUDE TRANSPORTATION  
 LODGING, AND MEALS
  - OACA FALL AND SPRING CONFERENCES
  - NACM CONFERENCE - COURT ADMINISTRATOR
  - JUDGES ASSOCIATION CONFERENCE AND ODOT JUDICIAL CONFERENCE - 5 JUDGES & CT ADMIN
  - 2018 OREGON DUII MULTI-DISCIPLINARY TRAINING CONFERENCE (JUDGES; ADMIN; SUPER; CASE MGR)
  - JOURNAL TECHNOLOGIES CONFERENCE (CT ADMIN; CT SUPS; CT SYS SPEC)
  - OREGON CJIS USERS WORKSHOP (CT SUPS)
- 328 MEALS & RELATED EXPENSE
  - PRISONER MEALS AS NECESSARY. COST OF MEALS AND INCIDENTALS
  - LUNCH MEETINGS (JCC, CAA) \$750
  - B-SOBR INCENTIVE AND GRADUATION EVENTS \$1,200
- 330 MILEAGE REIMBURSEMENT
  - COST INCURRED FOR REIMBURSEMENT OF PRIVATELY OWNED VEHICLES USED ON OFFICIAL CITY BUSINESS
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 3 CELL PHONES AT \$110 PER MONTH \$1,320  
 (JUDGE, COURT ADMINISTRATOR, AND CASE MANAGER)
- 406 BANK SERVICE FEES
  - TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD.
- 484 JURY AND WITNESS FEES
  - PAYMENT FOR JUROR SERVICE, MILEAGE, AND MEALS; AND COURT WITNESS FEES; JURY POOL LISTS.
- 501 COURT APPOINTED ATTORNEY FEES
  - INDIGENT DEFENSE COUNSEL
- 502 COURT COLLECTION AGENCY FEES
  - COLLECTION AGENCY SERVICES
- 503 COURT INTERPRETER SVC EXPENSE
  - MULTIPLE LANGUAGE FOR COURT ACTIVITIES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES												
	561,172		27,274		37,000		40,000	35,000		35,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	660,385		625,009		672,890		648,160	654,970		656,170			
CLASS: 15 CAPITAL OUTLAY													
675	COMPUTER SOFTWARE PACKAGES												
	49,381				113,335			113,335		113,335			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	49,381				113,335			113,335		113,335			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	46,827		41,813		46,787		46,787	49,349		49,349			
818	TRSFERS TO ISD-ALLOCATED												
	60,000		56,794		64,381		64,381	66,165		66,165			
TOTAL CLASS: 25 TRANSFERS													
	106,827		98,607		111,168		111,168	115,514		115,514			
TOTAL PROGRAM: 0571 MUNICIPAL COURT SERVICES													
	2,314,634	15.50	2,259,564	15.50	2,674,305	16.80	2,540,086	3,004,942	17.80	3,034,167	17.80		

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 45 MUNICIPAL COURT  
PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES  
PRO-TEM JUDGES; PSYCHOLOGICAL EVALUATIONS; INVESTIGATOR EXPENSE; SHREDDING DOCUMENTS

675 COMPUTER SOFTWARE PACKAGES  
APPROPRIATION TO PURCHASE A COMMERCIAL SOFTWARE PRODUCT TO REPLACE THE CURRENT IN-HOUSE DEVELOPED WINC'S SOFTWARE SYSTEM.  
FY 2016-17 AND FY 2017-18 REPLACEMENT COURT CASE MANAGEMENT SOFTWARE SYSTEM E-PROSECUTOR MODULE IMPLEMENTED FY 17-18  
FY 2018-19 SOFTWARE SYSTEM COMPLETED

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF BUSINESS ANALYST PROGRAMMER POSITION IN SUPPORT OF THE NEW COURT SOFTWARE SYSTEM IMPLEMENTATION \$66,165

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0573 FED DUUI COURT ODOT GRANT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

029	CASE MANAGER	63,726	1.00	52,887	1.00	56,494	1.00	50,948	62,061	1.00	62,061	1.00
103	POLICE OFFICER	15,671		18,269		16,500		16,002				
275	TEMPORARY EMPLOYEES			535								
299	PAYROLL TAXES AND FRINGES	48,967		30,530		47,455		45,965	51,523		52,883	

TOTAL CLASS: 05 PERSONNEL SERVICES

		128,364	1.00	102,221	1.00	120,449	1.00	112,915	113,584	1.00	114,944	1.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES	495		40		630		485	500		500	
321	TRAVEL, TRAINING & SUBSISTENCE	11,960							5,000		5,000	
511	PROFESSIONAL SERVICES	1,880										

TOTAL CLASS: 10 MATERIALS & SERVICES

		14,335		40		630		485	5,500		5,500	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND			414								
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TOTAL CLASS: 25 TRANSFERS

				414								
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TOTAL PROGRAM: 0573 FED DUUI COURT ODOT GRANT

		142,699	1.00	102,675	1.00	121,079	1.00	113,400	119,084	1.00	120,444	1.00
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0573 FED DUUI COURT ODOT GRANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 029 CASE MANAGER  
 THIS PROGRAM IS FUNDED BY A FEDERAL GRANT THROUGH THE OREGON DEPARTMENT OF TRANSPORTATION. (FUNDED THROUGH 09/30/16 1ST QUARTER OF FY 16-17)
- 103 POLICE OFFICER  
 REQUEST \$15,075 (WAGES AND BENEFITS)
- 275 TEMPORARY EMPLOYEES
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 307 MEMBERSHIP FEES
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 NO APPROPRIATION REQUESTED
- 511 PROFESSIONAL SERVICES  
 FY 2015-16 REFLECTS URINALYSIS TESTING
- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES													
029	CASE MANAGER						6,413						
103	POLICE OFFICER		3,341				2,055						
281	DUII COURT COORDINATOR				16,670	.60		38,358	.60	38,358	.60		
299	PAYROLL TAXES AND FRINGES				13,750		6,859	30,722		31,580			
TOTAL CLASS: 05 PERSONNEL SERVICES													
			3,341		30,420	.60	15,327	69,080	.60	69,938	.60		
CLASS: 10 MATERIALS & SERVICES													
301	OFFICE EXPENSE		30										
321	TRAVEL, TRAINING & SUBSISTENCE		22,736	12,085	10,500		7,500	5,000		5,000			
328	MEALS & RELATED EXPENSE		650	1,050	999		999						
461	SPECIAL EXPENSE		5,298	11,720	29,000		8,016						
511	PROFESSIONAL SERVICES		10,514	102,387	88,400		61,000	20,000		20,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
			39,198	127,272	128,899		77,515	25,000		25,000			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND		891	501	1,101		1,101	1,109		1,109			
TOTAL CLASS: 25 TRANSFERS													
			891	501	1,101		1,101	1,109		1,109			
TOTAL PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT													
			40,089	131,114	160,420	.60	93,943	95,189	.60	96,047	.60		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 029 CASE MANAGER
  
- 103 POLICE OFFICER  
 DATA ANALYSIS
  
- 281 DUUI COURT COORDINATOR  
 FY 17-18 MID-YEAR REFLECTS .60 FTE DUUI COURT COORDINATOR POSITION ADDED VIA THE FIRST SUPPLEMENTAL BUDGET THAT WILL BE FILLED IN FY 18-19.
  
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 OFFICE MATERIALS; HANDBOOKS; PAPER, MISCELLANEOUS SUPPLIES
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 2017 NADCP CONFERENCE - MARYLAND (8 PEOPLE TRAVEL, HOTEL, MEALS, FEES, MISC.)
  
- 328 MEALS & RELATED EXPENSE  
 GRADUATION CEREMONIES
  
- 461 SPECIAL EXPENSE  
 RENT AND UTILITIES SUBSIDY B-SOBR PARTICIPANTS  
 INCENTIVES: HOUSEHOLD PRODUCTS; FOOD & CLOTHING VOUCHERS; BUS PASSES; MISC.  
 JOB RESOURCES: WORK CLOTHING; JOB PREPARATION CLASSES; MISC
  
- 511 PROFESSIONAL SERVICES  
 RANDOM 7-DAY UA MONITORING PROGRAM  
 TREATMENT ENHANCEMENT: EVIDENCE-BASED CURRICULUM AND COUNSELING PRACTICES  
 CASE MANAGEMENT SYSTEM INCLUDING SPECIFIC PROGRAMMING REQUIREMENT
  
- 816 TRSFERS TO REPROGRAPHICS FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0575 Federal SAMHSA-SOBR Grant

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

321	TRAVEL, TRAINING & SUBSISTENCE												
	1,116		20,656		18,000		18,000						
328	MEALS & RELATED EXPENSE												
	250		500		500		470						
461	SPECIAL EXPENSE												
	163				2,500								
511	PROFESSIONAL SERVICES												
	28,373		97,223		87,250		46,530	50,000		50,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

29,902 118,379 108,250 65,000 50,000 50,000

TOTAL PROGRAM: 0575 Federal SAMHSA-SOBR Grant

29,902 118,379 108,250 65,000 50,000 50,000

TOTAL DEPARTMENT: 45 MUNICIPAL COURT

2,527,324 16.50 2,611,732 16.50 3,064,054 18.40 2,812,429 3,269,215 19.40 3,300,658 19.40

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0575 Federal SAMHSA-SOBR Grant

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

321	TRAVEL, TRAINING & SUBSISTENCE 2017 DUII MULTI-DISCIPLINARY CONFERENCE (8 TEAM MEMBERS) 2017 NADCP CONFERENCE (5 TEAM MEMBERS)
328	MEALS & RELATED EXPENSE GRADUATION CEREMONIES
461	SPECIAL EXPENSE CLIENT EMPLOYMENT AND EDUCATION ASSISTANCE CLIENT TRANSPORTATION ASSISTANCE
511	PROFESSIONAL SERVICES NPC RESEARCH - ONGOING DATA COLLECTION SERVICES AND EVALUATIONS URINE ANALYSIS - COLLECTIONS OF URINE ANALYSIS (UA); COLLECTION TOOLS; SUBSIDIZING PARTICIPANT UA COST INTERPRETER SERVICES FOR COURT, GROUPS, & ONE-ON-ONE SESSIONS FOR CLIENTS TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES TRANSPORTATION - BUS PASSES, OTHER TRANSPORTATION SERVICES RESIDENTIAL TREATMENT - 30-90 DAYS (\$5K PER STAY W/OHP OR DEDUCTIBLES W/PRIVATE INS TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-45	MUNICIPAL COURT											
001-45-0571-05-033	MUNICIPAL JUDGE	1.00	2,374			171,688				171,688	70,939	242,627
001-45-0571-05-034	ASSOCIATE JUDGE	0.80	1,739			114,758				114,758	68,492	183,250
001-45-0571-05-097	PROGRAMMER ANALYST	1.00	2,080			73,649				73,649	48,369	122,018
001-45-0571-05-222	SR COURT CLERK	2.00	4,056	205		100,983	7,166		133	108,282	68,739	177,021
001-45-0571-05-223	COURT CLERK	9.00	15,340	151		334,367	5,121			339,488	264,688	604,176
001-45-0571-05-241	COURT ADMINISTRATOR	1.00	2,578			128,577			285	128,862	40,028	168,890
001-45-0571-05-271	COURT OPERATIONS SUPERVISOR	2.00	4,161	330		144,851	17,215			162,066	79,986	242,052
001-45-0571-05-275	TEMPORARY EMPLOYEES		1,317			25,455				25,455	15,269	40,724
1227	MUNICIPAL COURT SERVICES	16.80	33,645	686		1,094,328	29,502		418	1,124,248	656,510	1,780,758
001-45-0573-05-029	CASE MANAGER	1.00	1,847	24		49,991	946		11	50,948	39,902	90,850
001-45-0573-05-103	POLICE OFFICER		620			16,002				16,002	6,063	22,065
	FED DUUI COURT ODOT GRANT	1.00	2,467	24		65,993	946		11	66,950	45,965	112,915
001-45-0574-05-029	CASE MANAGER		217			6,392			21	6,413	4,726	11,139
001-45-0574-05-103	POLICE OFFICER		72			2,046			9	2,055	598	2,653
001-45-0574-05-281	DUUI COURT COORDINATOR	0.60									1,535	1,535
	STATE CRIMINAL JUSTICE B-SOBR	0.60	289			8,438			30	8,468	6,859	15,327
	**** DEPARTMENT TOTAL ****	18.40	36,401	710		1,168,759	30,448		459	1,199,666	709,334	1,909,000

