

MEMORANDUM

CITY OF BEAVERTON

FINANCE DEPARTMENT

TO: Budget Committee Members
City Council Members
Dennis Doyle, Mayor

FROM: Patrick O'Claire, Finance Director

DATE: May 9, 2018

SUBJECT: Transmittal of Proposed FY 2018-19 Budget Document

Attached is the proposed FY 2018-19 Budget Document. Each department has formulated program budgets that reflect the Mayor's direction and the goals established by the City Council. The FY 2018-19 Budget represents the twenty-second year since our new tax base authority first began in FY 1997-98.

At the beginning of each Department or Fund Tab, there are graphs, budgetary comparisons, program narratives detailing the goals and objectives, a roll-up of the department's expenditure operations (historical and proposed) and a personnel summary schedule. These documents should assist you in reviewing each department's operations and reduce your time in reviewing the budget line item detail in preparation for the upcoming meetings. Following the personnel summary, there are documents detailing line item budgets and justification presented by program. We will continue using last year's review process by reviewing department programs and budget levels without focusing on the line item budget detail.

The proposed agenda for the Budget Committee meetings follows this memo. Please take some time in reviewing the agenda as it presents the order in which the department budgets will be reviewed. Below is the location, time, and dates of the Budget Committee meetings:

Location: Council Chambers

Meals: Meals will be provided each evening and will be available beginning at 5:15 PM

Time: Meetings begin at 6:00 PM

Dates: Thursday, May 17

Monday, May 21

Thursday, May 24

As you review the budget, we anticipate that you will have questions that you would like answered at the beginning of each evening's budget meetings. The Finance Staff will coordinate the written responses to each question. Please send by fax or e-mail your written questions to the Finance Director's attention (fax number 503-526-2490 or e-mail, poclaire@beavertonoregon.gov). This will ensure that the answers to each Budget Committee Member's questions will be available at the beginning of each meeting.

Also at the last meeting on Thursday, the Budget Committee will review the proposed Supplemental Budget S-18-2 for the current fiscal year. The supplemental budget documents

are in the GBC bound document. We will use the same process to review the supplemental budget as in past years, and it is detailed in the agenda for Thursday.

The City Staff looks forward to the Budget Committee Meetings and your input on this proposed budget.

cc: Department Heads

Reminder

Budget Meetings will be held:

Thursday, May 17, 2018

Monday, May 21, 2018

And

Thursday, May 24, 2018

Meetings begin at 6:00 PM and are held in the Beaverton Building Council Chambers. Dinner will be provided each night and will be available beginning at 5:15 PM.

FISCAL YEAR 2018-19 BUDGET

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**BUDGET COMMITTEE MEETING
FISCAL YEAR 2018-19 BUDGET
PROPOSED AGENDA**

Thursday, May 17, 2018

Call to Order - Mayor Doyle

Election of Officers - Mayor Doyle

Chair
Vice-Chair
Secretary

Budget Opening Remarks

Mayor Doyle
Chair
Patrick O'Claire – Finance Director
Opening Comments, Key Highlights of Budget Message

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Monday, May 21, 2018

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**BUDGET COMMITTEE MEETING
FISCAL YEAR 2018-19 BUDGET
PROPOSED AGENDA**

Monday, May 21, 2018 (Continued)

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 - Landscape Maintenance
 - Engineering Services
- Street Fund (page 639)
- Street Lighting Fund (page 696)
- Transportation System Development Charge Fund (page 715)
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 - General Bonded Debt Fund (page 1008)
 - Special Revenue Debt Fund (page 1018)
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Thursday, May 24, 2018

Budget Reviews:

- Police Department (page 1040)
- Capital Development Fund – Public Safety Center Program (page 1122)

Finance:

- General Fund Programs (page 1126)
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- Municipal Court (page 1195)
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**BUDGET COMMITTEE MEETING
FISCAL YEAR 2018-19 BUDGET
PROPOSED AGENDA**

Thursday, May 24, 2018 (Continued)

Open Meeting for General Public Input

Chair opens meeting for any general public input.

Public Hearing on State Revenue Sharing

Chair opens public hearing on the proposed uses of State Revenue Sharing funds. Chair asks if anyone wished to testify or speak to the issue. After public testimony, the Chair closes the public hearing.

Motion to Approve the FY 2018-19 Budget

Chair entertains a motion to approve the FY 2018-19 Budget as submitted prior to any amendments and forward to the City Council for recommended adoption. Budget committee members may motion to propose amendments to the budget. Each motion will be discussed and voted on by the committee. After all motions for amendments have been voted on, the main motion is voted on, as amended.

Approval of Minutes from the November 6, 2017 Budget Committee Meeting.

Chair entertains a motion to approve the minutes from the November 6, 2017 Budget Committee Meeting.

Review of Supplemental Budget S-18-2 - Patrick O’Claire

The Chair will review the supplemental budget using the transmittal memo.

Motion to recommend approval of Supplemental Budget S-18-2

Chair entertains a motion to approve Supplemental Budget S-18-2 as submitted and recommend the Supplemental Budget to the City Council for adoption.

Convene City Council (refer to City Council Agenda) - Mayor Doyle

Brief Staff Report on Supplemental Budget S-18-2

Conduct Public Hearing on Supplemental Budget S-18-2

Entertain Motion to approve Supplemental Budget S-18-2

Entertain motion to set a Public Hearing date on June 19, 2018 to adopt the the FY 2018-19 Budget and the proposed uses of State Revenue Sharing Funds

Mayor Doyle adjourns City Council and returns the meeting to the Budget Committee Chair

Adjournment of Budget Committee – Chair

MINUTES
Budget Committee Meeting
November 6, 2017

The meeting was called to order at 6:00 p.m. by Chair Laura Mitchell. Present were Councilors Lacey Beaty, Mark Fagin, and Marc San Soucie, and Members Allen Dawson, Jose Galindez, Bill Kanable, and Laura Mitchell. Councilor Betty Bode, Councilor Cate Arnold and Member Clay Moorhead were excused. Also present were Mayor Dennis Doyle; Patrick O'Claire, Finance Director; Dave Waffle, Assistant Finance Director; Cheryl Twete, Community Development Director; Bill Kirby, City Attorney, and Joanne Harrington, Budget Coordinator.

MINUTES

Councilor Fagin MOVED/SECONDED by Member Galindez to approve the minutes of May 17, 22, and 25, 2017, meetings. Member Dawson abstained from voting. The motion CARRIED (6:0).

REVIEW OF LAST YEAR'S FINANCIAL OPERATIONS

Chair Mitchell turned the meeting over to Mr. O'Claire.

Mr. O'Claire distributed Proposed Amendment packets number 1, 2 and 3 for Supplemental Budget S-18-1.

Mr. O'Claire discussed the financial results of last year's operations.

Mr. O'Claire discussed Schedule 1, Summary Schedule of Fiscal Year 2016-17 Operating Results and adjustments to FY 2017-18 Beginning Fund Balances and Contingencies. He said the General Fund's Beginning Working Capital will increase by about \$3.2 million.

Mr. O'Claire reviewed Schedule 2, Schedule of Revenues and Expenditures By Fund, FY 2016-17 Estimated Compared to Actual. He said the General Fund had an additional \$1.1 million in revenue over what was anticipated and that the General Fund expenditures were underspent by about \$2.1 million.

Mr. O'Claire discussed Schedule 3, Schedule of General Contingency Accounts From Adopted Budget Through Supplemental S-18-1. He said if the supplemental budget is approved as is, the ending General Fund Contingency balance will be about \$4.8 million.

Mr. O'Claire reviewed Schedule 4, Schedule of General Contingency Accounts As a Percentage of Annual Expenditures. He said on a budgetary basis, the General Fund Contingency as a percent of expenditures is 7.3%, and if discretionary reserves are added, the General Fund Contingency is 11.4%.

Mr. O'Claire reviewed Schedule 5, Schedule of Reserved or Dedicated Contingency Accounts From Adopted Budget Through Supplemental S-18-1. He explained that the \$14 million decrease in Capital Development revenue is due to not issuing the \$15 million special revenue bond that was anticipated this year for the Beaverton Center for the Arts. He said the bond issue will be moved to next fiscal year (FY 2018-19) to allow for the private sector fundraising campaign to achieve its funding goal.

Mr. O'Claire reviewed Schedule 6, Narrative of Dedicated Contingency and Reserves for FY 2017-18 Budget Through Supplemental S-18-1.

Mr. O'Claire reviewed Schedule 7, Changes to FY 2017-18 Adopted Budget By Major Category From Transfer Resolutions, Special Purpose Grant Resolutions and Supplemental Budget S-18-1.

Mr. O'Claire reviewed the Schedule of Taxes Assessed, Levy Rates and Assessed Valuations FY 2017-18. He said notification was received from the County Assessor that the City's property tax revenue will

be \$192,111 less than was included in the budget. He said the Urban Renewal budget received more property tax revenue than was budgeted.

REVIEW OF CURRENT YEAR FINANCIAL INFORMATION

Mr. O'Claire discussed Handout 1, Summary Schedule of Fund Balances Revenues and Expenditures FY 2001-02 to FY 2017-18 including Supplemental S-18-1 for the General, Street, Building, and Library Operating Funds. He said it shows the historical percentage of expenditures in relation to contingency. He said if the PERS Reserve and the Accrual Reserve are included in the General Fund, the contingency is 18.35%.

Mr. O'Claire reviewed Handout 2, Schedule of Business License Fee Revenues. He said Business License fees are coming in very good. He said the City also receives a percentage of Metro's Contractor license fees.

Mr. O'Claire reviewed Handout 3, Schedule of State Gas Tax Receipts. He said the schedule shows that we are about 4% ahead of revenues year to date through September than we were last year.

Mr. O'Claire reviewed Handout 4, Schedule of Building Permit Fees, Revenue Collection Analysis. He said through September revenue is up about \$219,000 over that the same period last year.

Mr. O'Claire reviewed Handout 5, Water Consumption Revenues Analysis Through September 30, 2017. He said water consumption is up 77,720 units over this time last year. He said the water utility fund is healthy.

Councilor San Soucie asked about withdrawal from Tualatin Valley Water District (TVWD) and whether water revenues exceed water costs.

Mr. O'Claire said there are about 5200 customers who are Beaverton residents that are served by TVWD. He explained that the City is currently working with TVWD to withdraw from the district and provide an interim wheeling rate where the City would pay the cost of moving the water through the TVWD system to the customers using our Joint Water Commission water.

Mr. O'Claire reviewed Handout 6, Schedule of Water Fund's Annual Debt Service Coverage (FY 2005 to FY 2016 Actuals, FY 2017 Pre-Audit Actuals, and FY 2018 Adopted and Supplemental Budget). He said the debt service coverage ratio is projected to be 7.35 for FY 2017-18.

Mr. O'Claire distributed and then reviewed the following schedules regarding PERS: Schedule of Financial Impact of Projected PERS Rates Using PERS System Wide Average Employer Rate Projection of 24.42% Using FY 2017-18 Budget Prep Wages, Schedule of Additional PERS Contributions Over the Base Biennium – FY 2013-14/FY 2014-15 to FY 2019-20 FY 2020-21 Biennium, and Schedule of PERS Actuarial Reviews CY 1982 Through CY 2013. He said our current PERS rate is:

- 24.39% for Tier 1 and Tier 2
- 15.72% for OPSRP General
- 20.49% for OPSRP Fire and Police.

He said that 1% is added to those rates in the budget system.

For the FY 2109 to FY 2021 Biennium, rates are estimated to be:

- 30.42% for Tier 1 and Tier 2
- 17.62% for OPSRP General
- 23.05% for OPSRP Fire and Police.

Mr. O’Claire then reviewed the Schedule of Additional PERS Contributions Over the Base Biennium FY 2013-14 to FY 2014-15 including the estimated PERS costs increases for the FY 2019-20 to FY 2020-21 Biennium.

There was a brief discussion of the PERS rates and the PERS Reserve.

Mr Waffle reviewed Key Revenue Indicators for FY 2017-18 which included Court Fines & Forfeitures, Right-of-Way Fees, Interest Earnings, Water Revenue, State and County Gas Tax, Building Permits, WCCLS – Library, and Business Licenses.

REVIEW OF SUPPLEMENTAL BUDGET S-18-1

The following proposed amendments to the supplemental budget were distributed earlier in the meeting:

PROPOSED AMENDMENTS TO FY 2017-18 SUPPLEMENTAL BUDGET (S-18-1)

S-18-1 Amendment Packet No. 1:

1. Water Fund – Water Services Program:

Correction to Request Number 2161 - Adjustment to Beginning Working Capital to reflect preliminary audited figures at June 30, 2017, resulting from FY 2016-17 operations.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
501-03-0000-301	Beginning Working Capital	\$675
501-85-0741-991	Water Fund Contingency - Unreserved	\$675

2. General Fund – Revenue – City 3% Marijuana Taxes

Record estimated City 3% Marijuana Sales Tax revenue for the fiscal year as the Adopted FY 2017-18 Budget did not reflect this revenue source.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
001-03-0000-302	City 3% Marijuana Sales Tax	\$351,000
001-13-0003-991	General Fund Contingency - Unreserved	\$351,000

3. General Fund – Revenue – State Marijuana Taxes

Record City’s portion of the State Marijuana Sales Tax revenue for the period 18 month period from January 1, 2016 to June 30, 2017. This revenue was received on October 11, 2017 from the State.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
001-03-0000-563	State Marijuana Sales Tax	\$271,875
001-13-0003-991	General Fund Contingency - Unreserved	\$271,875

4. General Fund – Revenue – State Marijuana Taxes

Record City's portion of the State Marijuana Sales Tax revenue for the fiscal year as the Adopted FY 2017-18 Budget did not reflect this revenue source.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
001-03-0000-563	State Marijuana Sales Tax	\$180,000
001-13-0003-991	General Fund Contingency - Unreserved	\$180,000

5. General Fund – Designation of a portion of the General Contingency to the Contingency Reserve Right of Way Future Use Account

This is a true up of the amount that should be in Contingency Reserve Right of Way Future Use Account based on the actual revenues received from Portland General Electric and Northwest Natural Gas in FY 2016-17 for the privilege portion of the Right of Way Fees and the actual uses of those funds as authorized by the City Council. The Contingency Reserve Balance from the true up should be \$1,899,035 from the budgeted amount of \$1,644,233.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
001-13-0003-991	General Fund Contingency - Unreserved	<\$254,802>
001-13-0003-980	General Fund Contingency – ROW Future Use	\$254,802

6. Street Fund – Revenues – State Gasoline Taxes

Record City's portion of the 4 cent increase in the State Gasoline Tax and two \$13 Surcharges, one on Registration Fees and one on Title Fee. Each of these increases will be effective on January 1, 2018. With the 4 cent increase in gas taxes the total State Gasoline Tax will be 34 cents. The additional \$644,700 in revenues was estimated by ODOT and represents only one half of the year from January 1, 2017 to June 30, 2017. Our current budgeted State Gas Tax and Fee revenues are \$5,770,000 and with this increase the total amount of estimated State Gas Tax and Fee revenues will be \$6,414,700. Also, ODOT estimates that for FY 2018-19 the additional gas tax and fee revenue for the full year will be \$1,401,800. The State Gas Taxes will increase by an additional 2 cents on January 1, 2020, January 1, 2022 and January 1, 2024 and registration and title fee surcharges will increase by \$5 each on January 1, 2020.

In addition, Washington County has estimated that Beaverton will receive \$1,590,000 in FY 2018-19 under the new County Vehicle Registration Fee which will be effective July 1, 2017. This revenue will also be deposited in the Street Fund.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
101-03-0000-323	State Gasoline Taxes and Fees	\$644,700
101-85-0732-991	Street Fund Contingency - Unreserved	\$644,700

7. Library Fund – Revenues – WCCLS Contribution

Record additional \$76,270 contribution from WCCLS representing Beaverton’s portion of the Pool 2 distribution. As a comparison, last year’s Pool 2 distribution was \$48,358

Account No.	Account Title	FY 2017-18 Supplemental Amendment
115-03-0000-329	Intergovernmental Revenue	\$76,270
115-35-0551-991	Library Fund Contingency - Unreserved	\$76,270

8. BURA General Fund – Property Management

Additional appropriation for property management expenses related to the upcoming acquisition of the Ludeman’s property including demolition of the property last occupied by the fire place shop.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
901-95-0691-518	Property Management Expense	\$90,000
901-95-0691-991	BURA General Fund Contingency - Unreserved	<\$90,000>

9. General Fund – Sustainability Program

Additional appropriation for the residential energy efficiency project (incentives and matching grants for homes). Funding was previously awarded by the U.S. Department of Energy from the Energy Efficiency Conservation Block Grant (EECBG). The funds were recovered by the City from Unlimited Choices when they were unable to utilize the funding in their programs.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
001-03-0000-327	Federal Grants	\$80,013
001-10-0656-334	Energy Efficiency Grants (EECBG)	\$80,013

10. General Fund – Municipal Court Services – CJC Grant Program

Additional appropriation for a DUII Court Assistant position to assist the B-SOBR program administrator and the Court Administrator with administrative/logistical tasks due to program enrollment growth and increases in the complexity of services provided. This position is funded by the State’s Criminal Justice Commission (CJC) grant to the B-SOBR program and the position is funded through the current Biennium which ends June 30, 2019. Staff will be applying to the CJC to continue the grant funding for the next Biennium FY 2019-20 to FY 2020-21.

Account No.	Account Title	FY 2017-18 Supplemental Amendment
001-03-0000-554	Grants – State CJC B-SOBR	\$30,420
001-45-0574-281	DUII Court Assistant (.60 FTE)	\$16,670
001-45-0574-299	Payroll Taxes and Fringe Benefits	\$13,750

S-18-1 Amendment Packet No. 2:

1. Transient Lodging Tax Fund and Capital Development Fund – Beaverton Center for the Arts Construction Project Program 3521:

Ratify the Transfer of Appropriation Resolution that was approved by the City Council on October 24, 2017 under Resolution Number 4470 as follows:

RESOLUTION NO. 4077

A RESOLUTION APPROVING TRANSFER OF APPROPRIATION WITHIN THE TRANSIENT LODGING TAX FUND AND THE CAPITAL DEVELOPMENT FUND OF THE CITY DURING THE FY 2017-18 BUDGET YEAR AND APPROVING THE APPROPRIATIONS FOR THE FUND

WHEREAS, the City Council reviews and approves the annual budget; and,

WHEREAS, during the year the Council must authorize the transfers of appropriations from one category of a fund to another fund or from categories within a fund; and,

WHEREAS, an additional appropriation of \$1,255,435 is needed in the Transfer to Other Funds Category within the Transient Lodging Tax Fund and the Capital Outlay Category in the Capital Development Fund for continued pre-construction services on the Beaverton Center for the Arts Construction Project, and the expenditure appropriation is available in the Contingency Category of the Transient Lodging Tax Fund; now therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEAVERTON, OREGON:

Section 1. The Finance Director is hereby authorized and instructed to transfer the following appropriations:

- \$1,255,435 out of the Contingency Category of the Transient Lodging Tax Fund into the Transfers Out to Other Fund Category and Record the Transfer In Revenue in the Capital Development Fund to fund additional appropriations in the Capital Outlay Category as indicated below:

Transient Lodging Tax Fund		
Transfer to the Capital Development Fund	107-20-0802-815	\$1,255,435
Contingency City 4% TLT Tax	107-20-0802-991	< \$300,000>
Contingency County 2.5% TLT Tax	107-20-0528-991	< \$955,435>

Capital Development Fund – Beaverton Center For the Arts Construction

Transfer From the Transient Lodging Fund	301-03-3521-442	\$1,255,435
Construction	301-70-3521-682	\$393,560
Construction Design/Engineering	301-70-3521-683	\$861,875

S-18-1 Amendment Packet No. 3:

1. General Fund – Site Development Division:

Additional appropriation in Personnel Services and Materials and Services to “right size” the Site Development Division to implement significant system improvements, provide prompt responses on permits and quality customer service. The Site Development Division is experiencing a large increase in workload.

This amendment will add a Senior Engineer position, a Permit Technician position, a Senior Field Inspector position, effective January 2018, and the associated office equipment, professional services and training. Site Development Permit Revenue accrues to the General Fund (account #001-03-0000-337) and the following shows the increase in permit fees over the past five years:

FY 2012-13	\$ 565,661
FY 2013-14	\$ 688,237
FY 2014-15	\$1,307,507
FY 2015-16	\$1,360,524
FY 2016-17	\$2,163,767
FY 2017-18	\$1,550,000 Budgeted

Account No.	Account Title	FY 2017-18 Supplemental Amendment
001-85-0701-053	Senior Engineer (1 FTE)	\$55,675
001-85-0701-225	Permit Technician (1 FTE)	\$24,676
001-85-0701-143	Senior Field Inspector - Engineering (1 FTE)	\$45,945
001-85-0701-299	Payroll Taxes and Fringe Benefits	\$83,630
001-85-0701-303	Office Furniture & Equipment	\$10,800
001-85-0701-317	Computer Equipment	\$4,515
001-85-0701-341	Communications Expense	\$360
001-85-0701-511	Professional Services	\$100,000
001-85-0701-525	Payments to Other Governmental Agencies	\$50,000
001-85-0701-321	Travel, Training, & Subsistence	\$15,000
001-13-0003-991	General Fund Contingency - Unreserved	(\$390,601)

Mr. O’Claire reviewed the proposed amendment packets and said he would answer any questions regarding the amendments if there were any.

Mayor Doyle said that he supports Amendment Packet No. 3.

Councilor Fagin said increasing staff in the Site Development Division was part of the budget discussion so he would like an update.

Ms. Twete, Community Development Department (CDD) Director, gave an update on the Site Development Division and an explanation of Amendment Packet No. 3.

Councilor Beaty said that she thinks Ms. Twete needs an assistant director or more senior staff.

Councilor San Soucie said he is glad to see that CDD is looking at improved processes and not just more staff.

Member Dawson asked Ms. Twete what she will do in the future to make sure that CDD is staffed adequately so there is not a shortfall.

Ms. Twete said the challenge is to hire enough people but not too many to avoid layoffs. She said in the upcoming budget year process, CDD staffing will be addressed to ensure they are setting themselves up for long term success.

Member Galindez asked Ms. Twete for the number of direct reports that are reporting to her.

Ms. Twete said she has eight direct reports.

Chair Mitchell then conducted a review of the Transmittal Memo for Supplemental Budget S-18-1 page by page.

Councilor Fagin asked for a more detailed description for Request Number 2107. He also said that he would like everyone to be aware of Request Number 2111.

Mr. O'Claire explained that in the past the Right-of-Way Fees recorded in the General Fund from city billed utilities were combined into one account, and that Request Number 2107 reallocates the fees into separate accounts so they can more easily be tracked.

Regarding Request Number 2111, Mayor Doyle responded that it reflects Beaverton's contribution toward the Family Justice Center's operations which is a safe place for people in need of help.

After completing the page by page review of the Transmittal Memo, Chair Mitchell called for a motion to approve Supplemental Budget S-18-1 as submitted.

Councilor San Soucie MOVED/SECONDED by Member Kanable to approve the Supplemental Budget S-18-1 as submitted. The Chair called for discussion.

Chair Mitchell recognized that there are three amendment packets to Supplemental Budget S-18-1 so the Chair entertained a motion to approve Amendment Packet No. 1 as submitted by the Finance Director.

Member Galindez MOVED/SECONDED by Member Kanable to approve the amendment in Amendment Packet No. 1 to Supplemental Budget S-18-1. Chair Mitchell called for discussion. The Chair then called for a vote to approve Amendment Packet No. 1. The motion CARRIED.

Chair Mitchell entertained a motion to approve Amendment Packet No. 2 as submitted by the Finance Director

Member Kanable MOVED/SECONDED by Member Dawson to approve the amendment in Amendment Packet No. 2 to Supplemental Budget S-18-1. Chair Mitchell called for discussion. The Chair then called for a vote to approve Amendment Packet No. 2. The motion CARRIED.

Chair Mitchell entertained a motion to approve Amendment Packet No. 3 as submitted by the Finance Director.

Member Galindez MOVED/SECONDED by Member Dawson to approve the amendment in Amendment Packet No. 3 to Supplemental Budget S-18-1. Chair Mitchell called for discussion. The Chair then called for a vote to approve Amendment Packet No. 3. The motion CARRIED.

Chair Mitchell called for a vote on the main motion as amended by Amendment Packets No. 1, 2 and 3, and that the Supplemental Budget S-18-1 as Amended be forwarded to the City Council for approval at a Special Council Meeting. The motion CARRIED.

At 7:30 p.m., Chair Mitchell then turned the gavel over to Mayor Doyle to conduct a Special Council Meeting.

Mayor Doyle convened the City Council for a Special Council Meeting at 7:30 p.m. All City Councilors were present except Councilor Bode and Councilor Arnold who were excused.

Mayor Doyle opened the public hearing regarding Supplemental Budget S-18-1 at 7:30 p.m.

No one was present to speak. The Mayor closed the public hearing at 7:31 p.m.

Councilor San Soucie MOVED and it was SECONDED by Councilor Beaty to adopt the Supplemental Budget S-18-1 and the amendments as presented. The motion CARRIED.

There being no further business to discuss the Mayor adjourned the Special Council Meeting at 7:32 p.m.

The Budget Chair then called for any other business of the Budget Committee. Hearing none, the Chair adjourned the Budget Committee at 7:32 p.m.

Recorded by
Joanne Harrington

APPROVED BY Jose Galindez, Secretary

Mayor's Budget Message

- for the fiscal year 2018 - 19

The Honorable Denny Doyle, Mayor



The Best of Oregon

TO: The Budget Committee and the Residents of Beaverton:

It's a privilege to submit the city's budget for Fiscal Year 2018-19. This budget represents the priorities of the Mayor, City Council and the Beaverton Community Vision. Our work continues as we build on the plans developed over the past decade to achieve the aim of being the "Best of Oregon." We demonstrate that goal by representing our values to be a welcoming, friendly, active, responsive and safe community.

WELCOMING AND FRIENDLY

The city proudly embraces the strength of our diverse people. Beaverton is a designated Welcoming City and hosts up to 15 events each September as part of the nationally recognized Welcoming Week, culminating with the City's International Celebration. The Beaverton Night Market has received national attention under the stewardship of the City's Diversity Advisory Board. The Beaverton Arts Program and the Beaverton City Library sponsor diverse programming to inspire and connect us culturally. This year the City invested in staff with the employee-led Internal Equity Team organizing equity training for all city employees, ensuring the organization is equipping all employees to embody the values we cherish.

ACTIVE

Beaverton continues to be known as an active city, with the expansion of the city's largest private employer, Nike, bringing more opportunity to the area. This budget continues the city's support for active transportation with further investment in critical sidewalk connections. The downtown continues to thrive with the Beaverton Downtown Association gaining traction and the city-sponsored Restaurant Week bringing excitement and attention to Beaverton's diverse eateries. The BG Food Cartel, which benefited from a city grant, opened this past year bringing hundreds of people out daily to enjoy Beaverton downtown. Construction on The Rise Central is underway with 230 new housing units, including affordable units, set to open next year. Fundraising and planning continues for the Beaverton Center for the Arts, Beaverton's next great space that will serve as a centerpiece for the area. The 4% Lodging Tax, which will help fund the Center, is proving to be the reliable source we projected. There are several new hotels being built or in the design stage. Hotel development investments reflect the demand for business travel to serve a vibrant economy as well as the many recreational opportunities in the Tualatin River basin and all around Oregon.

RESPONSIVE

Being responsive is clearly represented through this budget document and our dedication to fiscal responsibility. The City Council, advisory boards and employees are good stewards of public resources as they craft and implement policies and programs. The City actively directs resources toward community priorities, as identified through the vision plan, ensuring responsiveness. The City also holds itself accountable, reporting to the public annually on its progress toward the vision. The City is demonstrating responsiveness to community issues as this budget reflects a strong investment in community service programs and the dedication of more resources to join community partners in addressing housing affordability challenges.

SAFE

Providing for a safe community is at the heart of our mission and this budget includes the addition of three police officers and working constructively on issues such as homelessness and specialty municipal court programs for people with alcohol abuse/addiction assistance programs who may otherwise return to dangerous driving habits. This is going to be the ground-breaking year for the new Public Safety Center which was approved with a successful vote for a \$35 million General Obligation Bond issue in November 2016.

REVENUE TRENDS

Beaverton's revenue trends are generally up over past years. Assessed valuation is rising and Building Fund revenue should top the \$4.6 million mark, another record year. This year, Beaverton will see hundreds of new homes built in South Cooper Mountain. Other revenue increases should come from lodging taxes, right-of-way fees, water revenue, interest earnings and development-related fees. We will continue to invest in staff expertise to service the development community, acquire key properties for redevelopment and create the types of infrastructure necessary to assure that private sector development occurs. The city's urban renewal efforts, through the Beaverton Urban Redevelopment Agency, are buoyed by substantial private sectors investments driving projections to become one of Oregon's best performing urban renewal agencies.

Another financial focus is the \$21 million Water Revenue bond scheduled for sale in June. This bond continues Beaverton's investment in its water system's transmission, storage and distribution assets. Coupled with the new infrastructure for a growing community is the opportunity to begin serving an additional 4,100 customers who are city residents but were served by a special service district. Effective July 1, 2018, those service territories are withdrawn and transfer of service responsibilities will commence.

FOCUS

Some things do not change and the budget reflects our continuing enhanced law enforcement and community safety activities, maintaining the city's stable financial position, and expanding the public's involvement in city government. The budget also enhances city sustainability efforts, and expands business assistance, retention and attraction to through excellent customer service to Beaverton residents. This is a goal-oriented, fiscally conservative budget pursuing an ambitious set of goals with all of our fiscal, physical and people resources. The total property tax levy rate of \$4.48 per \$1000 assessed valuation reflects an 11 cent millage rate increase. The increase is dedicated for the hiring of additional police officers, to serve our growing population, bolstering the services of one of Oregon's busiest libraries, re-lamping and infilling the streetlight system and coping with ever present costs related to pensions and health insurance for employees. Even with the first increase in a number of years, the city doesn't levy its fully authorized, permanent rate per \$1000 of assessed valuation.

There is one minor change in the fund structure of the city for the coming year. The GIS fund will terminate and its activities become one of the programs within the Information Systems Fund (#603).

ANNUAL CITY PRIORITIES

Every year, the Mayor and City Council meet to outline their collective priorities for year. In January 2018, they outlined the following priorities which are critical to guiding staff's work plans for the year and developing the annual budget.

- Housing
 - Launch a residential rental inspection program
 - Create an affordable housing toolkit

- Transportation and Infrastructure Investment
 - Create a sidewalk fund for sidewalk construction projects
 - Incorporate goals and objectives of the Active Transportation Plan into the City's Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual
 - Complete the City's non-potable water irrigation (purple pipe) system

- Equity and Inclusion
 - Support diversity, equity, and inclusion in City programs, activities and services with measureable goals

- Public Safety
 - Finalize street camping rules and related support services programs

- Publish resources to help people find housing, prevent homelessness, and recover from lack of housing
- Complete installation and begin operation of the new court software system
- Community Partner
 - Take a leadership role in convening regional partners to address regional issues of homelessness, annexation, and strategic land acquisitions

CITY COUNCIL GOALS

In addition to the annual priorities, staff also focuses on the City Council’s long-range goals. You will find references to these goals throughout the budget document.

- Preserve and enhance our sense of community.
- Use city resources efficiently to ensure long-term financial stability.
- Continue to plan for, improve and maintain the city’s infrastructure.
- Provide responsive, cost effective service to the community.
- Assure a safe and healthy community.
- Manage growth and respond to change consistent with maintaining a livable, full-service city.
- Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations.
- Provide and support a highly qualified and motivated city work force.

BUDGETARY TRENDS AND HIGHLIGHTS

STRONG BOND RATINGS

The city’s Water Revenue and General Obligation bonds ratings remain strong with an underlying rating of AA+ by Standard and Poor’s. Moody’s Investor Services has assigned underlying ratings of Aa1 for the city’s General Obligation bonds and Aa2 for the Water Revenue Bonds. The ratings recognize the city’s financial stability; improved debt services coverage ratios, continued strong cash reserves and Beaverton’s high quality service area.

The city has been unusually active in the bond market to raise capital and that will continue in the next year also. The Mayor and City Council, and the Board of the Beaverton Urban Redevelopment Agency (BURA), recently issued these bonds:

- Water Revenue Bond, Series 2018 - \$21 million (sale pending for June 2018)
- Public Safety Center General Obligation Bond, Series 2017 - \$35 million
- Special Revenue Bond – Urban Renewal Line of Credit, Series 2017 - \$19 million

On the horizon is a Special Revenue Bond for the Beaverton Center for the Arts backed by revenues generated by the lodging tax.

REVENUE TRENDS

Beaverton has a diverse revenue basis to provide quality services to its residents, businesses and visitors. The major sources of current revenue are the property taxes (28% of all current operating revenue), charges for services such as utility fees (15%) and intergovernmental sources such as liquor and vehicle fuel taxes (13%). The property tax is based on the assessed valuation of property not real market value. For FY 2017-18, a residential property’s taxable assessed value (AV) was approximately 64% of its real market value (RMV) on a countywide basis. Surprisingly the changed property ratio of AV to RMV for multi-family properties is only 42%. A number of recent sales of large apartment complexes occurred at substantially higher prices than expected.

The city’s property tax authority established Beaverton’s permanent property tax rate at \$4.62 per thousand of assessed valuation. Since adoption of the permanent levy rate structure, the city has levied the following property tax rates within our permanent rate solely for operating purposes:

FY 2008-09	\$3.87	FY 2013-14	\$4.15
FY 2009-10	\$3.96	FY 2014-15	\$4.18
FY 2010-11	\$3.97	FY 2015-16	\$4.18
FY 2011-12	\$3.97	FY 2016-17	\$4.17
FY 2012-13	\$4.02	FY 2017-18	\$4.17

\$4.2805 is the levied tax rate for operations in the FY 2018-19 budget. When added to the levy for bonded debt of \$0.2053, this results in a total tax rate of \$4.4858, which is more than the total tax levy rate over the current fiscal year, FY 2017-18 by \$0.11/\$1,000 AV. The breakdown of the levy components for the current year and the coming year is as follows:

Levy Rate Allocation	FY 17-18	FY 18-19	Change
General Fund	\$3.7144	\$3.7644	\$0.0500
Library	0.3314	0.3614	0.0300
Street Lights	0.1247	0.1547	0.0300
Sub-total Operating Levy	\$4.1705	\$4.2805	\$0.1100
GO Debt Service - Library	\$0.1735	\$0.0944	\$(0.0791)
GO Debt Service - Public Safety	0.0308	0.1109	0.0801
Subtotal GO Debt Service	\$0.2043	\$0.2053	\$0.0010
Total City Tax Levy	\$4.3748	\$4.4848	\$0.1100

This \$4.2805 tax rate will generate \$40,524,519 in net property tax receipts for general government operations allocated to the General Fund, Library Fund, and Street Lighting Fund. The City will also receive \$1,968,801 for general obligation debt service for total property tax receipts of \$42,493,320. The Beaverton Urban Redevelopment Agency (BURA) should receive approximately \$3,647,997 from the incremental growth of assessed valuation within the urban renewal district. BURA is a component unit of the City of Beaverton.

The growth in acreage and assessed valuation from voluntary annexations allows the distribution of property taxes to be spread across a larger area. Since 2008, the city grew by approximately 674 acres and the assessed valuation of the properties was more than \$90 million (calculated at the time of annexation).

Together with the property taxes discussed above and all other revenue sources, the city's FY 2018-19 budget totals \$287,846,500. The following table details the major categories of Revenues and Expenditures for the past two fiscal years, the past fiscal year (both budgeted and estimated) and the new fiscal year for both the city and the Beaverton Urban Redevelopment Agency:

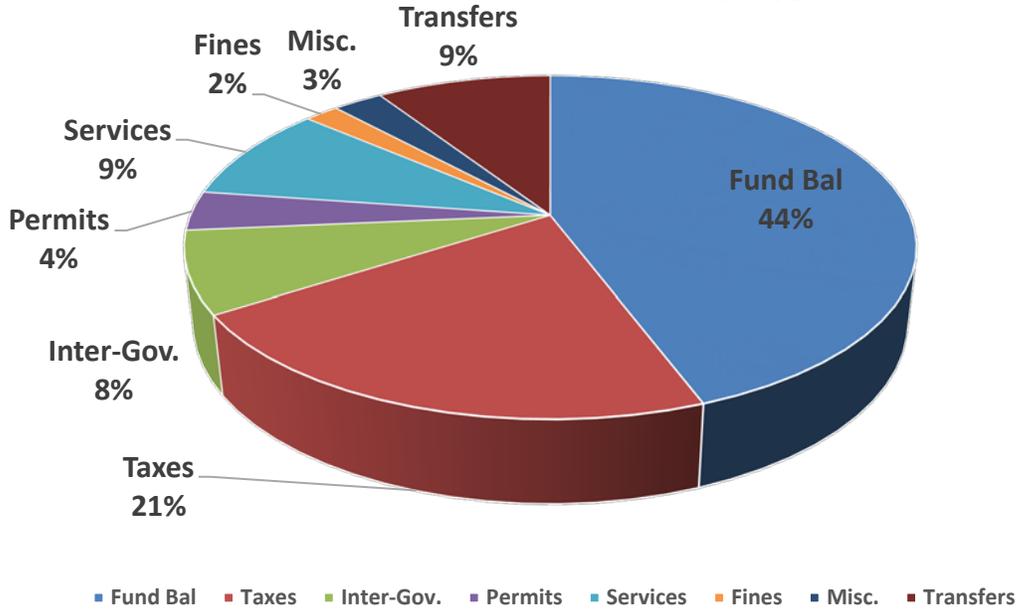
**Combined City of Beaverton Revenues, Expenditures and Fund Balances
City and the Urban Redevelopment Agency (BURA)**

REVENUES	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Estimated	Proposed
Taxes & Franchise/ROW Fees	\$49,341,977	\$52,771,662	\$55,685,872	\$56,571,589	\$59,244,252
Intergovernmental	16,436,827	18,579,495	20,128,236	19,302,558	21,085,828
Permits and Fees	8,664,726	8,821,479	9,303,732	8,363,040	10,173,580
Charges for Services	33,468,357	33,470,804	33,762,332	33,762,896	36,321,838
Fines and Forfeitures	5,175,928	5,045,664	5,026,216	5,002,116	4,994,116
Interest Inc. & Miscellaneous	7,008,025	8,402,344	6,084,949	6,466,922	7,211,664
Inter-Fund Transfers In	19,540,662	20,382,674	24,733,636	24,463,070	25,262,137
Proceeds From Financing Activities	510,000	33,452,459	22,855,000	22,364,427	2,114,334
Subtotal Revenues	<u>\$140,146,502</u>	<u>\$185,926,581</u>	<u>\$177,579,973</u>	<u>\$176,296,618</u>	<u>\$166,407,749</u>
Beginning Fund Balance or Working Capital	62,626,826	68,958,183	112,336,509	112,336,509	121,438,751
Total City & BURA Revenues and Beginning Fund Balance	<u><u>\$202,773,328</u></u>	<u><u>\$254,884,764</u></u>	<u><u>\$289,916,482</u></u>	<u><u>\$288,633,127</u></u>	<u><u>\$287,846,500</u></u>
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
EXPENDITURES	Actual	Actual	Budget	Estimated	Proposed
Personnel Services	\$61,036,075	\$63,881,549	\$71,213,069	\$67,441,026	\$76,188,928
Materials and Services	35,170,544	40,789,268	43,407,963	41,528,136	46,063,634
Capital Outlay	12,385,480	12,369,683	74,669,596	27,428,531	52,033,076
Debt Service	5,682,384	5,125,081	5,339,686	6,333,613	6,835,210
Inter-Fund Transfers Out	19,540,662	20,382,674	24,733,636	24,463,070	25,262,137
Subtotal Expenditures	<u>\$133,815,145</u>	<u>\$142,548,255</u>	<u>\$219,363,950</u>	<u>\$167,194,376</u>	<u>\$206,382,985</u>
Ending Fund Balances (Contingency and Ending Working Capital)	68,958,183	112,336,509	70,552,532	121,438,751	81,463,515
Total City & BURA Expenditures and Ending Fund Balances	<u><u>\$202,773,328</u></u>	<u><u>\$254,884,764</u></u>	<u><u>\$289,916,482</u></u>	<u><u>\$288,633,127</u></u>	<u><u>\$287,846,500</u></u>

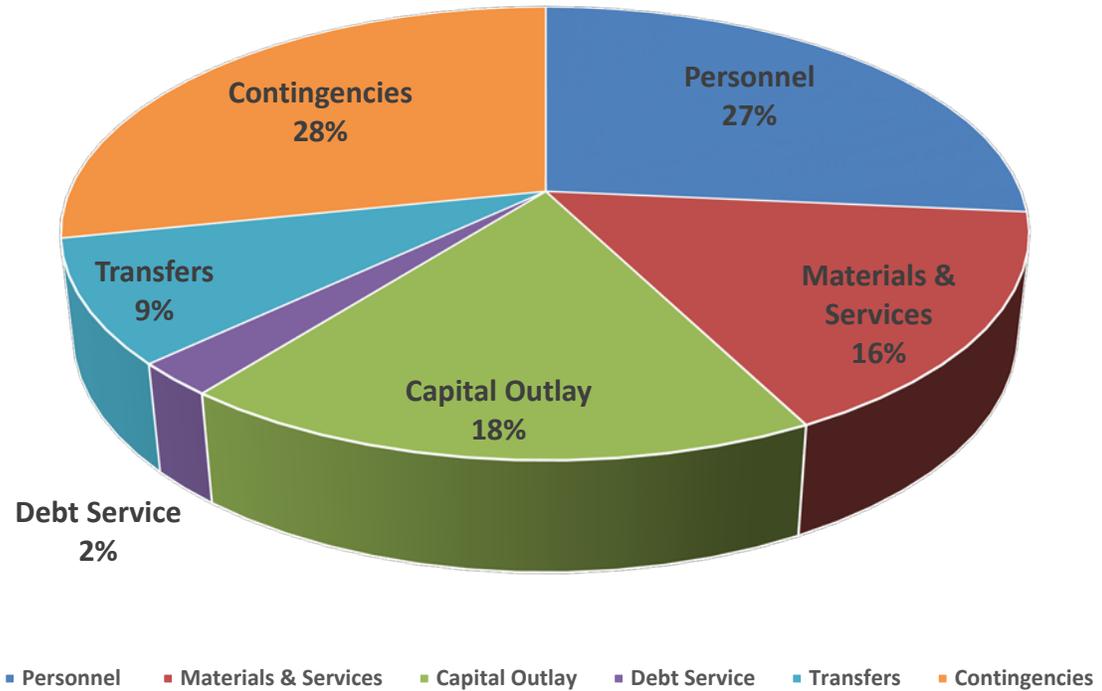
City of Beaverton Revenues, Expenditures and Fund Balances
City and the Urban Redevelopment Agency

REVENUES	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Estimated	FY 2018-19 Proposed
City					
Taxes & Franchise/ROW Fees	\$47,846,396	\$50,745,783	\$52,664,471	\$53,547,188	\$55,584,255
Intergovernmental	16,436,827	18,579,495	20,128,236	19,302,558	21,085,828
Permits and Fees	8,664,726	8,821,479	9,303,732	8,363,040	10,173,580
Charges for Services	33,468,357	33,470,804	33,762,332	33,762,896	36,321,858
Fines and Forfeitures	5,175,928	5,045,664	5,026,216	5,002,116	4,994,116
Interest Inc. & Miscellaneous	6,995,973	8,371,230	6,055,249	6,347,599	7,029,364
Inter-Fund Transfers In	19,030,662	20,167,763	24,422,636	23,158,143	24,091,303
Proceeds Financing Activities	0	35,347,473	16,600,000	21,200,000	1,100,000
Subtotal Revenues	<u>\$137,618,869</u>	<u>\$180,549,691</u>	<u>\$167,962,872</u>	<u>\$170,683,540</u>	<u>\$160,380,284</u>
Beginning Fund Balance or Working Capital	<u>61,500,299</u>	<u>67,077,220</u>	<u>109,200,589</u>	<u>109,200,589</u>	<u>117,995,605</u>
Total City Revenues and Beginning Fund Balance	<u><u>\$199,119,168</u></u>	<u><u>\$247,626,911</u></u>	<u><u>\$277,163,461</u></u>	<u><u>\$279,884,129</u></u>	<u><u>\$278,375,889</u></u>
BURA					
Division of Taxes	\$1,495,581	\$2,025,879	\$3,021,401	\$3,024,401	\$ 3,659,997
Interest Inc. & Miscellaneous	12,052	31,114	29,700	119,323	182,300
Inter-Fund Transfers In	510,000	214,911	311,000	1,304,927	1,170,834
Proceeds Financing Activities	510,000	3,104,986	6,255,000	1,164,427	1,014,334
Subtotal Revenues	<u>\$2,527,633</u>	<u>\$5,376,890</u>	<u>\$9,617,101</u>	<u>\$5,613,078</u>	<u>\$6,027,465</u>
Beginning Fund Balance or Working Capital	<u>1,126,527</u>	<u>1,880,963</u>	<u>3,135,920</u>	<u>3,135,920</u>	<u>3,443,146</u>
Total BURA Revenues and Beginning Fund Balance	<u><u>\$3,654,160</u></u>	<u><u>\$7,257,853</u></u>	<u><u>\$12,753,021</u></u>	<u><u>\$8,748,998</u></u>	<u><u>\$9,470,611</u></u>
Total City & BURA Revenues and Beginning Fund Balance	<u><u>\$202,773,328</u></u>	<u><u>\$254,884,764</u></u>	<u><u>\$289,916,482</u></u>	<u><u>\$288,633,127</u></u>	<u><u>\$287,846,500</u></u>
EXPENDITURES					
City					
Personnel Services	\$61,036,075	\$63,881,549	\$71,213,069	\$67,441,026	\$76,188,928
Materials and Services	34,987,066	39,110,353	41,519,319	40,126,545	44,508,384
Capital Outlay	11,875,480	10,386,597	68,414,596	26,264,104	51,018,742
Debt Service	5,172,384	4,910,171	5,028,686	5,028,686	5,664,376
Inter-Fund Transfers Out	18,970,943	20,137,652	24,280,449	23,028,163	23,942,787
Subtotal Expenditures	<u>\$132,041,948</u>	<u>\$138,426,322</u>	<u>\$210,456,119</u>	<u>\$161,888,524</u>	<u>\$201,323,217</u>
City Ending Fund Balances (Contingency and Ending Working Capital)	<u>67,077,220</u>	<u>109,200,589</u>	<u>66,707,342</u>	<u>117,995,605</u>	<u>77,052,672</u>
Total City Expenditures & Ending Fund Balances	<u><u>\$199,119,168</u></u>	<u><u>\$247,626,911</u></u>	<u><u>\$277,163,461</u></u>	<u><u>\$279,884,129</u></u>	<u><u>\$278,375,889</u></u>
BURA					
Materials and Services	\$183,478	\$1,678,915	\$1,888,644	\$1,401,591	\$1,555,250
Capital Outlay	510,000	1,983,086	6,255,000	1,164,427	1,014,334
Debt Service	510,000	214,910	311,000	1,304,927	1,170,834
Inter-Fund Transfers Out	569,719	245,022	453,187	1,434,907	1,319,350
Subtotal Expenditures	<u>\$1,773,197</u>	<u>\$4,121,933</u>	<u>\$8,907,831</u>	<u>\$5,305,852</u>	<u>\$5,059,768</u>
Ending Fund Balances (Contingency and Ending Working Capital)	<u>1,880,963</u>	<u>\$3,135,920</u>	<u>3,845,190</u>	<u>3,443,146</u>	<u>4,410,843</u>
Total BURA Expenditures & Ending Fund Balances	<u><u>\$3,654,160</u></u>	<u><u>\$7,257,853</u></u>	<u><u>\$12,753,021</u></u>	<u><u>\$8,748,998</u></u>	<u><u>\$9,470,611</u></u>
Total City & BURA Expenditures and Ending Fund Balances	<u><u>\$202,773,328</u></u>	<u><u>\$254,884,764</u></u>	<u><u>\$289,916,482</u></u>	<u><u>\$288,633,127</u></u>	<u><u>\$287,846,500</u></u>

FY 2018-19 Revenues by Type



FY 2018-19 Expenditures by Type



EXPENSES ARE STEADY

The relative “slices” of the expenditure “pie” are similar to the FY 2017-18 adopted budget, except for a decrease in capital outlay reflecting a more accurate projection of actual construction schedules. The budget for FY 2018-19 contains an increase in employee counts. In total, the full time equivalent (FTE) count increases by 13.73 FTE. The budget reflects a citywide FTE count of 581.36 of which one FTE is not funded. There are also a limited number of position reclassifications reflected in the budget.

The General Fund reflects an increase of 6.7 FTE positions comprised of a variety of additions and reductions of staff:

- General Fund
 - 3 FTE Police Officers
 - 0.7 FTE Assistant Finance Director
 - 1 FTE Court Clerk
 - 1 FTE Senior Development Project Manager (Affordable Housing Program)
 - 1 FTE Government Affairs Manager

Changes in FTE in other funds are as follows:

- Library
 - 0.23 FTE Reference Assistant
 - 0.8 FTE Library Assistant 2
 - 1.0 FTE Library Security Monitor
- Water Utility
 - 1 FTE Project Engineer
 - 2 FTE Water Distribution Equipment Operator
 - 1 FTE Water Quality Technician
 - 1 FTE Accounting Assistant (Utility Billing—split 1/3 each among the Water, Sewer and Storm Funds)

Both of the city’s labor contracts continue until June 30, 2018. The agreements allow modest cost-of-living increases over the period and offer important cost controls on health insurance premiums. Negotiations are underway on new contracts.

Spending in the Materials and Services category increases slightly from the current year primarily reflecting the use of more professional and contractual services for development related services such as field inspections and engineering design. Capital outlay spending decreases in FY 2018-19 reflecting more realistic construction schedules for the Public Safety Center and several large water transmission main projects. Departments are holding steady on the amount of overtime hours budgeted in the coming year.

Spending on sanitary sewer and storm water utilities are consistent with previous years. Water system investments continue particularly with the aquifer storage and recovery project (ASR 5). As Beaverton grows into the urban growth boundary expansion area along Scholls Ferry Road near 175th Avenue, the cities of Beaverton and Tigard, Clean Water Services, and Washington County are investing in new infrastructure to serve future customers. The city, as well as our regional partners in several water commissions, also plan significant investments in water supply and storage over the next several years. Beaverton joined in the development of a new resource in the Willamette River requiring investments in the raw water intake, treatment, transmission and storage facilities.

During the budget development phase this year, the focus was on the General Fund. More than \$1.6 million in requests were reduced or eliminated. Those reductions included transfers for capital projects, professional service requests, vehicle replacements, training, travel, furniture and equipment.

The budget includes a contribution from all funds/programs in the city's PERS reserve account. The \$1 million increase brings the balance in the reserve account to approximately \$4.2 million. This will serve as a hedge against anticipated future rate increases or opportunities to participate in a new "side account" incentive offered by the State of Oregon. There are 560 employees participating in PERS. Another significant increase in PERS rates for the FY 2019-20 and FY 2020-21 is anticipated.

For the fiscal year FY 2017-18, the increase between the initial estimated Beginning Fund Balance of \$112,336,509 and the estimated Ending Fund Balance of \$121,438,751 is \$9,102,242. The increase is most evident in the recognizing \$21 million in proceeds from the Water Revenue Bond measure scheduled for sale late in FY 2017-18.

In the FY 2018-19 budget, the decrease between a Beginning Fund Balances of \$112,336,509 and the Ending Fund Balances of \$81,463,515 is \$39,975,236. The decrease between the beginning and ending fund balances is mainly due to the following:

- Spending on construction of the Public Safety Center
- Spending on design and initial construction phases of the various water transmission, distribution and storage assets for the water system

CITY POPULATION

The official population figures for all Oregon cities and counties are certified each July 1 by the State of Oregon through the Population Research Center at Portland State University (PSU). Each year, PSU estimates the changes in populations by using the last U.S. Census Data (2010 = 89,803) as a base and allowing adjustments due to new single-family and multi-family unit construction, household sizes, annexations, and other data. PSU certified Beaverton's population at **95,685** effective July 1, 2017. Beaverton is Oregon's sixth largest city.

Population is an important component for Oregon cities as they receive revenues from the State (fuel taxes, liquor taxes and cigarette taxes) based upon per capita formulas. For FY 2017-18, the city expects to receive approximately \$99 per capita from the State, which totals \$9,428,700 based upon the average population for the year of 95,685. For FY 2018-19, Beaverton's population estimate is **96,165** and should generate considerably more, primarily for the benefit of the Street Fund. Both Oregon and Washington County increased fuel taxes and/or vehicle registration fees. Population estimates, demographic characteristics and geographical distribution affect several revenue sources and programs of the city.

FINANCIAL REPORTING AWARD

The Government Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Beaverton for its comprehensive annual financial report for the fiscal year ended June 30, 2017. Beaverton has received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA, which reflects the conforming accounting system and comprehensive reporting practice of the city every year since 1979. The city will be submitting its comprehensive annual financial report for the fiscal year ending June 30, 2018 to the GFOA for the award program.

DISTINGUISHED BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Distinguished Budget Presentation Award for the FY 2017-18 Annual Budget Document. The city has received this recognition annually since 1988. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium. This award is valid for one year only. We believe the FY 2018-19 budget continues to conform to program requirements and will be submitting it to the GFOA to determine its eligibility for this award. I hope that this document will provide a better understanding of the city's operations as your City of Beaverton team strives to maintain and improve the quality of life in the community.

RECENT AWARDS

Beaverton was selected by Money Magazine again as one of the best cities to live in America. The staff at Money Magazine visited during the Beaverton Night Market and their observations of the diversity of Beaverton confirmed all the statistical reviews they conducted. In 2018, Beaverton was named an All American City Finalist by the National Civic League, the only city in Oregon to receive this honor. We were selected for our community visioning work, cultural inclusion efforts and public safety outreach programs. Beaverton received the “Oregon Urban and Community Forestry Award” for outstanding accomplishment and leadership in promoting and protecting our community forest and improving the quality of life in Oregon in 2016. Beaverton was the only city in the State of Oregon to receive this distinguished award.

CLOSING COMMENTS

A strong economic, cultural and social base is necessary to maintain and continue to improve our strength as a city. The FY 2018-19 budget is a key process and an agenda-setting statement of the creative and innovative efforts needed to secure Beaverton's future as a high quality place to live, work, and raise our families. The budget allows us to continue to follow-through on commitments we have made to the residents and businesses of Beaverton. This will be a year where we implement the plans for the redevelopment of the Beaverton Central area with a hotel and other commercial development, additional housing, a Center for the Arts and related parking, as well as homes in the South Cooper Mountain area. The long awaited Public Safety Center will break ground in FY 2018-19. As evidence of the strong economy, the unemployment rate for the City of Beaverton is estimated at 3.6%. The Washington County area continues to be the “economic engine of Oregon” with continual job expansion across all sectors.

My personal goal is to continue to provide strong leadership for the employees of the city by creating an environment that empowers our employees to do their best. I will work hard to further encourage a culture of continuing improvement that results in the best possible level of service for Beaverton’s residents. There is not enough room in this budget message to identify all the quality programs of the city. Suffice it to say that our employees, volunteers, partners and city council leadership are performing such great work for this community!

I want to express my appreciation to Finance Director Patrick O’Claire, the entire Finance Department staff and all the managers of the city for their steadfast contributions to this budget. I would also like to thank the members of the Budget Committee, made up of five members of the public appointed by the City Council and our City Councilors, for their efforts in reviewing the city's adopted budget. It “takes a village” to build a budget for a community.

This budget reflects our team’s commitment to maintaining a diversified and stable revenue system with careful consideration of all fee and charges related to the costs of providing services, as well as our dedication to creating a more sustainable Beaverton. We will also continue to facilitate and promote cultural and community activities for our residents. The future for the City of Beaverton is exciting, challenging and filled with opportunity. I firmly believe that we can continue to meet the needs of our community while maintaining an efficient, cost effective city government.

I appreciate the Budget Committee’s approval of this recommended budget so we can jointly pursue our goals.

Sincerely,



Denny Doyle, Mayor

CITY OF BEAVERTON BUDGET MESSAGE

FISCAL YEAR 2018 -19

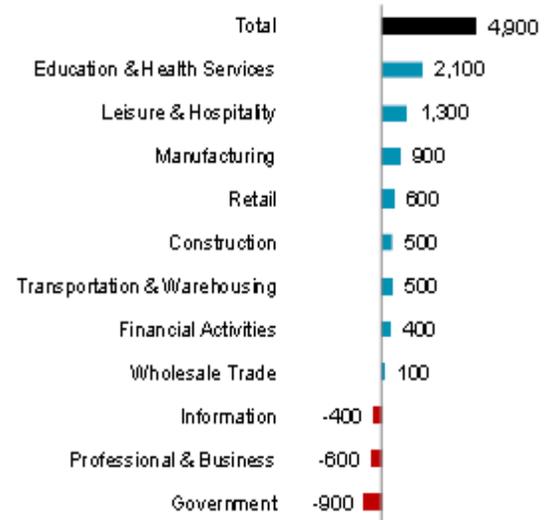
GUIDELINES & SUPPLEMENTARY BUDGET DETAIL

FY 2018-19 BUDGET GUIDELINES

Mayor Doyle and the management team continue monitoring and changing operations through evaluation of revenues streams that are sensitive to current economic conditions; adjusting staffing levels, examining ways to be more efficient and making reductions where appropriate. Staff have evaluated processes, eliminated duplication and reduced the costs of providing services to the public while maintaining quality service. The following themes reflect the determination to develop the productivity of the City's excellent work force, encourage operational improvements and operate efficiently within our budget constraints.

Local Beaverton Area Economy: A variety of indicators demonstrate that Beaverton's economy is strong. The Nike and Intel expansions, around Washington County, exceeded expectations for employment and capital investment. The March 2018 unemployment rate in the county is 3.4%. New data shows that the county's job growth out-paced the other two counties to lead the region with a 17% increase since 2007. The accompanying graph illustrates job growth over the past year in most sectors.

Net Job Growth in Washington County
 Net change, March 2017 to March 2018
 Current Employment Estimates



There is a continuing trend of private investment in the City with new development applications submitted and approved by the Planning Commission. Recent examples include redevelopment projects in commercial areas such as the Cedar Crossing II development, Kaiser Permanente medical clinic, offices, hotel and restaurant construction. More than 250 residential units recently opened in the Old Town area. Another 230 apartments are under construction in the Beaverton Central area adjacent to The Beaverton Building (City Hall). These are a combination of affordable and market-rate apartments. The development includes commercial uses on the ground floor.

Mountainside High School opened on South Cooper Mountain in fall 2017. There are new single family and townhouses nearby, as development occurs in this recently annexed area. Other Beaverton School District projects belie the population growth the community is experiencing.

This graph illustrates the trend of business license fees for the last 10 years and projected revenue for FY 2018 19 should be similar to the current year. An increase in the base rate began in calendar year 2016. The data for FY 17-18 and FY 18-19 reflect estimated (E) and budgeted values (B), respectively.

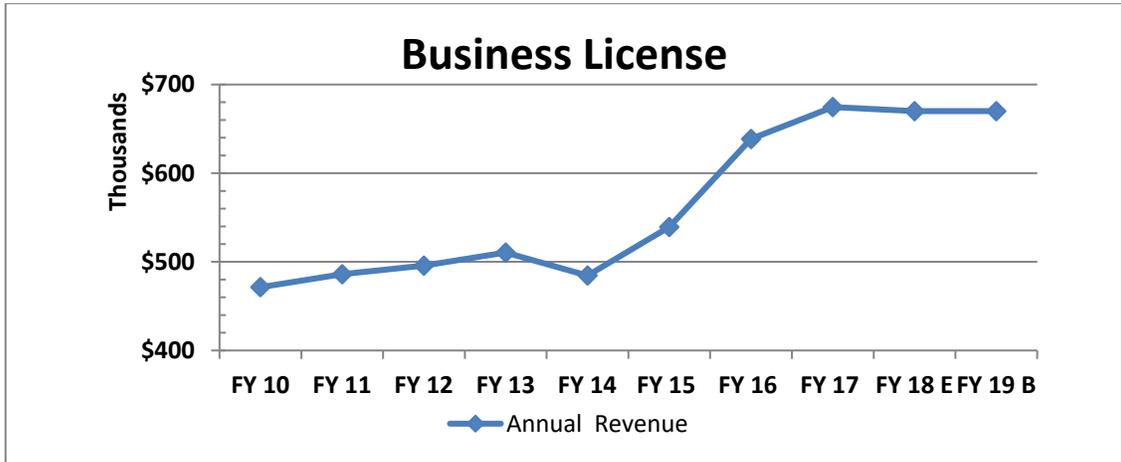


Figure 1:

Nationally and in Oregon, there are long-term positive economic trends, but the estimates are somewhat buffered by uncertainties regarding the impact of federal tax legislation and an attempt at tax reform within Oregon. Corporate, personal, estate and liquor revenue continue to trend upward, statewide. Interest rates are modestly increasing and the keepers of the Federal Reserve System policies are actively engaged.

Some economist claim that the Fed’s expectations are for gradual increase in interest rates (cost of federal funds) with rates rising to 3.0-3.5% by 2020 and then tapering back. Strong fundamentals are affected by sporadic external events that cause volatility and then a return to the longer term trend. There is some moderation in the confidence level of small businesses and many consumers. The trend in fuel prices (Oregon gasoline topping \$3/gallon) may foreshadow \$4/gallon gas and that would dampen confidence and outlook. Core inflation may be spiking.

Portland’s regional housing market is quite active, with concerns for the affordability of rental and home owner properties. However the region remains one of the lower cost markets on the west coast. The concern for the affordability of home ownership, rental rate hikes and increasing prevalence of homelessness are reflected in the city council priorities for this coming year’s budget.

Beaverton certainly has seen the volume of building permits constrained by a lack of building sites in past years. That should soon change as the land at South Cooper Mountain is ready for construction after a season for installation of infrastructure. The following graph shows Building Fund permit revenues over the past 10 fiscal years. A significant increase is expected in the coming year.

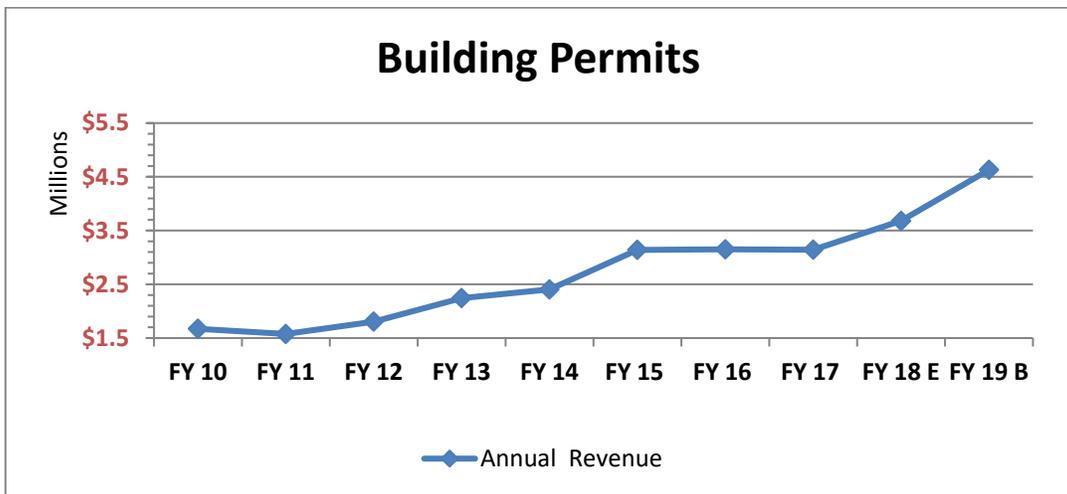


Figure 2:

City Revenues: The revenue projections for the budget year were compiled through a process of careful evaluation that ensures that every possible source for revenue is considered. The property tax levy rate for general operations is \$4.28 per thousand dollars of assessed valuation (AV). The rate should generate \$40,524,519 in net property tax receipts based upon an estimated assessed valuation of \$10.2 billion. The \$4.28 tax rate is 93% of the City’s \$4.62 Permanent Rate Tax Authority. The increment between the levy of \$4.28 and the \$4.62 permanent rate is \$0.34, and when applied to the estimated assessed valuation, it would produce an additional \$3.4 million dollars in property tax revenues. This additional unused tax authority provides the City with sufficient resources to meet future needs.

Right of Way (ROW) fees are charged to utility providers (electric, natural gas, telephone, telecom, cable TV, solid waste/recycling collectors, water, sewer and storm) for use of the City’s public right of way. The revenue stream shows the expected growth that was projected for FY 2017-18 due to a combination of new development, rate changes, population increases and conservation. A recent rate increase on natural gas and electric utilities produces about \$1.5 million annually. A 2016 right-of-way license ordinance covers additional telecomm firms and several water districts who serve portions of the city. With a full year of revenue, this new license ordinance should produce an additional \$695,000 annually.

The city uses portions of its ROW fees for street maintenance and for debt service in the fund that repays the Special Revenue bonds for remodeling The Beaverton Building that serves as city hall. The single trend line shown below represents the gross amount of ROW fees collected with the bars representing the net amount of franchise fees retained by the General Fund after transferring portions to the Street Fund and the Special Revenue Debt Service Fund.

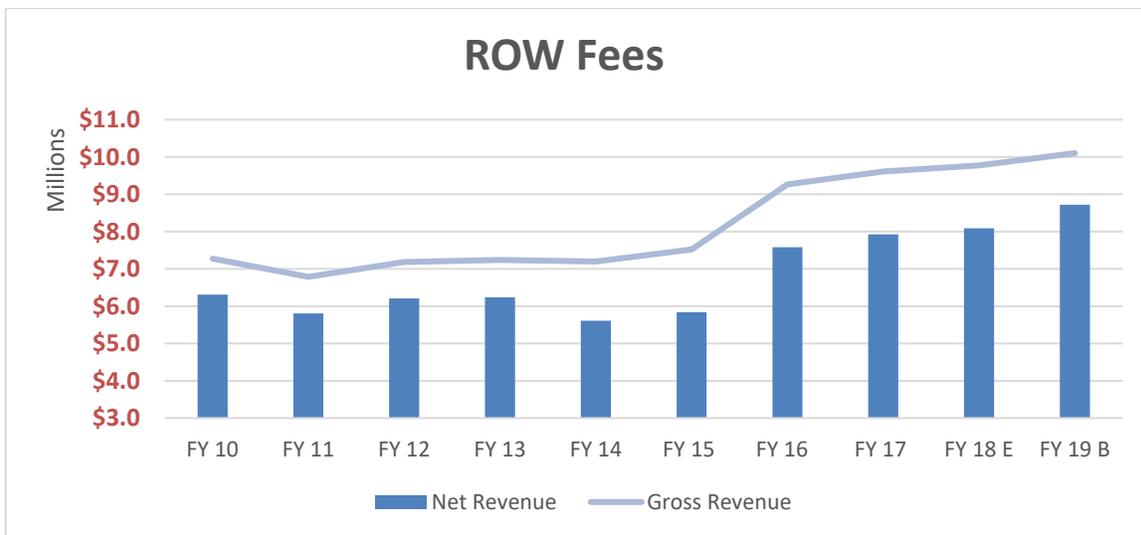


Figure 3:

The revenue trends across all funds are very positive. The continued strong housing market and vibrant economy in a county known as the “economic engine of Oregon” provides a strong basis for these trends. Standard and Poor’s recognized those trends as they affirmed the City’s AA+ GO bond rating during the past year. These are significant years for income for development related revenue sources such as Planning and Annexation Fees, building permits and the other system development charges. The pace of development in the South Cooper Mountain area (approximately 2700 homes) and in downtown should carry forward at least until FY 2020-21. These assumptions are based a continued strong state, national and international economy as Oregon and the Beaverton area depend on exporting many manufactured goods.

Public Safety: The budget provides funding to maintain 142 sworn police officer positions to maintain a healthy ratio of officers per 1,000 of population. The Police Department recommended budget is \$33.9 million. That is 53% of the General Fund’s operating appropriations and 19% of the citywide overall operating, capital outlay and debt service budget.

The City’s **Library Fund** receives property tax funding from City taxpayers, the Washington County Cooperative Library System’s (WCCLS) local option levy and the County General Fund. WCCLS provides 54% of the current operating revenues for the City’s Library. The FY 2018-19 budget includes WCCLS funding of \$5.8 million, reflecting, in part, the additional visitors and circulation caused by the Murray-Scholls branch library expansion several years ago. The allocation of property tax is 9% higher than in FY 2017-18 and should yield about \$3.4 million. The total rate allocated to the Library is 36¢ per \$1,000 assessed valuation (AV) for this fiscal year. WCCLS revenue benefits from a projected 4 to 4.5% increase in the county’s AV for the life of local option levy.

After several years of declining fund balances in the **Street Lighting Fund**, additional resources are allocated for FY 2018-19. A 3 cent increase in the millage rate to 15 cents per \$1,000 AV is a 24% increase and should yield a levy allocation from the city’s permanent rate of \$1,464,580. The increased funding allows program managers to resume the program to upgrade several hundred street lights to LED fixtures, initiate infill projects in selected areas and replace older poles. As a rough expression of support for the street lighting system, the level of support is increasing from \$148/pole (FY 2015-16) to \$200/pole (FY 2018-19).

The City’s budget process focuses much attention on the tax-supported funds. However, the process also provides full review and approval for a variety of other funds. The Enterprise Funds are business-type activities funded by user fees, charges for services, and other restricted revenues. Staff carefully review the Enterprise Funds (water, sewer and storm drain) relating to their overhead costs, fees and rates and the need to restructure rates if needed. The regional wastewater agency, Clean Water Services, is the primary determiner of rates for stormwater and sewer service. Their long range forecast shows a steady 3-3.5% increase in service rates for the future. These are charged against a growing residential, commercial and industrial base of customers.

For the **Water Fund**, the FY 2016-17 budget reflected a decision to not include a rate increase. In FY 2017-18 and FY 2018-19, the pattern of periodic increases resumes. The consumption rate increases by 10¢ to \$3.17 per 100 cubic feet of water and the base rate increases by \$1 to \$15 per month for the standard residential meter effective July 1, 2018. 100 cubic feet of water is equal to 1 CCF and one CCF is equivalent to 748 gallons. There will likely be increases in the future to assure compliance with debt service covenants as well as meeting operational and capital investment needs. The following graphs illustrate the trends of steady revenue and steady consumption in the most recent years.