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

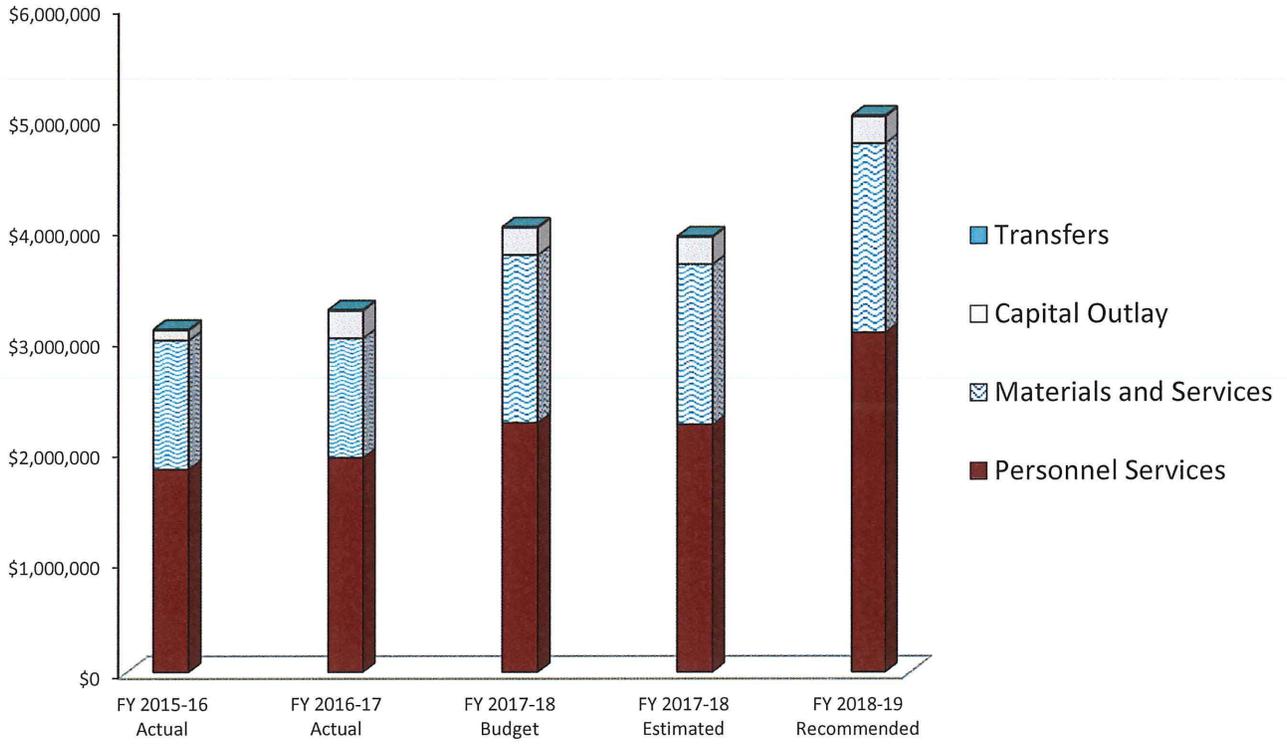
Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-45	MUNICIPAL COURT											
001-45-0571-05-033	MUNICIPAL JUDGE	1.00	2,080			154,168				154,168	74,644	228,812
001-45-0571-05-034	ASSOCIATE JUDGE	0.80	1,663			123,262				123,262	74,029	197,291
001-45-0571-05-097	PROGRAMMER ANALYST	1.00	2,080			79,270				79,270	56,079	135,349
001-45-0571-05-222	SR COURT CLERK	2.00	4,160	60		107,707	2,309			110,016	79,394	189,410
001-45-0571-05-223	COURT CLERK	10.00	20,800	135		457,484	4,369			461,853	422,220	884,073
001-45-0571-05-241	COURT ADMINISTRATOR	1.00	3,312			156,321				156,321	81,961	238,282
001-45-0571-05-271	COURT OPERATIONS SUPERVISOR	2.00	4,160	130		147,474	6,913			154,387	86,066	240,453
001-45-0571-05-275	TEMPORARY EMPLOYEES		1,400			31,194				31,194	4,284	35,478
1228	MUNICIPAL COURT SERVICES	17.80	39,655	325		1,256,880	13,591			1,270,471	878,677	2,149,148
001-45-0573-05-029	CASE MANAGER	1.00	2,080	24		61,026	1,035			62,061	52,883	114,944
	FED DUII COURT ODOT GRANT	1.00	2,080	24		61,026	1,035			62,061	52,883	114,944
001-45-0574-05-281	DUII COURT COORDINATOR	0.60	1,248			38,358				38,358	31,580	69,938
	STATE CRIMINAL JUSTICE B-SOBR	0.60	1,248			38,358				38,358	31,580	69,938
	**** DEPARTMENT TOTAL ****	19.40	42,983	349		1,356,264	14,626			1,370,890	963,140	2,334,030



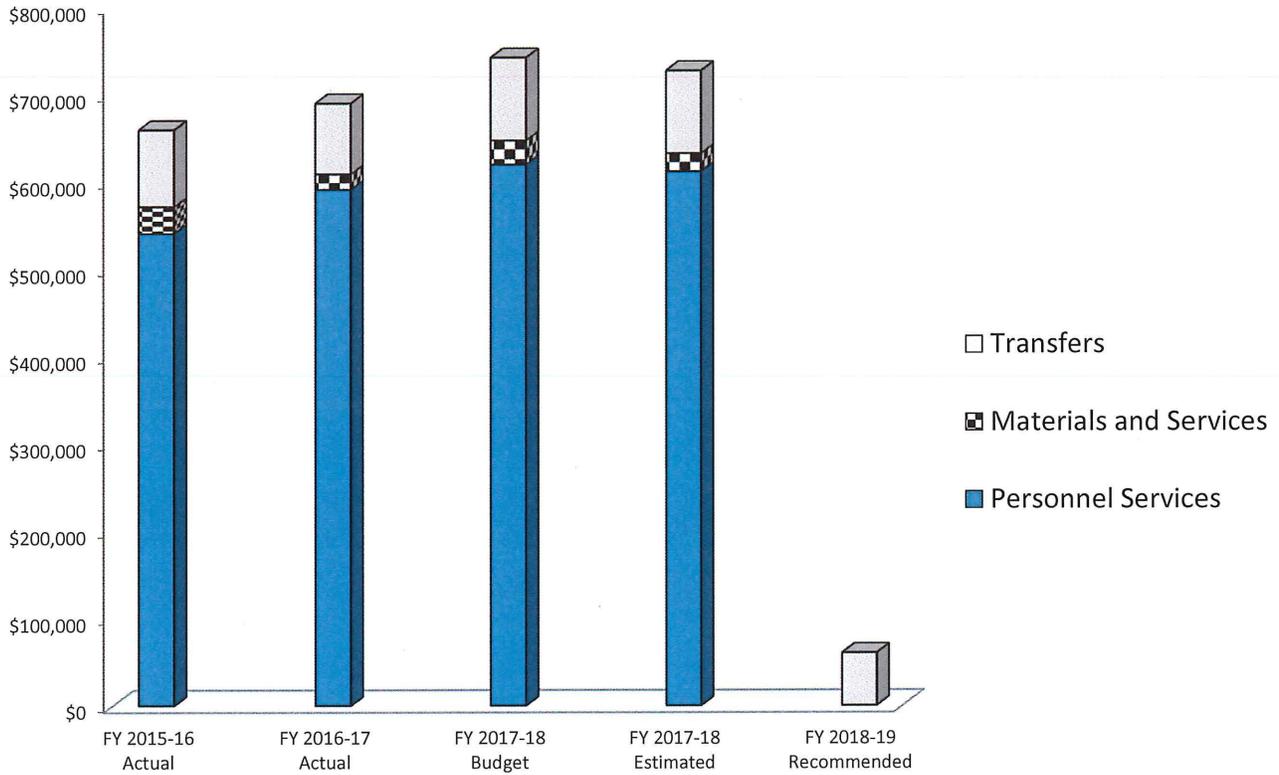
# INFORMATION SYSTEMS FUND

## RECOMMENDED FY 18-19



# GEOGRAPHIC INFORMATION SYSTEMS FUND

## RECOMMENDED FY 18-19



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	<b>Information Systems</b>					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
CLASS						
Personnel Services	\$1,829,422	\$1,933,321	\$2,247,646	\$2,231,545	\$3,062,902	36.27%
Materials and Services	1,164,841	1,078,673	1,514,871	1,446,563	1,706,581	12.66%
Capital Outlay	91,759	249,045	245,243	245,218	240,077	-2.11%
Transfers	7,605	7,669	8,276	8,276	11,061	33.65%
<b>SUB-TOTAL</b>	<b>\$3,093,627</b>	<b>\$3,268,708</b>	<b>\$4,016,036</b>	<b>\$3,931,602</b>	<b>\$5,020,621</b>	
Contingency			243,574		72,203	
Contingency - Equip.			80,000		80,000	
<b>TOTAL</b>	<b>\$3,093,627</b>	<b>\$3,268,708</b>	<b>\$4,339,610</b>	<b>\$3,931,602</b>	<b>\$5,172,824</b>	
<b>FTE's</b>	<b>17.50</b>	<b>17.50</b>	<b>18.50</b>		<b>23.50</b>	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2017-18 reflects the transfer of 5.0 FTE's from the Geographical Informations Systems (GIS) Fund 604 to the Information Systems Fund as the GIS operations will now be consolidated into the ISD Fund in a separate program. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

FY 2018-19 increase is mainly due to the consolidation of GIS operations from Fund 604 into the ISD Fund

**Capital outlay:**

No Significant Change

**Transfers:**

FY 2018-19 increase is mainly due to the consolidation of GIS Fund (604) into ISD

**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

<b>Fund: Geographic Information Systems - Summary</b>						<b>% Change</b>
<b>CLASS</b>	<b>Actual FY 2015-16</b>	<b>Actual FY 2016-17</b>	<b>Budget FY 2017-18</b>	<b>Estimated FY 2017-18</b>	<b>Recommended FY 2018-19</b>	<b>Budgeted Vs. Recommended</b>
Personnel Services	\$541,563	\$591,833	\$620,182	\$612,467	\$0	-100.00%
Materials and Services	30,648	17,678	27,610	20,502	-	-100.00%
Transfers	87,754	80,711	94,498	94,498	61,238	-35.20%
<b>SUB-TOTAL</b>	<b>\$659,965</b>	<b>\$690,222</b>	<b>\$742,290</b>	<b>\$727,467</b>	<b>\$61,238</b>	
Contingency			25,570		-	
Reserve - Equip.			20,000		-	
<b>TOTAL</b>	<b>\$659,965</b>	<b>\$690,222</b>	<b>\$787,860</b>	<b>\$727,467</b>	<b>\$61,238</b>	
<b>FTE's</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>		<b>-</b>	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects the transfer of the GIS Fund into the ISD Fund (603)

**Materials and services:**

FY 2018-19 reflects the transfer of the GIS Fund into the ISD Fund (603)

**Transfers:**

FY 2018-19 reflects the transfer of the GIS Fund into the ISD Fund (603)

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE	

**MISSION STATEMENT:**

The mission of the Information Systems Division is to coordinate and deploy City of Beaverton Information technology resources to support and enable effective government operations and public service. *(Council Goals #2: Use City resources efficiently to ensure long-term financial stability; #4 Provide responsive, cost-effective service to the community; #6: Manage growth and respond to change consistent with maintaining a livable, full-service city; #7 Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations; #8 Provide and support a highly-qualified and motivated City work force.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	22.50	22.50	23.50	23.50	0.00
PERSONNEL SERVICES	\$2,370,985	\$2,525,154	\$2,867,828	\$3,062,902	\$0
MATERIALS & SERVICES	1,195,489	1,096,351	1,542,481	1,706,581	0
CAPITAL OUTLAY	91,759	249,045	245,243	240,077	0
TRANSFERS	95,359	88,380	102,774	72,299	0
CONTINGENCY	0	0	289,144	72,203	0
RESERVE	0	0	80,000	80,000	0
<b>TOTAL</b>	<b>\$3,753,592</b>	<b>\$3,958,930</b>	<b>\$5,127,470</b>	<b>\$5,234,062</b>	<b>\$0</b>

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$442,201	\$671,778	\$431,147	\$413,807	\$0
Intergovernmental Revenue	164,041	107,575	265,320	0	0
Miscellaneous Revenues	41,079	24,910	9,000	13,600	0
Transfers from Other Funds	3,118,084	2,895,592	3,634,143	4,745,417	0

**Department Services and Trends:**

The Division acts as the sole cost center for the distribution of information technology. It provides for the administration of the Information Systems Plan. The Division is responsible for procurement policies regarding information processing equipment and operating system software. Standards for information processing procedures are also developed and maintained to ensure uniformity of process and to allow adequate information interchange between City operating departments and other entities.

Costs are allocated across all funds respective of the benefits received and services provided.

Programs within this fund include:

- 0525 – Web Services
- 0608 – GIS Services
- 0711 – ISD System & Programming
- 0712 – ISD System Operations
- 0713 – ISD New Projects

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0525 WEB SERVICES	<b>PROGRAM MANAGER:</b> ELZBIETA CRAIG

**Program Goal:**

To provide a 24-hour "Virtual City Hall" for the citizens of Beaverton, businesses, employees of the City and local agencies for certain information and services and expand access to services via interactive e-Government applications. *(Council Goal #1: Preserve and enhance our sense of community; Council Goal #4: Provide responsive, cost effective service to the community; Council Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	2.50	2.50	2.50	2.50	0.00
PERSONNEL SERVICES	\$319,415	\$324,638	\$335,009	\$356,090	\$0
MATERIALS & SERVICES	60,964	42,670	39,430	49,944	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$380,379</b>	<b>\$367,308</b>	<b>\$374,439</b>	<b>\$406,034</b>	<b>\$0</b>

**Program Objective:**

- To provide web design, development and support services for external (City of Beaverton websites) and internal (Intranet) customers, Web application development and support, Web application package review and Web server administration.
- To be a central resource (through the City's website) for Beaverton City Hall information and news.
- To provide access to electronic agendas and minutes for City Council, Boards and Commissions, and Neighborhood Association Committees.
- To provide online mailing list subscription services.
- To support and maintain the City's Social Media sites.
- To enable citizens and businesses to complete online transactions.
- To display City's comprehensive public relations information to citizens, businesses and employees.
- To promote Beaverton worldwide as a good place to live, do business and visit.
- To provide City employees with comprehensive Intranet services.
- To support and maintain the Web Services Help Desk and support and manage departmental web developers.
- To implement, support and optimize the entire web infrastructure (servers, security, permissions, quality control, certificates, databases, SharePoint, Web Content Management System)
- This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with web services including:
  - Community Vision Action # 3: *Create a Welcome to Beaverton information packet*
  - Community Vision Action # 7: *Maintain community resource and events calendar*

**Progress on FY 2017-18 Action Plan:**

- Personnel Actions (PA) Enhancements (Working out of Class, PTO conversion) - completed
- Personnel Actions (PA) Application security upgrade - completed
- Recycling & Composting site and online forms - completed
- Intranet site (new SharePoint Team Sites and new features) - completed
- New Library website (redesign, upgrade to new platform, mobile friendly) - completed
- Cooper Mountain Urban Reserve site - completed
- Recycling, Composting and Garbage/Prevent Wasted Food/Challenge website - completed
- Beaverton Volunteer Fair - forms, site, language code - completed
- Special Permits application upgrade - completed

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- Severe weather communication center - completed
- Library Public Intranet (Patrons) redesign and upgrade - completed
- Library Staff website redesign and upgrade - completed
- Mediation Training Registration website and wait list system - completed
- Building in Beaverton custom website - completed
- ADA compliance review and upgrade - in progress
- Travel System - in progress
- Community Gardens application upgrades - in progress
- Language compatibility on websites and databases - in progress
- Mobile friendly responsive design for public web applications - in progress
- Quality Control / SiteImprove - ongoing
- Social Media maintenance and support - ongoing

**FY 2018-19 Action Plan:**

- Mobile friendly responsive design for public web applications - in progress
- Language compatibility on websites and databases - in progress
- Emergency Management site
- Digital Engagement
- Employee Handbook/policies searchable site
- Victim Advocate Scheduling application upgrade
- Business Licenses application upgrade and new features
- HTTPS on apps.beavertonoregon.gov server
- BPD Volunteer Registration system
- CivicPlus and Social Media integration (Facebook feeds)
- ISD Help Desk system
- ADA Transition Plan site
- Open House reusable application
- Access2Online ADA auditing project
- DRC Volunteer site and registration system
- Social Media maintenance and support - ongoing
- Quality Control / SiteImprove - ongoing
- ADA compliance review and upgrade - ongoing

<b>Performance Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
Percentage of good/excellent evaluations of the Web site	94%	94%	94%	(Discontinued)
Number of times the City's Web pages are visited annually	4,988,300	4,988,758	4,990,000 / 4,990,000	4,991,000
Hours Spent on Web Services Help Desk and Project Requests annually	4,772	4,780	4,780	(Discontinued)

**Applications:**

Hours spent on Application Development (large/medium)	New Measure	840
Hours spent on Application Enhancements	New Measure	590
Hours spent on Web Programming (small)	New Measure	900

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<b>PROGRAM:</b> 0525 WEB SERVICES	<b>PROGRAM MANAGER:</b> ELZBIETA CRAIG

<b>Performance Measures (Continued):</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
<b>Websites:</b>				
Hours spent on City Public Website			New Measure	850
Hours spent on Library Public Website			New Measure	100
Hours spent on Police Public Website			New Measure	50
Hours spent on City Intranet			New Measure	280
Hours spent on Apps Website			New Measure	1,700
Hours spent on Other Websites			New Measure	380
<b>Technical Support:</b>				
Hours spent on Requests from the Public			New Measure	60
Hours spent on Quality Assurance / Security			New Measure	300
Hours spent on Accessibility / ADA			New Measure	500
Hours spent on CivicPlus CMS (all sites)			New Measure	1,490
Hours spent on Intranet Tech Support / Maintenance			New Measure	190
Hours spent on Help Desk Requests			New Measure	1,300

**Performance Outcomes and Program Trends:**

Use of the City’s public websites has been stable throughout 2017. There was a steady increase in page views throughout the year, along with a similar increase in unique visitors and visitor sessions during the same period.

Because of the services and information available on the City's website, citizens are able to access information more quickly and conveniently, thus providing additional channels of communication between the City and citizens. Developing cost-effective electronic processes for internal and external information dissemination has provided responsive, cost-effective service to citizens and businesses. In addition, these efforts helped to provide City employees with comprehensive Intranet services, to streamline City processes, and move the City towards electronic and paperless transactions.

To evaluate the effectiveness of our website and online services, we gather and analyze web usage data and feedback from our customers. With the Web Services Help Desk we are keeping track of web requests for all supported websites and online applications.

New performance measures include assigning a “type” to all requests, then referencing one of three categories: Websites, Applications or Technical Support. This system does not represent actual, FTE hours. In most instances, this method results in overlap, or dual reporting, to ensure project scope is represented and requests are fulfilled for complete customer satisfaction.

The Web Services Program represents a central point for all of the City's web related services: for the City’s public, Library and Police websites, as well as the City's Intranet and Library Intranet. The program is responsible for maintenance and administration of all aspects of the web initiative. This includes gathering content from city departments, analyzing, designing,

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developing and publishing webpages and interactive applications, and some work with Social Media sites. Also included are: quality control, security and usability audits, and performance testing for all websites.

Trends in the Web Services Program include bringing the website to the level of providing complete, comprehensive online services to residents 24 hours a day, 7 days a week, in a "Virtual City Hall" atmosphere. This trend involves taking advantage of existing data services currently available only inside City Hall and providing secure online access to that data, as well as building new data services. Examples of this kind of service include online renewal of business licenses and the scheduling of public-use rooms.

Current trends include upgrading sites and applications to: 1. mobile friendly responsive design standards; 2. HTML5 semantic web standards; 3. accessibility/ADA requirements.

Web Content Management System (WCMS) allows the City to continue maintaining the websites and offers new features and functionality. WCMS also provides improved consistency and scalability, as well as making it easier to perform rebranding of the entire website. This WCMS system was upgraded for the City and Police public sites in 2016. Beaverton Library site was upgraded and redesigned in 2017 (including implementation of mobile friendly and responsive design). We are also using SiteImprove diagnostic tools for quality assurance, accessibility and web analytics purposes.

In addition to websites and online application development, the McAfee SECURE system was implemented and security upgrades are being made to the City of Beaverton public websites and applications. This system tests and certifies our websites daily to pass the McAfee SECURE Security Scan. To help address concerns about hacker access to confidential data, the "live" McAfee SECURE mark appears on our websites only when they meet the McAfee SECURE standard.

For our Social Media sites (Facebook, Twitter, Instagram, YouTube), archiving process was set up. ArchiveSocial provides solution for complying with record keeping requirements.

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FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0678 GIS SERVICES	<b>PROGRAM MANAGER:</b> MIKE JUN

**Program Goal:**

To provide an integrated, geospatial data system and analysis services that can provide information in a variety of formats to enhance the effectiveness and efficiency of the City and its clients. *(Council Goals #2: Continue to plan for, improve, and maintain the City's infrastructure; #3: Maintain Beaverton as a regional leader in cooperation efforts with other agencies and organizations; #7: Provide responsive, cost-effective service to the community; #8: Use City resource efficiently to ensure long-term financial stability)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	5.00	5.00	5.00	5.00	0.00
PERSONNEL SERVICES	\$541,563	\$591,833	\$620,182	\$652,009	\$0
MATERIALS & SERVICES	30,648	17,678	27,610	103,214	0
TRANSFERS	87,754	80,711	94,498	64,011	0
CONTINGENCY	0	0	45,570	0	0
<b>TOTAL</b>	<b>\$659,965</b>	<b>\$690,222</b>	<b>\$787,860</b>	<b>\$819,234</b>	<b>\$0</b>

(The requirements shown above reflect the Geographic Information System Services Fund (GIS) 604 for the Actual and Budgeted columns. The Proposed budget For FY 18-19 reflects the decision to include GIS Fund 604/Program 0678 as a program within the ISD Fund.)

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$186,014	\$88,907	\$76,681	\$61,238	\$0
Miscellaneous	9,863	2,032	1,400	0	0
Transfer to GIS Fund / Program:					
General Fund	282,028	344,741	290,299	0	0
Street Fund	49,770	60,837	15,189	0	0
Water Fund	82,949	101,395	165,166	0	0
Sewer Fund	69,124	84,496	97,453	0	0
Storm Drain Fund	69,124	84,496	141,672	0	0

**Program Objectives:**

- Provide and support the asset management tool for the City to manage public assets efficiently.
- Curate the authoritative asset inventory for the City.
- Provide geospatial data development, integration, and analysis services in support of all City functions.
- Provide online access to view, analyze, and print geospatial data to support daily tasks.
- Provide access to accurate, current GIS data to assist field personnel and improve data collection efforts.
- Coordinate development and integration of the City's geospatially referenced data with other data sets within the City and with other jurisdictions.
- Develop applications to meet identified City need for geospatially referenced and integrated information.
- This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with , branding, analytical, addressing and asset management tools including:
  - Community Visions Action #55: Produce updated bike route maps
  - Community Visions Action #45: Continue proactive street maintenance and repair
  - Community Visions Action #64: Implement a storefront improvement program
  - Community Visions Action #66: Implement parking management strategies
  - Community Visions Action #88: Connect parks and green space with trails/bike routes
  - Community Visions Action #89: Assist and connect local business
  - Community Visions Action #99: Improve pedestrian connections in neighborhood

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<b>PROGRAM:</b> 0678 GIS SERVICES	<b>PROGRAM MANAGER:</b> MIKE JUN

**Progress on FY 2017-18 Action Plan:**

- Perform Asset Conditions Assessment Analysis using CityWorks, GraniteXP and GIS data - completed
- Upgrade Granite XP to Granite NET and configure server architecture and update process - completed
- Upgrade ArcGIS Desktop and Server 10.5 - in progress
- Install ArcGIS Portal on the server and configure best practice to serve internal web services and web apps.
- Redesign GIS Server Architecture on both internal and external servers - in progress
- Host Beaverton Asset Management Conference to share best practice and build networks with other agencies.
- Create an address and tax lot web services using the latest technology
- Create 3 Dimensional layers on base map, zoning, and land use for planners to understand better on spatial relationship - in progress
- Assist to implement Fleet Inventory with Bar Code Scanner
- Develop and design data collection process with Trimble GPS - completed
- Assist data collection process for ADA ramp with Collector App - completed
- Continue to develop dynamic reports and dashboards for CityWorks Users – ongoing
- Develop and design interactive and dynamic web applications
  - Address Assigning web app
  - 5 Year Moratorium web app
  - Code Enforcement Complaint Route web app
  - Water Meter Status web app
  - HPRM Documents Hyperlink web app
  - Foreclosure web app
  - Water Main Breaks Notification web app
  - Road Closure web app
  - Storm Event web app
  - Traffic Count web app

**FY 2018-19 Action Plan:**

- Upgrade ArcGIS Desktop and Server 10.5
- Install Enterprise ArcGIS Server
- Redesign GIS Server Architecture for both internal and external servers
- Create 3D Layers for Land use, Zoning, Base map, and utility layer
- Continue to develop dynamic reports and dashboards for CityWorks Users
- Continue to support Asset Management System
- Perform Cost Analysis for aging infrastructure
- Public facing online map app for Utility
- Public facing online map app for 5 year moratorium
- Assist with data transfer from the takeover of selected areas of the Tualatin Valley Water District service area (assets and customer data)

<b>Performance Measures:</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted/Revised</b>	<b>Proposed</b>
<b>Demand Measure:</b>				
# of GIS service requests processed	420	322	350 / 274	300
# of AMS requests processed	548	478	500 / 770	600
<b>Efficiency Measure:</b>				
% of “up-time” based on a 10hr service day (7:30am-5:30pm) x 5days x 52 weeks	99.3%	99.7%	99.5% / 99.7%	99.6%
Customer Satisfaction Survey(1 very poor – 5 excellent)	4.89	4.89	4.95 / 4.96	4.96

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**Effectiveness Measure:**

Average Staff time for service requests(#days)	7.19	4.85	6.2 / 5.71	6.0
Percent of requests completed by due date	99.9%	99.9%	99.9% / 99.9%	99.9%

**Performance Outcomes and Program Trends:**

The program provides City departments, the development community, and other interested parties with geo spatial data analysis, map products, system development, and data integration services enhancing the effectiveness and efficiency of department operations. GIS will continue to maintain and manage data as accurately as possible so customers who perform any data analysis or use applications will have confidence in the data and results. We will continue to monitor the business process of receiving correct and up-to-date data to GIS so that we can maintain the quality of spatial and non-spatial data.

The number of simple map production request has been significantly decreased due to the intuitive web map applications. We plan to re-engineer the GIS server architecture with better security and authentication which will enable us to create more public facing applications to share data with other government entities and the citizenry as the business need arises.

GIS will continue to maintain the City Works asset management system for the Public Works department. As a unit, we are transitioning from implementation phase to a sustainment phase with our resource allocation. This is to mirror the staffing abilities of Public Works. While there is more features to implement within City Works, it is currently burdensome upon staff to do so. Once Public Works has the staffing bandwidth in place, we will transition back to an implementation posture with regards to City Works.

Opportunities to utilize 3D urban mapping is increasing rapidly and more cities are transitioning from 2D to 3D. Many 3D applications, such as visual analysis of impacts for proposed design, flood modeling, zoning recommendation, are becoming more common. The realistic visualization provides powerful graphic representations and presentation tools for engaging with internal customers and the public. In this coming fiscal year, GIS will start to prepare and lay the groundwork for developing a citywide 3D base map and 3D utility layers.

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FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0711 SYSTEMS AND PROGRAMMING	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

**Program Goal:**

To provide systems design service, systems analysis service, programming support, purchased application package review, administration, and to direct our energies toward a partnership in information processing with the operating departments, and agencies and or organizations. *(Council Priorities: In general as an Internal Service Fund, ISD supports all other departments support of Council Priorities. Specifically Council Priorities: Continue to define the Emergency Master plan, and Implement the Rental Housing Inspection Program.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	9.00	9.00	9.00	9.00	0.00
PERSONNEL SERVICES	\$1,085,934	\$1,129,339	\$1,216,151	\$1,311,782	\$0
MATERIALS & SERVICES	25,897	12,133	86,400	42,120	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$1,111,831</b>	<b>\$1,141,472</b>	<b>\$1,302,551</b>	<b>\$1,353,902</b>	<b>\$0</b>

**Program Objective (services provided):**

**Application Maintenance:**

Process, test, and document requested changes to the current applications based on a priority schedule consistent with Council Goals and Objectives. Provide user support for ease of use of the application.

**Application Development:**

Analyze, design, configure, and code in-house developed systems based around a service oriented architecture (SOA) to facilitate organizational trends toward mobility and information sharing. Analyze recommended application package systems to ensure conformity with City standards. Ensure service requests meet both the feasibility/cost justification criterion as well as providing a service to the accomplishment of the Council Goals and Objectives.

**Develop Database:**

Continue providing data warehousing systems whereby views of information are readily and easily available to staff from a variety of databases.

**Administration:**

Schedule work, perform necessary personnel functions, perform necessary accounting functions, affirm and support City goals and Council direction. Maintain and revise the City's Information System Plan and review the Operating Department Business Plans.