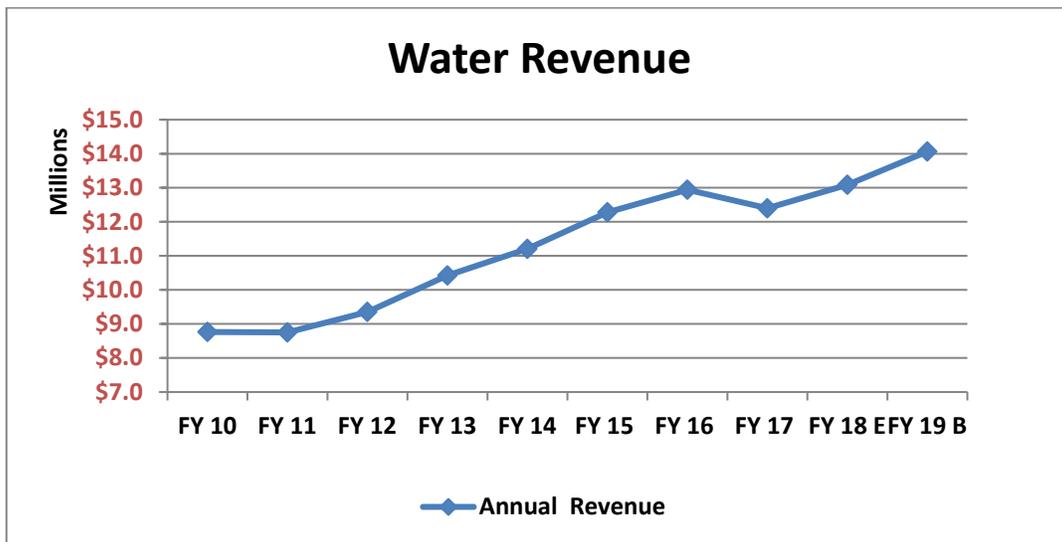


Figure 4:

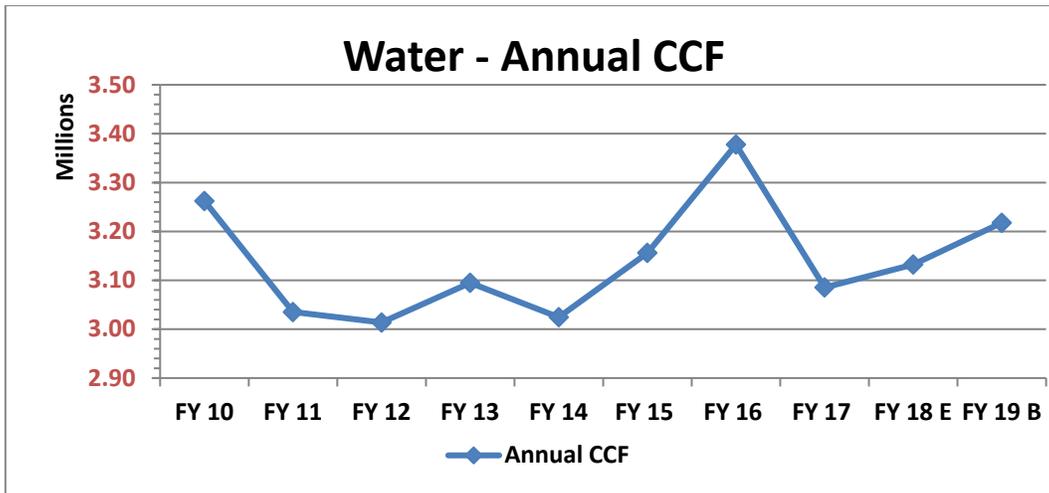


Figure 5:

Development Activity

The larger magnitude of development activity in recent years is expected to continue. Building Permit revenue shows steady increases and FY 18-19 revenue projections are expected to reach a record setting \$4.7 million. The expected value of new building construction is more than \$278 million.

Fiscal Year	Building Permit Revenue
2014-15	\$3,140,649
2015-16	\$3,150,874
2016 -17	\$3,142,805
2017-18 Estimated	\$3,681,015
2018-19 Budgeted	\$4,629,555

Beaverton is experiencing an increase in subdivision development. The Russell Subdivision is under construction (125 homes) and several subdivisions are underway at South Cooper Mountain. Approximately 2500 dwelling units, including 850 multi-family units, have been approved through land use with single family home construction expected to being in Spring/Summer 2018. Another 45 single family dwellings were approved in 2017 through smaller partitions and subdivisions.

Multifamily housing projects underway or soon under construction include The Rise Central (230 units) mixed use development, Sunset View Apartments (236), Sunset Gardens (210), Trillium Woods (100), and the 850 multi-family dwellings entitled through the South Cooper Mountain developments. An additional 500 multi-family dwelling units are anticipated to be entitled in the next fiscal year.

Recent new commercial buildings and redevelopment include a mixture of uses, such as Standard Bag warehouse, Marriot Hotel, Cracker Barrel restaurant, Kaiser Medical Clinic and BG Food Cartel (large food cart pod). There is also the Department of Human Services' offices, Scholls Ferry retail, Cedar Hills Crossing retail, Morningside Assisted Care Facility and the Vose Elementary School. Upcoming commercial projects include The Beaverton Center for the Arts (BCA) and district parking structure, Public Safety Building, Fred Meyer Fueling Center, renovation at Five Oaks Middle School, new William Walker Elementary School, Westgate Hotel and Bonaventure Senior Living (South Cooper Mountain).

Policy Direction and Management – Looking for New Revenue: The City Council expects an on-going search for additional non-property tax revenue to diversify revenue streams. The current and coming year's budgets accomplish that from the following sources:

- Increased the ROW fee for Northwest Natural Gas and Portland General Electric utilities.

- A new licensing framework for other utilities in the rights-of-way expands the revenue base as well as providing better management of these assets entrusted to the city.
- The 4% Beaverton lodging tax captures revenue from visitors and supports the proposed Beaverton Arts Center to be built with public and private funding.
- Increased the business license base rate in 2016.
- Adjusted other fees that had fallen behind their cost recovery objectives such as planning fees, site development permits and building permits.

Compensation Adjustments: Contracts for the two bargaining units expire June 30, 2018. Negotiations are underway for successor contracts and few issues are expected. The budget reflects step increases, several reclassifications of positions, modest cost-of-living adjustments and increases in PERS and health/dental costs.

Staffing Additions and Reductions: The budget for FY 2018-19 contains an increase in employee counts. In total, the full time equivalent (FTE) count increases by 13.73 FTE. The budget reflects a citywide FTE count of 581.36 of which one FTE is not funded.

The General Fund reflects an increase of 6.7 FTE positions comprised of a variety of additions and reductions of staff:

- General Fund
 - 3 FTE Police Officers
 - 0.7 FTE Assistant Finance Director
 - 1 FTE Court Clerk
 - 1 FTE Senior Development Project Manager (Affordable Housing Program)
 - 1 FTE Government Affairs Manager

Changes in FTE in other funds are as follows:

- Library
 - 0.23 FTE Reference Assistant
 - 0.8 FTE Library Assistant 2
 - 1.0 FTE Library Security Monitor
- Water Utility
 - 1 FTE Project Engineer
 - 2 FTE Water Distribution Equipment Operator
 - 1 FTE Water Quality Technician
 - 1 FTE Accounting Assistant (Utility Billing—split 1/3 each among the Water, Sewer and Storm Funds)

Public Employees Retirement System: The City, together with most public employers in Oregon, participates in the Public Employees Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP).

In FY 2004-05, the City began the practice of charging additional amounts over the required contribution rates. With the significant swings in the City’s actuarial accrued liability (both surpluses and deficits as illustrated in the following table), the City’s PERS reserve account can be used as a resource to pay down future deficits or be re-allocated back to the operating funds that made the original contributions. The practice of contributing to a rate-stabilization method provides a “shock-absorber” for future changes. As can be seen in the following table, the net unfunded actuarial accrued liability fluctuates from year to year.

Historical Actuarial Valuations

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability	(Unfunded) Over Funded Actuarial Accrued Liability	Funded Ratio	Covered Payroll	(Unfunded)/Over funded Actuarial Accrued Liability as a % of Covered Payroll
12/31/04 ²	120,361,263	130,068,606	(9,707,343)	93%	25,806,789	(38)%
12/31/05	135,827,667	136,633,049	(805,383)	99%	25,202,309	(3)%
12/31/06 ²	152,481,527	142,451,626	10,029,901	107%	25,678,994	39%
12/31/07	163,532,200	150,054,556	13,477,644	109%	26,663,695	51%
12/31/08 ²	124,870,860	156,712,907	(31,842,047)	80%	28,710,908	(111)%
12/31/09	141,726,062	165,397,635	(23,671,573)	86%	31,185,880	(76)%
12/31/10 ²	152,182,765	174,931,684	(22,748,919)	87%	32,532,597	(70)%
12/31/11	146,862,259	181,185,933	(34,323,674)	81%	32,648,286	105%
12/31/12 ²	159,589,702	181,388,229	(21,798,527)	88%	34,468,039	63%
12/31/13	174,455,205	191,831,494	(17,376,289)	91%	36,355,074	48%
12/31/14 ²	179,125,005	228,148,252	(49,023,247)	79%	36,862,844	(133)%
12/31/15	172,778,254	240,245,999	(67,467,745)	72%	38,014,220	(177)%
12/31/16 ²	176,837,903	256,068,508	(79,230,605)	69%	40,217,514	(197)%

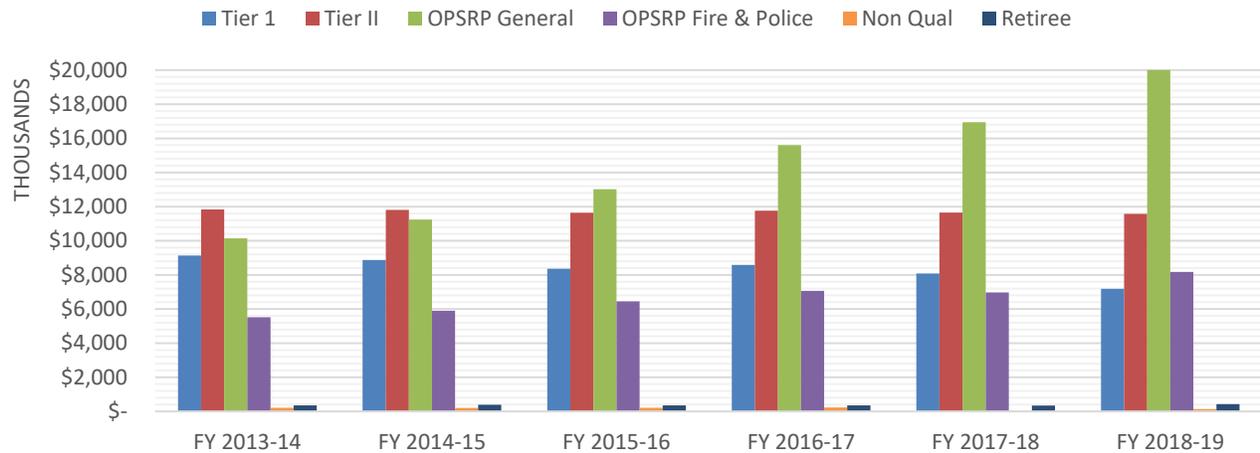
1. Per the actuarial valuation report dated July 3, 2003 entitled *2001 Actuarial Valuation (including 2003 Legislation) Employer Contribution Rates*, which reflects the impact of the 2003 PERS Legislation.
2. Interim Valuations

Every two years, the PERS board conducts an actuarial valuation of the PERS system that is used to set the contribution rates for the next two-year period. PERS performed the actuarial evaluation for the period ending December 31, 2015 and the results were completed in September 2016. This evaluation established the City's PERS funding rates for the ensuing biennium, which is July 1, 2017 through June 30, 2019 (FY 2017-18 and FY 2018-19).

Approximately 42% of current employees are in PERS Tier 1 or Tier 2 classes and the balance are in OPSRP. The chart below illustrates how that mix is changing with retirements of veteran employees. For the City, PERS has established required contribution rates of 24.39% for PERS Employees, 15.72 % OPSRP General Employees and 20.49% for OPSRP Police Employees, including the employee contribution paid by the City. This is an average increase of PERS rates of 3.81% over the previous biennium period (FY 2015-16 to FY 2016-17). The recent earnings levels of the stock market and other investments utilized by PERS further impact a recent Oregon Supreme Court decision that reverses most of the reform efforts of the 2013 Legislature and is contributing to projections of substantially higher rates for the next biennium (FY 2019-20 and FY 2020-21).

The city maintains approximately \$3.2 million in a PERS rate stabilization reserve that is available to assist with future PERS contribution rate increases. The FY 2018-19 budget adds \$1 million to that reserve by charging each fund proportionately. PERS reform continues to be an important topic of the Oregon legislature, stakeholders and governor.

Changing Mix of Salaries - PERS



Service Enhancements: There are consistent pressures to increase and enhance services reflected in the priorities of the Mayor and City Council which are driving budget allocations. The City’s capacity to respond to development activity by the private sector, public agencies and other investments is critical. The strategic expansion of staff including development plan review, permit issuance, project management skills and field inspection personnel continues in the coming years. The entire development team is examining its work flow procedures and looks forward to an investment in electronic plans submittal and review software. At the same time, extensive efforts at asset management are yielding substantial benefits for managers. This effort is aided by field usage of tablets, laptops and other mobile devices to record and view data or maps. This investment in a competent and talented staff, operating within a more efficient system, should pay off in fulfilling the pledge that Beaverton is “Open for Business.”

Service enhancements are visible in the Police Department with appropriations which will permit the hiring of three additional officers. Human Resources deployed NeoGov, which is an industry standard software for managing and reviewing job applications. Municipal Court and the City Attorney’s Office are nearing the end of a transition to new software platform.

Equipment Replacement and Upgrades: It is important that the City make careful decisions about replacing or upgrading equipment. Equipment is replaced or upgraded to take advantage of new technology as a measure to ensure that employees have safe and adequate tools and equipment to provide services to the public. The objective for upgrading and replacing equipment is normal replacement as equipment completes its useful life or additions of new technology. The FY 2018-19 budget includes the following vehicle and major equipment purchases:

- 2 replacement vehicles for general “pool” and program usage
- 12 replacement police patrol or administrative vehicles for officers, detectives and commanders
- 1 additional patrol vehicle
- 1 replacement police motorcycle
- 3 replacement light duty pickup trucks for site development inspections.
- 2 replacement light duty pickup trucks for building inspections
- 6 replacement trucks for the Public Works Operations (dump trucks/pickups/vans)
- 1 replacement video inspection van
- 2 new Public Works cargo vans
- 1 new Public Works crew cab pickup truck
- 1 replacement survey station equipment
- 1 replacement/upgraded digital storm sewer pipe inspection camera

- 1 replacement equipment trailer
- Replacing aging telemetry equipment for water system - 4 sites
- Replacement of VOIP phone system, network switches and servers in the IT systems

Insurance Programs: The City's insurance programs consist of General Liability, Property Coverage, Workers' Compensation, Unemployment and Medical/Dental. The programs are funded through charges to the operating funds as part of the payroll system or through inter-fund transfers. General liability insurance and property insurance rates/coverage are consistent with market trends. The Risk Management Committee annually recommends appropriate reserve levels for the various insurance programs and funding requirements for the budget.

As with any employer, much of the focus is on health and dental insurance programs. Budgeting for health care continues to be challenging. However, recent changes in plan design, the impact of wellness programs and incentives for employees to change to lower cost plans or opt out are holding down rate increases.

The medical programs premiums will see cost increase as both MODA plans increase by 11% and there is a 7.5% increase in the Kaiser medical plan. The MODA dental plan rates increased 1.8%. Total spending on premiums, wellness programs and related professional services increased approximately 14% from the adopted FY 2017-18 budget compared to the FY 2018-19 budget.

During the current year, Worker's Compensation expenses did not repeat the unusually higher experience of FY 2015-16. Employers live with the consequences of an unusually high claims period for a number of years. This is a self-funded program and it is expected that an appropriation of \$200,000 to meet claims is sufficient for FY 2018-19. The premiums charged to the operating funds reflect an experience modifier of 0.88 compared to the experience modifier of .60 that had been charged only a few years ago. The self-funded unemployment insurance program has a sufficient fund balance that no additional appropriations are required.

Staff Training: The organizational development budget continues to support the commitment to improve the efficiency and work output of City employees. The focus for FY 2018-19 will be on completing a workforce planning guide to identify and address critical human resource issues in an organized and integrated way. Working with the Mayor and department heads, the Human Resources staff will facilitate completion of steps 1 and 2 of a five-step workforce planning model and have a plan to complete the following steps in alignment with the city's strategic planning and budgeting process for the following year. This effort will ensure that the city has the right people, in the right job, with the right skills, at the right time, now and in the future.

Popular training courses, such as "Supervisory Exploration" and "Frontline Supervision," designed to improve the effectiveness of supervisors, continue. There also offerings in professional development topics ranging from "The Nature of Conflict" to "Rock Star Presentation Skills." In addition, the City has a relationship with a local software training center for Microsoft Office Products and related programs. The expansion of learning and development course offerings utilizing City/County Insurance Services (CIS) Online Learning System shows significant increases in enrollment. Selected employees with high leadership potential are attending advanced classes to build competence and capacity in the organization as they move into higher level, more responsible positions.

Mandatory training is offered in these areas on a regular basis: workplace harassment and whistleblower protections, substance abuse training, and diversity and equity. The City also offers a popular tuition reimbursement program for those seeking college level training in areas related to their duties.

SUPPLEMENTARY BUDGET DETAIL

The Finance Department has prepared the following detail regarding the budget. This provides a more comprehensive description of the financial condition of the City and areas of interest in the budget. The City budgets for all funds that are subject to the requirements of state law. The category totals of personnel services, materials and services, capital outlay and other expenditures by department are the legal level of budgetary control for the General Fund. For all other funds, the legal level of budgetary control is at the total category level by fund. In addition to presenting the budget to meet legal requirements, City departments present their budget goals and

objectives that are measurable and directly related to providing City services. The FY 2018-19 budget totals \$287,846,500 that includes fund contingencies and reserves totaling \$81,463,515 and the Beaverton Urban Redevelopment Agency's budget of \$9,470,611.

The budget will require a **total property tax levy of \$44,729,810** allocated as follows:

	Estimated Tax Levies	Less Provision For Non- Collections	Estimated Net Tax Receipts	Property Tax Rate
General Fund	\$37,514,189	\$1,875,709	\$35,638,480	\$3.7644
Library Fund	3,601,536	180,077	3,421,459	0.3614
Street Lighting Fund	1,541,663	77,083	1,464,580	0.1547
Subtotal Levy Within the Permanent Tax Rate	\$42,657,388	\$2,132,869	\$40,524,519	\$4.2805
General Obligation Debt Levy	2,072,422	103,621	1,968,801	0.2053
Total Property Tax Levy	\$44,729,810	\$2,236,490	\$42,493,320	\$4.4858

The General, Library and Street Lighting property tax levies are subject to the property tax limitation (Measure 5) contained in Article XI Section 11b of the Oregon Constitution as amended.

The estimated City's assessed valuation for tax purposes after the Urban Renewal Division of Tax is \$9,965,442,000. The tax rate formula is:

Total taxes subject to collection of \$44,429,809 divided by the estimated assessed valuation for property tax purposes of 9,965,442,000 multiplied by \$1,000

The **General Fund's revenue** for FY 2018-19 is budgeted at \$66,036,084 in current revenues and \$12,980,791 in beginning fund balance for a combined \$79,016,875 in available revenues. Net current property tax revenue totals \$35,638,480 and this amount represents 54% of the General Fund's current revenues. ROW Fees - a.k.a. Franchise Fees (telephone, telecom, electric, gas, water, sewer, storm, and refuse) account for a net of \$8,906,875 or 13.5% of the General Fund's current revenues. State shared revenue, comprised of the City's share of cigarette and liquor taxes, account for \$2,950,000 or 4% of the current General Fund revenue. Federal Grant revenues total \$158,000 that fund specific programs or activities and are typically not recurring each year.

The primary characteristics of the General Fund for FY 2018-19 are as follows:

GENERAL FUND	FY 2018-19	% of Total General Fund
Current Revenue	\$66,036,084	83.6%
Beginning Fund Balance	12,980,791	16.4%
Total Revenues	\$79,016,875	100.0%
Property Taxes (current)	\$35,638,480	45.1%
ROW Fees (net)	8,906,875	11.3%
State Shared Revenue	2,950,000	3.3%
Current Expenditures	\$72,168,509	91.3%
Contingencies and Reserves	6,848,366	8.7%
Total Budget	\$79,016,875	100.0%
Personnel Services	\$49,897,895	63.1%
Police Services	\$33,911,538	42.9%
Capital Outlay	\$1,151,535	0.1%

General Fund's expenditures for FY 2018-19 consist of \$72,168,489 in current expenditures and \$6,848,366 in contingencies and reserves. Salary, payroll taxes and fringe benefits costs total \$49,897,895 representing 69.1% of the General Fund's current expenditures. The General Fund's largest program is police services with a total appropriation of \$33,911,538 (47% of the current expenditures). The General Fund's capital outlay budget totals \$1,151,535 of which the major items are for construction of an extension of the heating and cooling district to the Beaverton Center for the Arts, software systems in Municipal Court as well as Community Development, vehicles and remodeling additional office space in The Beaverton Building to alleviate crowded staffing conditions.

The **Street Fund's** budget reflects increases in the amount of paving, sidewalks and ADA compliant ramps at intersections. The statewide gas tax will now be based on steady rate hikes at the pump and for vehicle registration until at least FY 2023-24. The fund's revenue for FY 2018-19 is budgeted at \$9,419,500 in current revenues and \$3,285,926 in beginning fund balance for a combined \$12,705,426 in available revenues. The revenues coming from motor vehicle fuel and vehicle registration fees/taxes increased by 32.8% I just one year from \$6,770,700 in FY 2017-18 to \$8,993,900 for FY 2018-19. Much of the increased revenue will be poured back into street maintenance and sidewalk/ramp improvements.

The fund's expenditures consist of \$5,374,831 in net operating expenditures, \$2,700,000 in street reconstruction expense (overlays/ramps/sidewalks), \$295,650 in capital outlay (vehicles/equipment/improvements), \$933,240 transfer to the Capital Project Fund for street construction and an \$115,000 transfer to the Capital Development Fund for Civic Improvements for an expenditure total of \$9,418,721. The fund should have an ending fund balance of \$3,286,705 consisting of \$2,171,893 in operating contingencies, \$65,000 in development tree reserves and \$1,049,812 in equipment replacement reserves. Salary, payroll taxes and fringe benefits costs total \$2,333,889 representing approximately 24.7% of the Street Fund's operating expenditures. The Street Fund's operating contingency represents 23.0% of total operating expenditures, which is available for emergency street expenditures.

The primary characteristics of the Street Fund for FY 2018-19 are as follows:

STREET FUND	FY 2018-19	% of Total Street Fund
Current Revenue	\$9,419,500	74.1%
Beginning Fund Balance	3,285,926	25.9%
Total Revenues	\$12,705,426	100.0%
Gas Tax/Vehicle Reg. Revenues	\$8,993,900	70.8%
Operating Expenditures	\$9,418,721	74.1%
Contingencies and Reserves	3,286,705	25.9%
Total Budget	\$12,705,426	100.0%
Personnel Services	\$2,333,889	18.4%
Street Overlay Program	2,700,000	21.2%
Capital Outlay	295,650	2.3%
Transfers	3,320,837	26.1%

The **Building Fund's** budget reflects an increase in development and construction activity. The fund's revenue for FY 2018-19 is budgeted at \$4,733,355 in current revenues and \$1,863,910 in beginning fund balance for a combined \$6,597,265 in available revenues. The fund's expenditures for FY 2018-19 consist of \$4,468,451 in operating expenditures, \$2,040,707 in operating contingency and \$88,107 in equipment replacement reserves. Salary, payroll taxes and fringe benefits costs total \$3,181,584 representing approximately 71.2 % of the Building Fund's current operating expenditures, and the operating contingency represents 45.7% of total operating expenditures.

The primary characteristics of the Building Fund for FY 2018-19 are as follows:

BUILDING FUND	FY 2018-19	% of Total Building Fund
Current Revenue	\$4,733,355	71.7%
Beginning Fund Balance	1,863,910	28.3%
Total Revenues	\$6,597,265	100.0%
Operating Expenditures	\$4,468,451	67.7%
Contingencies and Reserves	2,128,814	32.3%
Total Budget	\$6,597,265	100.0%
Personnel Services	\$3,181,584	48.2%

The **Capital Projects Fund** provides for improvements to the City’s street and transportation system, and it includes appropriations for FY 2018-19 projects that are included in the City’s Five-Year (FY 2018-19 through FY 2022-23) Capital Improvements Plan (CIP). Transfers from the General Fund, Street Fund, Storm Drain Fund and the Traffic Development Tax Fund along with Federal/State grants and Metro programs, provide the funding for the street and transportation construction projects. The FY 2018-19 CIP includes appropriations for the following street projects:

Project Number	Project Title	FY 2017-18 Budget Estimate	FY 2018-19 Budget
3106	Sidewalk Improvement Projects	\$305,000	\$1,328,000
3189	Traffic Calming	40,000	40,000
3192	Hocken Street Bridge	9,000	0
3223	Traffic Enhancement Projects	1,000	121,543
3224	155 th Ave. (Nora-Weir)	0	72,480
3302	Farmington Rd. (Murray-Hocken)	50,000	0
3307	Underground Utility Projects	28,000	509,849
3321	Westgate/Cedar Hills/Dawson Way Realignment	310,000	1,616,000
3328	Western Ave. (5 th – Allen) Improvements	264,000	319,000
3329	Murray/Allen Intersection Improvements	10,000	400,000
3407	Crescent Connection Multi-Use Path	1,991,000	128,000
3408	Hocken Ave. (RR Xing – Canyon Road) Widening	72,000	104,000
3410	Denney Rd Multi-Use Path	15,000	532,000
3411	Cedar Hills Bridget Pile Repair	0	150,000
3412	Beaverton Hillsdale Hwy Fiber Connection	53,000	0
3413	Hall Blvd Fiber Connection	0	45,000
	Subtotal Capital Projects Fund	\$3,148,000	\$5,365,872
	Street Reconstruction (Overlay) Program	1,828,850	2,700,000
	Grand total CIP and Overlay Program	\$4,976,850	\$8,065,872

The **Water Fund** is comprised of the Water Operating Fund, Water Debt Service Fund and Water Construction Fund. The Water Operating Fund accounts for expenditures in the maintenance, operation and administration of the water system. The Water Debt Service Fund accounts for the payment of bonded debt issued for the acquisition and construction of system improvements, while the Water Construction Fund accounts for capital expenditures incurred for construction and improvements to the water system.

The Water Operating Fund’s revenue for FY 2018-19 is budgeted at \$14,474,400 in current revenues and \$11,860,554 in beginning fund balance for a combined \$26,334,954 in available revenues. The fund’s expenditures consist of \$9,053,138 in current operating expenditures, \$265,450 in capital equipment purchases, \$4,296,250 in capital infrastructure improvements, \$2,293,004 Transfer to the Debt Service Fund , \$1,000,000 in Water Capacity Improvements as a transfer to the Water Construction Fund and \$9,427,112 in contingencies and reserves. The contingencies and reserves consist of \$7,984,944 in contingency for general operations, a dedicated contingency of \$500,000 for Joint Water Commission’s emergency needs, a rate stabilization reserve of \$600,000 and an equipment reserve of \$342,168.

The FY 2018-19 maintenance and replacement infrastructure improvements are:

Project Number	Project Title	FY 2017-18 Budget Estimate	FY 2018-19 Budget
3611	Joint Water Commission (JWC) Projects	\$995,325	\$1,882,250
3700	Maintenance and Replacement Projects	100,000	100,000
3701	Water System Improvements	3,116,500	2,314,000
	Total Water Fund CIP Program	\$4,211,825	\$4,296,250

The allocated resources ensure the City will continue to provide high quality water that meets the most stringent requirements of any standard setting association or regulatory agency. Sufficient resources are also budgeted to supply the quantity of water to meet today’s needs, to maintain required fire flow storage and to provide capacity for future growth. All revenues from water rate charges appear in the Water Operating Fund. The Water Debt Service Fund contains appropriations of \$2,293,004 for debt service and an unappropriated fund balance of \$72,854. This includes estimated principal and interest payments on the 2018 Series Water Revenue Bonds which are scheduled for a sale in June 2018.

The **Water Construction** budget accounts for construction to increase the capacity of the water system and includes appropriations of \$14,474,000 for construction projects and a dedicated contingency of \$5,654,121. Revenues from the \$21 million 2018 Series Water Revenue Bond issue and system development charges fund the construction projects as well as a loan from the Oregon Infrastructure Financing Authority (Safe Drinking Water Act). The FY 2018-19 construction projects are:

Project Number	Project Title	FY 2017-18 Budget Estimate	FY 2018-19 Budget
3620	Water Extra Capacity Improvements	\$910,500	\$1,275,000
3621	ASR No. 5 (IFA Loan)	200,000	1,100,000
3622	Cooper Mountain Reservoir No. 2 & Lines (Bond)	1,370,000	1,937,000
3623	Non-Potable Purple Pipe Projects	700,000	600,000
3625	Cooper Mountain Water SDC Projects	50,000	600,000
3627	Withdrawal of Areas from TVWD (Bond)	3,393,000	3,158,000
3631	Meridian Pump Station Replacement (Bond)	200,000	2,950,000
3636	Scoggins Dam Raise Project	2,000	4,000
3643	Willamette Water Supply Project (Bond)	200,000	2,000,000
3644	Cooper Mountain Extra Capacity Projects (Bond)	1,496,000	850,000
	Total Water Construction Fund CIP Program	\$8,521,500	\$14,474,000

Sewer Fund’s revenue for FY 2018-19 is budgeted at \$4,484,900 in current operating revenues, \$668,000 in contributions from Clean Water Services (CWS) for capital projects and \$7,959,486 in beginning fund balance for a combined \$13,112,386 in available revenues. The fund’s expenditures consist of \$ 3,635,066 in current operating expenditures, \$334,300 in capital equipment purchases, \$1,977,000 in capital infrastructure improvements, and \$7,166,020 in contingencies and reserves. The contingencies and reserves are comprised of \$2,331,061 in contingency for general operations, \$645,987 in reserves for future extra-capacity improvements, \$3,806,196 in reserves for the \$2 surcharge renewal program and an equipment reserve of \$382,776.

The City is a participant in an intergovernmental consortium for region-wide sewer services. The lead agency, CWS, operates and maintains the sewer treatment plants and all sewer lines 12 inches and greater in diameter. The City operates and maintains all sewer lines less than 12 inches in diameter within the City’s corporate boundary. CWS sets the sewer rate for the region. For FY 2018-19, CWS approved a 3.0% increase in the regional portion of the sewer rate. Beaverton now establishes its own local service rate. The participating cities bill and collect the sewer revenues and remit approximately 84% to CWS (called the district-wide portion) and retain approximately 16% for their operations (called the local portion). A 5% ROW fee is charged against all portions of the sewer rate.

The City's local portion of revenue is dedicated to operating the sewer system within its corporate boundary and, when combined with system development charges and the \$2 surcharge renewal program, provides for sewer system rehabilitation and system capacity improvements. The City's FY 2018-19 sewer capital improvement program includes the following appropriations:

Project Number	Project Title	FY 2017-18 Budget Estimate	FY 2018-19 Budget
3811	Sewer Extra Capacity Improvements (SDC)	\$528,274	\$225,000
3812	Cooper Mountain Sewer Infrastructure	561,000	804,500
3850	Replacement Projects (Funded by \$2 Surcharge)	682,000	947,500
	Total Sewer Fund CIP Program	\$1,771,274	\$1,977,000

Storm Drain Fund's revenue for FY 2018-19 is budgeted at \$6,168,950 in current revenues and \$10,916,055 in beginning fund balance for a combined \$17,085,005 in available revenues. The fund's expenditures consist of \$4,840,063 in current operating expenditures, \$92,650 for capital equipment purchases, \$3,490,000 in capital infrastructure improvements and \$8,662,292 in contingency and reserves. The contingency and reserves are comprised of \$2,525,489 in contingency for general operations, \$2,982,302 in reserves for future extra-capacity improvements, \$2,316,411 in reserves for the \$2 surcharge maintenance and replacement program and an equipment reserve of \$838,090.

The City is a participant in an intergovernmental consortium for region-wide storm and surface water management. The lead agency, CWS, is responsible for the region-wide facilities and the Surface Water Management (SWM) plan. The City is responsible for the sweeping streets and maintaining culverts, catch basins and detention facilities within its corporate boundary.

CWS establishes the monthly base fee amount for all jurisdictions within the CWS service area. Single-family residences are billed one Equivalent Service Unit (ESU) per month. For multi-family and commercial properties, the number of ESUs is determined by dividing its square footage of impervious area (i.e. roofs, parking lots, driveways) by 2,640. For FY 2018-19, CWS requests a \$0.50 increase to the current \$8.25 base charge for a new base charge of \$8.75 per month. Each jurisdiction will remit \$2.19 to CWS (25%) and will retain the balance of \$6.56 (75%).

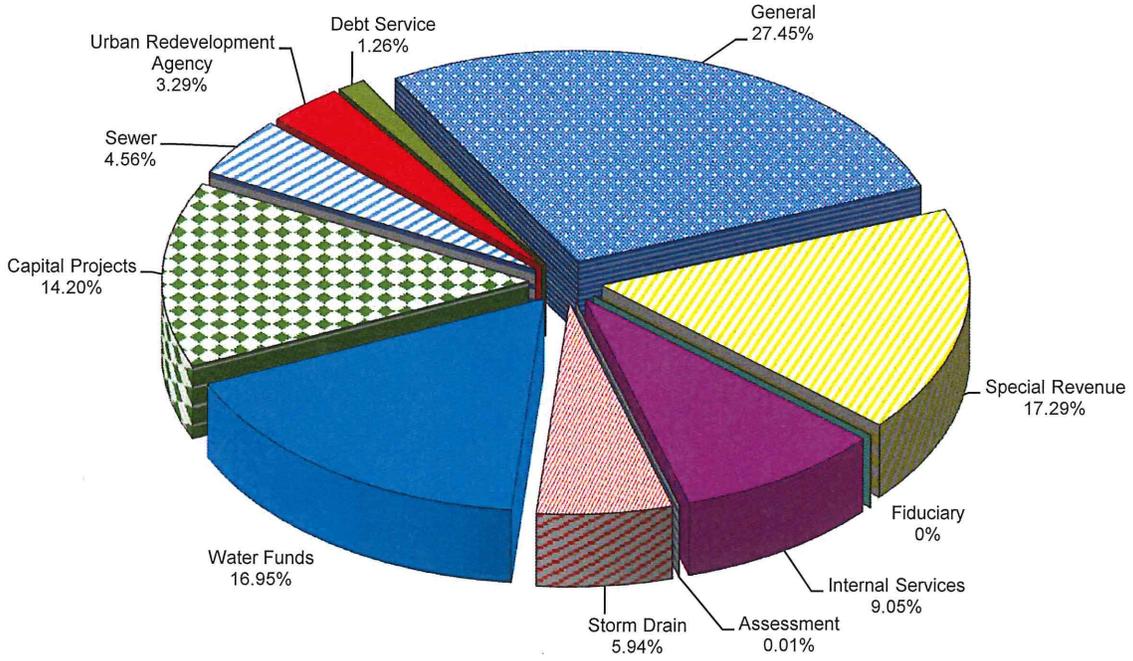
In addition to the base charge, the City collects a \$2.00 per month surcharge per ESU. The surcharge generates approximately \$1.4 million annually and is dedicated to replace existing facilities that are failing or deficient. The surcharge revenue and revenue from system development charges provides funding for the surface water CIP. The FY 2018-19 capital improvement program includes the following appropriations:

Project Number	Project Title	FY 2017-18 Budget Estimate	FY 2018-19 Budget
3915	Storm Water Capacity - Conveyance Projects	\$48,000	\$370,000
3916	Storm Water Capacity - Quantity Projects	5,000	65,000
3917	Storm Water Capacity - Quality Projects	2,000	100,000
3950	Replacement Projects (Funded by \$2 surcharge)	428,692	2,955,000
	Total Storm Drain Fund CIP Program	\$483,692	\$3,490,000

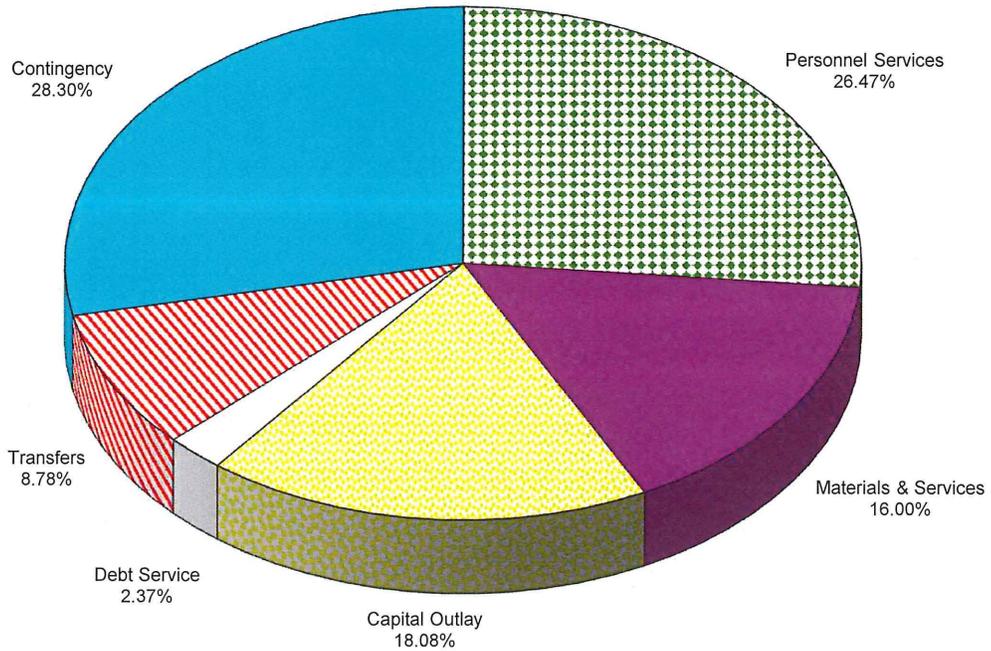
ALL FUNDS AND FUND TYPES

RECOMMENDED EXPENDITURES FY 2018-19 \$287,846,500

BY FUND



BY MAJOR OBJECT



**CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19
TOTAL CITY-WIDE REVENUES**

With Explanation of Significant Changes Between Budgeted FY 2017-18 and Recommended FY 2018-19

	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Beginning Working Capital	68,958,183	112,336,509	112,336,509	121,438,751	8.10%
Taxes	52,771,662	55,685,872	56,571,589	59,244,252	6.39%
Intergovernmental Revenues	18,579,495	20,128,236	19,302,558	21,085,828	4.76%
Permits and Fees	8,821,479	9,303,732	8,363,040	10,173,580	9.35%
Service Fees	23,772,327	23,714,868	23,598,567	24,802,290	4.59%
Fines & Forfeitures	5,045,664	5,026,216	5,002,116	4,994,116	-0.64%
Miscellaneous Revenues	8,402,344	6,084,949	6,466,922	7,211,664	18.52%
Inter-Fund Transfers	20,382,674	24,733,636	24,463,070	25,262,137	2.14%
Non-Revenue Receipts	48,150,936	32,902,464	32,528,756	13,633,882	-58.56%
TOTAL CITY REVENUES	\$ 254,884,764	\$ 289,916,482	\$ 288,633,127	\$ 287,846,500	

Explanation of item(s) that are significant (10% and greater than \$2,000,000):

Beginning Working Capital

Beginning Working Capital increase reflects receipt of the \$35 million general obligation bond sale in FY 2016-17 that is set aside and invested for construction of the new Public Safety Center and receipt of a \$21 Million Water Revenue Bond Sale in FY 2017-18 that will occur in late June 2018.