This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with network development, information services and analytical tools including:

- Community Vision Action # 17: *Enhance police and court facilities*
- Community Vision Action # 18: *Support proactive criminal justice initiatives*
- Community Vision Action # 4: *Increase city workforce diversity*

**Progress on FY 2017-18 Action Plan:**

- Launch of eProsecutor software for City Attorney's office (completed)
- Launch of RegJIN RMS 8.0 upgrade (Completed)
- Launch of RegJIN MRE 8.0 Upgrade (Completed)
- Completion of BPD and WCCCA upgrade of regional 911 system implementation (Completed)
- Unified Help Desk Request platform for ISD and other city divisions (In Progress)
- Highline HR/Payroll upgrade (In Progress)
- Utility Billing software upgrade (In Progress)

CITY OF BEAVERTON, OREGON  
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<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0711 SYSTEMS AND PROGRAMMING	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
<b>Demand Measures:</b>				
Work hours spent on application enhancements (including error fixes)	2,683	3,039	3,000 / 3,080	3,000
Work hours spent on new in-house applications	1,631	3,332	3,600 / 3,402	3,200
Work hours on off-the-shelf applications	2,206	3,246	3,200 / 3,875	4,000
Work hours on development of Citywide Information Plans	145	150	150 / 150	150
Work hours on development of Departmental Information Plans	147	150	150 / 150	150
Work Hours - Technical Projects	700	1,060	1,000 / 831	1,000
Work Hours - Help Desk Support (HP)	1,359	1,223	1,100 / 1,112	1,100
Work Hours – Police Services	450	1,800	1,800 / 1,800	1,800
<b>Effectiveness Measures:</b>				
Departmental grading on all work (5 is the highest grading)	4.2	4.4	4.4 / 4.4	4.4
Quarterly rating from operating departments	Good to Excellent	Good to Excellent	Good to Excellent	Good to Excellent

**FY 2018-19 Action Plan:**

- Launch of eCourt software for Municipal Court
- Launch of Law Enforcement Records System for Washington County
- Launch of Utility Billing software upgrade
- Launch of BUG facing Law Enforcement Help Desk System
- Budget Supplemental Software Upgrade
- Law Enforcement training request tracking

**Performance Outcomes and Program Trends:**

The City’s technology strategy is now based on Microsoft Windows 2008/12 server operating system with Microsoft Windows 7/8/10 client operating systems utilizing Microsoft SQL2008/12/16 database engine. We continue to migrate our legacy systems over to Microsoft’s new platforms and plan to standardize on the Windows 10 client operating system as part of our refresh cycle. ISD will develop plans to move to Office 365 hybrid cloud to supplement our computing resources and leverage operational efficiencies.

The rise of mobility within the industry has shifted ISD development resources to utilize a REST based service oriented architecture for our development infrastructure. This shift in architecture will allow ISD to leverage secure information sharing to support mobile, cloud, and open data initiatives. We will increase our development focus on these areas over the next 5 to 10 years to drive organizational efficiencies and bring secure mobility to our workforce.

The State of Oregon has certified specific public cloud vendors for criminal justice information system (CJIS) operations and as such ISD will begin to leverage these approved platforms to better serve our customer base. ISD will be leveraging cloud services to secure our architecture outside of the traditional network. ISD is focusing specific projects using cloud services

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that will allow the organization to assess the impacts of cloud services with regards to records law, staff efficiencies, financial impacts, and security constraints.

The City's technology will continue to invest major resources toward the area of security compliance. As a public institution we will continue our efforts in complying with CJIS and Payment Card Industry (PCI) security requirements in order to keep the public's information secure. As the city's adoption of security tools increases, it is finding challenges in maintaining historical operational efficiencies. ISD will continue its evaluation of tools available that allow the city to comply with security mandates while driving best in class efficiencies for both ISD and our customers.

Allocation of ISD resources amongst the various city divisions is an ever present consideration upon ISD management and supervisors. To extract more efficiencies out of our limited resources, ISD will be enacting a light weight frame work for project initialization that internal city divisions will follow in order to have resources assigned. This will allow ISD management to have a measureable metric for demand of resources and institute a formal prioritization of projects amongst the division.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0712 OPERATIONS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

**Program Goal:**

To provide operating support, service support, operating documentation, data safeguards, and to direct our energies toward a partnership in information processing with the operating departments. To provide a financial reserve program for the normal unforeseen needs, to accumulate the equipment depreciation funds, and to accumulate projected capital reserves in compliance with the Information Systems Plan. *(Council Priorities: In general as an Internal Service Fund, ISD supports all other departments support of Council Priorities. Specifically Council Priorities: Modify the internal budget process to allow for earlier council involvement, Foster stronger intergovernmental relations with partner agencies.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	6.00	6.00	7.00	7.00	0.00
PERSONNEL SERVICES	\$424,073	\$479,344	\$696,486	\$743,021	\$0
MATERIALS & SERVICES	728,943	612,269	976,630	1,099,453	0
CAPITAL OUTLAY	82,619	249,045	235,243	230,077	0
TRANSFERS	7,605	7,669	8,276	8,288	0
CONTINGENCY	0	0	243,574	72,203	0
RESERVE	0	0	80,000	80,000	0
<b>TOTAL</b>	<b>\$1,243,240</b>	<b>\$1,348,327</b>	<b>\$2,240,209</b>	<b>\$2,233,042</b>	<b>\$0</b>

**Program Objective (services provided):**

The contingency and reserve target is approximately \$257,610, consisting of \$107,610 general contingency and \$150,000 for emergency equipment replacement.

This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with network development, information services and analytical tools including:

- Community Vision Action # 18: *Support proactive criminal justice initiatives*
- Community Vision Action # 23: *Increase public involvement in emergency planning*

**Operational Services:**

- Management and maintenance of all telephone systems.
- Provide help to users on all technology platforms in a timely manner.
- Procurement of necessary equipment for repairs and upgrades.
- Management of all local and wide area network systems.
- Perform preventative maintenance as scheduled.
- Perform equipment maintenance on call as service as needed.
- Setup all desktop systems and applications and assist users in resetting equipment and applications.
- Prepare documentation for operational programs and procedures.
- Provide data contingency on a daily basis without exception. Provide data contingency at the County's Walnut contingency site as an emergency offsite facility.
- Manage the software library.
- Coordinate all fax, video camera, digital camera, and mobile and smart phone device purchases and maintenance.

**Progress on FY 2017-18 Action Plan:**

- Partial city deployment of Windows 10 (Completed)
- Introduction of email encryption system to CJIS divisions (Completed)
- Deployment of hard drive encryption system to mobile devices in CJIS divisions (In progress)
- Exchange 2016 cloud hybrid implementation (Completed)
- Assessment and Proposal for replacement phone system (Completed)

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0712 OPERATIONS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

- Core Network replacement (Completed)
- Web filtering platform assessment and replacement (Completed)

**FY 2018-19 Action Plan:**

- Replacement of City Phone system
- Unified Wi-Fi system for Griffith Park Building
- GIS hardware replacement
- Papercut deployment on City printers
- SIEM metrics rollout, monitoring, and alerting
- Security based training for City Staff.
- Migration from Windows Server 2008

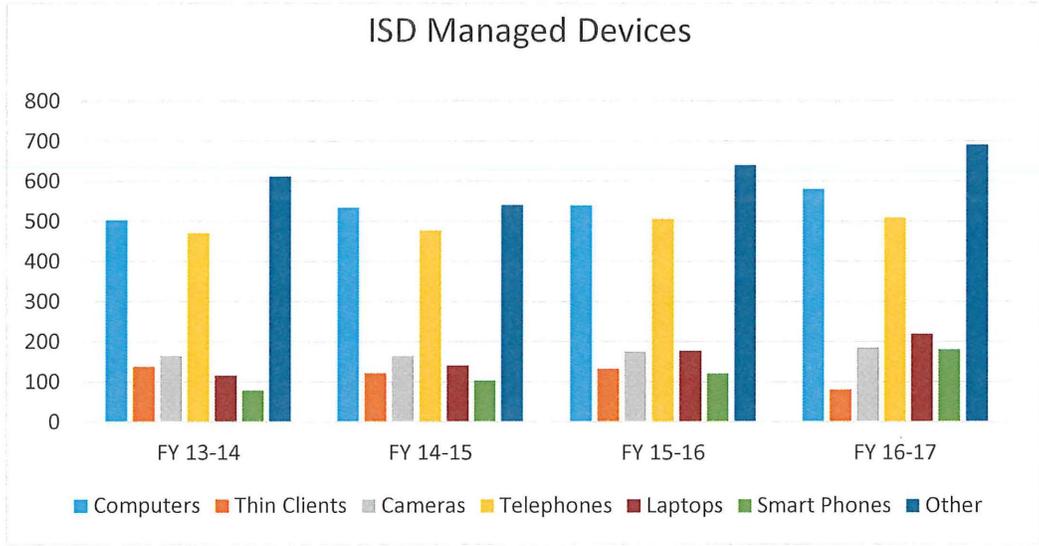
<b>Performance Measures:</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Budgeted/Revised</b>	<b>FY 2018-19 Proposed</b>
<b>Demand Measures:</b>				
Number of support requests (help desk requests)	6,200	6,485	6,500 / 6,700	7,000
Number of help desk support calls	3,800	3,157	4,000 / 3,000	3,100
Number of PC Devices	565	579	570 / 575	580
Number of Thin Client Devices	87	67	80 / 70	80
Number of Printing Devices	203	195	200 / 201	200
Number of Servers (physical and virtual)	96	108	100 / 108	102
Number of Digital and Video Cameras	161	160	160 / 155	150
Number of Telephones	496	502	510 / 510	510
Number of Scanners	46	52	45 / 53	48
Number of Fax Machines	21	20	20 / 20	20
Number of Laptop PC's	175	184	200 / 190	200
Number of Smart Phone Devices	248	272	270 / 284	320
Number of Tablet Devices	22	27	20 / 25	24
Number of Air Card Devices	182	138	200 / 140	190
Number of Police MDTs	<u>60</u>	<u>63</u>	<u>60 / 63</u>	<u>63</u>
Total Devices	2,362	2,367	2,435 / 2,394	2,487
<b>Workload Measures:</b>				
Service hours dedicated	190	150	200 / 200	200
Support hours dedicated	5,410	7,500	6,700 / 6,700	7,300
Technical Projects	3,400	3,150	3,900 / 3,900	3,500
<b>Effectiveness Measures</b>				
Average response time to Priority 1 calls	Immediate	Immediate	Immediate	Immediate
Average response time to Priority 2 calls	1 hour	1 hour	1 hour	1 hour
Average response time to Priority 3 calls	2 days	2 days	2 days	2 days
Average response time to Priority 4 calls	5 days	5 days	5 days	5 days
Average grade on all work (5 is top score)	4.2	4.3	4.5 / 4.4	4.5

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2018-19 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0712 OPERATIONS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

This graph depicts the changing mix of computers, phones, mobile data computers, tablets and other devices managed by the ISD staff throughout the organization. In past years, the inter-fund transfers that support ISD were based on an allocation formula, which in part, reflects the relative distribution of these devices in the programs of the various funds. One change in the FY 2016-17 budget is to separate the expenses of cellular phone plans from data service plans (i.e. air cards for tablets) into their respective object codes. This allows the expense of both types of mobile communication to be directly paid by the operating departments instead of being a function of allocating overhead expenses through this internal service fund.

Beginning with the FY 2017-18 budget process all requests for computers, phones, cellphones, laptops and related software requests were all routed through ISD. Centralization of the process resulted in efficiencies for managing the requests and uniform descriptions within the budget documents.



**Performance Outcomes and Program Trends:**

All work requests are processed and tracked through the Help Desk system. Performance measurements will be assessed through the Help Desk Grading system completed by staff requesting the services. Poor service responses will be investigated. The City’s direction toward expanded information technology services requires complex equipment positioned throughout the office facilities. These systems require service and maintenance requirements that are performed with combination of in-house technicians and contractual support.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0713 NEW PROJECTS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

**Program Goal:**

To provide a collection point of all new projects dealing with continued automation of the City of Beaverton as well as restoration of the current facility. *Council Goals; #4 Provide responsive, cost-effective service to the community; #6: Manage growth and respond to change consistent with maintaining a livable, full-service city; #8 Provide and support a highly-qualified and motivated City work force.*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$349,037	\$411,601	\$412,411	\$411,850	\$0
CAPITAL OUTLAY	9,140	0	10,000	10,000	0
TRANSFERS					
<b>TOTAL</b>	<b>\$358,177</b>	<b>\$411,601</b>	<b>\$422,411</b>	<b>\$421,850</b>	<b>\$0</b>

**Program Objective (services provided):**

- Obtain the necessary education to ensure ISD personnel are proficient in the technology requirements of the client server environment.
- Provide professional contractual assistance in developing the client server environment.
- Procure the new equipment and software in support of the ISD plan and the client server environment.
- The funding source for new projects is from the equipment reserve contingency or from the funding allocation plan.

**(Please see Program 0712 for Prior Year Action Plan and New Year Action Plan.)**

**Performance Outcomes and Program Trends:**

The implementation of wide area, wireless and expanded service technology will proceed as scheduled in the Information Systems plan. These efforts are influenced by an increasing emphasis on compliance with cyber-security considerations and the regulations of the Criminal Justice Information System (CJIS).

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

-442,201	-671,778	-431,147	-431,147	-431,147	-413,807	-413,807
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-442,201	-671,778	-431,147	-431,147	-431,147	-413,807	-413,807
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

-164,041	-107,575	-265,320	-261,930	-261,930
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-164,041	-107,575	-265,320	-261,930	-261,930
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

-120	-120
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384 INVESTMENT INTEREST EARNINGS

-4,568	-8,541	-9,000	-4,880	-9,000	-10,900	-13,600
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399 REIMBURSEMENTS - OTHER

-709	-12,564	-5,024	-5,024
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756 PERS RSRV DISTRIB-NON GAAP REV

-28,959
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

-6,843	-3,805	-4,045	-4,045
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-41,079	-24,910	-9,000	-14,069	-18,189	-10,900	-13,600
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CLASS: 40 INTERFUND TRANSFERS/LOANS

406 TRSFERS FR GENERAL FUND - GIS PRGM

-314,830
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407 TRSFERS FR STREET FUND - GIS PRGM

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
														-16,469
408	TRSFERS FR WATER FUND - GIS PRGM													-179,079
409	TRSFERS FR SEWER FUND - GIS PRGM													-105,662
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM													-153,606
411	TRSFERS FROM GENERAL FUND													
	-1,961,628		-1,791,823		-2,225,048		-1,854,207	-2,225,048	-2,432,123					-2,432,123
412	TRSFERS FROM STREET FUND													
	-75,423		-66,125		-85,128		-70,940	-85,128	-94,495					-94,495
419	TRSFERS FROM WATER FUND													
	-205,230		-193,014		-245,606		-204,672	-245,606	-286,721					-286,721
421	TRSFERS FROM SEWER FUND													
	-171,171		-153,597		-194,849		-162,374	-194,849	-225,663					-225,663
424	TRSFERS FROM REPROGRAPHICS FUND													
	-27,478		-25,153		-32,936		-27,447	-32,936	-36,227					-36,227
425	TRSFERS FROM GARAGE FUND													
	-40,073		-38,166		-48,360		-40,300	-48,360	-54,014					-54,014
428	TRSFER FR BUILDING OPERATING FD													
	-119,555		-145,833		-182,009		-151,674	-182,009	-195,395					-195,395
430	TRANSFER FROM LIBRARY FUND													
	-259,911		-244,069		-308,719		-257,266	-308,719	-335,929					-335,929
431	TRSFER FR GIS FUND													
	-85,776		-79,189		-92,847		-77,373	-92,847	-97,093					-61,238
432	TRSFER FR PUBLIC WRKS ADMN FUND													
	-47,777		-43,730		-57,261		-47,718	-57,261	-62,980					-62,980
437	TRSFERS FRM INSURANCE FUND													
	-8,930		-9,181		-12,025		-10,021	-12,025	-13,122					-13,122
440	TRSFERS FR STREET LIGHTING FUND													
	-6,097		-5,645		-7,395		-6,163	-7,395	-8,037					-8,037

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
441	TRSFERS FR STORM DRAIN FUND													
	-102,671		-94,268		-117,908		-98,257	-117,908	-142,713		-142,713			
442	TRANSFER FROM THE TLT FUND													
					-16,456		-13,713	-16,456	-8,323		-8,323			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-6,364		-5,799		-7,596		-6,330	-7,596	-18,791		-18,791			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-3,118,084		-2,895,592		-3,634,143		-3,028,455	-3,634,143	-4,011,626		-4,745,417			
TOTAL DEPARTMENT: 03 REVENUE														
	-3,765,405		-3,699,855		-4,339,610		-3,735,601	-4,345,409	-4,436,333		-5,172,824			

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

043	SR BUSINESS ANALYST PROGRAMMER	123,540	2.00											
082	INFORMATION SYSTEMS MANAGER	182,634	1.00	117,674	1.00	121,132	1.00	93,992	119,517	122,563	1.00	122,563	1.00	
102	SUPVR COMMUNICATIONS ANALYST	86,880	1.00	92,927	1.00	99,592	1.00	77,884	99,612	106,304	1.00	106,304	1.00	
104	BUSINESS ANALYST PROGRAMMER	366,614	5.00	474,047	6.00	506,567	6.00	398,954	506,787	623,011	7.00	714,918	8.00	
106	WEB MANAGER	96,619	1.00	98,400	1.00	100,187	1.00	79,703	100,110	102,709	1.00	102,709	1.00	
108	GIS MANAGER											116,322	1.00	
145	GIS ANALYST											84,147	1.00	
148	GIS SPECIALIST											139,118	2.00	
189	WEB ANALYST	124,213	1.50	124,612	1.50	127,048	1.50	100,477	126,643	42,652	.50	42,652	.50	
205	COMMUNICATIONS ANALYST	56,097	1.00											
221	SUPPORT SPECIALIST 2	2,197				53,506	1.00	42,082	53,503	54,839	1.00	54,839	1.00	
243	COMPUTER SERVICE TECHNICIAN	183,355	4.00	164,319	3.00	188,872	3.00	146,066	186,947	201,515	3.00	201,515	3.00	
249	COMPUTER SYSTEMS ADMINISTRATOR	71,201	1.00											
275	TEMPORARY EMPLOYEES	36,948		8,677										
283	APPLICATIONS DEVELOPMENT MANAGER													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			108,886	1.00	111,351	1.00	88,007	111,346	114,128	1.00	114,128	1.00		
287	INFORMATION SERVICES SPECIALIST													
			170,750	3.00	235,883	3.00	188,247	238,835	251,944	3.00	251,944	3.00		
299	PAYROLL TAXES AND FRINGES													
	499,124		573,029		703,508		547,695	688,245	755,365		1,011,743			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,829,422	17.50	1,933,321	17.50	2,247,646	18.50	1,763,107	2,231,545	2,375,030	18.50	3,062,902	23.50		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	396		509		2,300		1,247	1,800	2,500		2,500			
304	DEPARTMENT EQUIPMENT EXPENSE													
	834		500		500		493	493	500		500			
305	SPECIAL DEPARTMENT SUPPLIES													
	36,048		40,364		40,000		28,151	40,000	40,000		40,000			
307	MEMBERSHIP FEES													
									350		350			
308	PERIODICALS & SUBSCRIPTIONS													
			212		550		449	550	600		600			
317	COMPUTER EQUIPMENT													
	132,010		136,967		129,900		106,605	129,900	165,850		165,850			
318	COMPUTER SOFTWARE													
	217,027		274,634		282,511		264,310	262,000	246,000		279,060			
321	TRAVEL, TRAINING & SUBSISTENCE													
	17,904		15,923		20,900		14,374	20,000	29,100		35,160			
328	MEALS & RELATED EXPENSE													
	218	230			400		400	400	440		560			
330	MILEAGE REIMBURSEMENT													
					50				50		100			
341	COMMUNICATIONS EXPENSE													

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	322,083		188,391		329,290		202,820	329,290	315,367		285,811			
342	DATA COMMUNICATION EXPENSE													
			812		480		360	480	480		960			
371	EQUIPMENT OPER & MAINT EXPENSE													
	19,051		19,210		20,000		14,988	20,000	20,000		20,000			
511	PROFESSIONAL SERVICES													
	85,548		60,469		133,700		66,270	121,650	231,350		161,850			
536	MAINTENANCE CONTRACTS													
	333,722		340,452		554,290		522,112	520,000	630,780		713,280			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,164,841		1,078,673		1,514,871		1,222,579	1,446,563	1,683,367		1,706,581			
CLASS: 15 CAPITAL OUTLAY														
671	EQUIPMENT													
	91,759		249,045		245,243		172,631	245,218	240,077		240,077			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	91,759		249,045		245,243		172,631	245,218	240,077		240,077			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	3,173		1,908		1,651		948	1,651	1,663		4,436			
819	TRSFERS TO INSURANCE FUND													
	4,432		5,761		6,625		5,521	6,625	6,625		6,625			
TOTAL CLASS: 25 TRANSFERS														
	7,605		7,669		8,276		6,469	8,276	8,288		11,061			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					243,574				49,571		72,203			
996	RESERVE - EQUIPMENT REPLACEMT													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					80,000				80,000		80,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					323,574				129,571		152,203			
TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT														
	3,093,627	17.50	3,268,708	17.50	4,339,610	18.50	3,164,786	3,931,602	4,436,333	18.50	5,172,824	23.50		

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

-186,014	-88,907	-76,681	-76,681	-76,681	-61,238	-61,238
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-186,014	-88,907	-76,681	-76,681	-76,681	-61,238	-61,238
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-1,325	-1,397	-1,400	-1,224	-1,400	-2,700
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389 MISCELLANEOUS REVENUES

-55	-55
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1255  
539

399 REIMBURSEMENTS - OTHER

-50
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756 PERS RSRV DISTRIB-NON GAAP REV

-8,185
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

-298	-530	-845	-845
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-9,863	-2,032	-1,400	-2,069	-2,245	-2,700
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

-282,028	-344,741	-290,299	-241,916	-290,299	-314,830
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412 TRSFERS FROM STREET FUND

-49,770	-60,837	-15,189	-12,658	-15,189	-16,469
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419 TRSFERS FROM WATER FUND

-82,949	-101,395	-165,166	-137,638	-165,166	-179,079
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421 TRSFERS FROM SEWER FUND

-69,124	-84,496	-97,453	-81,211	-97,453	-105,662
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441 TRSFERS FR STORM DRAIN FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-69,124		-84,496		-141,672		-118,060	-141,672	-153,606					
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-552,995		-675,965		-709,779		-591,483	-709,779	-769,646					
TOTAL DEPARTMENT: 03 REVENUE														
	-748,872		-766,904		-787,860		-670,233	-788,705	-833,584		-61,238			

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

104	BUSINESS ANALYST PROGRAMMER													
		80,288	1.00	86,104	1.00	89,673	1.00	70,539	89,627	91,907	1.00			
108	GIS MANAGER													
		97,120	1.00	108,747	1.00	113,495	1.00	89,552	113,486	116,322	1.00			
145	GIS ANALYST													
				73,273	1.00	78,164	1.00	61,492	78,180	84,147	1.00			
148	GIS SPECIALIST													
		195,845	3.00	134,599	2.00	137,031	2.00	107,144	135,720	139,118	2.00			
275	TEMPORARY EMPLOYEES													
		5,025		4,189										
1257 299	PAYROLL TAXES AND FRINGES													
		163,285		184,921		201,819		157,389	195,454	210,933				
TOTAL CLASS: 05 PERSONNEL SERVICES														
		541,563	5.00	591,833	5.00	620,182	5.00	486,116	612,467	642,427	5.00			

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
		163												
318	COMPUTER SOFTWARE													
		4,345		3,700		7,500		3,700	4,000	33,060				
321	TRAVEL, TRAINING & SUBSISTENCE													
		9,381		4,731		6,000		3,484	6,000	6,060				
328	MEALS & RELATED EXPENSE													
		148		94		100		100	100	120				
330	MILEAGE REIMBURSEMENT													
						50				50				
341	COMMUNICATIONS EXPENSE													
		471		434		480		326	480	444				
342	DATA COMMUNICATION EXPENSE													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			480		480		173	480	480					
511	PROFESSIONAL SERVICES													
	16,140		8,239		13,000		9,442	9,442	13,000					
TOTAL CLASS: 10 MATERIALS & SERVICES														
	30,648		17,678		27,610		17,225	20,502	53,214					
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	1,978		1,522		1,651		1,415	1,651	2,773					
818	TRSFERS TO ISD-ALLOCATED													
	85,776		79,189		92,847		77,373	92,847	97,093		61,238			
TOTAL CLASS: 25 TRANSFERS														
	87,754		80,711		94,498		78,788	94,498	99,866		61,238			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					25,570				38,077					
996	RESERVE - EQUIPMENT REPLACEMT													
					20,000									
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					45,570				38,077					
TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT														
	659,965	5.00	690,222	5.00	787,860	5.00	582,129	727,467	833,584	5.00	61,238			

**INFORMATION SYSTEMS FUND  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
82	INFORMATION SYSTEMS MANAGER	1.00	1.00					1.00
102	SUPVR COMMUNICATIONS ANALYST	1.00	1.00					1.00
104	BUSINESS ANALYST PROGRAMMER	6.00	6.00					6.00
106	WEB MANAGER	1.00	1.00					1.00
108	GIS MANAGER	0.00	0.00					0.00
145	GIS ANALYST	0.00	0.00					0.00
148	GIS SPECIALIST	0.00	0.00					0.00
189	WEB ANALYST	1.50	1.50					1.50
221	SUPPORT SPECIALIST 2	0.00	1.00					1.00
243	COMPUTER SERVICE TECHNICIAN	3.00	3.00					3.00
283	APPLICATIONS DEVELOPMENT MANAG	1.00	1.00					1.00
287	INFORMATION SERVICES SPECIALIST	3.00	3.00					3.00
	<b>Total</b>	<b>17.50</b>	<b>18.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18.50</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
82	INFORMATION SYSTEMS MANAGER	1.00					1.00
102	SUPVR COMMUNICATIONS ANALYST	1.00					1.00
104	BUSINESS ANALYST PROGRAMMER	6.00		1.00 <sup>a</sup>			7.00
106	WEB MANAGER	1.00					1.00
108	GIS MANAGER	0.00		1.00 <sup>a</sup>			1.00
145	GIS ANALYST	0.00		1.00 <sup>a</sup>			1.00
148	GIS SPECIALIST	0.00		2.00 <sup>a</sup>			2.00
189	WEB ANALYST	1.50					1.50
221	SUPPORT SPECIALIST 2	1.00					1.00
243	COMPUTER SERVICE TECHNICIAN	3.00					3.00
283	APPLICATIONS DEVELOPMENT MANAG	1.00					1.00
287	INFORMATION SERVICES SPECIALIST	3.00					3.00
	<b>Total</b>	<b>18.50</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.50</b>

<sup>a</sup> FY 18-19 transfers the Geographic Information Services (GIS) Fund's 5.0 FTE positions to the Information Systems (ISD) Fund.

**GEOGRAPHIC INFORMATION SERVICES  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
104	BUSINESS ANALYST PROGRAMMER	1.00	1.00					1.00
108	GIS MANAGER	1.00	1.00					1.00
145	GIS ANALYST	1.00	1.00					1.00
148	GIS SPECIALIST	2.00	2.00					2.00
	<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
104	BUSINESS ANALYST PROGRAMMER	1.00		(1.00) <sup>a</sup>			0.00
108	GIS MANAGER	1.00		(1.00) <sup>a</sup>			0.00
145	GIS ANALYST	1.00		(1.00) <sup>a</sup>			0.00
148	GIS SPECIALIST	2.00		(2.00) <sup>a</sup>			0.00
	<b>Total</b>	<b>5.00</b>	<b>0.00</b>	<b>(5.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<sup>a</sup> FY 18-19 transfers the Geographic Information Services (GIS) Fund's 5.0 FTE positions to the Information Systems (ISD) Fund.