Taxes:

The Recommended Budget includes a proposed 11 cent increase to the tax rate over the \$4.18 tax rate that was levied for the prior three fiscal years. The urban renewal agency is beginning to generate a more significant tax increment. FY 2018-19 reflects a full year of the expanded 5% ROW fee collections on several new telecommunications utilities. FY 18-19 also reflects a full year of

Intergovernmental Revenues:

No Significant Increase

Permits and Fees:

No Significant Increase

Service Fees:

No Significant Change

Fines & Forfeitures:

No Significant Change

Miscellaneous Revenues:

No Significant Increase

Inter-Fund Transfers:

No Significant Change

Non-Revenue Receipts:

FY 2017-18 reflects the receipt of \$21 Million Water Revenue Bond Sale proceeds in FY 2017-18 that is not recurring in FY 2018-19. FY 2016-17 reflects the receipt of \$35 Million General Obligation Bond Sale proceeds for the Public Safety Center that is not recurring in FY 2018-19.

CITY OF BEAVERTON

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

TOTAL CITY-WIDE EXPENSES

With Explanation of Significant Changes Between Budgeted FY 2017-18 and Recommended FY 2018-19

	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	\$ 61,036,075	\$ 63,881,549	\$ 71,213,069	\$ 67,441,026	\$ 76,188,928	6.99%
Materials & Services	35,170,561	40,789,286	43,407,963	41,528,136	46,063,634	6.12%
Capital Outlay	12,385,480	12,369,683	74,669,596	27,428,531	52,033,076	-30.32%
Debt Service	5,682,384	5,125,081	5,339,686	6,333,613	6,835,210	28.01%
Transfers	19,540,663	20,382,674	24,733,636	24,463,070	25,262,137	2.14%
Subtotal Expenditures	\$ 133,815,163	\$ 142,548,273	\$ 219,363,950	\$ 167,194,376	\$ 206,382,985	
Contingencies:						
General/Undesignated	-	-	43,370,193	-	54,833,906	
Dedicated or Reserved	-	-	27,182,339	-	26,629,609	
Subtotal Contingencies	-	-	70,552,532	-	81,463,515	
Total	\$ 133,815,163	\$ 142,548,273	\$ 289,916,482	\$ 319,572,232	\$ 287,846,500	
FTEs	544.48	555.88	567.63		581.36	

Explanation of item(s) that are significant (10% and greater than \$2,000,000):

Personnel services:

The Recommended Budget includes a net increase of 13.73 full-time equivalent (FTE) positions over FY 2017-18 levels of which one is not funded. The 13.73 FTE new positions is comprised of: 1.0 FTE Government Affairs Manager Position, a net .70 FTE Assistant Finance Director, 1.0 FTE Court Clerk, 3.0 FTE Police Officer Positions, 1.0 FTE Senior Development Project Manager for Affordable Housing, a net 2.03 FTE positions in the Library Fund, 1.0 FTE Utility Billing Accounting Assistant, and 4.0 FTE positions in the Water Fund. 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:

FY 2018-19 decrease is mainly due in part to the more accurate budgeting of the design and construction of the parking garage and public safety center from FY 2017-18 to FY 2018-19.

Transfers:

No significant change

CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19
TOTAL CITY-WIDE REVENUES LESS BURA
With Explanation of Significant Changes Between Budgeted FY 2017-18 and Recommended FY 2018-19

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Beginning Working Capital	61,500,299	67,077,220	109,200,589	109,200,589	117,995,605	8.05%
Taxes	47,846,396	50,745,783	52,664,471	53,547,188	55,584,255	5.54%
Intergovernmental Revenues	16,436,827	18,579,495	20,128,236	19,302,558	21,085,828	4.76%
Permits and Fees	8,664,726	8,821,479	9,303,732	8,363,040	10,173,580	9.35%
Service Fees	23,961,965	23,772,327	23,714,868	23,598,567	24,802,290	4.59%
Fines & Forfeitures	5,175,928	5,045,664	5,026,216	5,002,116	4,994,116	-0.64%
Miscellaneous Revenues	6,995,973	8,371,230	6,055,249	6,347,599	7,029,364	16.09%
Inter-Fund Transfers	19,030,662	20,167,763	24,422,636	23,158,143	24,091,303	-1.36%
Non-Revenue Receipts	9,506,392	45,045,950	26,647,464	31,364,329	12,619,548	-52.64%
TOTAL CITY REVENUES	\$ 199,119,168	\$ 247,626,911	\$ 277,163,461	\$ 279,884,129	\$ 278,375,889	

Explanation of item(s) that are significant (10% and greater than \$2,000,000):

Beginning Working Capital

Beginning Working Capital increase reflects receipt of the \$35 million general obligation bond sale that is set aside and invested for construction of the new Public Safety Center in FY 2016-17 and receipt of a \$21 Million Water Revenue Bond Sale in FY 2017-18 that will occur in late June 2018.

Taxes:

The Recommended Budget includes a proposed 11 cent increase to the tax rate over \$4.18 tax rate that was levied for the prior three fiscal years. The urban renewal agency is beginning to generate a more significant tax increment. FY 2018-19 reflects a full year of the expanded 5% ROW fee collections on several new telecommunications utilities.

Intergovernmental Revenues:

No Significant Increase

Permits and Fees:

No Significant Increase

Service Fees:

No Significant Change

Fines & Forfeitures:

No Significant Change

Miscellaneous Revenues:

No Significant Increase

Inter-Fund Transfers:

No Significant Change

Non-Revenue Receipts:

FY 2017-18 reflects the receipt of \$21 Million Water Revenue Bond Sale proceeds in FY 2017-18 that is not recurring in FY 2018-19. FY 2016-17 reflects the receipt of \$35 Million General Obligation Bond Sale proceeds for the Public Safety Center that is not recurring in FY 2018-19.

CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19
TOTAL CITY-WIDE EXPENSES LESS BURA
With Explanation of Significant Changes Between Budgeted FY 2017-18 and Recommended FY 2018-19

	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	\$ 61,036,075	\$ 63,881,549	\$ 71,213,069	\$ 67,441,026	\$ 76,188,928	6.99%
Materials & Services	\$ 34,987,083	39,110,371	41,519,319	40,126,545	44,508,384	7.20%
Capital Outlay	\$ 11,875,480	10,386,597	68,414,596	26,264,104	51,018,742	-25.43%
Debt Service	\$ 5,172,384	4,910,171	5,028,686	5,028,686	5,664,376	12.64%
Transfers	\$ 18,970,944	20,137,652	24,280,449	23,028,163	23,942,787	-1.39%
Subtotal Expenditures	\$ 132,041,966	\$ 138,426,340	\$ 210,456,119	\$ 161,888,524	\$ 201,323,217	
Contingencies:						
General/Undesignated	-	-	39,525,003	-	50,423,063	
Dedicated or Reserved	-	-	27,182,339	-	26,629,609	
Subtotal Contingencies	-	-	66,707,342	-	77,052,672	
Total	\$ 132,041,966	\$ 138,426,340	\$ 277,163,461	\$ 161,888,524	\$ 278,375,889	
FTEs	544.48	555.88	567.63		581.36	

Explanation of item(s) that are significant (10% and greater than \$2,000,000):

Personnel services:

The Recommended Budget includes a net increase of 13.73 full-time equivalent (FTE) positions over FY 2017-18 levels of which one is not be funded. The 13.73 FTE new positions is comprised of: 1.0 FTE Government Affairs Manager Position, a net .70 FTE Assistant Finance Director, 1.0 FTE Court Clerk, 3.0 FTE Police Officer Positions, 1.0 FTE Senior Development Project Manager for Affordable Housing, a net 2.03 FTE positions in the Library Fund, 1.0 FTE Utility Billing Accounting Assistant, and 4.0 FTE positions in the Water Fund. 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:

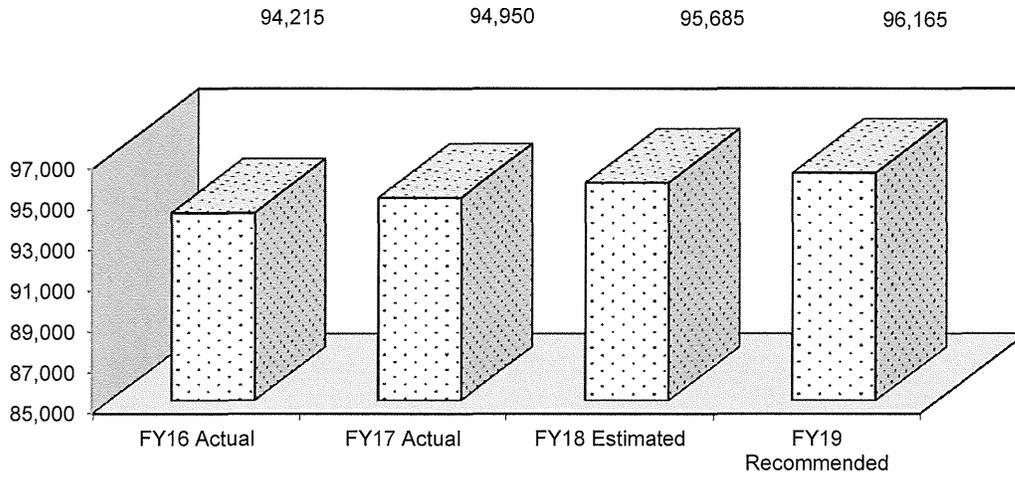
FY 2018-19 decrease is mainly due in part to the more accurate budgeting of the design and construction of the parking garage and public safety center from FY 2017-18 to FY 2018-19.

Transfers:

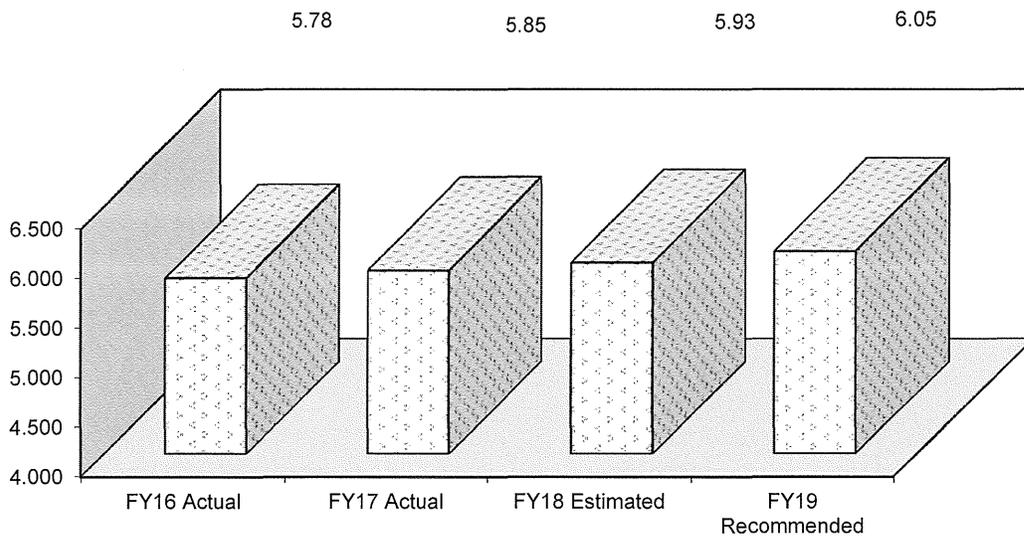
No significant change.

City-Wide 4-year Trend

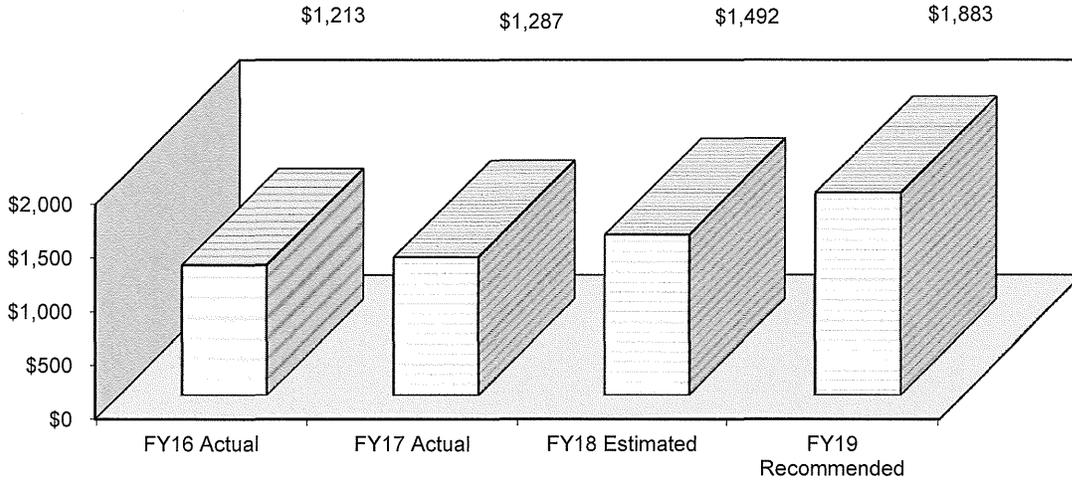
A. 4-Year Population Growth



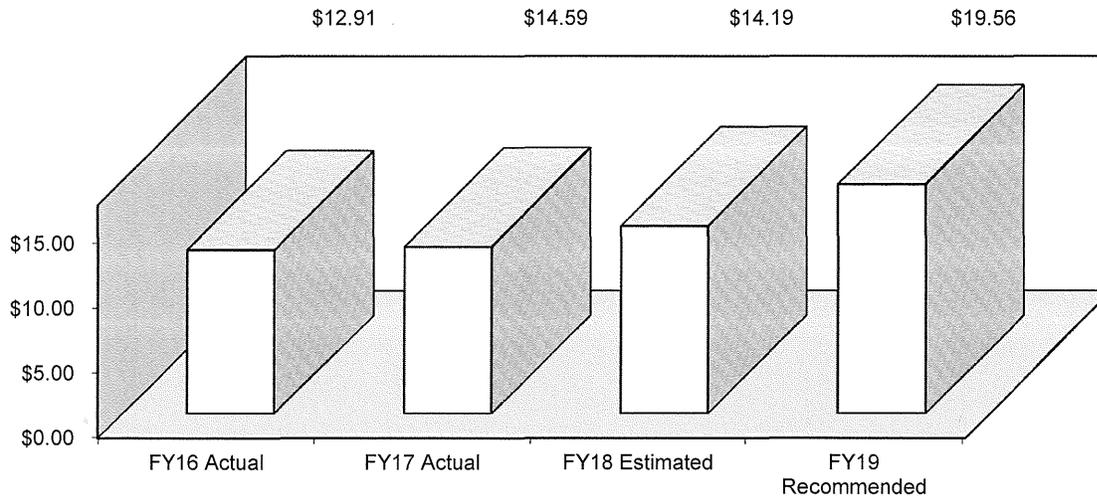
B. Number of Employees per 1,000 population



C. Per Capita Expenditures



D. Cost of the City Operations per \$1,000 Assessed Value



CITY SUMMARY BY CLASS

CITY REVENUES BY CLASS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 - YTD		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT		AMOUNT		AMOUNT		ACTUAL	EST AMT	AMOUNT		AMOUNT		AMOUNT		AMOUNT
CLASS: 05	BEGINNING WORKING CAPITAL														
	62,626,826		68,958,183		112,336,509		112,336,510	112,336,509	120,405,269		121,438,751				
CLASS: 10	TAXES														
	49,341,977		52,771,662		55,685,872		51,593,400	56,571,589	59,244,335		59,244,252				
CLASS: 15	INTERGOVERNMENTAL REVENUE														
	16,436,827		18,579,495		20,128,236		13,881,467	19,302,558	21,003,783		21,085,828				
CLASS: 20	PERMITS & FEES														
	8,664,726		8,821,479		9,303,732		6,913,595	8,363,040	10,082,580		10,173,580				
CLASS: 25	SERVICE FEES														
	23,961,965		23,772,327		23,714,868		20,338,860	23,598,567	24,802,290		24,802,290				
CLASS: 30	FINES & FORFEITURES														
	5,175,928		5,045,664		5,026,216		3,723,585	5,002,116	4,994,116		4,994,116				
CLASS: 35	MISCELLANEOUS REVENUES														
	7,008,025		8,402,344		6,084,949		4,698,566	6,466,922	7,191,664		7,211,664				
CLASS: 40	INTERFUND TRANSFERS/LOANS														
	19,540,662		20,382,674		24,733,636		16,479,493	24,463,070	25,414,649		25,262,137				
CLASS: 45	NON-REVENUE RECEIPTS														
	10,016,392		48,150,936		32,902,464		8,417,012	32,528,756	13,503,882		13,633,882				
TOTAL CITY REVENUES															
	202,773,328		254,884,764		289,916,482		238,382,488	288,633,127	286,642,568		287,846,500				

8000

CITY SUMMARY BY CLASS

CITY EXPENDITURES BY CLASS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 - YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACTUAL	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05	PERSONNEL SERVICES													
	61,036,075	544.48	63,881,549	555.88	71,213,069	567.63	53,065,311	67,441,026	74,905,060	575.33	76,188,928	581.36		
CLASS: 10	MATERIALS & SERVICES													
	35,170,561		40,789,286		43,407,963		33,534,972	41,528,136	46,758,048		46,063,634			
CLASS: 15	CAPITAL OUTLAY													
	12,385,480		12,369,683		74,669,596		19,767,579	27,428,531	52,413,776		52,033,076			
CLASS: 20	DEBT SERVICE													
	5,682,384		5,125,081		5,339,686		2,193,091	6,333,613	6,705,210		6,835,210			
CLASS: 25	TRANSFERS													
	19,540,663		20,382,674		24,733,636		16,479,494	24,463,070	25,414,649		25,262,137			
CLASS: 30	FUND BAL/CONTINGENCY/RESERVES													
					70,552,532				80,445,825		81,463,515			
TOTAL CITY EXPENDITURES														
	133,815,163	544.48	142,548,273	555.88	289,916,482	567.63	125,040,447	167,194,376	286,642,568	575.33	287,846,500	581.36		

6000

CITY OF BEAVERTON
SCHEDULE OF CONTINGENCY AND RESERVE BY FUND AND PROGRAM
RECOMMENDED BUDGET FY 2018-19

Fund Name		Contingency	Designated Contingency/ Reserves	Total
General Fund	001	3,766,168	3,082,198	6,848,366
Street Fund	101	2,171,893	1,114,812	3,286,705
State Revenue Fund	103	-	-	-
Building Operating Fund	105	2,040,707	88,107	2,128,814
Community Devel Block Grant	106	-	-	-
Lodging Tax (TLT) Fund	107	1,609,859	-	1,609,859
BCA Gift & Contribution Fund	108	1,100,000	-	1,100,000
Street Lighting	111	140,413	8,896	149,309
Transportation System Development Fund	112	300,000	-	300,000
Traffic Impact/Dev. Tax Fund	114	-	9,643,789	9,643,789
Library	115	521,020	50,055	571,075
General Bonded Debt	201	-	85,743	85,743
Special Revenue Debt Fund	202	-	279,013	279,013
Capital Development	301	16,157,401	-	16,157,401
Capital Projects	310	-	603,872	603,872
Assessment Debt Service	401	-	-	-
Water Operating Fund	501	7,984,944	1,442,168	9,427,112
Sewer Fund	502	2,331,061	4,834,959	7,166,020
Water Debt Service	504	-	72,854	72,854
Water Construction	505	-	5,654,121	5,654,121
Storm Drain	513	2,525,489	6,136,803	8,662,292
Reprographics	601	35,468	-	35,468
Garage	602	40,197	-	40,197
Information Systems	603	72,203	80,000	152,203
Geographic Information Systems	604	-	-	-
Public Works Admin	605	36,756	-	36,756
Library Trust	702	-	-	-
Insurance - General Liability	706	28,708	1,500,000	1,528,708
Insurance - Workers' Comp	706	149,730	500,000	649,730
Insurance - Unemployment	706	44,575	45,000	89,575
Insurance - Medical/Dental	706	423,690	350,000	773,690
BURA General Fund	901	4,410,843	-	4,410,843
Total		<u>\$45,891,125</u>	<u>\$35,572,390</u>	<u>\$81,463,515</u>

CITY OF BEAVERTON
Schedule of Reserves for Future Needs
Recommended Budget FY 2018-19

General Fund	Equipment & vehicle replacement	\$874,858
	Significan tree preservation projects	\$165,878
	Police expenses from forfeited funds	\$47,011
	Franchise Fee Future Use	\$1,994,451
	Police K-9 Program	<u>\$0</u>
	Subtotal General Fund	\$3,082,198
Street Fund	Equipment & vehicle replacement	\$1,049,812
	Development trees planting	<u>\$65,000</u>
	Subtotal Street Fund	1,114,812
Building Fund	Equipment & vehicle replacement	\$88,107
CDBG Fund	Future building maintenance needs	\$0
Lodging Tax Fund	City 4% TLT	\$0
Street Lighting Fund	Equipment & vehicle replacement	\$8,896
Library Fund	Library Trust Funds	\$50,055
Traffic Impact/Dev. Tax Fund	TIF/TDT	\$9,643,789
General Bonded Debt	Reserve for bonded debt	\$85,743
Special Revenue Debt Fund	Reserve for bonded debt	\$279,013
Capital Projects	Street and traffic infrastructure improvements	\$603,872
Water Operating	Joint Water Commission emergency equipment	\$500,000
	Water rate stabilization per bond covenants	\$600,000
	Equipment & vehicle replacement	<u>\$342,168</u>
	Subtotal Water Operating Fund	1,442,168
Sewer	Sanitary Sewer surcharge rehabilitation projects	\$3,806,196
	Sanitary Sewer SDC capcity improvement projects	\$645,987
	Equipment & vehicle replacement	<u>\$382,776</u>
	Subtotal Sewer Fund	4,834,959
Water Debt Service	Reserve for Debt Service	\$72,854
Water Construction	Water infrastructure extra capacity capital projects	\$5,654,121
Storm Drain	Storm Water SDC Quality capacity improvement projects	\$221,871
	Storm Water SDC Quantity capacity improvement projects	\$671,854
	Storm Water SDC Conveyance capacity improvement projects	\$2,088,577
	Storm Water surcharge rehabilitation projects	\$2,316,411
	Equipment & vehicle replacement	<u>\$838,090</u>
	Subtotal Storm Drain Fund	6,136,803
Information Systems	Reserves for future Equipment & vehicle replacement	\$80,000
Geographic Info.Systems	Equipment & vehicle replacement	\$0
Insurance	General Liability reserve for catastrophic loss	\$1,500,000
	Worker's Compensation reserve for rate stabilization and current claims loss reserve	\$500,000
	Unemployment reserve for rate stabilization and current claims reserve	\$45,000
	Medical and Dental reserve for rate stabilization and incurred but not reported claims	<u>\$350,000</u>
	Subtotal Insurance Fund	2,395,000
	Grand Total	<u><u>\$35,572,390</u></u>

CITY OF BEAVERTON
 SCHEDULE OF TAXES ASSESSED, LEVY RATES
 AND ASSESSED VALUATIONS

FY 2017-18

Actual (From County Assessor Information)

Tax Levy Type	Taxes Assessed	Levy Rate On Taxable Value	Tax Collections at 95.00%	Net Amount Of Tax Reduction 5.00%	Net Tax Increase Over Last Year
General Fund	\$35,854,239	\$3.7144	\$34,061,527	\$1,792,712	\$972,932
Library	3,198,927	0.3314	3,038,981	159,946	97,346
LEVY WITHIN TAX BASE	\$39,053,166	\$4.0458	\$37,100,508	\$1,952,658	\$1,070,278
Street Lights	1,203,700	0.1247	1,143,515	60,185	36,670
Police Serial Levy	0	0.0000	0	0	0
Subtotal Operations	\$40,256,866	\$4.1705	\$38,244,023	\$2,012,843	\$1,106,948
Debt Service City Hall	\$0	\$0.0000	\$0	\$0	\$0
Debt Service Public Safety Bldg	\$300,000	0.0304	\$285,000	15,000	285,000
Debt Service Library	1,688,420	0.1749	1,603,999	84,421	(96,411)
Subtotal Debt Service	\$1,988,420	\$0.2053	\$1,888,999	\$99,421	\$188,589
TOTAL LEVY	\$42,245,286	\$4.3758	\$40,133,022	\$2,112,264	\$1,295,537
	Target	\$4.3771		\$0	\$0
CITY'S AV (in Thousands)	Variance	-\$0.0013			
Market Value	\$15,754,216				
City Taxable Value	\$9,858,766				
Less Urban Renewal	(\$205,998)				
Value For Tax Purposes	\$9,652,767				
			Measure 50 Growth Rate	3.00%	Annexation Detail
			New Constr	\$ -	Peterkorts
PERCENT INCREASE IN AV			Annexations	\$ -	
Market Value	25.30%	48.53%	Total Projected Growth Rate	3.00%	
Value For Tax Purposes	3.30%		Actual Growth Rate	8.00%	
Variance Market Value					
to Value for Tax Purposes	-37.42%				

Every 100,000 additional taxes				
increase the levy rate by:			\$0.0104	
Every 1 cent levied, generates (net)			\$91,701	
Additional Growth to Permanent Rate			\$0.4475	
Additional Dollars to Permanent Rate			\$4,319,613	
Tax on a Home @ \$200,000			\$875.16	
Increase From Last Year			\$0.04	\$0.00
Percent Increase From Last Year			0.00%	
Percent of Permanent Rate Levied			90.31%	
Each \$1 Million in AV increases taxes by			\$4,171	

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CITY OF BEAVERTON
SCHEDULE OF TAXES ASSESSED, LEVY RATES
AND ASSESSED VALUATIONS

FY 2018-19
Recommended Budget

FY 2018-19
Actual City Taxes Imposed

Tax Levy Type	Taxes Assessed	Levy Rate On Taxable Value	Budgeted Tax Collections at 95.00%	Net Amount Of Tax Reduction 5.00%	Net Tax Increase Over Last Year	City's Permanent Rate	Percent of Operations Tax Levy	Actual City Taxes Imposed		Allocation of Additional Tax By Fund	
								Allocation of Actual Taxes Imposed	Less Collections at 95.00%		
General Fund	\$37,514,188	\$3.7644	\$35,638,479	\$1,875,709	\$1,576,952	\$3.7973	87.94300%	\$37,075,991	\$35,222,191	-\$416,288	
Library	\$3,601,535	0.3614	3,421,459	180,076	\$382,478	0.2373	8.44294%	3,559,469	3,381,496	-\$39,963	
LEVY WITHIN TAX BASE	\$41,115,724	\$4.1258	\$39,059,938	\$2,055,786	\$1,959,430	\$4.0346	96.38594%	\$40,635,460	\$38,603,687	-\$456,251	
Street Lights	1,541,663	0.1547	1,464,580	77,083	\$321,065	0.5834	3.61406%	1,523,656	1,447,473	-17,107	
Police Serial Levy	0	0.0000	0	0	0	0.0000	0.00000%	0	0	0	
Subtotal Operations	\$42,657,387	\$4.2805	\$40,524,518	\$2,132,869	\$2,280,495	\$4.6180	100.00000%	\$42,159,116	\$40,051,160	-\$473,358	
Debt Service City Hall	\$0	\$0.0000	\$0	\$0	\$0						
Debt Service Public Safety Bldg	967,159	0.0944	918,801	48,358	633,801						
Debt Service Library	1,105,263	0.1109	1,050,000	55,263	(553,999)						
Subtotal Debt Service	\$2,072,422	\$0.2053	\$1,968,801	\$103,621	\$79,802			Actual Tax Imposed	\$42,159,115	\$40,051,160	-\$473,358
TOTAL LEVY	\$44,729,809	\$4.4858	\$42,493,319	\$2,236,490	\$2,360,297						
	Target	\$4.3758		\$0	\$0						
CITY'S AV (in Thousands)	Variance	\$0.1100									
Market Value	\$16,384,384		Measure 50 Growth Rate	3.70%							
			New Constr	\$ 20,000							
City Taxable Value	\$10,243,540		Annexations	\$ -							
Less Urban Renewal	\$ (278,098)										
Value For Tax Purposes	\$9,965,442			\$ 50,000	Annexation Detail	In 1000's					
				\$ -							
PERCENT INCREASE IN AV	Bura Growth Rate	35.00%	Less Increment UR Growth		\$ -						
Market Value	4.00%		Previous UR Value	\$205,998	\$ -						
Value For Tax Purposes	3.24%		Projected Increment Growth	\$ 72,099	\$ -						
Variance Market Value			New Project UR Value	\$ 278,098	\$ -						
to Value for Tax Purposes	-37.48%		Total Projected Growth Rate	4.96%							
			Actual Growth Rate	3.24%							
Every 100,000 additional taxes											
increase the levy rate by:			\$0.0100								
Every 1 cent levied, generates (net)			\$94,672	Net \$	99,654	Gross					
Additional Growth to Permanent Rate			\$0.3375								
Additional Dollars to Permanent Rate			\$3,363,337								
Tax on a Home @ \$200,000			\$897.16								
Increase From Last Year			\$22.00								
Percent Increase From Last Year			2.51%								
Percent of Permanent Rate Levied			92.69%								
Each \$1 Million in AV increases taxes by			\$4,281								

0013

POSITIONS SUMMARY

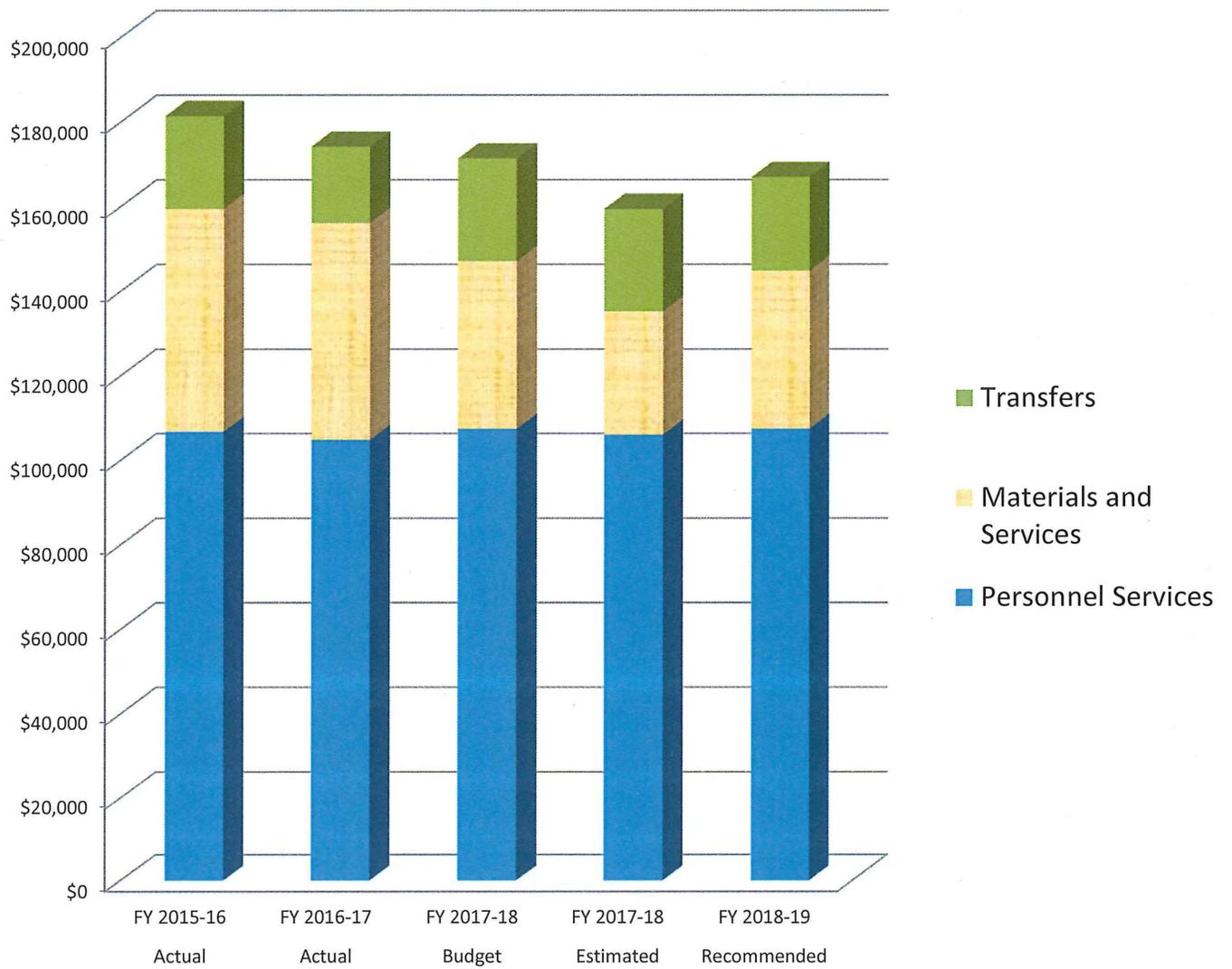
FY 2017-18 ADOPTED

Department	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
MAYOR'S OFFICE	47.48	43.23	0.00	0.00	0.00	0.00	43.23
HUMAN RESOURCES	6.75	6.75	0.00	0.00	0.00	0.00	6.75
FINANCE DEPARTMENT	20.75	20.75	0.00	0.00	0.00	0.00	20.75
MUNICIPAL COURT	16.50	18.40	0.00	0.00	0.00	0.00	18.40
CITY ATTORNEY	14.85	15.85	0.00	0.00	0.00	0.00	15.85
POLICE DEPARTMENT	176.40	179.80	0.00	0.00	0.00	0.00	179.80
COMMUNITY DEVELOPMENT	56.85	58.35	0.00	0.00	0.00	0.00	58.35
CAPITAL DEV. - ENGINEERING	9.40	9.40	0.00	0.00	0.00	0.00	9.40
PUBLIC WORKS	106.60	110.60	0.00	0.00	0.00	0.00	110.60
LIBRARY FUND	68.35	68.55	0.00	0.00	0.00	0.00	68.55
CDBG FUND	1.15	1.15	0.00	0.00	0.00	0.00	1.15
LODGING TAX FUND	2.00	5.00	0.00	0.00	0.00	0.00	5.00
REPROGRAPHICS	3.40	3.40	0.00	0.00	0.00	0.00	3.40
INFORMATION SYSTEMS FUND	22.50	23.50	0.00	0.00	0.00	0.00	23.50
INSURANCE FUND	2.90	2.90	0.00	0.00	0.00	0.00	2.90
TOTAL CITY	555.88	567.63	0.00	0.00	0.00	0.00	567.63

FY 2018-19 PROPOSED

Department	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
MAYOR'S OFFICE	43.23	2.00	(2.00)	0.00	(1.00)	41.23
HUMAN RESOURCES	6.75	0.00	0.00	0.00	0.00	6.75
FINANCE DEPARTMENT	20.75	1.70	0.00	0.00	0.00	22.45
MUNICIPAL COURT	18.40	1.00	0.00	0.00	0.00	19.40
CITY ATTORNEY	15.85	0.00	0.00	0.00	0.00	15.85
POLICE DEPARTMENT	179.80	3.00	2.00	0.00	0.00	184.80
COMMUNITY DEVELOPMENT	58.35	1.00	15.75	0.00	0.00	75.10
CAPITAL DEVELOPMENT - ENGINEERING	9.40	0.00	0.00	0.00	0.00	9.40
PUBLIC WORKS	110.60	4.00	(15.60)	0.00	0.00	99.00
LIBRARY FUND	68.55	2.03	0.00	0.00	0.00	70.58
CDBG FUND	1.15	0.00	(0.15)	0.00	0.00	1.00
LODGING TAX FUND	5.00	0.00	0.00	0.00	0.00	5.00
REPROGRAPHICS	3.40	0.00	0.00	0.00	0.00	3.40
INFORMATION SYSTEMS FUND	23.50	0.00	0.00	0.00	0.00	23.50
INSURANCE FUND	2.90	0.00	0.00	0.00	0.00	2.90
TOTAL CITY	567.63	14.73	0.00	0.00	(1.00)	580.36

GENERAL FUND
CITY COUNCIL
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: **City Council - 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	\$106,737	\$104,807	\$107,400	\$106,044	\$107,400	0.00%
Materials and Services	52,699	51,327	39,720	29,181	37,356	-5.95%
Transfers	21,946	18,016	24,219	24,219	22,176	-8.44%
TOTAL	\$181,382	\$174,150	\$171,339	\$159,444	\$166,932	
FTE's	-	-	-	-	-	

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

Personnel services:

No Significant Change

Materials and services:

No Significant Change

Transfers:

No Significant Change

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

FUND: 001 GENERAL	DEPARTMENT: CITY COUNCIL
PROGRAM: 0511 POLICY DEVELOPMENT	COUNCIL PRESIDENT: LACEY BEATY

MISSION STATEMENT:

To provide policy leadership and budget oversight for the City and understand and communicate residents' and business needs for service so that the City provides high quality, efficient and effective City services.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
PERSONNEL SERVICES	\$106,737	\$104,807	\$107,400	\$107,400	\$0
MATERIALS & SERVICES	52,699	51,327	39,720	37,356	0
CAPITAL OUTLAY					
TRANSFERS	21,946	18,016	24,219	22,176	0
TOTAL	\$181,382	\$174,150	\$171,339	\$166,932	\$0

Services & Trends:

Acting as elected representatives of the residents of Beaverton, the City Council functions as a policy-making, budget oversight and performance review body.