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL	442,201	671,778	431,147	431,147	413,807	413,807
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL							
		442,201	671,778	431,147	431,147	413,807	413,807

CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV	164,041	107,575	265,320	261,930
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE							
		164,041	107,575	265,320	261,930		

CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY				120		
384	INVESTMENT INTEREST EARNINGS	4,568	8,541	9,000	9,000	10,900	13,600
399	REIMBURSEMENTS - OTHER	709	12,564		5,024		
756	PERS RSRV DISTRIB-NON GAAP REV	28,959					
757	MED/LIFE INS PREM REFUND DISTRIBUTION	6,843	3,805		4,045		
TOTAL CLASS: 35 MISCELLANEOUS REVENUES							
		41,079	24,910	9,000	18,189	10,900	13,600

CLASS: 40 INTERFUND TRANSFERS/LOANS

406	TRSFERS FR GENERAL FUND - GIS PRGM					314,830
407	TRSFERS FR STREET FUND - GIS PRGM					16,469
408	TRSFERS FR WATER FUND - GIS PRGM					179,079
409	TRSFERS FR SEWER FUND - GIS PRGM					105,662

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV

GRANT FUNDING FROM METROPOLITAN AREA CABLE COMMISSION (MACC)  
 FY2017-18 REFLECTS:  
 FALL 2017 GRANT AWARD OF \$125,025 FOR  
 SECURITY APPLIANCE \$59,738  
 BEAVERTON BUILDING NETWORK SWITCHES \$25,717  
 UPGRADE HYPERSERVERS \$32,132  
 UPGRADING THE VIRTUAL PRIVATE NETWORK APPLIANCE \$7,438  
 SPRING 2018 GRANT AWARD OF \$140,295 FOR:  
 GIS PORTAL REPLACEMENT \$47,861  
 WIRELESS NETWORK AT THE GRIFFITH DRIVE BUILDING \$70,077 (THIS IS BUDGETED TO OCCUR  
 IN FY 2018-19 IN PROGRAM 0712 ACCOUNT NO. 671)  
 UPGRADE THE LIBRARY BUILDING'S PUBLIC ACCESS SWITCHES \$22,357

382 SALE OF CITY PROPERTY

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 15-16 BUDGETED INTEREST EARNINGS ARE BASED UPON .50%  
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%  
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

399 REIMBURSEMENTS - OTHER

FY 2016-17 REFLECTS THE CITY PORTION OF THE DEPARTMENT OF JUSTICE SETTLEMENT ON  
 FLAT PANEL MONITORS  
 FY 2017-18 REFLECTS REFUND ON SOFTWARE RENEWAL AND DISPOSAL OF CITY CELL PHONES

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

406 TRSFERS FR GENERAL FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

407 TRSFERS FR STREET FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

408 TRSFERS FR WATER FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

409 TRSFERS FR SEWER FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM												153,606	
411	TRSFERS FROM GENERAL FUND													
	1,961,628		1,791,823		2,225,048		2,225,048	2,432,123		2,432,123				
412	TRSFERS FROM STREET FUND													
	75,423		66,125		85,128		85,128	94,495		94,495				
419	TRSFERS FROM WATER FUND													
	205,230		193,014		245,606		245,606	286,721		286,721				
421	TRSFERS FROM SEWER FUND													
	171,171		153,597		194,849		194,849	225,663		225,663				
424	TRSFERS FROM REPROGRAPHICS FUND													
	27,478		25,153		32,936		32,936	36,227		36,227				
425	TRSFERS FROM GARAGE FUND													
	40,073		38,166		48,360		48,360	54,014		54,014				
428	TRSFERS FROM BUILDING OPERATING FD													
	119,555		145,833		182,009		182,009	195,395		195,395				
430	TRANSFER FROM LIBRARY FUND													
	259,911		244,069		308,719		308,719	335,929		335,929				
431	TRSFERS FROM GIS FUND													
	85,776		79,189		92,847		92,847	97,093		61,238				
432	TRSFERS FROM PUBLIC WRKS ADMN FUND													
	47,777		43,730		57,261		57,261	62,980		62,980				
437	TRSFERS FROM INSURANCE FUND													
	8,930		9,181		12,025		12,025	13,122		13,122				
440	TRSFERS FROM STREET LIGHTING FUND													
	6,097		5,645		7,395		7,395	8,037		8,037				
441	TRSFERS FROM STORM DRAIN FUND													
	102,671		94,268		117,908		117,908	142,713		142,713				
442	TRANSFER FROM THE TLT FUND													
					16,456		16,456	8,323		8,323				
449	TRSFERS FROM TRANS DEVL TAX/TIF FD													
	6,364		5,799		7,596		7,596	18,791		18,791				
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	3,118,084		2,895,592		3,634,143		3,634,143	4,011,626		4,745,417				
TOTAL PROGRAM: 0000 UNRESTRICTED														
	3,765,405		3,699,855		4,339,610		4,345,409	4,436,333		5,172,824				
TOTAL DEPARTMENT: 03 REVENUE														
	3,765,405		3,699,855		4,339,610		4,345,409	4,436,333		5,172,824				

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
411	TRSFERS FROM GENERAL FUND CHARGES FOR ALLOCATED SERVICES INCLUDES POLICE ALLOCATION FOR MAINTENANCE CONTRACTS \$38,300; COMMUNICATION EXPENSE FOR THE REGIN SYSTEM \$142,100 ONE PROGRAMMER ANALYST MATRIXED TO THE POLICE DEPT (\$105,652) ONE PROGRAMMER ANALYST MATRIXED TO THE MAYOR'S OFFICE (\$115,712)
412	TRSFERS FROM STREET FUND CHARGES FOR ALLOCATED SERVICES
419	TRSFERS FROM WATER FUND CHARGES FOR ALLOCATED SERVICES
421	TRSFERS FROM SEWER FUND CHARGES FOR ALLOCATED SERVICES
424	TRSFERS FROM REPROGRAPHICS FUND CHARGES FOR ALLOCATED SERVICES
425	TRSFERS FROM GARAGE FUND CHARGES FOR ALLOCATED SERVICES
428	TRSFER FR BUILDING OPERATING FD CHARGES FOR ALLOCATED SERVICES.
430	TRANSFER FROM LIBRARY FUND CHARGES FOR ALLOCATED SERVICES (\$220,240) COMPUTER SERVICE TECHNICIAN MATRIXED TO THE LIBRARY (\$88,479)
431	TRSFER FR GIS FUND IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. FY18-19 TRANSFER IS TO CLOSE OUT THE RESIDUAL FUND BALANCE FROM GIS FUND. \$61,238
432	TRSFER FR PUBLIC WRKS ADMN FUND CHARGES FOR ALLOCATED SERVICES
437	TRSFERS FRM INSURANCE FUND CHARGES FOR ALLOCATED SERVICES
440	TRSFERS FR STREET LIGHTING FUND CHARGES FOR ALLOCATED SERVICES
441	TRSFERS FR STORM DRAIN FUND CHARGES FOR ALLOCATED SERVICES
442	TRANSFER FROM THE TLT FUND
449	TSFR FR TRANS DEVL TAX/TIF FD CHARGES FOR ALLOCATED SERVICES

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0525 WEB SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

104	BUSINESS ANALYST PROGRAMMER												
								91,907	1.00	91,907	1.00		
106	WEB MANAGER												
	96,619	1.00	98,400	1.00	100,187	1.00	100,110	102,709	1.00	102,709	1.00		
189	WEB ANALYST												
	124,213	1.50	124,612	1.50	127,048	1.50	126,643	42,652	.50	42,652	.50		
221	SUPPORT SPECIALIST 2												
	2,197												
299	PAYROLL TAXES AND FRINGES												
	96,386		101,626		107,774		106,033	113,528		118,822			

TOTAL CLASS: 05 PERSONNEL SERVICES

	319,415	2.50	324,638	2.50	335,009	2.50	332,786	350,796	2.50	356,090	2.50		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
								350		350			
321	TRAVEL, TRAINING & SUBSISTENCE												
	457				2,500		2,500	2,500		2,500			
341	COMMUNICATIONS EXPENSE												
	471		434		480		480	444		444			
511	PROFESSIONAL SERVICES												
	60,036		42,236		36,450		36,450	46,650		46,650			

TOTAL CLASS: 10 MATERIALS & SERVICES

	60,964		42,670		39,430		39,430	49,944		49,944			
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TOTAL PROGRAM: 0525 WEB SERVICES

	380,379	2.50	367,308	2.50	374,439	2.50	372,216	400,740	2.50	406,034	2.50		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0525 WEB SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 104 BUSINESS ANALYST PROGRAMMER  
 FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER.
- 106 WEB MANAGER  
 POSITION FOR MANAGING DESIGN, DEVELOPMENT AND PROGRAMMING PROCESS FOR CITY WEB SITES, WEB APPLICATIONS AND ADMINISTRATION OF WEB SERVERS AND DATABASES
- 189 WEB ANALYST  
 POSITION FOR DESIGNING, DEVELOPING AND PROGRAMMING WEB SITES AND WEB APPLICATIONS.  
 FY 10-11 THROUGH FY 18-19 REFLECT LIMITED DURATION .5 FTE WEB ANALYST POSITION.  
 FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER.
- 221 SUPPORT SPECIALIST 2  
 .50 FTE SUPPORT SPECIALIST 2 POSITION TO POST AND COORDINATE ALL THE CITY'S SOCIAL MEDIA CONTENT SITES IN COORDINATION WITH THE WEB SITE MANAGEMENT TEAM.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 307 MEMBERSHIP FEES  
 2 - NATIONAL ASSOCIATION OF GOVERNMENT WEB PROFESSIONALS MEMBERSHIPS
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 PLURALSIGHT IT TRAINING ONSITE FOR THREE EMPLOYEES AND OTHER CLASSES (SHAREPOINT) \$2,500
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF DEDICATED TO WEB SERVICES AT \$37 PER MONTH \$444
- 511 PROFESSIONAL SERVICES  
 AGREEMENTS AND CONTRACTS CODE PUBLISHING \$1,450  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR MAIN CITY WEBSITE \$10,500  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR POLICE SITE \$2,900  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR LIBRARY SITE \$2,500  
 SITE IMPROVE YEARLY SERVICE FEE \$9,400  
 ARCHIVE SOCIAL MEDIA DATA ARCHIVING SYSTEM \$5,400  
 SHAREPOINT DEVELOPMENT CONSULTANCY \$8,000  
 CMS UPGRADES AND NEW FEATURES \$1,500  
 ACCESS2ONLINE COMPLIANCE AUDIT SERVICES \$5,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 EST AMT	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE		AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

104	BUSINESS ANALYST PROGRAMMER									91,907	1.00		
108	GIS MANAGER									116,322	1.00		
145	GIS ANALYST									84,147	1.00		
148	GIS SPECIALIST									139,118	2.00		
299	PAYROLL TAXES AND FRINGES									220,515			

TOTAL CLASS: 05 PERSONNEL SERVICES

652,009 5.00

CLASS: 10 MATERIALS & SERVICES

318	COMPUTER SOFTWARE									33,060			
321	TRAVEL, TRAINING & SUBSISTENCE									6,060			
328	MEALS & RELATED EXPENSE									120			
330	MILEAGE REIMBURSEMENT									50			
341	COMMUNICATIONS EXPENSE									444			
342	DATA COMMUNICATION EXPENSE									480			
511	PROFESSIONAL SERVICES									13,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 104 BUSINESS ANALYST PROGRAMMER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND.
- 108 GIS MANAGER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 145 GIS ANALYST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 148 GIS SPECIALIST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 318 COMPUTER SOFTWARE  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FORM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND  
 GEOCORTEX WEB DEVELOPMENT TOOLS - MAINTENANCE \$4,000  
 ONYX GIS PRINT SERVER - MAINTENANCE \$500  
 MISC. SOFTWARE PURCHASE \$3,000  
 LIZARDTECH GEOEXPRESS (IMAGE COMPRESSION PURCHASE EVERY 3 YEARS) \$1,560  
 GEOCORTEX ANALYTICS FOR USAGE STATISTICS \$10,000  
 ENVI LIDAR FOR OVERHEAD LINES, IMPERVIOUS SURFACE, AND ROOFTOP \$14,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ESRI INTL CONFERENCE - 1 STAFF - SAN DIEGO \$2,125  
 CITYWORKS USER CONFERENCE - 1 STAFF - SALT LAKE \$1,555  
 NW GIS CONFERENCE - 1 STAFF - SALEM \$1,180  
 GIS IN ACTION CONFERENCE - 2 STAFF - PORTLAND \$600  
 PLURAL SIGHT ONLINE TRAINING \$600
- 328 MEALS & RELATED EXPENSE  
 MEALS FOR GIS BROWN BAG LUNCH AND LEARN X 10 \$120
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL. \$50
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF AT \$37 PER MONTH \$444
- 342 DATA COMMUNICATION EXPENSE  
 DATA PLAN FOR 1 COMMUNICATIONS DEVICE \$480
- 511 PROFESSIONAL SERVICES  
 BUG ORTHO PHOTOS AND PICTOMETRY ANNUAL FEE \$10,000  
 GIS CONSULTING AS NEEDED \$3,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 EST AMT	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE		AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS											50,000	
TOTAL CLASS: 10 MATERIALS & SERVICES										103,214			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND											2,773	
TOTAL CLASS: 25 TRANSFERS										2,773			
TOTAL PROGRAM: 0678 GIS SERVICES										757,996	5.00		

### BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS  
GIS ESRI \$50,000

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,773

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301	BEGINNING WORKING CAPITAL												
	186,014		88,907		76,681		76,681	61,238		61,238			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	186,014		88,907		76,681		76,681	61,238		61,238			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	1,325		1,397		1,400		1,400	2,700					
389	MISCELLANEOUS REVENUES												
	55		55										
399	REIMBURSEMENTS - OTHER												
			50										
756	PERS RSRV DISTRIB-NON GAAP REV												
	8,185												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	298		530				845						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	9,863		2,032		1,400		2,245	2,700					
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	282,028		344,741		290,299		290,299	314,830					
412	TRSFERS FROM STREET FUND												
	49,770		60,837		15,189		15,189	16,469					
419	TRSFERS FROM WATER FUND												
	82,949		101,395		165,166		165,166	179,079					
421	TRSFERS FROM SEWER FUND												
	69,124		84,496		97,453		97,453	105,662					
441	TRSFERS FR STORM DRAIN FUND												
	69,124		84,496		141,672		141,672	153,606					
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	552,995		675,965		709,779		709,779	769,646					
TOTAL PROGRAM: 0000 UNRESTRICTED													
	748,872		766,904		787,860		788,705	833,584		61,238			
TOTAL DEPARTMENT: 03 REVENUE													
	748,872		766,904		787,860		788,705	833,584		61,238			