Budget Highlights:

Monitor the budget to provide critical and essential services to all of Beaverton's residents and businesses; at the same time insuring that the City complies with all Federal, State, Metro Region, and County requirements to maintain a healthy and safe city. The Council budget includes no program funding. Outside of periodic performance audits, this budget consists of funding for Council activities only. While the City Council adopted the Vision Action Plan there are two items that the council specifically affects: *Community Vision Action #4: Involve People in Community Decision Making and Action #88: Set Priorities and Be Accountable.*

Council's City-wide Goals:

The City Council's long-standing goals are as follows:

1. Preserve and enhance our sense of community.
2. Use City resources efficiently to ensure long-term financial stability.
3. Continue to plan for, improve and maintain the City's infrastructure.
4. Provide responsive, cost effective service to the community.
5. Assure a safe and healthy 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 workforce.

Council Program's Objectives:

- Facilitate effective planning for the City's future, through policy development and budget oversight.
- Provide policy leadership through the Council's public meeting process.
- Provide liaisons for individual departments, programs, Boards and Commissions, and community organizations.
- Provide an avenue for effective public participation through the Neighborhood Association Committees, the Beaverton Committee for Community Involvement, and the City's Boards and Commissions.
- Represent the City's interests in community, regional, state & national organizations.

Prior Year Accomplishments:

- Responsibly managed the City finances.
- Raised awareness of Beaverton's assets and aspirations within the broader community and increased engagement with the community, City staff and partners through our Community Vision implementation efforts and the 2015 Vision update.

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

FUND: 001 GENERAL	DEPARTMENT: CITY COUNCIL
PROGRAM: 0511 POLICY DEVELOPMENT	COUNCIL PRESIDENT: LACEY BEATY

- Supported initial implementation of the City’s Marketing Plan.
- Continued support for redevelopment efforts across the City, with emphasis on the Creekside District and the broader Urban Renewal area.
- Continued to support developments of property in the South Cooper Mountain area.
- Supported the implementation of the updated Housing element of Beaverton’s Comprehensive Plan, including outcomes of the Housing Talk roundtables.
- Continued to initiate major sidewalk construction project in a neighborhood deficient of sidewalks, with intent to add more such projects over time.
- Continued support for the planning of the Public Safety Center.
- Continued support of a warming shelter within Beaverton.
- Supported implementation of the Diversity, Equity and Inclusion Plan crafted by the City’s Diversity Advisory Board, continuing our commitment to keeping Beaverton a world-class inclusive and welcoming city.
- Started rebuilding the City’s general fund contingency fund, increased the land acquisition fund, and supported initiation of new non-property-tax revenue sources.
- Supported IGA agreements with TVWD.
- Continued promoting and implementing Mayor and City Council Priorities

New Year Action Plan:

The City Council, working with the Mayor, identified a number of priorities for the upcoming year.

- Develop specific ways (in a tool kit) the city can encourage housing that is "affordable,".
- Finalize street camping rules and related support services programs.
- Publicize services already available to prevent homelessness and promote recovery and support.
- Finalize rules governing the use of public spaces.
- Launch a residential rental inspection program.
- Create a sidewalk fund for sidewalk construction projects.
- Support the implementation of elements of the City’s Active Transportation Plan
- Take a leadership role in convening regional partners to address regional issues of homelessness, annexation, and strategic land acquisitions.
- Activate the “Purple Pipe”; South Cooper Mountain
- Support diversity, equity, and inclusion in City programs, activities and services with measurable goals.

A number of additional priorities were identified and published as part of the record of the Council’s January 13 retreat meeting.

Requirements:

The amount budgeted under Personnel Services category comprises of a monthly stipend per Councilor and fringe benefit coverage for group life insurance for the City Council members.

Amounts budgeted under the Materials and Services category are support costs for Council in carrying out their function. They include a budget for travel, subsistence, training, and special meetings; professional service expenditures for consultant assistance that may be necessary during the year; and for supplies and materials as needed.

Amounts budgeted under the Transfers category are comprised mainly of reprographics and printing expenses for Council Agenda packets.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
Regular Council Meetings	33	30	30	30
Work Sessions/Joint Meetings*	10	20	6	10
Round Tables	8	6	10	10
Conduct Picnics in the Park	4	4	4	4

* Work session and Roundtables may occur during a council meeting or may occur separate from regular council meetings

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

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

003 COUNCILOR

96,000 96,000 96,000 80,000 96,000 96,000 96,000

299 PAYROLL TAXES AND FRINGES

10,737 8,807 11,400 7,204 10,044 8,688 11,400

TOTAL CLASS: 05 PERSONNEL SERVICES

106,737 104,807 107,400 87,204 106,044 104,688 107,400

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

489 91 100 100 100 100

307 MEMBERSHIP FEES

50

308 PERIODICALS & SUBSCRIPTIONS

30 80 50 80 80

321 TRAVEL, TRAINING & SUBSISTENCE

30,071 28,626 15,200 5,852 7,000 15,200 15,200

328 MEALS & RELATED EXPENSE

1,045 532 3,150 666 700 2,150 2,150

341 COMMUNICATIONS EXPENSE

1,412 1,008 960 652 846 876 876

342 DATA COMMUNICATION EXPENSE

487 480 -12 -15

461 SPECIAL EXPENSE

750 750

523 BOARDS & COMMISSIONS EXPENSES

19,682 20,553 19,700 19,286 20,500 20,200 18,200

TOTAL CLASS: 10 MATERIALS & SERVICES

52,699 51,327 39,720 26,444 29,181 39,356 37,356

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	21,946		18,016		24,219		11,484	24,219	22,176		22,176			
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TOTAL CLASS: 25 TRANSFERS

	21,946		18,016		24,219		11,484	24,219	22,176		22,176			
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TOTAL DEPARTMENT: 05 CITY COUNCIL

	181,382		174,150		171,339		125,132	159,444	166,220		166,932			
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0020

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

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

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

003	COUNCILOR	96,000		96,000		96,000		96,000		96,000		96,000	
299	PAYROLL TAXES AND FRINGES	10,737		8,807		11,400		10,044		8,688		11,400	
TOTAL CLASS: 05 PERSONNEL SERVICES		106,737		104,807		107,400		106,044		104,688		107,400	

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	489		91		100		100		100		100	
307	MEMBERSHIP FEES					50							
308	PERIODICALS & SUBSCRIPTIONS			30		80		50		80		80	
321	TRAVEL, TRAINING & SUBSISTENCE	30,071		28,626		15,200		7,000		15,200		15,200	
328	MEALS & RELATED EXPENSE	1,045		532		3,150		700		2,150		2,150	
341	COMMUNICATIONS EXPENSE	1,412		1,008		960		846		876		876	
342	DATA COMMUNICATION EXPENSE			487		480		-15					
461	SPECIAL EXPENSE									750		750	
523	BOARDS & COMMISSIONS EXPENSES	19,682		20,553		19,700		20,500		20,200		18,200	
TOTAL CLASS: 10 MATERIALS & SERVICES		52,699		51,327		39,720		29,181		39,356		37,356	

CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	21,946		18,016		24,219		24,219		22,176		22,176	
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 003 COUNCILOR
 EFFECTIVE FY 15-16, INCREASE MONTHLY STIPEND FROM \$1,300 TO \$1,600.

- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 11.9% AND CONSISTS OF THE FOLLOWING:
 7.65% FICA AND 4.25% IN OTHER PAYROLL TAXES FOR UNEMPLOYMENT, TRIMET, LONG TERM DISABILITY, LIFE INSURANCE, AND WORKERS COMPENSATION INSURANCE.

- 301 OFFICE EXPENSE
 MISCELLANEOUS OFFICE SUPPLIES \$100

- 307 MEMBERSHIP FEES

- 308 PERIODICALS & SUBSCRIPTIONS
 MISCELLANEOUS PUBLICATIONS \$80

- 321 TRAVEL, TRAINING & SUBSISTENCE
 NLC CONFERENCE (4 @ \$1,100 - DECEMBER AND REGISTRATION 4 @ \$500) \$6,400
 NLC CONGRESSIONAL CONFERENCE (2 @ \$1,400 - MARCH AND REGISTRATION 2 @ \$750) \$4,300
 LOC CONFERENCE (\$2,500 & REGISTRATION 5 @ \$200) \$3,500
 MISC TRAINING \$1,000
 IF SOME COUNCILORS CHOOSE NOT TO ATTEND NLC OR LOC MEETINGS, THESE FUNDS MAY BE USED FOR OTHER RELEVANT TRAINING
 FY 17-18 REDUCTION REFLECTS MOVING THE TRAVEL FOR 6 STUDENTS ATTENDING NLC TO THE MAYOR'S PROGRAM 0521.

- 328 MEALS & RELATED EXPENSE
 REFRESHMENTS AT SELECTED COUNCIL MEETINGS \$900
 COUNCIL DINNER MEETINGS WITH INTERGOVERNMENTAL AGENCIES (METRO, COUNTY COMMISSION, \$1,000 & LEGISLATIVE, AND CONGRESSIONAL DELEGATION)
 COUNCIL RETREAT \$250

- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 2 COUNCILOR PHONES AT \$73 PER MONTH \$876

- 342 DATA COMMUNICATION EXPENSE
 NO APPROPRIATION REQUESTED FOR FY 2018-19 AS THE AIR CARD WAS DISCONTINUED

- 461 SPECIAL EXPENSE
 LOGO APPAREL FOR CITY COUNCILORS (5 @ \$150/EACH) \$750

- 523 BOARDS & COMMISSIONS EXPENSES
 ANNUAL BOARDS AND COMMISSIONS DINNER \$17,000
 BUDGET COMMITTEE MEETINGS \$1,200

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

BP WORKSHEET & JUSTIFICATION

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

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

21,946	18,016	24,219	24,219	22,176	22,176
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TOTAL PROGRAM: 0511 POLICY DEVELOPMENT

181,382	174,150	171,339	159,444	166,220	166,932
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TOTAL DEPARTMENT: 05 CITY COUNCIL

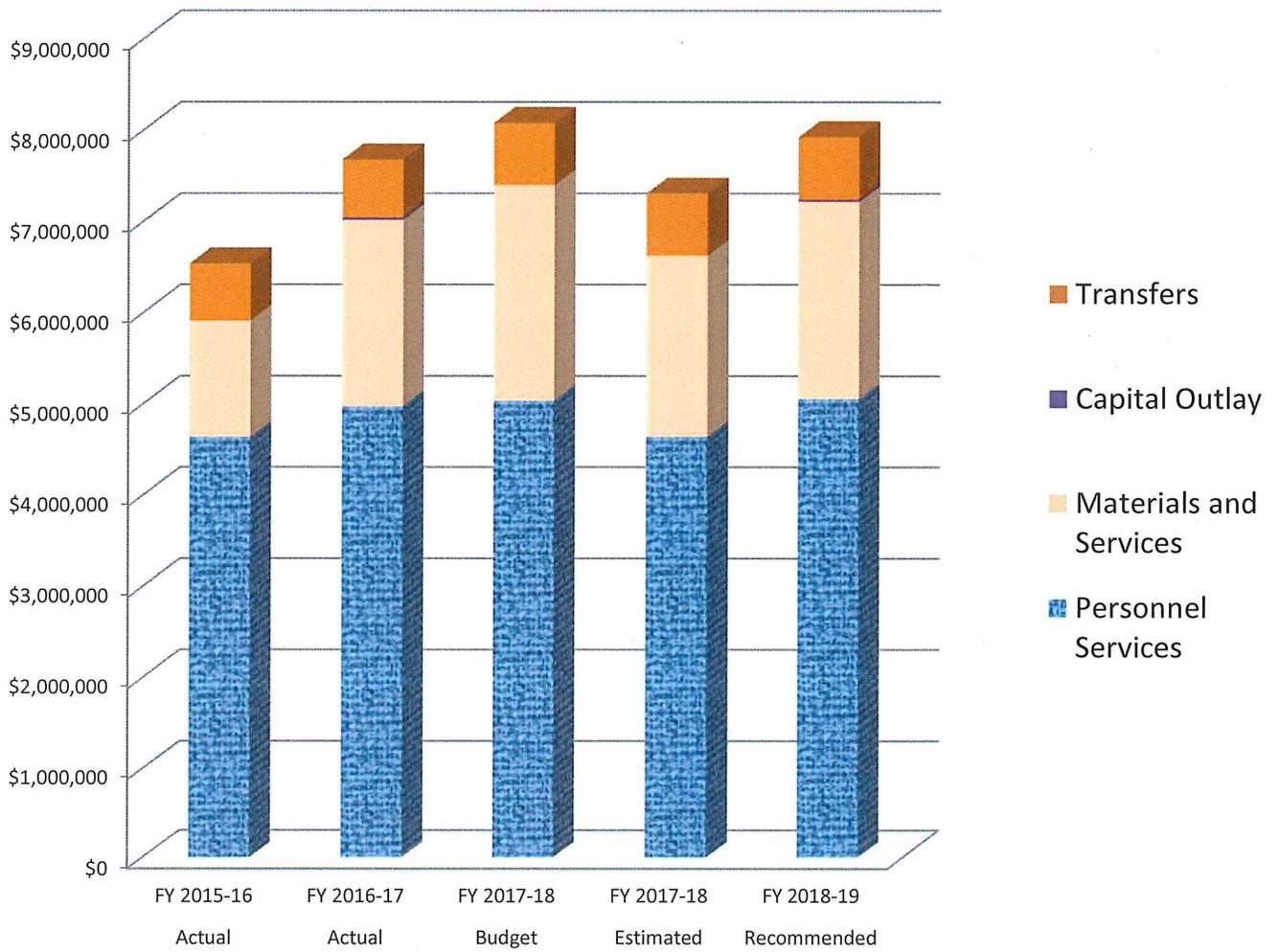
181,382	174,150	171,339	159,444	166,220	166,932
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

GENERAL FUND
MAYOR'S OFFICE
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: **Mayor's Office - Summary**

CLASS	Actual	Actual	Budget	Estimated	Recommended	% Change
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$4,633,733	\$4,967,014	\$5,030,703	\$4,635,219	\$5,049,180	0.37%
Materials and Services	1,273,839	2,044,449	2,360,758	1,984,542	2,163,682	-8.35%
Capital Outlay	-	29,472	-	-	25,000	N/A
Transfers	627,090	633,302	684,581	684,581	684,047	-0.08%
SUB-TOTAL	\$6,534,662	\$7,674,237	\$8,076,042	\$7,304,342	\$7,921,909	
Reserve for equip.			40,930		44,176	
TOTAL	\$6,534,662	\$7,674,237	\$8,116,972	\$7,304,342	\$7,966,085	
FTE's	43.98	47.48	43.23		42.23	

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

Personnel services:

FY 2018-19 reflects a net decrease of 1.0 FTE consisting of 2.0 FTE Code Compliance Officers transferred to the Police Department and the addition of 1.0 FTE Government Relations Manager with 1.0 FTE position in FY 2018-19 not funded. 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

Capital outlay:

FY 2018-19 includes replacement vehicle for the Recycling program that did not occur in FY 2017-18.

Transfers:

No Significant Change

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S
DEPARTMENT HEAD: MAYOR DENNIS DOYLE	

MISSION STATEMENT:

To provide administrative and political leadership and oversee the day-to-day operations of the City.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	41.98	40.98	40.23	42.23	0.00
PERSONNEL SERVICES	\$4,362,197	\$4,339,396	\$4,687,321	\$5,049,180	\$0
MATERIALS & SERVICES	1,265,622	1,819,177	2,270,486	2,163,682	0
CAPITAL OUTLAY	0	0	0	25,000	0
TRANSFERS	622,273	617,589	676,762	684,047	0
CONTINGENCY	0	0	40,930	44,176	0
TOTAL	\$6,250,092	\$6,776,162	\$7,675,499	\$7,966,085	\$0

Services and Trends:

The Mayor of Beaverton serves as the City's Chief Executive Officer, responsible for the day-to-day management and oversight of the organization. Per the City's Charter, the Mayor appoints the Mayor's Office Director who also serves as Mayor Pro-Tem in the Mayor's absence. The Mayor leads the City's executive team, overseeing all City departments. One of these departments is the Mayor's Office, which is a collection of diverse programs that serve as the coordinating point for all of the City's administration.

The Mayor's Office houses the following divisions and programs:

- City Management & Administration
- City Recorder & Elections
- Public Involvement and Communications Division
 - Neighborhood and Public Involvement
 - Community Services
 - Cultural Inclusion & Social Services
 - City Events
 - Public Information, Marketing & Branding
- General Services Division
 - Facilities & Property Management
 - Emergency Management
 - Sustainability, Recycling & Solid Waste
 - Municipal Code Services
 - Dispute Resolution Services

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
Mayor's Budget Cost Per Capita	\$66.34	\$71.37	\$80.22	\$82.84
Mayor's Budget as Percent of Total Budget	5.062%	5.044%	5.836%	3.154%

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0521 MAYOR'S ADMINISTRATION	PROGRAM MANAGER: MAYOR DENNIS DOYLE

Program Goals:

As the City's Chief Executive, the Mayor provides organizational leadership leveraging positive management and conservative fiscal responsibility to create effective policy development. The Mayor enables and empowers City staff to assure the successful operation of the Mayor's Office, City Council and the Mayor's Office Programs. The Mayor provides focus and leadership for the successful completion of the community visioning process, branding, sustainability, economic development, hunger and homelessness awareness effort and cultural diversity awareness efforts. The Mayor's Office leads the City in developing highly effective, innovative programs and policies to address current and future needs of our City and its citizens.

The Mayor effectively communicates his vision, goals, priorities and strategies to staff and the public. Provides positive leadership and coordination in developing the City's policy positions with respect to intergovernmental issues and relations.

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	4.00	0.00
PERSONNEL SERVICES	\$355,301	\$376,889	\$366,800	\$514,983	\$0
MATERIALS & SERVICES	35,450	43,113	71,507	246,877	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	2,719	2,481	3,303	3,327	0
TOTAL	\$393,470	\$422,483	\$441,610	\$765,187	\$0

Program Objectives (services provided):

The Mayor's Office Administration is focused on creating a more transparent and accessible City government, providing accurate and timely information to Beaverton citizens, creating opportunities to provide feedback, facilitating interaction with citizens, city staff and elected officials. The expansion of our public information team is focused on achieving excellent transparency and expanding information to the public. The Mayor's office is also focused on the following key objectives:

- Provide effective support for all City Council meetings. *(Beaverton Community Vision Target: Provide Open, Responsive and Coordinated Government Services)*
- Respond to all City Councilor requests for information within 24 hours.
- Respond to all citizen requests for information and assistance within 24 hours. *(Beaverton Community Vision Action #89: Make Community Information Easy to Get)*
- Increase the awareness of the hunger and homelessness issues facing our citizens. *(Beaverton Community Vision Target: Facilitate Access to Essential Services for All)*
- Increase the awareness of the value our cultural diversity adds to our community. *(Beaverton Community Vision Action #3: Promote our Diversity)*
- Champion the City's sustainability efforts. *(Beaverton Community Vision Action #94: Sustainability Action Plan)*
- Support local businesses through new initiatives and collaborative efforts such as, local investment, job creation, and micro-lending. *(Beaverton Community Vision Action #111: Small Business Resources and Support)*
- Pursue state and federal funding for infrastructure, affordable housing, senior services, public safety, workforce training, and business incubator dollars. *(Beaverton Community Vision Goal: Provide High Quality Public Services)*
- Increase the percentage of citizens who regard the value of city services for taxes paid as excellent or good.
- Welcome and facilitate the addition of unincorporated areas on a voluntary basis. *(Beaverton Community Vision Action #5: Connect Our Community Physically)*

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0521 MAYOR'S ADMINISTRATION	PROGRAM MANAGER: MAYOR DENNIS DOYLE

Progress on FY 2017-18 Action Plan:

In this fiscal year, we focused heavily on the following:

- Continued to support the Visioning Advisory Committee's efforts to oversee implementation of the Beaverton Community Vision plan.
- Celebrate the 30th anniversary of the Neighborhood Program by honoring and celebrating the contributions of our dedicated volunteers.
- Maintained our investing in Beaverton's Open for Business reputation. This is a cornerstone of my administration to build strong relationships with our business and development community.
- Utilized the revenue gained from passage of the WCCLS Library Operating Levy, to ensure we are able to continue to provide our community the excellent services that they expect.
- Worked with the community along Allen Blvd. to explore the changes in their area as the city sees the development of the new Public Safety Center, completed the Bridge Meadows housing project, and expanded the storefront improvement program.
- Promoted the city's sustainability efforts through the "Be Green in 2017" campaign. Implemented stage one of residential organic composting, continued to complete work on the City's Climate Action Plan, and other green initiatives.
- Worked on the marketing, public information, fundraising and community support elements of the Beaverton Center for the Arts.
- Helped with implementation of many of the ideas in the Diversity, Equity and Inclusion Plan, including establishing a Multi-Cultural Night Market and completing city policy development. Supported equity and inclusion training for all city employees.
- Convene a city staff work group to work with community partners in supporting affordable housing options and programs to support families and individuals experiencing housing insecurity.
- Continued to support and develop our community partnerships enhancing the quality of life in Beaverton.
- Maintained our investments in our local banks and credit unions to help stimulate our local economy, and keep our dollars here.
- Continued our efforts to market and enhance our brand as a world-class city, a friendly city, a welcoming city.

FY 2018-19 Action Plan:

In the coming fiscal year, we will focus on the following:

- Continue to support the Visioning Advisory Committee's efforts to oversee implementation of the Beaverton Community Vision plan.
- Maintain our investing in Beaverton's Open for Business reputation. This is a cornerstone of my administration to build strong relationships with our business and development community.
- Utilize the revenue gained from passage of the WCCLS Library Operating Levy, to ensure we are able to continue to provide our community the excellent services that they expect.
- Work with the community along Allen Blvd. to explore the changes in their area as the city sees the development of the new Public Safety Center, the completion of the Bridge Meadows housing project, and the expansion of the storefront improvement program.
- We will promote the city's sustainability efforts through the "Be Green in 2017" campaign to highlight the upcoming residential organic composting program, the development of the Climate Action Plan, and more green initiatives.
- Work on the marketing, public information, fundraising and community support elements of the Beaverton Center for the Arts.
- Help with implementation of many of the ideas in the Diversity, Equity and Inclusion Plan, including continuation of Multi-Cultural Night Markets, Welcoming Week Initiative, and completing city policy development. Support equity and inclusion training for all city employees.
- Convene a city staff work group to work with community partners to support affordable housing options and programs to support families and individuals experiencing housing insecurity.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0521 MAYOR'S ADMINISTRATION	PROGRAM MANAGER: MAYOR DENNIS DOYLE

- We will continue to support and develop our community partnerships enhancing the quality of life in Beaverton.
- Maintain our investments in our local banks and credit unions to help stimulate our local economy, and keep our dollars here.
- Continue our efforts to market and enhance our brand as a world-class city, a friendly city, a welcoming city.

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Number of City & intergovernmental activities:				
- Letters of support written/Contacts made	219	231	200	200
-Public Events Attended	215	222	233	233
-Media Contacts	100	161	150	150

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0522 MAYOR'S OFFICE DIRECTOR PROGRAM	DEPARTMENT HEAD: ABIGAIL ELDER

Program Goal:

Assist the Mayor, City Council and staff in the deliberation and implementation of their respective goals and priorities. Coordinate Department Head strategic planning and assist in the implementation of the administration's day-to-day work plan.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$471,763	\$454,588	\$521,200	\$516,743	\$0
MATERIALS & SERVICES	\$356,775	\$295,245	\$234,492	\$63,339	\$0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	138,197	119,789	121,216	128,900	0
TOTAL	\$966,735	\$869,622	\$876,908	\$708,982	\$0

The Mayor's Office Director Program continues to drive the Mayor and City Council priorities throughout the organization. The Mayor's Office Director works to keep information flowing between staff at all levels of the organization, within all departments, and with the City Council. A recent reorganization of the staff resulted in changing the description of this program from "Chief Administrator Officer" to the "Mayor's Office Director" position.

The Mayor's Office Director also manages a "tracking sheet" to monitor high-level issues of citywide importance and coordinates with department heads and key staff on regular updates. The Mayor's Office Director works closely with the Mayor to monitor progress on the annual Mayor and City Council priorities and communicates with other area agencies to work on issues of community wide impact.

The Mayor's Office Director serves as Department Head and oversees the work and coordination of the Mayor's Office programs. A guiding principle for the city's work is our Beaverton Community Visioning effort. The 2016 update remains Mayor Doyle's primary touchpoint for bringing grass roots, community driven, aspirations to life.

The plan calls for a welcoming and inclusive city with a revitalized downtown. These are key efforts that Mayor Doyle and the City Council have focused on over the past nine years. The City continues to be a leader in the region, expanding partnerships as part of a Welcoming City coalition.

The last couple of years have been transformative for downtown Beaverton. We will soon have 500+ new housing units in our downtown – a mix of affordable, workforce, and market rate housing. Development of the former Westgate Theatre site is underway and additional downtown development projects will soon break ground.

This continues to be an exciting time for Beaverton. The economy continues to be on the rise (3.5% unemployment rate in February 2018), South Cooper Mountain is under development, Nike is well on the way to a half-billion dollar expansion and our redevelopment agency is generating millions in increment. Planning efforts continue with the construction of the voter-approved, \$35 million dollar Public Safety Center. The Mayor's Office also oversees the capital campaign and management for the Beaverton Center for the Arts project.

Under the Mayor and Council's leadership, much of this work has been accomplished with a core set of values centered on collaboration, partnership, and responsiveness. Beaverton is often recognized for its significant public involvement efforts and strong volunteer base.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0522 MAYOR'S OFFICE DIRECTOR PROGRAM	DEPARTMENT HEAD: ABIGAIL ELDER

FY 2017-18 Highlights:

- Oversaw the Mayor's Office Department, totaling 17 programs, 44 employees and \$7.9 million budget.
- Facilitated the ongoing implementation of the Mayor and Council's priorities.
- Coordinated and tracked regular updates to Mayor and City Council on priorities.
- Held approximately 26 City Council/CAO 1:1 briefings per councilor averaging 5-10 issues per briefing.
- Set Council agendas for 45 public meetings: 65 staff presentations (50 City staff; 12 Outside agencies), 19 public hearings and 21 work sessions.
- Held 6 Round Table meetings with Council totaling 12 issue areas for discussion.
- Provided executive support for the continuation of a Severe Weather Shelter per Mayor and City Council priorities.
- Chief Administrative Officer (CAO) and Mayor met once per month with both SEIU and BPA leadership maintaining trust and open communication.
- Led the City's efforts to represent and promote Beaverton's interests to federal, state and regional governments.
- Coordinated the City's efforts on exploring several new non-property tax revenues.
- New Revenue: Roughly \$1.5M per year in utility privilege taxes; roughly \$860,000 per year in new transient lodging taxes.

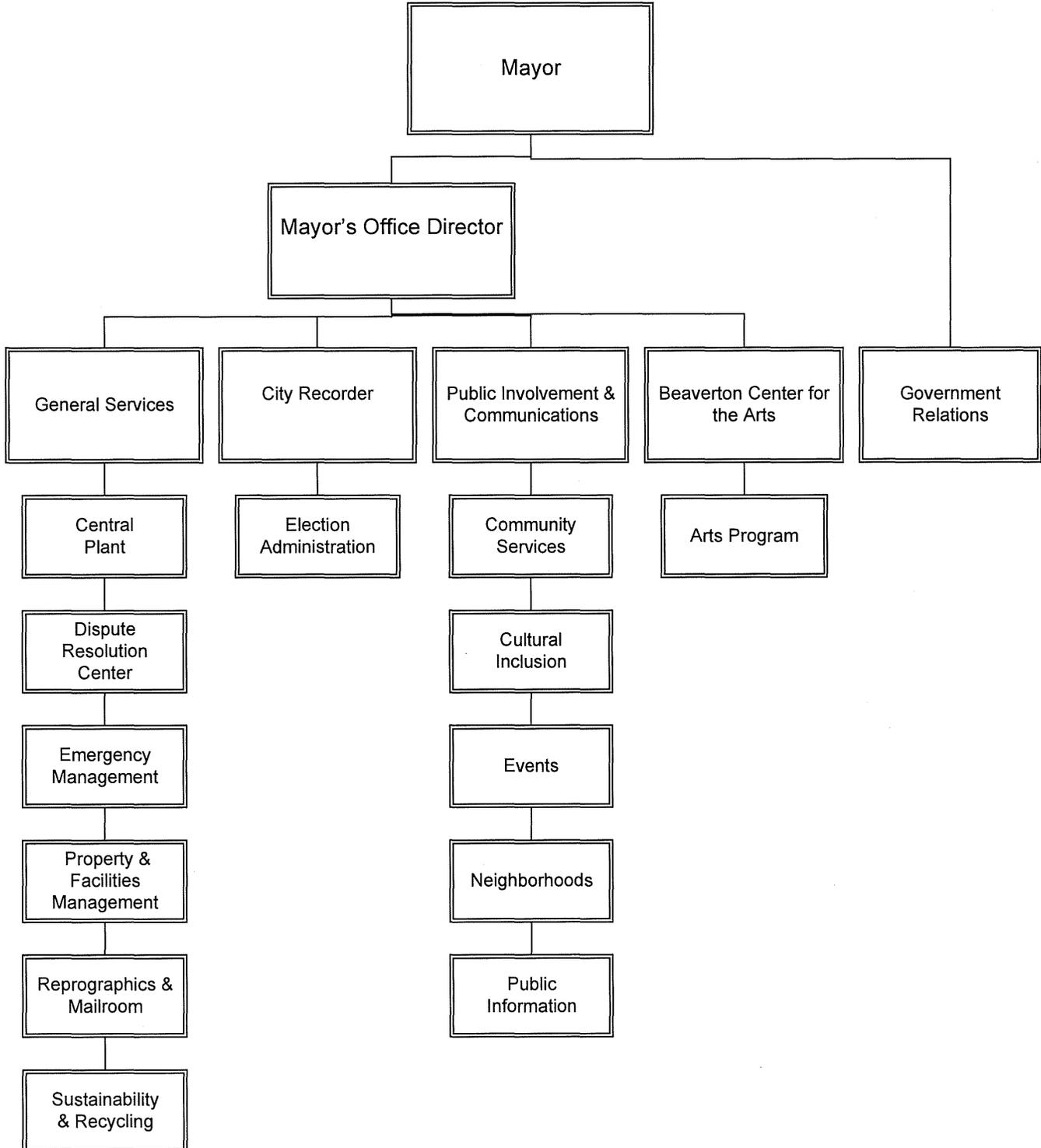
FY 2018-19 Priorities:

- Assist the Mayor implementing the 2018 City Council priorities.
- Assist the Mayor implementing the Department Head Business Plan.
- Work with Department Head team with the day-to-day operations of the City.
- Oversee the operations and delivery of program services for the Mayor's Office.
- Serve as a liaison with the development community and support the South Cooper Mountain development.
- Oversee Capital Campaign and Management efforts for the Center for the Arts project.
- Continue to pursue State and Federal funding sources for major community projects.
- Provide executive support for the completion and implementation of Beaverton's Climate Action Plan with a smart cities focus.
- Continue as primary contact with Nike during their expansion project.
- Maintain existing relationship with our strategic partners, associations and special districts.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of citizen volunteers contributing hours to assist with various city programs	3,350	3,750	3,900 / 3,900	3,900
Council/Staff Updates & Briefings	25.4	26	26 / 26	Moved to 0521
Number of Bills Tracked in State Legislature	329	290	150 / 150	Moved to 0521
Amount of testimony or support materials created for federal, state, county or local hearings (in addition to Mayor's Administration 0521 measures)	103	40	25 / 25	8

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0522 MAYOR'S OFFICE DIRECTOR PROGRAM	DEPARTMENT HEAD: ABIGAIL ELDER



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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0450 BUILDING MAINTENANCE SERVICES	PROGRAM MANAGER: PAT VANOSDEL

Program Goal:

The Facilities/Property Management Program is entrusted with managing the largest budget in the Mayor's Office (more on this below). This funding is necessary to maintain and hold the City's building assets to a high level of standards resulting in pleasant facilities for occupants and citizens who visit the buildings. This program ensures that all City-utilized sites are accessible, safe, clean and energy-efficient. This program also manages the City's leases and handles tenant matters in City-owned or City-leased properties.