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 301 BEGINNING WORKING CAPITAL  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
  
- 384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 15-16 BUDGETED INTEREST EARNINGS ARE BASED UPON .50%  
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%  
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
- 389 MISCELLANEOUS REVENUES  
 SALE OF GIS DATA AND MAPS.
- 399 REIMBURSEMENTS - OTHER
  
- 756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUION TO OPERATING FUNDS
  
- 411 TRSFERS FROM GENERAL FUND  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 412 TRSFERS FROM STREET FUND
- 419 TRSFERS FROM WATER FUND
- 421 TRSFERS FROM SEWER FUND
- 441 TRSFERS FR STORM DRAIN FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

104	BUSINESS ANALYST PROGRAMMER	80,288	1.00	86,104	1.00	89,673	1.00	89,627	91,907	1.00			
108	GIS MANAGER	97,120	1.00	108,747	1.00	113,495	1.00	113,486	116,322	1.00			
145	GIS ANALYST			73,273	1.00	78,164	1.00	78,180	84,147	1.00			
148	GIS SPECIALIST	195,845	3.00	134,599	2.00	137,031	2.00	135,720	139,118	2.00			
275	TEMPORARY EMPLOYEES	5,025		4,189									
299	PAYROLL TAXES AND FRINGES	163,285		184,921		201,819		195,454	210,933				

TOTAL CLASS: 05 PERSONNEL SERVICES

		541,563	5.00	591,833	5.00	620,182	5.00	612,467	642,427	5.00			
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	163											
318	COMPUTER SOFTWARE	4,345		3,700		7,500		4,000	33,060				
321	TRAVEL, TRAINING & SUBSISTENCE	9,381		4,731		6,000		6,000	6,060				
328	MEALS & RELATED EXPENSE	148		94		100		100	120				
330	MILEAGE REIMBURSEMENT					50			50				
341	COMMUNICATIONS EXPENSE	471		434		480		480	444				
342	DATA COMMUNICATION EXPENSE			480		480		480	480				
511	PROFESSIONAL SERVICES	16,140		8,239		13,000		9,442	13,000				

TOTAL CLASS: 10 MATERIALS & SERVICES

		30,648		17,678		27,610		20,502	53,214				
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	1,978		1,522		1,651		1,651	2,773				
818	TRSFERS TO ISD-ALLOCATED	85,776		79,189		92,847		92,847	97,093		61,238		

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 104 BUSINESS ANALYST PROGRAMMER  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 108 GIS MANAGER  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 145 GIS ANALYST  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 148 GIS SPECIALIST  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 275 TEMPORARY EMPLOYEES  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 CONSOLIDATED INTO ISD OPERATIONS PROGRAM 0712
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
- 328 MEALS & RELATED EXPENSE
- 330 MILEAGE REIMBURSEMENT
- 341 COMMUNICATIONS EXPENSE
- 342 DATA COMMUNICATION EXPENSE
- 511 PROFESSIONAL SERVICES
- 816 TRSFERS TO REPROGRAPHICS FUND
- 818 TRSFERS TO ISD-ALLOCATED  
 TRANSFER OF RESIDUAL FUND BALANCE TO ISD FUND. \$61,238

1274

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 25 TRANSFERS													
	87,754		80,711		94,498		94,498	99,866		61,238			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED				25,570			38,077					
996	RESERVE - EQUIPMENT REPLACEMT				20,000								
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					45,570			38,077					
TOTAL PROGRAM: 0678 GIS SERVICES													
	659,965	5.00	690,222	5.00	787,860	5.00	727,467	833,584	5.00	61,238			
TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT													
	659,965	5.00	690,222	5.00	787,860	5.00	727,467	833,584	5.00	61,238			
TOTAL FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND													
	659,965	5.00	690,222	5.00	787,860	5.00	727,467	833,584	5.00	61,238			

### BP WORKSHEET & JUSTIFICATION

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR LIDAR AERIAL FLIGHT EVERY FIVE YEARS



**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

043	SR BUSINESS ANALYST PROGRAMMER	123,540	2.00										
082	INFORMATION SYSTEMS MANAGER	182,634	1.00	117,674	1.00	121,132	1.00	119,517	122,563	1.00	122,563	1.00	
102	SUPVR COMMUNICATIONS ANALYST	86,880	1.00	92,927	1.00	99,592	1.00	99,612	106,304	1.00	106,304	1.00	
104	BUSINESS ANALYST PROGRAMMER	366,614	5.00	474,047	6.00	506,567	6.00	506,787	531,104	6.00	531,104	6.00	
275	TEMPORARY EMPLOYEES	35,927		330									
283	APPLICATIONS DEVELOPMENT MANAGER			108,886	1.00	111,351	1.00	111,346	114,128	1.00	114,128	1.00	
299	PAYROLL TAXES AND FRINGES	290,339		335,475		377,509		382,203	418,278		437,683		

TOTAL CLASS: 05 PERSONNEL SERVICES

1,085,934	9.00	1,129,339	9.00	1,216,151	9.00	1,219,465	1,292,377	9.00	1,311,782	9.00
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CLASS: 10 MATERIALS & SERVICES

321	TRAVEL, TRAINING & SUBSISTENCE	11,829		9,590		12,000		11,500	20,200		20,200		
328	MEALS & RELATED EXPENSE	18		30		200		200	220		220		
511	PROFESSIONAL SERVICES	14,050		2,513		74,200		64,200	64,200		21,700		

TOTAL CLASS: 10 MATERIALS & SERVICES

25,897		12,133		86,400		75,900	84,620		42,120	
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TOTAL PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

1,111,831	9.00	1,141,472	9.00	1,302,551	9.00	1,295,365	1,376,997	9.00	1,353,902	9.00
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1277

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 043 SR BUSINESS ANALYST PROGRAMMER  
 FY 16-17 REFLECTS 1 FTE SR. BUSINESS ANALYST PROGRAMMER BEING RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER AND 1 FTE BEING RECLASSIFIED TO APPLICATIONS DEVELOPMENT MANAGER.
- 082 INFORMATION SYSTEMS MANAGER
- 102 SUPVR COMMUNICATIONS ANALYST
- 104 BUSINESS ANALYST PROGRAMMER  
 FY 16-17 REFLECTS 1 FTE SR. BUSINESS ANALYST PROGRAMMER BEING RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER.  
 FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.
- 275 TEMPORARY EMPLOYEES
- 283 APPLICATIONS DEVELOPMENT MANAGER  
 FY 16-17 REFLECTS RECLASSIFICATION OF SR. BUSINESS ANALYST PROGRAMMER TO APPLICATIONS DEVELOPMENT MANAGER.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 CONFERENCE HR/PAYROLL \$2,500  
 CONFERENCE REGJIN (PORTLAND POLICE SYSTEM) \$4,000  
 CONFERENCE JUSTWARE (COURT) \$2,500  
 ONLINE TRAINING SQL, VB.NET, ETC \$3,000  
 SCRUM ALLIANCE SCRUM PRODUCT OWNER (X2) \$2,400  
 SCRUM ALLIANCE SCRUM DEVELOPER (X2) \$3,200  
 SCRUM ALLIANCE SCRUM MASTER (X2) \$2,600
- 328 MEALS & RELATED EXPENSE  
 MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$220
- 511 PROFESSIONAL SERVICES  
 ISD MANAGEMENT AND PROGRAMMING SERVICES:  
 PROGRAMMING SUPPORT ON SQL/VB.NET SYSTEMS \$9,500  
 MICROSOFT CALL SUPPORT \$1,200  
 SUPPORT SQL2008/10/12/16 \$5,500  
 SHAREPOINT \$5,000  
 MOBILE DEVELOPMENT SUPPORT \$500

## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

205	COMMUNICATIONS ANALYST												
	56,097	1.00											
221	SUPPORT SPECIALIST 2				53,506	1.00	53,503	54,839	1.00	54,839	1.00		
243	COMPUTER SERVICE TECHNICIAN												
	183,355	4.00	164,319	3.00	188,872	3.00	186,947	201,515	3.00	201,515	3.00		
249	COMPUTER SYSTEMS ADMINISTRATOR												
	71,201	1.00											
275	TEMPORARY EMPLOYEES												
	1,021		8,347										
287	INFORMATION SERVICES SPECIALIST												
			170,750	3.00	235,883	3.00	238,835	251,944	3.00	251,944	3.00		
299	PAYROLL TAXES AND FRINGES												
	112,399		135,928		218,225		200,009	223,559		234,723			

TOTAL CLASS: 05 PERSONNEL SERVICES

		424,073	6.00	479,344	6.00	696,486	7.00	679,294	731,857	7.00	743,021	7.00	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	396		509		2,300		1,800	2,500		2,500			
304	DEPARTMENT EQUIPMENT EXPENSE												
	834		500		500		493	500		500			
305	SPECIAL DEPARTMENT SUPPLIES												
	36,048		40,364		40,000		40,000	40,000		40,000			
308	PERIODICALS & SUBSCRIPTIONS												
			212		550		550	600		600			
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,618		6,333		6,400		6,000	6,400		6,400			
328	MEALS & RELATED EXPENSE												
	200		200		200		200	220		220			
330	MILEAGE REIMBURSEMENT												
					50			50		50			

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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 205 COMMUNICATIONS ANALYST  
 FY 16-17 REFLECTS LATERAL RECLASSIFICATION OF THE COMMUNICATIONS ANALYST POSITION TO INFORMATION SERVICES SPECIALIST.
- 221 SUPPORT SPECIALIST 2  
 FY 17-18 REFLECTS A SUPPORT SPECIALIST 2 POSITION TRANSFERRING FROM THE MAYOR'S OFFICE PROGRAM 0537 TO ISD
- 243 COMPUTER SERVICE TECHNICIAN  
 ONE POSITION MATRIXED TO THE LIBRARY.  
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE COMPUTER SERVICE TECH POSITION TO 1 FTE INFORMATION SERVICES SPECIALIST.  
 FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.
- 249 COMPUTER SYSTEMS ADMINISTRATOR  
 FY 16-17 REFLECTS LATERAL RECLASSIFICATION OF THE COMPUTER SYSTEMS ADMINISTRATOR POSITION TO INFORMATION SERVICES SPECIALIST.
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP INTERN PROGRAM
- 287 INFORMATION SERVICES SPECIALIST  
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE COMPUTER SERVICE TECH POSITION, 1 FTE COMMUNICATIONS ANALYST POSITION AND 1 FTE COMPUTER SERVICE TECH POSITION.  
 FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE DEPARTMENT (CONSOLIDATED ACCOUNTS) \$1,000  
 STANDING DESKS FOR EMPLOYEES WITH BACK ISSUES X3 \$1,500
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 TECHNICIAN TOOLS AS REQUIRED \$500
- 305 SPECIAL DEPARTMENT SUPPLIES  
 COMPUTER PAPER, RIBBONS, LABELS, TONERS, CABLING SUPPLIES, ETC \$40,000
- 308 PERIODICALS & SUBSCRIPTIONS  
 TECHNICAL MANUALS AND TEXTS - CONSOLIDATED FOR ALL ISD PROGRAMS \$300  
 WEB TEAM NAGW SUBSCRIPTION (GOVERNMENT WEB PROFESSIONALS) (2 X \$150) \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TECHNICAL COURSES COMMUNICATIONS AND SYSTEM SOFTWARE \$6,400
- 328 MEALS & RELATED EXPENSE  
 MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$220
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$50

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

341	COMMUNICATIONS EXPENSE												
		321,612		187,957		328,810		328,810		314,923		284,923	

342	DATA COMMUNICATION EXPENSE												
			812		480		480		480			480	

371	EQUIPMENT OPER & MAINT EXPENSE												
		19,051		19,210		20,000		20,000		20,000		20,000	

511	PROFESSIONAL SERVICES												
		11,462		15,720		23,050		21,000		120,500		80,500	

536	MAINTENANCE CONTRACTS												
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

341	COMMUNICATIONS EXPENSE CONTINUING GENERAL COMMUNICATIONS COSTS THAT SUPPORT ALL CITY FUNCTIONS PUBLIC COMMUNICATIONS CABLE ACCESS \$30,000 INTERNET SERVICED PROVIDER CONNECTION THROUGH HILLSBORO \$20,000 CELLULAR PHONE AIR TIME FOR 10 ISD PHONES @ \$528 PER MONTH \$6,336 MACC ANNUAL TCI CHARGES \$600 DESKTOP FAX SERVICES \$250 VOICE OVER INTERNET PROTOCOL \$13,500 MISCELLANEOUS CONNECTIONS \$4,200 COMMUNITY CENTER/CITY HALL COMCAST INTERNET AND TV \$3,600 WEB CERTIFICATES \$2,500 MOBILE DEVICE MANAGEMENT \$3,500 NETMOTION SOFTWARE (150 DEVICES) (3 YEAR DUE FY17-18) AND DIAGNOSTICS (1 YEAR) \$5,000 JUNIPER EXTERNAL VITRUAL PRIVATE NETWORK \$400 ARUBA WIRELESS NETWORK \$2,000 CONTINUING COMMUNICATIONS EXPENSE IN SUPPORT OF THE POLICE DEPARTMENT REGJIN SERVER CONNECTION TO POLICE \$5,000 REGIONAL JUSTICE INFORMATION SYSTEM TO POLICE (REGJIN) \$131,000 NEIGHBORHOOD RESOURCE CENTERS (CANYON/STERLING/EOC/CITY HALL INTERNET/TV/MEDIATION) \$2,600 CJIS TWO FACTOR AUTHENTICATION (241 DEVICES) \$3,500 CONTINUING GENERAL COMMUNICATIONS COSTS ON A THREE YEAR RENEWAL CYCLE MAINTENANCE FOR CISCO PHONE SYSTEM (3 YEAR LICENSE DUE IN FY 17-18) NEW COMMUNICATION EXPENSE (FY 18-19) VOIP MONTHLY BILLING (\$8489.50 X 6) \$50,937
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 1 COMMUNICATIONS DEVICE \$480
371	EQUIPMENT OPER & MAINT EXPENSE COMPUTER EQUIPMENT PARTS AND COMPONENTS TO REPAIR AND REPLACE EXISTING COMPUTER HARDWARE AND OTHER RELATED COMPONENTS, EXTERNAL REPAIRS AND HARD RECOVERY. MINOR EQUIPMENT REPLACEMENT. \$20,000
511	PROFESSIONAL SERVICES CABLING FOR NEW INSTALLATIONS \$5,000 RADIO/TELEPHONE/NETWORK/SANS AND COMMUNICATIONS CONSULTANT \$10,000 SECURITY/SPAM AND VIRUS CONSULTANT \$7,500 OFFICE 365 CONSULTANT \$50,000 KNOWBE4 SECURITY AWARENESS TRAINING FOR CITY STAFF \$8,000
536	MAINTENANCE CONTRACTS

City of Beaverton - Finance  
 Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	333,722		340,452		554,290		520,000	630,780		663,280			

TOTAL CLASS: 10 MATERIALS & SERVICES  
 728,943      612,269      976,630      939,333      1,136,953      1,099,453

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

CONTINUING MAINTENANCE AGREEMENTS ON SYSTEM HARDWARE AND SOFTWARE AND DATA CONTRACTS;  
 FINANCE SOFTWARE:

- HEWLETT PACKARD (HP): SOFTWARE AND HARDWARE \$5,000
- UB SPRINGBROOK \$45,000
- HIGHLINE TRAINING AND CONSULTATION \$5,000
- HIGHLINE HR AND PAYROLL \$50,000

HUMAN RESOURCES SOFTWARE

- GOVERNMENTJOBS NEOGOV JOB RECRUITMENT SOFTWARE MAINTENANCE \$13,000

RECORDS MANAGEMENT SOFTWARE:

- SYMANTEC VAULT (EMAIL ARCHIVE) \$15,200
- HPTRIM \$62,000
- SMARSH TEXT MESSAGING ARCHIVE SOFTWARE MAINTENANCE \$25,000

PUBLIC WORKS SOFTWARE:

- WONDERWARE TELEMETRY \$8,000
- CITYWORKS WORK ORDER AND ASSET MGMT \$60,000
- CUES PIPE VIDEO INSPECTION \$6,000
- ENGINEERING TRANSOFT \$500
- ENGSOFT BACKFLOW \$1,200
- RTA FLEET SOFTWARE \$8,000

POLICE DEPARTMENT SOFTWARE:

- BPD WEBLEDS \$4,000
- BPD TELESTAFF \$5,000
- BPD T-TICKET (DISCONTINUED)
- BPD RAPIDS PAWN \$2,500
- BPD PORTLAND IBIS FINGERPRINTING AND MORPHO TRUST \$3,000
- BPD CELLEBRITE/ACCESSMOBILE/KATANA/VARIOUS FORENSICS/TRANSUNION/ELCOM \$14,000
- BPD IA \$2,000
- BPD 911 WATCH \$1,200

ISD GENERAL LICENSING:

- VERITAS BACKUP \$2,600
- FIREWALL \$35,000
- CITRIX REMOTE \$6,500
- VIRTUAL SERVER HARDWARE (NETAPP) \$21,300
- VMWARE FOR VIRTUAL SERVERS \$8,000
- MAIL EXCHANGE REPORT \$600
- MCAFEE SECURE WEB \$2,500
- NEXUS SMARTNET \$13,000
- JUNIPER EXTERNAL WEB CONNECTIONS \$500
- MISCELLANEOUS MAINTENANCE COSTS \$6,000
- MCAFEE VIRUS CLIENT PROTECTION \$8,000
- PROOFPOINT URL MAINTENANCE \$13,500
- SHADOW PROTECT MAINTENANCE \$900
- ISD FLUKE NETWORK ANALYZER MAINTENANCE \$4,600
- ISD EXCHANGE 2016 LOAD BALANCER MAINTENANCE \$1,000

MAYORS PROGRAMS SOFTWARE:

- EXTENSIS PHOTO MANAGEMENT MAINTENANCE \$5,000
- CONTINUING SOFTWARE MAINTENANCE COST ON A THREE YEAR RENEWAL CYCLE DUE FY 2017-18
- PROOFPOINT SPAM, VIRUS CHECKER, URL, MOBILE APPS, EMAIL ENCRYPTION (YEARLY) \$80,000
- IPRISM EDGEWAVE WEB MONITORING (DISCONTINUED)

NEW MAINTENANCE CONTRACTS FOR FY 2018-19:

- ADOBE CREATIVE CLOUD ANNUAL LICENSES (\$830 PER USER) (X 14) \$11,620
- PUBLIC WORKS MARSHALL GIS STREET SWEEPER SYSTEM \$2,010
- PUBLIC WORKS VIRTUAL PROJECT MANAGER SYSTEM \$12,000
- CDD ZOOM GRANTS MAINTENANCE \$6,500
- MAYORS RECYCLING SALESFORCE SUBSCRIPTION RENEWAL \$4,050
- SPRINGBROOK SQL SUPPORT \$2,500
- SPRINGBROOK (ACCELA) UPGRADE IMPLEMENTATION \$40,000
- VERSATERM IMPLEMENTATION FOR BPD \$40,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 15 CAPITAL OUTLAY

671	EQUIPMENT												
		82,619		249,045		235,243		235,218		230,077		230,077	

TOTAL CLASS: 15 CAPITAL OUTLAY

		82,619		249,045		235,243		235,218		230,077		230,077	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
		3,173		1,908		1,651		1,651		1,663		1,663	

819	TRSFERS TO INSURANCE FUND												
		4,432		5,761		6,625		6,625		6,625		6,625	

TOTAL CLASS: 25 TRANSFERS

		7,605		7,669		8,276		8,276		8,288		8,288	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED					243,574				49,571		72,203	
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996	RESERVE - EQUIPMENT REPLACEMT					80,000				80,000		80,000	
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

						323,574				129,571		152,203	
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TOTAL PROGRAM: 0712 ISD SYSTEM OPERATIONS

		1,243,240	6.00	1,348,327	6.00	2,240,209	7.00	1,862,121	2,236,746	7.00	2,233,042	7.00	
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### BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0713 ISD NEW PROJECTS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

317 COMPUTER EQUIPMENT

132,010                      136,967                      129,900                      129,900                      165,850                      165,850

318 COMPUTER SOFTWARE

217,027                      274,634                      282,511                      262,000                      246,000                      246,000

TOTAL CLASS: 10 MATERIALS & SERVICES

349,037                      411,601                      412,411                      391,900                      411,850                      411,850

CLASS: 15 CAPITAL OUTLAY

671 EQUIPMENT

9,140    10,000                      10,000                      10,000                      10,000

TOTAL CLASS: 15 CAPITAL OUTLAY

9,140    10,000                      10,000                      10,000                      10,000

TOTAL PROGRAM: 0713 ISD NEW PROJECTS

358,177                      411,601                      422,411                      401,900                      421,850                      421,850

TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT

3,093,627    17.50    3,268,708    17.50    4,339,610    18.50    3,931,602    4,436,333    18.50    5,172,824    23.50

TOTAL FUND: 603 INFORMATION SYSTEMS FUND

3,093,627    17.50    3,268,708    17.50    4,339,610    18.50    3,931,602    4,436,333    18.50    5,172,824    23.50

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0713 ISD NEW PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

317 COMPUTER EQUIPMENT

FOR FY 2018-19 PURCHASES UNDER \$5,000:  
 REPLACEMENT OF 80 PC'S REPLACED DURING THE YEAR (WINDOWS 7/8/10) \$59,200  
 REPLACEMENT OF NETWORK PRINTERS AS THEY FAIL OR EXCEED USEFUL LIFE \$4,500  
 REPLACEMENT OF UNINTERRUPTED POWER SUPPLY (80 @ \$80 EA) \$6,400  
 REPLACEMENT OF "22" MONITORS (50 @ \$115 EA) AND DUAL MONITOR PROGRAM \$5,750  
 REPLACEMENT OF LAPTOPS (35 @ \$1300 EA) \$45,500  
 REPLACEMENT OF 10 VOIP PHONES \$4,000  
 REPLACEMENT OF NON-STANDARD SIZE MONITORS (5 @ \$500 EA) \$2,500  
 FUNDING AVAILABLE FOR MISCELLANEOUS EQUIPMENT REPLACEMENTS OR NEW EQUIPMENT \$10,000  
 PAPER CUT HARDWARE FOR ISD PRINTERS \$28,000

318 COMPUTER SOFTWARE

UPGRADES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD (1 YEAR 2018) \$11,000  
 FUNDING FOR MISCELLANEOUS SOFTWARE PURCHASES SUCH AS MS PROJECT, PUBLISHING SW \$10,000  
 FUNDING FOR THE ANNUAL MICROSOFT LICENSES FOR CLIENT \$195,000  
 SOFTWARE SUPPORT FOR POLICE SYSTEMS \$20,000  
 NEW SOFTWARE FOR FY 2018-19:  
 HIGHLINE HR/PAYROLL NEXTGEN UPGRADE \$10,000

671 EQUIPMENT

FUNDING AVAILABLE FOR MISCELLANEOUS EQUIPMENT REPLACEMENTS OR FOR NEW EQUIPMENT \$10,000

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
603-30	INFORMATION SYSTEMS DEPARTMENT											
603-30-0525-05-106	WEB MANAGER	1.00	2,158			100,110				100,110	42,012	142,122
603-30-0525-05-189	WEB ANALYST	1.50	3,165			126,643				126,643	64,021	190,664
	WEB SERVICES	2.50	5,323			226,753				226,753	106,033	332,786
603-30-0711-05-082	INFORMATION SYSTEMS MANAGER	1.00	2,079			119,517				119,517	49,894	169,411
603-30-0711-05-102	SUPVR COMMUNICATIONS ANALYST	1.00	2,080			99,612				99,612	63,561	163,173
603-30-0711-05-104	BUSINESS ANALYST PROGRAMMER	6.00	12,488			503,187			3,600	506,787	211,160	717,947
603-30-0711-05-283	APPLICATIONS DEVELOPMENT	1.00	2,080			111,346				111,346	57,588	168,934
	ISD SYSTEMS & PROGRAMMING	9.00	18,727			833,662			3,600	837,262	382,203	1,219,465
603-30-0712-05-221	SUPPORT SPECIALIST 2	1.00	2,080			53,503				53,503	24,020	77,523
603-30-0712-05-243	COMPUTER SERVICE TECHNICIAN	3.00	6,248	40		181,540	1,609		3,798	186,947	74,188	261,135
603-30-0712-05-287	INFORMATION SERVICES	3.00	6,276	40		236,477	2,358			238,835	101,801	340,636
	ISD SYSTEM OPERATIONS	7.00	14,604	80		471,520	3,967		3,798	479,285	200,009	679,294
	**** DEPARTMENT TOTAL ****	18.50	38,654	80		1,531,935	3,967		7,398	1,543,300	688,245	2,231,545

1289

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
604-30	INFORMATION SYSTEMS DEPARTMENT											
604-30-0678-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,079			89,627				89,627	42,416	132,043
604-30-0678-05-108	GIS MANAGER	1.00	2,120			113,486				113,486	52,019	165,505
604-30-0678-05-145	GIS ANALYST	1.00	2,080			78,180				78,180	28,481	106,661
604-30-0678-05-148	GIS SPECIALIST	2.00	4,160			135,720				135,720	72,538	208,258
	GIS SERVICES	5.00	10,439			417,013				417,013	195,454	612,467
	**** DEPARTMENT TOTAL ****	5.00	10,439			417,013				417,013	195,454	612,467

1290

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
603-30	INFORMATION SYSTEMS DEPARTMENT											
603-30-0525-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,080			91,907				91,907	59,104	151,011
603-30-0525-05-106	WEB MANAGER	1.00	2,160			102,709				102,709	46,274	148,983
603-30-0525-05-189	WEB ANALYST	0.50	1,040			42,652				42,652	13,444	56,096
	WEB SERVICES	2.50	5,280			237,268				237,268	118,822	356,090
603-30-0678-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,080			91,907				91,907	47,595	139,502
603-30-0678-05-108	GIS MANAGER	1.00	2,120			116,322				116,322	57,720	174,042
603-30-0678-05-145	GIS ANALYST	1.00	2,080			84,147				84,147	33,827	117,974
603-30-0678-05-148	GIS SPECIALIST	2.00	4,160			139,118				139,118	81,373	220,491
1291	GIS SERVICES	5.00	10,440			431,494				431,494	220,515	652,009
603-30-0711-05-082	INFORMATION SYSTEMS MANAGER	1.00	2,080			122,563				122,563	56,456	179,019
603-30-0711-05-102	SUPVR COMMUNICATIONS ANALYST	1.00	2,080			106,304				106,304	72,836	179,140
603-30-0711-05-104	BUSINESS ANALYST PROGRAMMER	6.00	12,480			527,504			3,600	531,104	244,771	775,875
603-30-0711-05-283	APPLICATIONS DEVELOPMENT	1.00	2,080			114,128				114,128	63,620	177,748
	ISD SYSTEMS & PROGRAMMING	9.00	18,720			870,499			3,600	874,099	437,683	1,311,782
603-30-0712-05-221	SUPPORT SPECIALIST 2	1.00	2,080			54,839				54,839	28,792	83,631
603-30-0712-05-243	COMPUTER SERVICE TECHNICIAN	3.00	6,240	40		196,069	1,846		3,600	201,515	90,284	291,799
603-30-0712-05-287	INFORMATION SERVICES	3.00	6,240	40		249,569	2,375			251,944	115,647	367,591
	ISD SYSTEM OPERATIONS	7.00	14,560	80		500,477	4,221		3,600	508,298	234,723	743,021
	**** DEPARTMENT TOTAL ****	23.50	49,000	80		2,039,738	4,221		7,200	2,051,159	1,011,743	3,062,902