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	6.00	6.00	0.00
PERSONNEL SERVICES	\$626,090	\$635,191	\$661,710	\$684,324	\$0
MATERIALS & SERVICES	20,810	19,453	23,935	15,634	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	14,790	24,746	29,554	30,164	0
CONTINGENCY	0	0	40,930	44,176	0
TOTAL	\$661,690	\$679,390	\$756,129	\$774,298	\$0

Program Objective:

To manage the electrical and mechanical systems, the security cameras and access control systems, and provide contractor management for janitorial, heating & cooling, and other systems. Staff evaluates the performance of building systems, maintenance practices and the materials and supplies used, and implements or recommends changes to enhance the service life of City facilities. This Program strives to include Minority-owned, Women-owned and Emerging Small Businesses (MWESB) and service disabled veterans firms in the bid process for goods and services.

The Program Manager is involved with various committees: Public Safety Center Steering Committee; Beaverton Center of the Arts Facilities Committee; and the City's Real Estate Committee.

In addition, interaction with other departments and programs is a key function of this Program. This year, a priority of this Program will be working with the City's ADA Coordinator to ensure all City facilities meet the ADA Title II requirements as determined from the self-evaluation performed in January 2018.

Budgets managed by this Program but funded in other departments and programs are as follows:

Fund/Dept./Program/Object	Sites	Total FY 2017-18 Estimated	Total FY 2018-19 Proposed
001-10-0450-xxx	Facilities personnel and expenses	\$ 696,719	\$ 765,093
001-13-0003-xxx	Activity Center, Community Center, Kiosks, Harvest Court	\$ 177,662	\$ 174,951
001-13-0007-xxx	City Hall/The Beaverton Building	\$ 1,463,421	\$ 1,185,949
001-13-0008-xxx	Griffith Park Building	\$ 486,605	\$ 503,225
115-35-0551-351, 381, 384, 511, 536	Main Library	\$ 453,587	\$ 404,763
115-35-0558-351, 381, 384, 511, 536	Murray Scholls Branch Library	\$ 258,829	\$ 281,495
605-85-0681-351, 381, 384, 511, 536	Public Works/Operations	\$ 128,827	\$ 214,905
106-70-6100-381	CDBG Childcare Center	\$ 1,860	\$ 1,500
TOTALS		\$ 4,226,010	\$ 3,531,881

The total budget responsibility for this Program was \$2,955,285 in FY 2015-16, \$3,819,743 in FY 2016-17, and \$4,226,010 in FY 2017-18. The total proposed for FY 2018-19 is \$3,531,881.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0450 BUILDING MAINTENANCE SERVICES	PROGRAM MANAGER: PAT VANOSDEL

Just over 333,559 square feet of occupied City owned and leased property is maintained by this program. Eliminated from FY 2016-17 was the Police Training Center, and eliminated from FY 2018-19 are the Beaverton Activity Center on Allen Boulevard and the house on Main Avenue. These will be replaced with the future Public Safety Center.

CITY-OWNED BUILDING INVENTORY

Facility	Building Age (yrs.)	Approx. Sq. Ft.	Insured Value (property & contents)
Main Library	18	69,500	\$46,516,369
The Beaverton Building	15	107,000	\$26,311,729
Griffith Park Building	34	74,750	\$21,876,882
Public Works/Operations Center	39	31,689	\$6,116,208
Sorrento Pump Station	67	4,754	\$4,996,223
Sexton Mountain Reservoir	23	960	\$16,940,935
Community Center	28	9,274	\$1,506,090
House at 12470 SW Fifth Street	29	1,812	\$236,311
Daycare Center on Longhorn Lane	31	7,227	\$1,203,338

CITY-LEASED BUILDINGS/ PROPERTY INVENTORY

Facility Name/Purpose	Original Lease Date	Lease Term Remaining	Cost per Month	Approx. Sq. Ft.
Harvest Court Storage Facility/Police Evidence	May 2003	2years	\$8,894	13,800
Operations Storage Lot on Arctic Drive	Dec 2009	1 year	\$1,319	.35 acre
Beaverton Library @ Murray Scholls*	Dec 2009	7 years	\$19,573	11,707

*Branch library expansion in January 2015 increased the size to 11,707 from 7,032

Progress on FY 2017-18 Action Plan:

See specific Funds/Departments/Programs on page three of this document for individual buildings and progress from FY2017-18 action plan.

FY 2018-19 Action Plan:

As the City's public buildings are being evaluated this year for compliance with ADA Title II, the Building Maintenance Service Program will begin work on projects identified in the ADA Transition Plan. Some of these projects include the remodel of restrooms and customer service counters to meet compliance.

Also see specific Funds/Departments/Programs for a list of buildings and action plans for FY 2018-19 as outlined on page three of this document.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0450 BUILDING MAINTENANCE SERVICES	PROGRAM MANAGER: PAT VANOSDEL

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of requests received through the City's facility work request system (Facility Dude)	1,220	1,482 / 1,354	1,375 / 1,398	1,375
Number of facility work orders completed per week	23	28 / 25	27 / 23	25
Number of after-hour call-outs for emergency facility repairs or maintenance	25	22 / 23	20 / 10	15
Number of building projects over \$10,000 or more completed/proposed (below)	7	16	9 / 12	11
Total cost of building projects \$10,000 or more completed/proposed	\$445,378	\$986,003	\$899,400 / \$945,735	\$400,000

FY2017-18 PROPOSED, BUDGETED & COMPLETED

BUILDING	PROJECT	BUDGETED	ADDED
Beaverton Bldg.	Seal exterior of bldg.	\$250,000	
	Remove water/mineral stains on windows	74,000	
	Pressure wash exterior	14,400	
	Remodel 2 nd floor for Finance Dept.	558,500	
	<i>New tenant remodeling</i>		16,335
Community Center	<i>Rebuild pump room on roof</i>		12,000
	Replace roof & gutters	15,000	
	Exterior paint	15,000	
	<i>Replace radiator in generator (carried forward)</i>		10,000
Griffith Bldg.	None		
	<i>Remodeling for new meeting rooms</i>		74,300
Library	Replace pavers in front	25,000	
	Retrofit 1 st floor book stacks with LED lighting	10,000	
Public Works	None		
	<i>Emergency hoist replacement (insurance claim)</i>		
TOTAL PROJECTS OVER \$10,000 EACH		\$853,400	\$92,335

FY 2018-19 PROPOSED

BUILDING	PROJECT	PROPOSED
Beaverton Bldg.	Replace roof	\$125,000
	Upgrades to Evoko room management system	17,000
Branch Library	Install security camera system	15,000
Community Center	Replace two HVAC units	20,000
	Replace roof & gutters (more than budgeted last FY)	70,000
Griffith Bldg.	Municipal Court remodeling	28,000
	Replace two HVAC units	50,000
	ADA remodeling as required	15,000
Library	Replace pavers in front	25,000
	Retrofit 1 st floor book stacks with LED lighting	10,000
	Any projects recommended from Space Study	10,000
Public Works	Construct office in Building D	25,000
TOTAL PROJECTS OVER \$10,000 EACH		\$410,000

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0526 CULTURAL INCLUSION	PROGRAM MANAGER: ALEXIS BALL

Program Goal:

To help the city become increasingly welcoming, inclusive, representative, and responsive to historically underrepresented and underserved communities, particularly communities of color, immigrants and refugees.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	4.00	3.50	3.00	3.00	0.00
PERSONNEL SERVICES	\$413,308	\$400,324	\$389,789	\$387,009	\$0
MATERIALS & SERVICES	178,681	137,405	116,904	122,733	0
CAPITAL OUTLAY					
TRANSFERS	43,522	34,825	51,191	34,917	0
TOTAL	\$635,511	\$572,554	\$557,884	\$544,659	\$0

Program Objectives:

- Support integration and access to city programs and resources for historically underrepresented communities.
- Lead internal racial equity initiatives to create institutional change.
- Increase participation of historically underrepresented communities in decision-making and leadership roles.
- Ensure that the city uses a framework of equity to develop key priorities and allocate resources.
- Work with the Diversity Advisory Board (DAB), to implement the Diversity, Equity and Inclusion Plan for Beaverton.
- Work with the Human Rights Advisory Commission (HRAC).

Program Objectives Link to the Beaverton Community Vision Action Plan:

- Increase city workforce diversity. (Beaverton Community Vision Action #4)
- Expand outreach to underrepresented populations. (Beaverton Community Vision Action #5)
- Expand the night market with crafts, food and entertainment. (Beaverton Community Vision Action #8)
- Make it easier for small business to bid on city work (Beaverton Community Vision Action #93)
- Expand networking, resources for multicultural businesses (Beaverton Community Vision Action #94)

Progress on FY 2017-18 Action Plan:

- **Welcoming Beaverton** – Expanded Welcoming Beaverton initiative to include 14 official community partners. Increased the visibility of messaging and programming to support welcoming and immigrant integration throughout the year by hosting the largest Beaverton Welcoming Week to date, putting out regular press releases and other communications about the work, and partnering on related events. Supported more community-initiated welcoming activities through increased grant availability, support and infrastructure for Beaverton Welcoming Week.
- **Staff Development on Diversity, Equity, and Inclusion (DEI)** – Continued to spearhead the work of the cross-departmental Internal Equity Team, annual Equity Seminar Series workshops, and other professional development opportunities for staff on DEI topics. Developed and implemented city equity 101 training for all staff.
- **Diversity Advisory Board and Diversity, Equity, and Inclusion Plan (DEIP)** – Supported the Diversity Advisory Board and their role in advising on major city projects and programs, monitoring progress on the city's implementation of the DEIP. Supported the board and city staff in implementing action items from the DEIP.
- **Language Access and Title VI** – Continued to train staff and volunteers on language access, coordinated translation of vital documents and policy implementation, and expand public awareness of city materials and services in other languages. Oversaw the city's Title VI compliance and complaints process.
- **Outreach & Civic Engagement** – Hosted 6th annual Beaverton Organizing and Leadership Development (BOLD) Program in spring 2018. Supported expanded city outreach, marketing, and recruitment of underrepresented populations for volunteer and city workforce opportunities. Continued to expand strategic partnerships and relationships in local immigrant and refugee communities and other communities of color.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0526 CULTURAL INCLUSION	PROGRAM MANAGER: ALEXIS BALL

- **Support for Equity Projects** – Continued to advise, provide support and outreach for equity projects initiated in other city departments, diversity in city contracting efforts, and acting as a liaison to the ongoing county-wide study of communities of color.

FY 2018-19 Action Plan:

Cultural Inclusion Program

- **Diversity Advisory Board and Diversity, Equity, and Inclusion Plan (DEIP)** – Complete comprehensive renewal of the DEIP with the use of new data from countywide study and developing measurable indicators for each goal area. Support Diversity Advisory Board (DAB) subcommittees and building stronger connections with staff. Support DAB in advising on major city projects and programs and monitoring progress on the city's implementation of the DEIP. Support the board and city staff in implementing action items from the DEIP, including the Beaverton Night Market.
- **Organizational Development on Diversity, Equity, and Inclusion (DEI)** – Continue to spearhead the work of the cross-departmental Internal Equity Team, annual Equity Seminar Series workshops, and other professional development opportunities for staff on DEI topics. Convene and lead discussions coordinated with the release of the Washington County communities of color study. Support the city to develop department-specific, measurable equity goals and the development of an equity lens to be used in all major projects. Continue to advise, provide support and outreach for equity projects initiated in other city departments, including diversity in city contracting and hiring.
- **Language Access and Title VI** – Continue to act as a resource to staff on training, accessing language assistance supports, coordinating translation of vital documents, and expanding public awareness of city materials and services in other languages. Develop processes to report annually on city's Title VI compliance and complaints process. Support efforts to improve service, accessibility, and engagement with English Language Learners.
- **Leadership Development & Public Involvement** – Support the division in efforts to develop a model or standards for public involvement across the organization that includes key equity considerations. Support expanded city outreach and recruitment of underrepresented populations for volunteer and city workforce opportunities, as well as participation in community feedback sessions on major city projects. Continue to build on the successes of the Beaverton Organizing and Leadership Development (BOLD) Program. Continue to expand strategic partnerships and relationships in local immigrant and refugee communities and other communities of color.
- **Welcoming Beaverton** – Promote Beaverton as a welcoming city in word and deed, support immigrant integration and strengthen ties between newcomers and long-time residents. Increase visibility of messaging and programming to support welcoming throughout the year. Support more community-initiated welcoming activities through increased partnerships, grant availability, support and infrastructure for Beaverton Welcoming Week.
- **Human Rights** – Provide staff support to the Human Rights Advisory Commission as the group refocuses this year and develops a new set of goals and work plan for the commission.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0526 CULTURAL INCLUSION	PROGRAM MANAGER: ALEXIS BALL

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Estimated	FY 2018-19 Proposed
Number of Diversity Advisory Board Meetings	10	12	12 / 12	12
Number of Materials Translated per the city's Language Access Policy	40	95	140 / 135	190
Percent of BOLD graduates who volunteer in Beaverton	60%	62%	65% / 65%	65%
Number of core areas in the Diversity, Equity & Inclusion Plan receiving a progress rating of "Significant Progress" or greater	2	4	5 / 5	6
Number of DAB volunteer hours contributed to the city	150	515	500 / 450	450
Number of people engaged at Welcoming Beaverton events	No Measure	1,650	1,750 / 4,720	5,000
Number of attendees for staff trainings, workshops, meetings on DEI	No Measure	235	250 / 650	250

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0527 EVENTS	PROGRAM MANAGER: LANI PARR

Program Goals:

The goal of the Events Program is to connect and celebrate our diverse community through community events and to provide strategic opportunities for the city to reach residents about city programs and services. The program also serves as an internal service provider for other city departments in helping them plan and hold successful community events.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.00	2.50	2.00	2.00	0.00
PERSONNEL SERVICES	\$303,342	\$201,466	\$203,688	\$199,382	\$0
MATERIALS & SERVICES	218,603	245,027	201,091	199,839	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	105,031	106,452	118,894	120,874	0
TOTAL	\$626,976	\$552,945	\$523,673	\$520,095	\$0

Program Objectives (services provided):

The Events Program coordinates and supports a variety of large-scale events and activities that promote Beaverton as a friendly, active, and responsible community. These events are vital to the success of city initiatives and provide the city the opportunity to connect directly with thousands of residents that we may not reach otherwise. The Events Program helps support cultural events such as the Beaverton Night Market and Beaverton International Celebration. It also plans popular community events including the Tree Lighting, Beaverton Volunteer Fair, Flicks by the Fountain, Picnics in the Park, Bike Beaverton, and the Celebration Parade.

As an internal service provider to city departments; the Events Program team help staff with organizing and hosting events for projects. From start to finish, the Events Team coordinates event logistics, concept development, vendor research, marketing, and setup. Examples include ribbon cuttings, business recruitment meetings, community advisory or public input opportunities, and more.

Community Events in FY 17-18:

- Four Picnics in the Park | June, August 2017 | Attendance 2,875 | Volunteers 34
- Beaverton International Celebration in partnership with THPRD | Attendance 1,020 | Volunteers 8
- Flicks by the Fountain movie night presentation | Attendance 780 | Volunteers 12
- The 60th annual Beaverton Celebration Parade | Attendance 4,450 | 1,500 Participants | Volunteers 12
- Tree Lighting Ceremony and Holiday Open House | Attendance 5,200 | Volunteers 25
 - This event includes a collaboration with the German International School for a German Holiday Market
- Two Night Markets | Attendance 13,000 | 47 Vendors | 37 Volunteers
- Beaverton Volunteer Fair | June 2017 | Attendance 533 | 14 Volunteers
- Rose Festival Half Marathon | Runners 413 | 57 Volunteers
- Broadway Street Festival | Attendance 940 | 16 Volunteers
- State of the City | January 11 | Attendance 293 | 12 volunteers

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0527 EVENTS	PROGRAM MANAGER: LANI PARR

Internal Service Events coordinated in FY 17–18:

- 3 events for Economic Development supporting Business Development
- 1 ODOT/ Canyon Road open house event
- 1 Concert in the Park for NACs to help bring events to local neighborhoods
- 1 Boards & Commissions Dinner event
- 2 School Career Day visit for community engagement and education
- 3 Ribbon Cuttings for Downtown storefront projects
- 2 Movie Nights for NACs to help bring events to local neighborhoods
- 1 Sister Cities visit promoting relationships with foreign partners
- 1 Beat the Heat Community event supporting community service
- 2 Westside Economic Alliance (WEA) Events

FY 2018-19 Action Plan:

The following Signature events will be presented in FY '18-19:

- Two Beaverton Night Markets | July and August at The Round
- Flicks by the Fountain | August at City Park
- *New Event:* 4th of July Festival | July at City Park
- 61st annual Beaverton Celebration Parade | September
- Bike Beaverton | September
- Beaverton International Celebration | September
- Tree Lighting, German Holiday Market | November - December at City Park
- Three Picnic in the Parks | Summer Carolwood, Camille, & Autumn Ridge Park
- State of the City Address | January 2019
- Beaverton Volunteer Fair | March 2019

The Events team strives to expand event programming that reflect the requests of the community through the Visioning Action Items.

- ***Vision Action Item # 5. Expand outreach to under-represented populations.*** We will be expanding the activities and collaborating with our partners at THPRD for the Beaverton International Celebration as part of Welcoming Week. The events team will work to expand and diversify the types of vendors, performers, food, arts, crafts and themes of existing events to better reach under-represented populations. Additionally, the team will be diligent about posting event notifications in multiple languages and in venues that will help increase community participation.
- ***Vision Action Item #8. Expand the night market with crafts, food and entertainment.*** In collaboration with the Diversity Advisory Board, event staff will continue to coordinate two night markets in the summer of 2018 with a goal of increasing attendance, creating business opportunities for vendors, and improving the efficiency of the events.
- ***Vision Action Item #15. Continue City festivals and hold events in neighborhoods.*** The events team will continue to organize activities and logistics that meet the needs of our community. This includes collaborating with our partners to better utilize resources and opportunities that benefit our goals. We will continue to support the NACs with more neighborhood events such as concerts and movie nights in localized neighborhoods.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0527 EVENTS	PROGRAM MANAGER: LANI PARR

The Events team will expand internal customer service by guiding and working with various programs on event planning, marketing, and public involvement opportunities.

Performance Measures:

	FY 2016 - 17 Actual	FY 2017 - 18 Budgeted/Revised	FY 2018 - 19 Proposed
Number of overall public activities or events participated in, supported or organized by the program:	25	20 / 29	25
Attendance at program lead events:	38,650	33,000* / 29,504	29,000
Number of community volunteers assisting with events:	267	120* / 227	200
Number of hours of internal services provided by the events program staff	***	208 / 236	250
Number of targeted marketing strategies used to increase awareness of events programming within diverse communities*	7	12 / NA**	NA**
Social Media number of impressions		NA*** / 376,742	400,000
Number of webpage visits		NA*** / 151,129	175,000

*Some events were moved in to the Arts Budget

**Performance measure will be incorporated in the Public Information team performance measures.

***New performance measure

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0529 COMMUNITY SERVICES	PROGRAM MANAGER: ALEXIS BALL

Program Goal: To build and maintain relationships with nonprofit partners providing social service assistance to the Beaverton community and to centralize internal sources of support, ensuring accountability in program objectives supporting Beaverton residents in need.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.00	0.50	1.00	2.00	0.00
PERSONNEL SERVICES	\$0	\$41,996	\$85,434	\$197,072	\$0
MATERIALS & SERVICES	\$0	\$529,046	\$658,363	\$649,238	\$0
CAPITAL OUTLAY					
TRANSFERS	0	1,242	2,202	1,663	0
TOTAL	\$0	\$572,284	\$745,999	\$847,973	\$0

Program Objectives (services provided):

Community Services Program streamlines the city's support for social service organizations. The program focuses on convening local organizations to achieve significant social change on priority issues; offering opportunities for local partners to develop and strengthen the skills and resources of their organization for long-term sustainability; and contracting with innovative organizations and provide invaluable services to the Beaverton community.

- Centralize provision and partnership of social service assistance
- Address City Council social service priorities through funding and supporting the capacity building of organizations serving low income Beaverton residents
- Ensure accountability of nonprofit partners through reporting and tracking of activities and outcomes in city limits
- Respond to urgent and emerging social issues based on community need and contracting with nonprofit partners
- Serve as a source of referral to community members in need of assistance to various agencies and organizations

Program Objectives Link to Beaverton Community Vision

The Community Services Program is deeply rooted in the Public Services goal area of the vision action plan. The public called for the city to do more to coordinate with and support community non-profit partners. The vision update specifically calls out the need for more affordable housing solutions, support for seniors, expanding affordable access to medical care and the need to support measures that reduce or prevent homelessness and provide for temporary shelter in Beaverton. The activities of the Community Services Program and the Social Service Funding Committee are prioritized by the City Council on annual basis by responding to community needs and reflecting upon the advice of the community vision.

Progress on FY 2017-18 Action Plan:

- Severe Weather Shelter Coordination – Coordinated the expanded season for the Beaverton Severe Weather Shelter through a contract with a local nonprofit partner, tracking outcomes of services provided, supporting recruitment and training of volunteers, ensuring communication between the city and nonprofit staff, and overseeing donations.
- Social Service Funding Grant Management – Managed the Social Service Funding Committee and the grant process. Provided assistance to nonprofit partners on the application for the new fiscal year of funding and maintained communication with current grantees, tracking outcomes through reporting and regular site visits.
- Nonprofit Technical Support – Offering workshops and technical support to nonprofit organizations and staff looking to grow their knowledge, skills, and abilities to better serve Beaverton residents.
- Charity Drive/Beneficiaries Management – Worked with city staff to coordinate the designation of nonprofit beneficiaries for events. Collaborated with the Beaverton Police Department and Beaverton City Library on annual winter toy drive.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0529 COMMUNITY SERVICES	PROGRAM MANAGER: ALEXIS BALL

- Partner Agreements for Committed Services – Evaluated outcomes for organizations receiving funding, ensuring that they are serving Beaverton residents through program activities.
- Research– Researched emerging trends in social services and needs expressed by community organizations and individuals to inform priority process.
- Professional Services Contract Management – Managed service provision for Mayor and City Council social service priorities such as the Tax Assistance Program. Established contract with Family Promise of Beaverton, which will fulfill the identified need of temporary housing for homeless families in Beaverton. Working with the Beaverton City Library to establish contracts with social service providers that can refer individuals in need to appropriate services.

FY 2018-19 Action Plan:

- Severe Weather Shelter Coordination – Coordinate the Beaverton Severe Weather Shelter in partnership with a local nonprofit organizations to serve adults experiencing homelessness
- Expanded homelessness support – Oversee and coordinate with partners on expanded services for families and individuals experiencing homelessness, including a social worker at the Beaverton City Library, contract and host support for Family Promise of Beaverton, explore parking programs, and convening with other local agencies
- Social Service Funding Grant Management – Manage the Social Service Funding Committee and grant process. Support organizations that are new to the process to be successful, and proactively identify organizations that may not have been reached before.
- Nonprofit Technical Support – Offer workshops and capacity building opportunities to nonprofit organizations and staff looking to grow their knowledge, skills, and abilities to better serve Beaverton residents.
- Charity Drive/Beneficiaries Management – Identify strong local partners to work with on key charity drives, including the winter toy drive and school supply drive. Work cross-departmentally on implementation of drives.
- Partner Agreements for Committed Services – Continue to evaluate outcomes for organizations receiving funding, and assist organizations new to the process.
- Professional Services Contract Management – Continue to manage service provision of contracts for priority social service needs, including the tax assistance program. Work with CASH Oregon as they move to a new location in the coming fiscal year.

Performance Measures:

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/ Actual	FY 2018-19 Proposed
Number of Participants in Social Service Funding Training and Workshops	New Measure	60	70 / 50	60
Percent of organizations receiving funding through the social service funding committee process completing annual site visits	New Measure	100%	100% / 100%	100%
Percent of organizations receiving direct line-item allocations submitting annual reporting documentation	New Measure	50%	100% / 100%	100%

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0529 COMMUNITY SERVICES	PROGRAM MANAGER: ALEXIS BALL

Workload Measures (Continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/ Actual	FY 2018-19 Proposed
Total refunds in dollars from tax assistance program that are received by the Beaverton community	New Measure	\$2.4 million	\$2.4 million / \$2.5 million	\$2.5 million
Total taxpayers receiving the Earned Income Tax Credit at the Beaverton tax assistance site	New Measure	425	425 / 450	500
Total number of days open at the Beaverton Severe Weather Shelter	New Measure	32	32 / 28	28
Total number of individuals served by the shelter	New Measure	400	400 / 600	600

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0531 CITY RECORDER/ELECTIONS ADMINISTRATION	PROGRAM MANAGER: CATHY JANSEN

Program Goal:

To support the Mayor, staff, and City Council, and coordinate all processes related to the City Council and Beaverton Urban Redevelopment Agency (BURA) Board meetings. Provide accurate minutes of all Council and BURA proceedings and coordinate the City Council and BURA agenda process. Provide superior professional, courteous, reception information and customer service to citizens and staff. Administer all aspects of City Recorder/Election Administration program, including training and assistance for staff, elected officials and citizens. Effectively administer City elections; to comply with all applicable State election statutes; and to provide election related updates to the Mayor, City Council, and candidates regarding election laws and procedures. To provide clear responses/explanations to citizens regarding elections processes.

REQUIREMENTS	FY 205-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$311,811	\$314,368	\$325,840	\$348,342	\$0
MATERIALS & SERVICES	59,443	67,312	85,150	93,830	0
CAPITAL OUTLAY					
TRANSFERS	15,956	19,380	16,513	17,744	0
TOTAL	\$387,210	\$401,060	\$427,503	\$459,916	\$0

Program Objective (services provided):

The City Recorder's Office supports the goals of the Beaverton Community Vision as follows:

Goal Area: Building Community. The City Recorder staff places highest priority on providing excellent public service to Beaverton citizens, elected/appointed officials, and City staff by:

- Maintaining a friendly and professional customer-oriented atmosphere in the Mayor's Office Reception area. Greeting and assisting visitors and staff, answering telephone calls, processing room reservation requests for city facilities, and providing superior customer service to ensure customer satisfaction.
- Managing the scheduling of Council and BURA meetings. Producing meeting packets including: coordinating and reviewing agenda items for content; preparing packets for printing and posting to Web; distribution of packets to Council, BURA Board, key staff and the public, either electronically or in paper format; and preparation/publication of public notices as required by law.
- Recording, scanning and archiving City Council and BURA documents including ordinances, resolutions, minutes, and agenda bills, etc., according to legal requirements and department procedures.
- Providing election related assistance to candidates, political action committees, and the public, in a clear and unbiased manner.
- Producing and publishing Beaverton Candidate's Handbook of instructions on election procedures and candidate filing requirements for Mayoral and City Council elections and for submission to the Beaverton Voters' Pamphlet.
- Producing and publishing the City of Beaverton Voters' Pamphlet.
- Publishing Candidate Filings, Candidate Handbooks and Beaverton Voters' Pamphlet on the City Website.
- Assisting the City Attorney to ensure that the City Election Code is in compliance with State statutes. Developing and revising, as needed, the administrative rules which complement the Code.
- Attending necessary training to stay current with election practices and laws, as they are changed by the legislature and citizen initiatives, and maintain professional training.
- Providing administration and supervision of staff, work procedures, and City Recorder/Election program.
- Providing administrative and clerical support to the Mayor's Office.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0531 CITY RECORDER/ELECTIONS ADMINISTRATION	PROGRAM MANAGER: CATHY JANSEN

Goal Area: Building Community – By Making City Council and BURA Board Information Easy to Obtain. The City Recorder's Office supports government transparency and provides easy access to information for citizens by:

- Coordinating preparation, processing, distribution and publishing all materials related to City Council and BURA Board meetings (agendas, minutes, supporting documentation) and electronically posting these records to the City's web page using the Granicus Video Streaming Software.
- Broadcasting Council and BURA meetings on television and the Internet using Granicus Video Streaming software to make Council and BURA meetings live and accessible on the web 24/7 worldwide.

Goal Area: Enhance Livability – City Recorder Program Actively Participates in the City's Sustainability Action Plan to reduce the City's carbon footprint and preserve the environment. To reduce paper distribution, the City Recorder's Office:

- Provides documents electronically when possible, including posting Council and BURA packets on the Web; posting public information on the City Web site; and fulfilling information requests electronically.
- Actively participates in the City's various recycling programs.

Goal Area: Enhance Livability – Promotes and Administers the People's Use of Public Places. The City Recorder's Office supports the community's use of public places by:

- Administering and maintaining the City's web-based Book'em Pro Room Reservation System to schedule room use for certain rooms in The Beaverton Building/City Hall, Library Meeting Rooms, Community Center Meeting Rooms, Activities Center Meeting Rooms, and the Griffith Building.

Progress on FY 2017-18 Action Plan:

- Conduct May 2018 Primary Election (City Council election)
- Update customer use agreement and policies for room reservation system – Underway
- Assisted ISD staff in design and conversion to new software system for room reservation system - Completed

FY 2018-19 Action Plan:

- Complete the update of the customer use agreement and policies for the room reservation system
- Develop web-training material for staff and volunteers on minutes preparation and public meeting law requirements
- Conduct November 2018 City Council General Election.

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Projected/Revised	Proposed
Number of Resolutions Processed (CC & BURA)	55	55	55 / 55	55
Number of Ordinances Processed (CC)	25	25	25 / 25	25
Number of Agenda Bills Processed (CC & BURA)	320	240	240 / 240	240
Number of City Council and BURA Meetings available on Granicus Web Stream	45	45	45 / 45	45
Number of electronic communications to candidates, elected officials and citizens regarding election issues	108	100	100 / 125	100
Cost to process each election form	\$40	\$40	\$43 / \$43	\$43
Cost of Printing One Voters' Pamphlet:	\$6,000	\$6,000	\$6,000 / \$6,000	\$6,000
o May 2018 Primary Election (Council)	Primary	General	Primary	General

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0537 PUBLIC INFORMATION	PROGRAM MANAGER: NICOLE WALTERS

Program Goal:

To administer the overall strategic marketing and branding of the city and to raise the city's profile to community members, visitors, and businesses. To provide timely, centralized public information distribution through a variety of sources including traditional and emerging media. To increase public awareness and facilitate an authentic, transparent and flexible public involvement that integrates residents' concerns and needs into the city's decision-making process, and results in greater credibility and trust.

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	4.00	0.00
PERSONNEL SERVICES	\$348,558	\$393,480	\$475,471	\$415,450	\$0
MATERIALS & SERVICES	67,351	100,045	160,966	158,866	0
CAPITAL OUTLAY					
TRANSFERS	113,153	132,690	144,765	150,264	0
TOTAL	\$529,062	\$626,215	\$781,202	\$724,580	\$0

Program Objectives (services provided):

The Public Information Program focuses on accomplishing its goals:

- Promoting Beaverton as the 'Best of Oregon' by enhancing Beaverton's marketing and promotional strategies.
- Implementing the city's marketing plan by emphasizing strategies that amplify the city's appeal to residents, visitors, and businesses looking to grow and locate in Beaverton.
- Providing internal customer service to city departments, centralizing citywide communications to successfully implement the city's marketing and branding strategies.
- Enhancing Beaverton's reputation as a friendly, active, and responsible community.
- Assisting policymakers in advancing Mayor/City Council's priorities, while being mindful of longstanding City Council goals.
- Continuing to emphasize delivering transparent and accessible city government services.
- Providing timely and accurate information and responses to all media requests.
- Providing high-quality public information to inform and educate citizens about citywide programs and projects through a variety of mediums (e.g. social media, direct mailings, *Your City* newsletter, websites, Chamber Visitors Guide, etc.).

Program Objectives link to the Community Vision:

A great deal of the public information program's work is deeply rooted in the Build Community vision goal area. The build community actions call for marketing and branding Beaverton, making community information accessible and easy to understand. The community vision goal and action ideas serve as a beacon to the public information program to guide how we spend our time to ensure the work we perform is enhancing the community's connection with the city and improving our service delivery.

Progress on 2017-18 Action Plan:

- Provided support to key city initiatives related to housing, transportation, equity & inclusion and safety. Provided marketing support for various initiatives including: downtown design, transportation, welcoming immigrants, cultural diversity, promotion of independent restaurants and the arts.
- Developed and implemented plan to improve internal and external emergency communications.
- Added additional channels such as NextDoor, SnapChat, and Instagram to enhance digital engagement with stakeholders and grow city's presence online.
- Continued centralized services to improve consistency of core brand messaging based on the values of friendly, active and responsible.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0537 PUBLIC INFORMATION	PROGRAM MANAGER: NICOLE WALTERS

- Maintained positive media relations to strategically position city in a transparent and thoughtful manner.

FY 2018-19 Action Plan:

- Provide marketing and communications support to key city initiatives related to public safety, transportation and infrastructure, housing, equity & inclusion and community partnerships.
- Respond proactively to changing social media trends and continue to improve digital engagement practices to grow city's presence and expand dialogue with stakeholders through multiple channels.
- Continue centralized services to improve consistency of core brand messaging based on the values of friendly, active and responsible.
- Continue to encourage information sharing and bridge communication between departments through internal communications to promote a welcomed, informed and valued employee base.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of 16-page Your City newsletter issues	6	6	8 / 6	7
Number of media inquiries (phone, email, media events, interviews) responded to by Mayor's Office each year.	767	175	200 / 201	220
Number of Facebook and Twitter or other social media deliverables	1,319	1,957	2,000 / 2,200	2,300
Number of Actions Underway or Implemented from 2015 Marketing Plan	New Measure	51	69 / 81	85
Number of Internal Communication activities developed to support city departments	New Measure	109	130 / 135	140
Number of communications trainings supported to help city staff with marketing, branding, media training, etc.	New Measure	4	4 / 4	4
Number of city department projects provided internal customer service support including: marketing materials, brochures, fliers, ads, postcards, posters, news releases, videos, social media, internal communications and web content.	New Measure	123	125 / 175	200

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0635 EMERGENCY MANAGEMENT	PROGRAM MANAGER: MIKE MUMAW

Program Goal:

To develop and maintain the City's ability to prepare for, respond to, recover from, and mitigate against natural and manmade major emergencies and disasters; to minimize loss of life and property; ensure continuity of government; and facilitate rapid recovery.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$373,666	\$390,722	\$394,182	\$429,190	\$0
MATERIALS & SERVICES	\$77,467	\$84,807	\$108,115	\$102,242	\$0
CAPITAL OUTLAY					
TRANSFERS	26,948	20,996	25,639	29,323	0
TOTAL	\$478,081	\$496,525	\$527,936	\$560,755	\$0

Program Objectives:

The Emergency Management Program's Objectives support on-going efforts to prepare the City for a large disaster. The specific program objectives for FY 2018-19 include:

- Maintain and grow a cadre of well trained volunteers capable of assisting the Emergency Management Program in all four phases of emergency management. This includes but is not limited to Citizen Emergency Response Team (CERT), Map Your Neighborhood, and Amateur Radio Communications.
- Conduct training and exercises, and update plans and procedures to maintain the City's compliance with state and federal requirements.
- Monitor developing conditions or incidents, which may affect the city and may require implementation of the emergency operations plan, to include a partial or full activation of the Emergency Operations Center (EOC), and provide advice to the Incident Commander and Mayor during emergency operations.
- Help employees and community members prepare for and survive disasters through training, exercises, drills, and public education presentations.
- Participate in the Washington County Emergency Management Cooperative (EMC), the Regional Domestic Preparedness Organization (RDPO) and with other agencies, groups, jurisdictions, and committees, on a local, regional and national basis, to coordinate and integrate emergency preparedness and response activities and plans, and to foster cooperative relationships.

Progress on FY 2017-18 Action Plan:

- With completion of the Fall Basic CERT in October 2017, there have been over 1,250 CERT graduates. The Spring Basic CERT starts March 8 and over 40 people enrolled within the first couple of days of enrollment. Program volunteers have participated in 64 events and trainings during the first seven months of the fiscal year for a total of 2545 volunteer hours. Past and upcoming activities included May Day exercise, grant funded multi-jurisdictional CERT Disaster Exercise, Wilderness First Aid Training, Beaverton Half Marathon, and Night Market.
- We are still developing and revising the EOC procedures and checklists to reflect the new location at Griffith Drive but have also started looking ahead to what the setup may look like in the new Public Safety Center. One of the quarterly IMT trainings has been completed and the remaining three will be completed prior to the end of the fiscal year. An EOC exercise is scheduled for the spring is being developed cooperatively with other Washington County agencies.
- We are hosting a CERT Basic Train-the Trainer class and 5 of our CERT Volunteers will be attending. This will expand our pool of instructors for teaching the CERT Basic Class.
- We continue active participation in Emergency Management Cooperative including support of the annual work plan and designing of the county-wide EOC exercise.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0635 EMERGENCY MANAGEMENT	PROGRAM MANAGER: MIKE MUMAW

- We continue our active participation in the Regional Domestic Preparedness Organization coordinating on regional activities including Citizen Corps/CERT, Mass Care and Sheltering, inclusion of people with disabilities, access and functional needs into emergency plans and procedures, mass prophylaxis distribution, debris management, and recovery.
- Beaverton continues to partner with other communities in Washington County in the conduct of Listos, the Hispanic variation of CERT. Beaverton hosted the Listos training in the fall of 2017.

FY 2018-19 Action Plan:

- Continue to expand volunteer involvement in Emergency Management through CERT, Amateur Radio, and Map Your Neighborhood.
- Provide relevant activities and training opportunities for program volunteers.
- Continue incorporation of ADA requirements into plans, procedures and public education materials.
- Maintain and expand response and recovery capabilities through training, exercises and drills including the annual EOC Exercise, annual Regional CERT Disaster Exercise, annual Beaverton CERT May Day Exercise and participation in ARES Amateur Radio Field Day Exercise.
- Grow redundant and resilient emergency communications capabilities and resources.
- Continue participation in Emergency Management Cooperative including support of the annual work plan.
- Maintain active involvement in the Regional Domestic Preparedness Organization.
- Work with local partners on Student/Parent Reunification plans including Beaverton School District.
- Maintain support for and provide alternative CERT training which could include Teen CERT and language/culturally specific offerings like Listos.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
GRANT MANAGEMENT				
Comparison – Number of grant awards being managed in the fiscal year and the total amount of the grant awards.	5:\$154,960	4:\$122,056	3:\$109,000 / 5:\$217,669	2:\$107,000
EXERCISES – Number of exercises including table top exercises:	11	9	6 / 10	9
RESPONSE AND RECOVERY - Number of incidents requiring EOC activation, CERT Mobilization, or an IMT	2	1	0 / 1	0
EMPLOYEE TRAINING:				
Number of employee training activities	34	38	30 / 32	30
PUBLIC EDUCATION/PREPAREDNESS:				
Number of public presentations made	78	65	60	60
Comparison - Number of volunteer activities and the number of participants	238:1,993	170:1,016	150:900 / 140:1,200	140:1,200

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0636 & 0639 HOMELAND SECURITY GRANTS	PROGRAM MANAGER: MIKE MUMAW

Program Goal:

To increase the City's ability to prepare for, respond to, recover from, and mitigate terrorist events that may involve the use of weapons of mass destruction consistent with the countywide Terrorism Vulnerability and Needs assessment and federal Homeland Security Grant Program requirements.

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	\$25,977	\$9,476	\$59,996	\$300	\$0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$25,977	\$9,476	\$59,996	\$300	\$0

Program Objectives:

This program tracks Homeland Security Grants awarded in even-year (Program # 0636) and odd-year (Program #0639) number Federal fiscal years (October 1-September 30).

- Facilitate Homeland Security Grant funding requests on behalf of the City and in coordination with Police and Public Works.
- Represent the City in the County-wide grant application process.
- Manage the grants to ensure the funds are properly expended and that the appropriate financial and progress reports are submitted to the State in accordance with the grant agreements.

The program's objectives currently support Council's 2017 priorities to "Enhance CERT Training" and "Continue to define the Emergency Master plan.

Progress on FY 2017-18 Action Plan:

- Received and accepted two Homeland Security grant awards:
 - FY 2017 State Homeland Security Program (SHSP) Grant for Moulage Training and purchase of moulage supplies.
 - FY2016 Urban Area Security Initiative (UASI) for CERT Equipment and supplies
- All previous Homeland Security Grants have been expended.
- Beaverton will have direct and in-direct benefit from 7 of the 10 proposed grant projects submitted in Washington County's consolidated grant application for the FY 2018 SHSP Grant.
- Beaverton has requests for CERT training and supplies pending in the FY17 UASI grant application.

FY 2018-19 Action Plan:

- Coordinate with Beaverton Police Department and Public Works, to identify potential projects eligible for Homeland Security Grant funding and participate in the countywide grant application process to apply for grant funds under the State Homeland Security Grant programs (contingent on availability of federal funds).
- Manage grants in accordance with approved grant agreements.

Performance Measures

The specific objectives and performance measures for this program are established in the approved Homeland Security Grant applications and grant awards.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0655 DISPUTE RESOLUTION CENTER	PROGRAM MANAGER: CARLEY ADAMS

Program goal:

To create respectful, inclusive and vibrant communities by providing mediation, facilitation and conflict resolution education services that foster deeper understanding, effective collaboration and mutually satisfying outcomes. Our work supports the Beaverton Community Vision goals "Provide High Quality Public Services" and "Enhance Livability".

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.63	3.63	3.63	3.63	0.00
PERSONNEL SERVICES	\$366,651	\$392,348	\$405,591	\$407,188	\$0
MATERIALS & SERVICES	19,702	21,209	28,195	25,950	0
CAPITAL OUTLAY					
TRANSFERS	6,309	5,240	6,605	5,543	0
TOTAL	\$392,662	\$418,797	\$440,391	\$438,681	\$0

Guided by a community-building mission and expertise in mediation, facilitation, process-design, restorative processes, dialogue, and working with diverse groups/communities, the Dispute Resolution Center (DRC) develops and manages programs that provide a respectful forum for people to discuss and resolve differences, expand the use of collaborative processes and enhance communication in our community.

1. The DRC provides 11 mediation and conflict resolution programs for residents in the City of Beaverton, the City of Tigard, and surrounding incorporated and unincorporated eastern Washington County, east of 185th Ave.
 - a. The Landlord/Tenant Mediation and Manufactured Dwelling Park Mediation programs support the Public Services target, "maintain a safe and resilient community" by helping landlords and tenants find more productive ways to resolve issues regarding housing concerns without going to court.
 - b. The Neighborhood Mediation, Homeowner Association Mediation and Business/Consumer Mediation programs support the Public Services target, "maintain a safe and resilient community" by helping residents find more productive ways to voice their livability concerns and create options for resolution.
 - c. The Elder Mediation Program supports the Public Services target, "invest in quality care and services for seniors" by helping seniors give voice to their desire to maintain their independence for as long as possible.
 - d. The Second Home Program, a community partnership with the Beaverton School District and Ecumenical Ministries of Oregon supports the Public Services targets "act to reduce homelessness and poverty" and "maintain a safe and resilient community" by connecting homeless high school students who are committed to graduating from high school with people willing to share their homes.
 - e. The Oregon Foreclosure Avoidance Program, a program of the Oregon Department of Justice, utilizes specially trained facilitators to conduct face-to-face resolution conferences between borrowers and lenders with the goal of avoiding home foreclosure. The program is designed to help people stay in their homes, or, if that is not possible, explore non-retention alternatives to foreclosure. The Dispute Resolution Center serves residents of Washington, Clatsop, Columbia and Tillamook Counties. This program supports Public Services target "act to reduce homelessness and poverty" and "expand community involvement in schools".
 - f. The Truancy Mediation program is a collaboration of the Washington County Homeless Education Network and the Dispute Resolution Center. The Center provides truancy mediation services for students and their families who are not in compliance with the Oregon Revised Statutes regarding attendance. The program supports the Public Services target "act to reduce homelessness and poverty" and "expand community involvement in schools".
 - g. The Workplace Mediation Program incorporates conflict resolution education and training for staff and supervisors, mediation services, and individual conflict coaching for employees. This program supports the support the Public Services target, "maintain a safe and resilient community".

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0655 DISPUTE RESOLUTION CENTER	PROGRAM MANAGER: CARLEY ADAMS

- h. The Victim-Offender Dialogue program, a collaboration of the Washington County Juvenile Department and the Center, provides facilitators trained to help willing juvenile offenders and crime victims meet face-to-face, to hear the human impact of their actions, be held accountable in a meaningful way and gain a greater awareness of their decisions. The program supports the Public Services target “maintain a safe and resilient community”.
2. Facilitation services provided by the DRC support the Enhance Livability” target “foster a diverse and vibrant community”. Facilitation services include:
 - a. Development of Good Neighbor Agreements involving difficult neighborhood and community issues.
 - b. Providing strategic planning and meeting assistance for organizations, committees and homeowners association boards.
 - c. Facilitating the development of community–building projects.
3. Senior Information and Support Services provided by the DRC support the Public Services target, “invest in quality care and services for seniors” by providing a “first stop” location for Beaverton seniors to find local, state and federal public and nonprofit resource providers available to help them maintain an active, healthy, secure and independent lifestyle.
4. We provide conflict resolution education and training to the community at large and, by request, to groups that have specific training needs in support of the Public Services target, “maintain a safe and resilient community”.
5. For 30 years the DRC has provided access to our services for language minorities by providing translation services, creating bilingual materials, and recruiting bi-lingual and bi-cultural volunteers in support of the “Enhance Livability” target, foster a diverse and vibrant community”, the Public Services target “maintain a safe and resilient community” and the Build Community goal #5 “expand outreach to under-represented populations”.
6. Building relationships with various ethnic groups through projects including mediation training, conflict resolution education and restorative dialogues supports the “Enhance Livability” target “foster a diverse and vibrant community” and the Build Community goal #5 “expand outreach to under-represented populations”.
7. Serving as an intermediary between residents and city government helping them understand and navigate City processes more efficiently.

Progress on FY 2017-18 Action Plan:

- The Beaverton Second Home Program continued to expand its range of services to homeless high school youth by providing conflict management training to home providers, additional conflict management support to youth and home providers. Preparations are now in place to expand the program to the Forest Grove School District in 2018.
- The Center worked with Ecumenical Ministries of Oregon (EMO) to reintroduce a modification of EMO’s successful Shared Housing program in Washington County. The program leverages existing housing stock to house people in need of affordable housing with those willing to share housing in exchange for affordable rent or services. The program started in Multnomah County in 2017. We continue to explore the implementation of this program in Beaverton.
- The Oregon Foreclosure Avoidance Program completed approximately 300 cases and serve more than 1200 clients. Our success rate for homeowners finding alternatives to foreclosure continues to be greater than 50% with home retention options exceeding 90%.
- The Center launched its pilot Victim-Offender Dialogue program, completing 22 referrals and accomplished 11 facilitated dialogue conversations.
- The Center worked with Impact NW’s SHINE program to development and present conflict management curricula for 1st – 5th graders at Beaver Acres Elementary School. The Center worked with two interns from the Conflict Resolution master’s program at Portland State University.
- Center continues to provide an extraordinary level of conflict management educational opportunities for the residents and organizations in our service area. The Center completed 30+ workshops for over 700 participants. Our workshops are changing the way people think about and manage conflict.
- Our Center provided strategic planning, goal setting and facilitation services for a variety of organizations including various Beaverton Boards and Commissions.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0655 DISPUTE RESOLUTION CENTER	PROGRAM MANAGER: CARLEY ADAMS

- Our Center also assisted with the resolution of a variety of issues facing residents and businesses in the City of Beaverton.
- Dispute Resolution Center staff serve as the liaison for the Beaverton Committee on Aging (BCOA). In 2017-18 the BCOA organized and presented a forum on Housing, Transportation and Social/community activities for seniors. The committee co-sponsored, with VIVA Village, a presentation by Marcy Houle on effective caregiver health advocacy. The committee also co-sponsored, with Elsie Stuhr Center, a "Caregiver Happens" Forum with over 30 vendors providing resources for seniors on home safety, emotional support and general resources for caregivers.

FY 2018-19 Action Plan:

- Examine and refine our volunteer engagement, mentoring and appreciation procedures and policies to ensure that we maximize our potential to produce and retain professional quality volunteer mediators for our program.
- Work with the city's strategic communications team to create a more visible presence for our organization in the community.
- Work with the Juvenile Department to increase the number of victim/offender dialogue referrals to 50, with 25 facilitated dialogues.
- Continue to explore the implementation of Metro Homeshare program in Beaverton and Washington County.
- Double the number of home owner's association mediation cases to 24.
- Assist the Second Home program with the expansion of their program to the Forest Grove School District.
- Continue to explore opportunities to collaborate with community partners to address issues of homelessness, affordable housing, equity and inclusion.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
<u>Mediation Services:</u>				
Number of cases	650	600	500	500
Number of people trained in conflict resolution and mediation	700	600	700	600
Number of residents attending presentations	1,100	1,000	1,000+	1,000
Number of residents helped through information and referrals	300	320	300	300
Total Number of Residents Served:	2,250	2,200	2,000+	2,000
<u>Resident-Customer Satisfaction Levels:</u>				
Percentage of people satisfied with services provided by the Mediation Program	90%	90%	90%	90%
Average score of people feeling use of mediation was productive (4 point scale)	3.5	3.5	3.5	3.5
Number of Volunteer Hours Contributed:	2,000	2,000	1,500	1,500

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0656 SUSTAINABILITY	PROGRAM MANAGER: SCOTT KELLER

Program Goal:

To provide sustainability leadership and education, and implement strategies for internal city operations and for the community. To advance the Visioning goals of Build Community, Public Services, Improve Mobility and Enhance Livability in Beaverton.

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	\$68,163	\$81,449	\$90,449	\$116,999	\$0
MATERIALS & SERVICES	59,725	78,423	256,508	243,333	0
CAPITAL OUTLAY					
TRANSFERS	1,997	2,994	4,403	6,100	0
TOTAL	\$129,885	\$162,866	\$351,360	\$366,432	\$0

Program Objectives (services provided):

Beaverton has long been committed to being a sustainable community – both within the city’s internal operations and community-wide. The Sustainability Program seeks to build on that commitment by finding innovative solutions that equally protect our natural environment, bolster our local economy and ensure equal access to resources and services for our residents. The program’s principal goals are to implement actions across all departments that support the city’s Sustainable Beaverton Strategy (SBS) and the future community-wide vision of the Sustainability Program and the city. These objectives will be updated in 2018 as part of the Beaverton Climate Action Plan and City Operations Sustainability Plan update process.

- **GREENHOUSE GAS EMISSIONS**
 - Goal 1: Decrease greenhouse gas emissions from city operations by 20 percent from 2008 levels by 2020 and 75 percent by 2050
- **ENERGY**
 - Goal 2: Decrease electricity use per FTE in city operations by 20 percent from 2008 levels by 2020
 - Goal 3: Decrease natural gas use in city operations by 20 percent from 2008 levels by 2015
 - Goal 4: Increase the percentage of electricity from city operations coming from renewable sources to 75 percent from a 2009 baseline by 2020
- **WASTE**
 - Goal 5: Reduce waste from city operations and services through programs and/or incentives by 50 percent from 2008 levels by 2020
- **WATER**
 - Goal 6: Reduce overall water usage and water loss in city operations and city water infrastructures by 25 percent from FY 2010-11 levels by 2020
- **BUILT ENVIRONMENT**
 - Goal 7: Implement 30 actions that support sustainable development within Beaverton’s built environment by the year 2020
- **URBAN NATURE**
 - Goal 8: Implement 20 projects or programs that raise awareness about, protect, or enhance Beaverton’s urban nature by the year 2020
- **HEALTHY VIBRANT COMMUNITY**
 - Goal 9: Increase opportunity for healthy lifestyles at city-sponsored events by 50 percent from 2012 baseline by 2020
 - Goal 10: Increase opportunities for walking and biking city-wide
 - Goal 11: Increase opportunities for partner organizations that serve disenfranchised or under-resourced businesses and/or citizens

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0656 SUSTAINABILITY	PROGRAM MANAGER: SCOTT KELLER

Progress on FY 2017-18 Action Plan:

- The central project of the current fiscal year has been working with city staff and external partners to develop a Beaverton Climate Action Plan (BCAP), which will provide a guide for the community to mitigate and adapt to climate change. The city's internal Sustainability Plan is also being updated in conjunction with the BCAP process. Although the process was slowed due the departure of a staff coordinator, the project is ongoing and is expected to be presented to City Council for adoption in 2018.
- The program utilized the internship program coordinated by Human Resources, to hire an intern to coordinate a renewed commitment to promoting residential solar energy, with a *Solarize Beaverton* campaign. (Vision Action #80: *Expand the use of alternative energy sources*).
- Achieved our Better Buildings Challenge goal five years early. The goal was to reduce electricity use by 20% by 2020 – the city achieved this goal in 2015!
- Maintained the Employee Fleet Bike Program; ridership increased by 88% after expansion to allow personal use of the bikes.
- Continued offering the Community Supported Agriculture (CSA) Program to employees.
- Increased community-wide renewable power purchases (Vision Action #80: *Expand the use of alternative energy sources*.)
- Continued monitoring the city's greenhouse gas (GHG) inventory, which showed a 3.2% reduction in GHG emissions since the 2006 baseline year.
- Continued to monitor and seek ways to increase efficiency in city operations by implementing sustainability practices and monitoring city facilities, assets, and utilities.
- Sustainability Program staff continued plans to utilize the existing Recycle at Work program to enhance sustainability goals in the community.

FY 2018-19 Action Plan:

To further Community Vision goals to Build Community, Public Services and Enhance Livability in Beaverton, and support implementation of the SBS goals. Staff anticipates a significant update to the action plan over the course of the coming fiscal year, as we move from development to implementation of the Beaverton Climate Action and Sustainability Plans.

- Staff will make recommendations for Council consideration of the Beaverton Climate Action and Sustainability plans, which will assist with prioritizing actions to implement sustainability practices in departments, facilities, and assets (Vision Action #75: *Develop a community sustainability plan with partners*).
- Work with Finance Department staff to develop recommendations for a sustainable purchasing policy.
- Explore opportunities for Beaverton households to educate and measure household level sustainability actions through technology/online options.
- Partner with local non-profit organization(s) to implement a residential home efficiency matching grant/incentive program and to provide home performance checks (for energy efficiency, sustainability and other safety measures.)
- The results of the recent greenhouse gas inventory will be reviewed and develop goals/recommendations for actions to reduce GHG emissions from city operations and from the community.
- The Sustainability Program will continue to enhance a working relationship with Recycling Program staff, for both internal operations and enhancing public outreach with businesses and residents.
- Cities are increasingly recognized as having the greatest potential for implementing sustainable practices. Sustainability staff will seek out opportunities for Beaverton to be a leader in the region, state and nation for implementing sustainable actions, as well as researching and model program successes in other communities.
- Maintain our commitment to the Better Buildings Challenge, monitor the fleet bike program, and continue to support the employee CSA program.
- Increase the outreach presence of Sustainable Beaverton in the community – to both businesses and residents.
- Maintain and enhance partnerships and relationships with other government agencies and efforts to promote sustainable communities.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0656 SUSTAINABILITY	PROGRAM MANAGER: SCOTT KELLER

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Electricity use in the city's building stock (Energy Use Intensity – EUI, from 2009 baseline of 118)	94	90	90 / 90	90
Number of employee Community Sup- ported Agriculture (CSA) Program	21	22	25 / 25	30
Electric Vehicle Charging Stations	22	23	28 / 28	28
Renewable energy sourced for city opera- tions	100%	100%	100% / 100%	100%

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0657 RECYCLING & SOLID WASTE	PROGRAM MANAGER: SCOTT KELLER

Program Goal:

To enhance community knowledge and participation a progressive solid waste and recycling program that reduces the amount of solid waste generated and disposed per capita by undertaking aggressive source reduction and recycling activities. To further the Beaverton Community Vision goals of Build Community, Public Services and Enhance Livability.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	4.35	4.85	4.60	4.60	0.00
PERSONNEL SERVICES	\$374,022	\$392,988	\$448,185	\$479,293	\$0
MATERIALS & SERVICES	\$60,816	\$112,949	\$163,968	\$133,931	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$25,000	\$0
TRANSFERS	\$25,318	\$35,510	\$38,537	\$40,454	\$0
TOTAL	\$460,156	\$541,447	\$650,690	\$678,678	\$0

Program Objectives (services provided):

Beaverton has long been a leader in successful solid waste and recycling collection in Oregon. The Recycling and Solid Waste program seeks to build on the foundation and enhance waste reduction, recycling, and toxicity reduction programs in our community.

- Promote sustainability throughout the collection system, by seeking to maximize efficiency, equity and economic vitality, improve worker safety and reduce environmental and human health impacts over the life cycle of materials.
- Reduce the amount of solid waste generated, as measured on a per capita basis.
- Achieve a 75 percent recovery rate from the solid waste stream by 2020 and 90 by 2050, which will implement *Community Action #78: Expand recycling options and education*
- Ensure the safe and sanitary collection, transportation and recovery of solid waste, recyclables, and compostable materials.
- Provide Beaverton residents and businesses with the opportunity to recycle more materials through convenient on site, curbside and depot collection programs.
- Establish and enforce collection standards for solid waste, recyclables and compostable materials to ensure uniform, cost effective and high quality service delivery to all customers.
- Establish rates, which are fair to the public, the franchisee, and the City, encourage waste reduction, and promote safe, efficient collection.
- Promote awareness of the waste reduction system in order to achieve the highest participation possible throughout the community.
- Achieve reductions in toxic waste and minimize its harmful impacts and to reduce greenhouse gas emissions
- Reduce life cycle impacts by promoting product stewardship and producer responsibility.

Progress on FY 2017-18 Action Plan:

- The city successfully implemented a residential food scraps recycling program to 20,000 Beaverton single-family households. Implementation included orchestrating the delivery of 20,000 kitchen compost pails along with bilingual (English/Spanish) educational brochures, website updates and Your City articles and social media posts.
- Continued outreach and public education about recycling and waste prevention practices to residents and businesses: The City continues to use the *Your City* newsletter to distribute educational information and announcements to residents, and also distributed the annual *Every Day is Recycling Day* (city-wide educational mailer) in the summer of 2018.
- Maintained work with other Metro area jurisdictions to share and develop region wide initiatives and plans to meet the regional recovery rate goal of 64% by 2025. The City continues to partner with other local governments, Metro and the state Department of Environmental Quality to coordinate programs and resources.
- A bundled/all-inclusive rate for commercial accounts similar to how garbage, recycling and yard debris are part of bundled service to residents was adopted in 2017. The city also works with businesses to reduce their wasted food and donate usable food to food rescue agencies whenever possible, before resorting to composting.

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0657 RECYCLING & SOLID WASTE	PROGRAM MANAGER: SCOTT KELLER

- Continued implementation of a commercial food waste recycling program (*Action Item #78*), partially as a result of grants from Metro (staffing and resources).
- Collaborated with other local governments, Metro and Oregon Department of Environmental Quality to monitor and inform decisions due to the international recycling market crisis and its impact on our local programs. Continued recycling education to promote proper recycling of mixed recycling and organics (*Action Item #78*).
- Maintained ongoing work with other Metro area jurisdictions to share and develop region wide initiatives and plans to meet recovery rate goals.
- The city continued the Eat Smart, Waste Less campaign (in conjunction with Clackamas and Washington Counties and the City of Gresham) to reduce the amount of wasted food in homes. In the campaign's first three years the regional campaign has reached 8,779 households with 43 percent of those households pledging to reduce their wasted food.

FY 2018-19 Action Plan:

To further Vision goals to Build Community, Public Services and Enhance Livability in our service area:

- In reaction to the international recycling market crisis, the city will focus education on decreasing contamination in curbside recycling programs (*Action Item #78*). Staff will closely monitor recycling markets and work with other local government agencies and industry to improve the quality of curbside recycling. Work will also continue on identifying short and long-term solutions to the recycling market crisis, in partnership with local governments, Metro, Oregon Department of Environmental Quality and industry leaders.
- The city will continue expansion of the commercial food waste recycling program, and prepare for a consideration of a possible mandatory program being proposed by Metro in 2018-19.
- The city will continue to implement the bundled/all-inclusive rate for commercial accounts similar to how garbage, recycling and yard debris are part of bundled service to residents was adopted in 2017.
- The Recycling staff will, in partnership with the Sustainability Program, work to enhance our public education strategy about recycling, waste prevention practices and general sustainability to residents and businesses.
- The city will focus on program maintenance of the residential food scrap compost program. This will include continued education of what is accepted in the program and increasing both household participation and volume of materials.
- The Eat Smart, Waste Less campaign to reduce wasted food at homes will be continued, with a goal of presenting the program to an additional 500 households. This year's outreach focus will include a focus on local food pantries/banks.
- Continue participation in workgroups to develop implementation plans for the *Materials Management in Oregon: 2050 Vision and Framework for Action* planning process of the Oregon Department of Environmental Quality.
- Program staff will explore options for improving recycling infrastructure at multifamily and commercial locations where recycling enclosures are not adequate for current comprehensive recycling and composting options.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Regional wasteshed recovery rate (a statewide change in calculation methodology resulted in an updated goal number)	54.4%	47.8	58% / 50%	52%
Percentage of multi-family communities with on-site access to recycling	97.6%	98%	98% / 98%	99%
Number of contacts for residential, multifamily, Recycle at Work and organics programs	1,830	1,855	1,319	1,800
Number of commercial/business site visits	320	320	300 / 400	NA
Commercial organics outreach contacts/visits	NA	115	260	350
Number of program resources distributed (tote bags, brochures, flyers, posters, etc.)	11,629	19,742	4,958	13,000

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2016-17 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT	PROGRAM MANAGER: LANI PARR

Program Goal:

To provide Beaverton community members with clear, accurate, and timely information about city services, events, plans, and decision-making practices; opportunities for civic engagement and community participation; and education and leadership training opportunities.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	4.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$349,522	\$263,587	\$318,982	\$353,205	\$0
MATERIALS & SERVICES	84,822	75,667	101,296	107,570	0
CAPITAL OUTLAY					
TRANSFERS	128,333	111,244	113,940	114,774	0
TOTAL	\$562,677	\$450,498	\$534,218	\$575,549	\$0

Program Objective (services provided):

Beaverton's Neighborhood & Public Involvement Program serves both the people of Beaverton and the departments within the city. As the city's public participation professionals Neighborhood Program personnel partnered with CDD and Public Works on several successful community outreach efforts in 2017/2018, helping to support Community Vision Actions such as:

- #10 – *Organize community clean-up days in neighborhoods*
 - Partnered with Public Works to create leaf-cleanups in neighborhoods throughout Beaverton this year. As a result, Public Works was able to collect 1,110 cubic yards of leaves, and collected 5,450 lbs. of food. This program helped minimize flooding by preventing significant amounts of additional debris from entering the storm system;
 - Greenway NAC Partnered with Public Works Adopt-a-Roadway program to meet quarterly to remove litter along Denney Rd;
 - Multiple NACs hosted Rock-the-Block style events, including park restorations, tree plantings and Adopt-the-Roundabout.
- #12 – *Involve neighborhoods in improvement planning.*
 - The Neighborhood Program worked with CDD to develop the Active Transportation Plan, and on the Downtown Design and Development Readiness Project.
- #25 – *Expand community involvement in schools*
 - The Vose Neighborhood will host another 5k fun run in partnership with Vose Elementary School, a book drive for Vose students. West Beaverton continues their Pages as Pillars reading program at Chehalem Elementary School. Central Beaverton continues their Booked for Success reading program at William Walker Elementary School.

The Neighborhood Program's Matching Grants, made available to Beaverton's Neighborhood Association Committees (NACs), have been used in 2017/2018 to:

- #5 – *Expand outreach to under-represented populations*
 - The Vose NAC partnered with the Islamic Center of Portland to hold an open-house during Welcoming Week.
- #10 – *Organize community clean-up days in neighborhoods*

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2016-17 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT	PROGRAM MANAGER: LANI PARR

- Neighborhood clean-up efforts encapsulated 1,700 volunteer hours
- The Five Oaks Triple Creek NAC's clean-up projects in Autumn Ridge and Willow Creek parks
- #13 – *Use art, murals and landscaping to beautify Beaverton*
 - Projects include a mural at Raleigh Park Elementary School.
 - A new piece of public art was installed in Neighbors Southwest with input from the NAC
- #15 – *Continue City festivals and hold events in neighborhoods*
 - Beaverton Civic Theatre's free Theatre in the Park performances.
 - Two movie nights were held in the Sexton Mountain and South Beaverton Neighborhoods with a total of 950 attendees and 14 community partners
 - The Vose Neighborhood held their annual picnic with 275 neighbors
 - Neighbors Southwest hosted their first Concert in the Park with over 600 attendees

In addition, throughout the year the Neighborhood Program helped

- #12 – *Involve neighborhoods in improvement planning*
 - We have provided quarterly leadership trainings for NAC leaders.
 - NACs hosted multiple developers to address concerns with new development in their neighborhoods during the initial planning stages.

Progress on FY 2017-18 Action Plan

- **Continue to expand and improve** training and educational programming for NAC leaders, BCCI members, and the public.
- **Market the NACs** – after identifying and targeting the Sexton Mountain NAC as the one with the most immediate needs we conducted targeted outreach accordingly. Additionally we are helping grow the NACs' social media presence in an effort to reach younger audiences, conducting face-to-face outreach with local business owners, and continuing the Leaf Drop-Off events in the neighborhoods. Currently Neighborhood Program driven Facebook pages have 2,033 "likes."
- **Expand the Matching Grant program** – allowing the NACs to invest more in their communities. Matching Grant projects supported several Community Vision Actions.
- **Fall Recruitment for Boards and Commissions**-The City Council appointed 60 people to fill existing vacancies. There were a total of 28 reappointments and 32 new appointments. The city received 107 applications and reached out to diversify the applicant pool for boards and commissions through various methods including one-on-one meetings, cultural inclusion program contacts, community partners, cultural events (e.g. Beaverton Night Market), Diversity Advisory Board members and BOLD members. We will also have midterm appointments.
- **Boards & Commissions Dinner** was attended by 216 people.
- **Orientation Training for all new board and commission members** and provided three additional trainings geared towards all board members.

FY 2018-19 Action Plan

The Neighborhood Program will continue to partner with departments within the city to help ensure that community members have the clear, accurate, and timely information about city services, events, plans, and decision-making practices they need. In addition we will develop and improve opportunities for community involvement and engagement to (#25) *Expand community involvement in schools* through NAC Matching Grants. We will also continue to help (#12) *Involve neighborhoods in improvement planning* by providing training opportunities for NAC members, businesses, and other community groups.

- #10 – *Organize Community clean-up days in neighborhoods*
 - Expand partnership with Public Works to provide NAC volunteers at neighborhood leaf-cleanup events, and neighborhood Rock-the-Block events.
 - Promote and assist with outreach for a new "Adopt-A-Roadway" program through Public Works, and expand our partnership with THPRD to identify "Adopt-A-Park" opportunities for the NACs and other community groups.

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2016-17 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT	PROGRAM MANAGER: LANI PARR

- Encourage NACs to use Matching Grants and these “Adopt-A...” programs to engage local business and community members.
- #12 – *Involve neighborhoods in improvement planning*
 - Provide training and leadership opportunities for interested community members, to help increase the knowledge base about land use and conducting effective meetings;
 - Assist with neighborhood outreach activities through social media, websites, and targeted mailings to ensure communities are aware of planned developments, where/how to get additional information, and opportunities for public involvement.
 - Connect key neighborhood leads with city staff to serve as advisors on ad-hoc committees
- #15- *Continue City Festivals and hold events in neighborhoods*
 - Develop and enhance the For the Love of Neighborhoods campaign to increase awareness of the NAC program, highlight the resident’s satisfaction with their neighborhoods and expand community engagement.
 - Encourage NACs to use Matching Grants to host events in their neighborhoods – like Vose Picnic, Five Oaks Triple Creek Park Clean-Up, Highland 5K, movie nights, Neighbors Southwest Concert in the Park, etc.

Performance Measures:

	FY 2015/16 Actual	FY 2016/17 Actual	FY 2017/18 Budgeted Revised	FY 2018/19 Proposed
Number of NAC / BCCI meetings and BCCI subcommittee meetings that received assistance	123	123	126 / 126	132
Number of training, educational and other program sponsored events/activities	30	30	31 / 34	35
Neighborhood Matching Grant dollars leveraged	\$59,125	\$60,000	\$65,000 / \$65,000	\$65,000
Volunteer hours contributed to activities sponsored by the Program	11,972 hrs.	11,972 hrs.	12,000 / 11,800 hrs.	11,500 hrs.
Total value of volunteer hours (current value is \$23.07 per hour.) Source: www.independentsector.org/volunteer_time)	\$224,471	\$282,060	\$220,000 / \$224,471	\$230,000
Attendance at program led events	5,017	9,214	3,500 / 5,000	5,000
Total webpage views* (Source: Web team)	19,889	19,889	21,000 / 21,000	21,000

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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

002	MAYOR	176,416	1.00	181,068	1.00	183,796	1.00	145,678	183,799	188,386	1.00	188,386	1.00	
016	GOVERNMENT RELATIONS MANAGER											96,264	1.00	
017	MAYORS OFFICE DIRECTOR											146,788	1.00	
048	ETHNIC MINORITY OUTREACH COORD	67,442	1.00	72,566	1.00									
050	ASST DIRECTOR - GENERAL SERV.	109,993	1.00	114,346	1.00	118,522	1.00	91,753	116,341	119,254	1.00	119,254	1.00	
052	EMERGENCY MANAGER	86,413	1.00	88,030	1.00	89,673	1.00	70,705	89,671	91,907	1.00	91,907	1.00	
054	STRATEGIC INITIATIVES COMM MGR	106,916	1.00	112,050	1.00	116,328	1.00	92,192	116,341	119,254	1.00	119,254	1.00	
058	DEPUTY CITY RECORDER	68,394	1.00	73,522	1.00	72,877	1.00	54,839	70,536	73,409	1.00	72,422	1.00	
060	CITY RECORDER	74,508	1.00	78,730	1.00	77,338	1.00	65,625	83,230	85,304	1.00	85,304	1.00	
064	PROPERTY & FACILITIES MANAGER	93,070	1.00	94,383	1.00	96,476	1.00	76,263	96,491	98,905	1.00	98,905	1.00	
066	CHIEF ADMINISTRATIVE OFFICER	164,976	1.00	171,280	1.00	177,786	1.00	139,408	107,331	182,238	1.00			
077	PROGRAM MANAGER	273,376	3.00	305,987	4.00	394,243	5.00	338,157	383,087	409,275	5.00	409,275	5.00	
078	ADMINISTRATIVE ASSISTANT	61,684	1.00											
080	SENIOR PROGRAM MANAGER	59,977	.60	61,158	.60	62,241	.60	50,389	64,631	66,245	.60	66,245	.60	
095	MANANGEMENT ANALYST													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
			46,210	1.00	72,757	1.00	58,050	72,499	78,326	1.00	78,321	1.00		
110	PUBLIC INFORMATION COORDINATOR													
	90,973	2.00	132,246	2.00	138,936	2.00	108,641	138,039	145,959	2.00	145,959	2.00		
156	FACILITIES MAINTENANCE LEAD													
	75,276	1.00	79,162	1.00	77,512	1.00	61,306	76,717	79,964	1.00	79,964	1.00		
185	FACILITIES MAINT TECH													
	224,689	4.00	234,127	4.00	232,767	4.00	185,201	233,245	240,799	4.00	240,799	4.00		
186	PROGRAM COORDINATOR													
	315,938	4.75	446,562	6.75	473,076	7.00	281,461	362,612	470,339	7.00	468,129	7.00		
197	EVENTS COORDINATOR													
	137,424	2.00	120,388	2.00	54,655	1.00	43,699	59,347	63,734	1.00	63,517	1.00		
204	EXECUTIVE ASSISTANT													
	76,943	1.00	87,247	1.00	80,295	1.00	75,855	89,490	90,533	1.00		1.00		
210	EMERGENCY MANAGEMENT OFFICER													
	71,603	1.00	75,926	1.00	77,318	1.00	60,963	77,316	79,248	1.00	79,248	1.00		
214	EMERG MGMT PROGRAM SPECIALIST													
	64,950	1.00	64,995	1.00	67,763	1.00	52,563	67,768	69,464	1.00	69,464	1.00		
220	PUBLIC INFORMATION MANAGER													
	67,967	1.00												
221	SUPPORT SPECIALIST 2													
	488,023	10.63	515,069	11.13	437,360	8.63	277,068	382,102	452,235	8.63	452,235	8.63		
237	CODE COMPLIANCE OFFICER													
	117,891	2.00	156,121	3.00	144,988	2.00	106,708	136,858						
274	SEASONAL WORKFORCE													
	28,940		31,989		32,884		19,153	33,313	19,730		19,730			
275	TEMPORARY EMPLOYEES													
	36,151		21,604		32,811		44,920	60,003	42,064		42,064			
299	PAYROLL TAXES AND FRINGES													
	1,493,800		1,602,248		1,718,301		1,250,478	1,534,452	1,757,126		1,815,746			

TOTAL CLASS: 05 PERSONNEL SERVICES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
	4,633,733	43.98	4,967,014	47.48	5,030,703	43.23	3,751,075	4,635,219	5,023,698	41.23	5,049,180	42.23		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	4,965		3,860		4,150		3,332	3,260	2,965		2,965			
303	OFFICE FURNITURE & EQUIPMENT													
	844		50		2,450		1,018	2,350	1,766		1,766			
304	DEPARTMENT EQUIPMENT EXPENSE													
	1,368		16,416		13,325		6,795	12,625	12,215		12,215			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,975		3,026		3,725		1,377	3,225	3,150		3,150			
307	MEMBERSHIP FEES													
	18,352		25,430		22,595		13,990	20,896	23,835		23,385			
308	PERIODICALS & SUBSCRIPTIONS													
	937		955		3,383		825	1,490	3,814		3,564			
316	ADVERTISING, RECORDING & FILING													
	30,726		49,159		65,806		60,787	66,451	67,606		67,606			
317	COMPUTER EQUIPMENT													
	1,951		12,819		11,818		8,758	10,828	10,375		10,375			
318	COMPUTER SOFTWARE													
	7,238		3,506		15,460		5,741	6,753	26,780		26,780			
321	TRAVEL, TRAINING & SUBSISTENCE													
	50,343		63,173		81,295		45,887	70,189	87,050		85,050			
325	COMMUNITY EVENTS EXPENSE													
	180,973		245,450		200,925		174,191	188,974	197,425		194,925			
328	MEALS & RELATED EXPENSE													
	22,279		24,386		23,050		16,704	20,712	24,300		24,300			
329	PUBLIC MEETING BROADCAST EXP													
	55,914		57,108		72,000		75,628	78,000	80,000		80,000			
330	MILEAGE REIMBURSEMENT													
	848		1,237		2,150		878	1,650	2,060		1,985			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
334	ENERGY EFFICIENCY GRANTS (EECBG)													
					80,013				80,013		80,013			
341	COMMUNICATIONS EXPENSE													
	12,979		13,609		15,046		10,512	12,735	15,754		14,964			
342	DATA COMMUNICATION EXPENSE													
			3,348		4,800		2,225	3,840	3,840		3,840			
355	CERT PROGRAM EXPENSE													
	23,132		25,768		81,056		23,330	60,547	13,740		13,740			
361	UNIFORMS & SPECIAL CLOTHING													
	175		88		400		100	200	200		200			
377	PUBLIC RELATIONS EXPENSE													
	8,888		35,131		20,900		10,216	15,064	21,150		18,650			
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS													
			199,395		200,309		200,310	200,309	201,947		201,947			
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS													
			104,191		121,100		123,497	94,100	125,000		125,000			
412	ELECTRIC AUTO CHG STATION EXP													
			1,556		2,000		1,282	1,870	2,000		2,000			
440	RECYCLING OUTREACH EXPENSE													
											76,500			
459	CELEBRATION PARADE													
	31,042													
461	SPECIAL EXPENSE													
	128,210		163,747		309,675		116,874	178,711	298,825		213,825			
474	SISTER CITIES EXPENSE													
	7,362		25,636		13,350		9,391	13,350	13,350		13,350			
475	EMERG. INCIDENT ACTIVATION EXP													
					10,000				10,000		10,000			
481	OTHER EXPENSES													
	1,855		2,077		2,040		1,811	2,040	2,000		2,000			
488	ART DEVELOPMENT EXPENSE													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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
			110,288											
511	PROFESSIONAL SERVICES													
	621,855		595,246		676,450		582,554	613,599	688,200		648,700			
523	BOARDS & COMMISSIONS EXPENSES													
	5,719		12,709		28,448		21,431	27,848	27,298		28,498			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
	37,887		228,597		254,644		159,013	254,442	159,959		159,959			
536	MAINTENANCE CONTRACTS													
	3,552		3,758		3,708		3,934	3,759	3,759		3,759			
551	RENTS AND LEASES													
	12,470		12,730		14,687		14,787	14,725	8,671		8,671			
	TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,273,839		2,044,449		2,360,758		1,697,178	1,984,542	2,219,047		2,163,682			
	CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES													
			29,472						25,000		25,000			
	TOTAL CLASS: 15 CAPITAL OUTLAY													
			29,472						25,000		25,000			
	CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND													
	475,067		476,473		531,722		297,333	531,722	522,296		522,296			
817	TRSFERS TO GARAGE FUND													
	19,599		41,033		37,147		21,724	37,147	37,285		37,285			
818	TRSFERS TO ISD-ALLOCATED													
	132,424		115,796		115,712		96,427	115,712	124,466		124,466			
	TOTAL CLASS: 25 TRANSFERS													
	627,090		633,302		684,581		415,484	684,581	684,047		684,047			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

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: 30 FUND BAL/CONTINGENCY/RESERVES

996 RESERVE - EQUIPMENT REPLACEMT

					40,930					44,176			44,176	
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					40,930					44,176			44,176	
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TOTAL DEPARTMENT: 10 MAYOR'S OFFICE

	6,534,662	43.98	7,674,237	47.48	8,116,972	43.23	5,863,737	7,304,342	7,995,968	41.23	7,966,085	42.23		
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6900

**MAYOR'S OFFICE
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
2	MAYOR	1.00	1.00					1.00
16	GOVERNMENT RELATIONS MANAGER	0.00	0.00					0.00
17	MAYORS OFFICE DIRECTOR	0.00	0.00					0.00
48	ETHNIC MINORITY OUTREACH COORD	1.00	0.00					0.00
50	ASST DIRECTOR - GENERAL SERV.	1.00	1.00					1.00
52	EMERGENCY MANAGER	1.00	1.00					1.00
54	STRATEGIC INITIATIVES COMM MGR	1.00	1.00					1.00
58	DEPUTY CITY RECORDER	1.00	1.00					1.00
60	CITY RECORDER	1.00	1.00					1.00
64	PROPERTY & FACILITIES MANAGER	1.00	1.00					1.00
66	CHIEF ADMINISTRATIVE OFFICER	1.00	1.00					1.00
77	PROGRAM MANAGER	4.00	5.00					5.00
80	SENIOR PROGRAM MANAGER	0.60	0.60					0.60
95	MANANGEMENT ANALYST	1.00	1.00					1.00
110	PUBLIC INFORMATION COORDINATOR	2.00	2.00					2.00
156	FACILITIES MAINTENANCE LEAD	1.00	1.00					1.00
185	FACILITIES MAINT TECH	4.00	4.00					4.00
186	PROGRAM COORDINATOR	6.75	7.00					7.00
197	EVENTS COORDINATOR	2.00	1.00					1.00
204	EXECUTIVE ASSISTANT	1.00	1.00					1.00
210	EMERGENCY MANAGEMENT OFFICER	1.00	1.00					1.00
214	EMERG MGMT PROGRAM SPECIALIST	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	11.13	8.63					8.63
237	CODE COMPLIANCE OFFICER	3.00	2.00					2.00
Total		47.48	43.23	0.00	0.00	0.00	0.00	43.23

**MAYOR'S OFFICE
FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
2	MAYOR	1.00					1.00
16	GOVERNMENT RELATIONS MANAGER	0.00	1.00 ^a				1.00
17	MAYORS OFFICE DIRECTOR	0.00	1.00 ^b				1.00
48	ETHNIC MINORITY OUTREACH COORD	0.00					0.00
50	ASST DIRECTOR - GENERAL SERV.	1.00					1.00
52	EMERGENCY MANAGER	1.00					1.00
54	STRATEGIC INITIATIVES COMM MGR	1.00					1.00
58	DEPUTY CITY RECORDER	1.00					1.00
60	CITY RECORDER	1.00					1.00
64	PROPERTY & FACILITIES MANAGER	1.00					1.00
66	CHIEF ADMINISTRATIVE OFFICER	1.00				(1.00) ^c	0.00
77	PROGRAM MANAGER	5.00					5.00
80	SENIOR PROGRAM MANAGER	0.60					0.60
95	MANANGEMENT ANALYST	1.00					1.00
110	PUBLIC INFORMATION COORDINATOR	2.00					2.00
156	FACILITIES MAINTENANCE LEAD	1.00					1.00
185	FACILITIES MAINT TECH	4.00					4.00
186	PROGRAM COORDINATOR	7.00					7.00
197	EVENTS COORDINATOR	1.00					1.00
204	EXECUTIVE ASSISTANT	1.00 ^e					0.00
210	EMERGENCY MANAGEMENT OFFICER	1.00					1.00
214	EMERG MGMT PROGRAM SPECIALIST	1.00					1.00
221	SUPPORT SPECIALIST 2	8.63					8.63
237	CODE COMPLIANCE OFFICER	2.00		(2.00) ^d			0.00
Total		42.23	2.00	(2.00)	0.00	(1.00)	41.23

- ^a FY 18-19 establishes a new 1 FTE Government Relations Manager position.
- ^b FY 18-19 establishes a new 1 FTE Mayor's Office Director position.
- ^c FY 18-19 eliminates the vacant Chief Administrative Officer position.
- ^d FY 18-19 transfers the Municipal Code Program to the Police Department.
- ^e FY 18-19 reflects that this position is not funded.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0521 MAYOR'S 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

002	MAYOR	176,416	1.00	181,068	1.00	183,796	1.00	183,799	188,386	1.00	188,386	1.00	
016	GOVERNMENT RELATIONS MANAGER										96,264	1.00	
095	MANANGEMENT ANALYST										78,321	1.00	
204	EXECUTIVE ASSISTANT	76,943	1.00	87,247	1.00	80,295	1.00	89,490	90,533	1.00		1.00	
275	TEMPORARY EMPLOYEES	6,642											
299	PAYROLL TAXES AND FRINGES	95,300		108,574		102,709		102,621	109,263		152,012		

TOTAL CLASS: 05 PERSONNEL SERVICES

		355,301	2.00	376,889	2.00	366,800	2.00	375,910	388,182	2.00	514,983	4.00	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	515		125		600		400	100		100		
307	MEMBERSHIP FEES	5,626		7,089		5,875		5,875	5,875		5,875		
308	PERIODICALS & SUBSCRIPTIONS										1,800		
317	COMPUTER EQUIPMENT	276											

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0521 MAYOR'S ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 002 MAYOR
- 016 GOVERNMENT RELATIONS MANAGER
 FY 18-19 ESTABLISHES A NEW GOVERNMENT RELATIONS MANAGER POSITION.
- 095 MANAGEMENT ANALYST
 FY 18-19 REFLECTS TRANSFERRING 1 FTE MANAGEMENT ANALYST POSITION WITHIN THE MAYOR'S OFFICE PROGRAMS FROM 0522 TO 0521.
- 204 EXECUTIVE ASSISTANT
 INCUMBANT IN THE POSITION IS ASSIGNED TO THE NEW GOVERNMENT RELATIONS MANAGER POSITION. FY 18-19 REFLECTS NO APPROPRIATION FOR THE EXECUTIVE ASSISTANT POSITION, HOWEVER, THE FTE WILL BE RETAINED.
- 275 TEMPORARY EMPLOYEES
 MARKETING, PUBLIC INFORMATION, FUNDRAISING, AND COMMUNITY SUPPORT ELEMENTS OF THE BEAVERTON ARTS AND CULTURE CENTER PROJECT.
- 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 \$100
- 307 MEMBERSHIP FEES
 OREGON MAYORS ASSOCIATION \$200
 BEAVERTON ROTARY \$230
 WASHINGTON COUNTY PUBLIC AFFAIRS FORUM \$50
 ARBOR DAY FOUNDATION \$20
 BEAVERTON ARTS FOUNDATION \$1,000
 OREGON LEAGUE OF MINORITY VOTERS \$500
 CHAMBER OF COMMERCE \$2,000
 WESTSIDE ECONOMIC ALLIANCE \$900
 JAPAN AMERICA SOCIETY OF OREGON (JASO) \$300
 CITY CLUB OF PORTLAND \$175
 WORLD AFFAIRS COUNCIL OF OREGON \$500
- 308 PERIODICALS & SUBSCRIPTIONS
 BILL TRACKER - OREGON LEGISLATURE BILL TRACKING SERVICE (GOOD FOR TWO YEARS) \$1,800
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0521 MAYOR'S 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
321	TRAVEL, TRAINING & SUBSISTENCE												
	20,672		25,546		24,700		24,700	24,700		24,700			
328	MEALS & RELATED EXPENSE												
	3,951		3,464		2,900		1,900	2,900		2,900		2,900	
341	COMMUNICATIONS EXPENSE												
	2,555		1,968		2,434		1,200	2,170		2,004			
342	DATA COMMUNICATION EXPENSE												
			506		960								
461	SPECIAL EXPENSE												
								500		500			
474	SISTER CITIES EXPENSE												
					13,350		13,350	13,350		13,350		13,350	
481	OTHER EXPENSES												
	1,855		2,077		2,040		2,040	2,000		2,000		2,000	
511	PROFESSIONAL SERVICES												
										175,000			
523	BOARDS & COMMISSIONS EXPENSES												
			2,338		18,648		18,648	18,648		18,648		18,648	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	35,450		43,113		71,507		68,113	70,243		246,877			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,719		2,481		3,303		3,303	3,327		3,327		3,327	
TOTAL CLASS: 25 TRANSFERS													
	2,719		2,481		3,303		3,303	3,327		3,327			
TOTAL PROGRAM: 0521 MAYOR'S ADMINISTRATION													
	393,470	2.00	422,483	2.00	441,610	2.00	447,326	461,752	2.00	765,187	4.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0521 MAYOR'S ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
 - TRAVEL: NLC CONFERENCES – CONGRESS OF CITIES AND CONGRESSIONAL CITY CONFERENCE \$5,500
 - NLC BOARD OF DIRECTORS MEETINGS; NLC LEADERSHIP MEETINGS \$1,800
 - LEAGUE OF OREGON CITIES BOARD MEETING AND ANNUAL CONFERENCE \$800
 - OREGON MAYOR'S ASSOCIATION MEETING \$800
 - CONGRESSIONAL DELEGATION VISITS \$800
 - US CONFERENCE OF MAYOR'S WINTER, SUMMER AND LEADERSHIP MEETINGS \$6,900
 - CEO FOR CITIES MEETING \$1,800
 - BEST PRACTICES CONFERENCES \$1,800
 - METRO JPACT/TRIMET ADVOCACY TRIP TO WASHINGTON DC \$1,500
 - GOVERNOR'S ECONOMIC TRADE MISSION \$3,000

- 328 MEALS & RELATED EXPENSE
 - WASH CO AND METRO MANAGERS MTGS, INTERGOVERNMENTAL AND REGIONAL MTGS \$2,000
 - WASH COUNTY MAYOR'S MONTHLY MEETING, LOCAL MEETINGS AND CONFERENCES \$900

- 341 COMMUNICATIONS EXPENSE
 - CELL PHONE CHARGES FOR 2 STAFF AT \$90 PER MONTH \$1,080
 - CELL PHONE CHARGES FOR 1 STAFF @ \$52/MONTH (MANAGEMENT ANALYST) \$624
 - COMMUNICATION EXPENSES FOR OUT OF NETWORK CHARGES \$300

- 342 DATA COMMUNICATION EXPENSE
 - NO APPROPRIATION REQUEST THIS YEAR

- 461 SPECIAL EXPENSE
 - CITY LOGO AND BRANDED ITEMS \$500

- 474 SISTER CITIES EXPENSE
 - SISTER CITIES VISITING DELEGATIONS EXPENSES AND TRAVEL EXPENSES FOR SISTER CITY EXCHANGES \$13,350

- 481 OTHER EXPENSES
 - ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE:
 INCLUDES DEPTS. 001-10, 107-20, 601-25 (50 FTE @ \$40/EA) \$2,000

- 511 PROFESSIONAL SERVICES
 - FY 2018-19 REFLECTS MOVING THE FOLLOWING EXPENSES FROM PROGRAM 0522 TO PROGRAM 0521
 - FEDERAL REPRESENTATION \$95,000
 - STATE LEGISLATIVE MATTERS \$80,000

- 523 BOARDS & COMMISSIONS EXPENSES
 - MAYORS YOUTH ADVISORY BOARD ACTIVITIES AND EVENTS \$2,888
 - YOUTH EDUCATION AND FAMILIES (YEF) CONFERENCE \$1,300
 - FY 2017-18 INCREASE REFLECTS MOVING THE FOLLOWING FROM THE CITY COUNCIL BUDGET
 - NLC CONGRESSIONAL CONFERENCE (6 STUDENT SCHOLARSHIPS & 2 CHAPERONES) \$13,500
 - NLC CONGRESSIONAL CONFERENCE (6 STUDENT SCHOLARSHIPS & 2 CHAPERONES) REGISTRATION \$960

- 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: 10 MAYOR'S OFFICE
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

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

017	MAYORS OFFICE DIRECTOR												
										146,788		1.00	
050	ASST DIRECTOR - GENERAL SERV.												
	109,993	1.00	114,346	1.00	118,522	1.00	116,341	119,254	1.00	119,254		1.00	
066	CHIEF ADMINISTRATIVE OFFICER												
	164,976	1.00	171,280	1.00	177,786	1.00	107,331	182,238	1.00				
077	PROGRAM MANAGER												
										75,603		1.00	
078	ADMINISTRATIVE ASSISTANT												
	61,684	1.00											
095	MANANGEMENT ANALYST												
			46,210	1.00	72,757	1.00	72,499	78,326	1.00				
299	PAYROLL TAXES AND FRINGES												
	135,110		122,752		152,135		118,090	159,620		175,098			

TOTAL CLASS: 05 PERSONNEL SERVICES

	471,763	3.00	454,588	3.00	521,200	3.00	414,261	539,438	3.00	516,743		3.00	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,032		652		500		150	150		150			
307	MEMBERSHIP FEES												
					150		150	265		265			
308	PERIODICALS & SUBSCRIPTIONS												
					1,800		200	2,150		350			
316	ADVERTISING, RECORDING & FILING												
	500		1,353		1,000		200	1,000		1,000			
318	COMPUTER SOFTWARE												
			296										
321	TRAVEL, TRAINING & SUBSISTENCE												
	8,594		13,485		14,450		11,000	14,450		12,450			
325	COMMUNITY EVENTS EXPENSE												
	465						60	500					

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 017 MAYORS OFFICE DIRECTOR
 FY 2018-19 REFLECTS A NEW 1 FTE MAYORS OFFICE DIRECTOR POSITION
- 050 ASST DIRECTOR - GENERAL SERV.
- 066 CHIEF ADMINISTRATIVE OFFICER
 FY 17-18 REFLECTS INCREASE DUE TO 80 HOURS OF PTO CASH-OUT.
 FY 2018-19 REFLECTS THE CAO POSITION ELIMINATED AND A NEW MAYORS OFFICE DIRECTOR POSITION CREATED.
- 077 PROGRAM MANAGER
 FY 18-19 REFLECTS 1 FTE PROGRAM MANAGER POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM CODE COMPLIANCE PROGRAM 0523 TO PROGRAM 0522.
- 078 ADMINISTRATIVE ASSISTANT
- 095 MANAGEMENT ANALYST
 FY 16-17 REFLECTS RECLASSIFICATION OF THE ADMINISTRATIVE ASSISTANT POSITION TO A MANAGEMENT ANALYST POSITION.
 FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.
 FY 18-19 REFLECTS TRANSFERRING 1 FTE MANAGEMENT ANALYST POSITION WITHIN THE MAYOR'S OFFICE PROGRAMS FROM 0522 TO 0521.
- 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
 MISCELLANEOUS OFFICE SUPPLIES \$150
- 307 MEMBERSHIP FEES
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) RENEWAL \$175
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP \$90
- 308 PERIODICALS & SUBSCRIPTIONS
 NEWSPAPERS AND MAGAZINE SUBSCRIPTIONS \$350
- 316 ADVERTISING, RECORDING & FILING
 NOTICES FOR MEETINGS, HEARINGS, ADVERTISING AND PROMOTIONAL EVENTS \$1,000
- 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 SEMINARS, CONFERENCES, LOC, CEO FOR CITIES OR NLC \$7,950
 DEPARTMENT HEAD RETREAT \$4,500
- 325 COMMUNITY EVENTS EXPENSE
 NO APPROPRIATION REQUESTED FOR FY 2018-19

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

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
328	MEALS & RELATED EXPENSE												
	2,904		3,808		2,600		3,055	3,500		3,500			
330	MILEAGE REIMBURSEMENT												
			491		1,000		1,000	1,000		1,000			1,000
341	COMMUNICATIONS EXPENSE												
	672		1,091		1,392		1,140	1,248				624	
461	SPECIAL EXPENSE												
	16,240		17,403		11,600		8,000	4,000				4,000	
511	PROFESSIONAL SERVICES												
	326,368		256,666		200,000		200,000	215,000				40,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	356,775		295,245		234,492		224,955	243,263				63,339	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	5,773		3,993		5,504		5,504	4,434				4,434	
818	TRSFERS TO ISD-ALLOCATED												
	132,424		115,796		115,712		115,712	124,466				124,466	
TOTAL CLASS: 25 TRANSFERS													
	138,197		119,789		121,216		121,216	128,900				128,900	
TOTAL PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN													
	966,735	3.00	869,622	3.00	876,908	3.00	760,432	911,601	3.00	708,982	3.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE LOCAL MEETINGS, LUNCHEONS, CONFERENCES, 1:1, SPECIAL MEETINGS AND EVENTS, \$3,500 (INCREASE REFLECTS ALL STAFF MEETING AND COUNCIL BRIEFING REFRESHMENTS)
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING EXPENSES AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$1,000
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 1 STAFF @ \$52/MONTH (MAYORS OFFICE DIRECTOR) \$624
461	SPECIAL EXPENSE SPONSORSHIP TO LEADERSHIP BEAVERTON FOR 4 CITIZENS MOVED TO 001-10-0659-461 WESTSIDE ECONOMIC ALLIANCE BREAKFAST SPONSOR \$1,500 ELGL EVENT SPONSORSHIP \$1,000 HOME PLATE EVENT SPONSORSHIP \$1,500
511	PROFESSIONAL SERVICES FY 2018-19 REFLECTS MOVING FEDERAL REPRESENTATION (\$95,000) AND STATE LEGISLATIVE MATTERS (\$80,000) FROM THIS PROGRAM 0522 TO THE MAYORS ADMINISTRATION PROGRAM 0521 CHAMBER OF COMMERCE LEADERSHIP BEAVERTON PROGRAM \$10,000 ADDITIONAL CONSULTING FEES FOR SPECIAL PROJECTS \$15,000 MAYOR'S DEPARTMENT MANAGEMENT DEVELOPMENT \$15,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
818	TRSFERS TO ISD-ALLOCATED ALLOCATION FOR MATRIXED BUSINESS ANALYST PROGRAMMER POSITION \$124,466

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0450 BUILDING MAINTENANCE 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

064	PROPERTY & FACILITIES MANAGER												
	93,070	1.00	94,383	1.00	96,476	1.00	96,491	98,905	1.00	98,905	1.00		
156	FACILITIES MAINTENANCE LEAD												
	75,276	1.00	79,162	1.00	77,512	1.00	76,717	79,964	1.00	79,964	1.00		
185	FACILITIES MAINT TECH												
	224,689	4.00	234,127	4.00	232,767	4.00	233,245	240,799	4.00	240,799	4.00		
299	PAYROLL TAXES AND FRINGES												
	233,055		227,519		254,955		239,475	255,451		264,656			

TOTAL CLASS: 05 PERSONNEL SERVICES

	626,090	6.00	635,191	6.00	661,710	6.00	645,928	675,119	6.00	684,324	6.00		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	49												
305	SPECIAL DEPARTMENT SUPPLIES												
	472		280		1,300		1,200	1,200		1,200			
307	MEMBERSHIP FEES												
	1,750		1,750		1,750		1,750	1,750		1,750			
317	COMPUTER EQUIPMENT												
			645										
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,595		35		1,595								
330	MILEAGE REIMBURSEMENT												
	770		572		700		450	450		450			
341	COMMUNICATIONS EXPENSE												
	3,549		3,277		3,276		2,672	3,180		3,180			
361	UNIFORMS & SPECIAL CLOTHING												
	175		88		400		200	200		200			
536	MAINTENANCE CONTRACTS												
	3,352		3,519		3,468		3,519	3,519		3,519			
551	RENTS AND LEASES												
	9,098		9,287		11,446		11,446	5,335		5,335			

TOTAL CLASS: 10 MATERIALS & SERVICES

	20,810		19,453		23,935		21,237	15,634		15,634			
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BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0450 BUILDING MAINTENANCE SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 064 PROPERTY & FACILITIES MANAGER

- 156 FACILITIES MAINTENANCE LEAD

- 185 FACILITIES MAINT TECH

- 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
 NO APPROPRIATION REQUESTED

- 305 SPECIAL DEPARTMENT SUPPLIES
 HARDWARE & SMALL TOOLS
 NAMEPLATES
 SIGNAGE

- 307 MEMBERSHIP FEES
 BOMA ANNUAL DUES
 (BOMA PREVIOUSLY FUNDED BY 001-13-0007-307)

- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED

- 321 TRAVEL, TRAINING & SUBSISTENCE
 FY 2018-19 - NO APPROPRIATION REQUESTED

- 330 MILEAGE REIMBURSEMENT
 FACILITY MANAGER AND ONE FACILITY TECH APPROVED TO DRIVE PERSONAL VEHICLES

- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 6 STAFF @ \$265 PER MONTH \$3,180

- 361 UNIFORMS & SPECIAL CLOTHING
 CITY LOGO SHIRTS, RAINGEAR AND BOOTS FOR FACILITIES TECHS AND LEAD

- 536 MAINTENANCE CONTRACTS
 ANNUAL RENEWAL FEE FOR FACILITY DUDE WORK ORDER SYSTEM
 FY 2015-16 EXPENSES FOR THE GRIFFITH PARK SITE MOVED TO 001-13-0003-350.

- 551 RENTS AND LEASES
 PORTION OF HARVEST COURT LEASE. DECREASE IN FY 2018-19 DUE TO PORTION OF SPACE GIVEN TO POLICE FOR EVIDENCE (POLICE WILL BE CHARGED THE ADDITIONAL SPACE)

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0450 BUILDING MAINTENANCE 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: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	1,780		890		1,101		1,101	1,109		1,109		1,109	
817	TRSFERS TO GARAGE FUND												
	13,010		23,856		28,453		28,453	29,055		29,055		29,055	
TOTAL CLASS: 25 TRANSFERS													
	14,790		24,746		29,554		29,554	30,164		30,164		30,164	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					40,930			44,176		44,176		44,176	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					40,930			44,176		44,176		44,176	
TOTAL PROGRAM: 0450 BUILDING MAINTENANCE SERVICES													
	661,690	6.00	679,390	6.00	756,129	6.00	696,719	765,093	6.00	774,298	6.00	774,298	6.00

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 10 MAYOR'S OFFICE
PROGRAM: 0450 BUILDING MAINTENANCE SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR VEHICLE REPLACEMENT

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0526 CULTURAL INCLUSION

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

048	ETHNIC MINORITY OUTREACH COORD												
	67,442	1.00	72,566	1.00									
054	STRATEGIC INITIATIVES COMM MGR												
	106,916	1.00	112,050	1.00	116,328	1.00	116,341	119,254	1.00	119,254	1.00		
077	PROGRAM MANAGER												
					82,110	1.00	75,196	79,403	1.00	79,403	1.00		
110	PUBLIC INFORMATION COORDINATOR												
	59,130	1.00	62,570	1.00									
221	SUPPORT SPECIALIST 2												
	48,424	1.00	27,067	.50	44,023	1.00	38,829	51,102	1.00	51,102	1.00		
299	PAYROLL TAXES AND FRINGES												
	131,396		126,071		147,328		112,593	131,724		137,250			

TOTAL CLASS: 05 PERSONNEL SERVICES													
	413,308	4.00	400,324	3.50	389,789	3.00	342,959	381,483	3.00	387,009	3.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	132		7		50								
303	OFFICE FURNITURE & EQUIPMENT												
								416		416			
307	MEMBERSHIP FEES												
	3,350		1,350		1,650		1,350	2,650		2,650			
317	COMPUTER EQUIPMENT												
			2,562		1,579		1,216	760		760			
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,954		5,728		5,175		4,500	5,175		5,175			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0526 CULTURAL INCLUSION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 048 ETHNIC MINORITY OUTREACH COORD
 FY 17-18 REFLECTS THE ETHNIC MINORITY OUTREACH COORDINATOR POSITION BEING RECLASSIFIED TO A PROGRAM MANAGER POSITION.
- 054 STRATEGIC INITIATIVES COMM MGR
- 077 PROGRAM MANAGER
 FY 17-18 REFLECTS THE ETHNIC MINORITY OUTREACH COORDINATOR POSITION BEING RECLASSIFIED TO A PROGRAM MANAGER POSITION.
- 110 PUBLIC INFORMATION COORDINATOR
 FY 17-18 REFLECTS POSITION TRANSFERRING FROM PROGRAM 0526 TO PROGRAM 0537 (PUBLIC INFORMATION PROGRAM)
- 221 SUPPORT SPECIALIST 2
 FY 16-17 REFLECTS TRANSFERRING .50 FTE SUPPORT SPECIALIST 2 POSITION FROM PROGRAM 0526 TO PROGRAM 0529 (COMMUNITY SERVICES).
 FY 17-18 REFLECTS .50 FTE SS2 POSITION TRANSFERRING TO PROGRAM 0529 AND THEN BEING RECLASSIFIED TO PROGRAM COORDINATOR.
 FY 17-18 ALSO REFLECTS A NEW 1 FTE SUPPORT SPECIALIST 2 POSITION.
- 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
- 303 OFFICE FURNITURE & EQUIPMENT
 STANDING DESK \$416
- 307 MEMBERSHIP FEES
 ASIAN PACIFIC AMERICAN CHAMBER OF COMMERCE \$300
 HISPANIC METROPOLITAN CHAMBER OF COMMERCE \$450
 CULTURALLY-SPECIFIC COMMUNITY-BASED ORGANIZATION MEMBERSHIPS \$300
 OREGON ASSOCIATION OF MINORITY ENTREPRENEURS (OAME) \$400
 WELCOMING AMERICA \$200
 GOVERNMENT ALLIANCE ON RACE AND EQUITY \$1,000
- 317 COMPUTER EQUIPMENT
 TABLET COMPUTER FOR CULTURAL INCLUSION (CITRIX USE) \$760
- 321 TRAVEL, TRAINING & SUBSISTENCE
 WELCOMING AMERICA ANNUAL CONFERENCE EXPENSES \$800
 GOVERNING FOR RACIAL EQUITY CONF \$975
 REGIONAL EQUITY-RELATED TRAININGS \$400
 EQUITY SEMINAR SERIES WITH SCHOOL AND PARK DISTRICTS \$3,000

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0526 CULTURAL INCLUSION

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
325	COMMUNITY EVENTS EXPENSE												
	7,987		4,943		5,300		4,000	5,300		5,300			
328	MEALS & RELATED EXPENSE												
	922		581		600		724	1,200		1,200			
341	COMMUNICATIONS EXPENSE												
	1,118		1,489		1,500		1,500	1,632		1,632			
377	PUBLIC RELATIONS EXPENSE												
	6,638		16,110		3,500		3,419	3,500		3,500			
461	SPECIAL EXPENSE												
	23,922		14,912		19,350		16,300	17,800		19,300			
474	SISTER CITIES EXPENSE												
			25,636										
511	PROFESSIONAL SERVICES												
	127,905		60,964		76,600		76,600	81,200		79,200			
523	BOARDS & COMMISSIONS EXPENSES												
	3,291		2,651		1,600		1,600	3,600		3,600			
551	RENTS AND LEASES												
	462		472										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	178,681		137,405		116,904		111,209	123,233		122,733			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	43,522		34,825		51,191		51,191	34,917		34,917			
TOTAL CLASS: 25 TRANSFERS													
	43,522		34,825		51,191		51,191	34,917		34,917			
TOTAL PROGRAM: 0526 CULTURAL INCLUSION													
	635,511	4.00	572,554	3.50	557,884	3.00	505,359	539,633	3.00	544,659	3.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0526 CULTURAL INCLUSION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

325	COMMUNITY EVENTS EXPENSE NATIONAL WELCOMING WEEK EVENTS \$2,000 DIVERSITY, EQUITY, & INCLUSION PLAN EVENTS \$1,500 MINORITY WOMEN EMERGING SMALL BUSINESS (MWESB) POLICY OUTREACH \$500 COMMUNITY FORUMS/MEETINGS ON EMERGING TOPICS RELATED TO EQUITY AND INCLUSION \$500 CHILDCARE EXPENSES \$800
328	MEALS & RELATED EXPENSE PARTNER AND COMMUNITY MEETINGS \$1,200
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF @ \$136 PER MONTH \$1,632
377	PUBLIC RELATIONS EXPENSE CULTURALLY SPECIFIC MEDIA OUTREACH TO UNDERREPRESENTED POPULATIONS \$1,500 WELCOMING BEAVERTON PR \$2,000
461	SPECIAL EXPENSE HISPANIC METROPOLITAN CHAMBER OF COMMERCE BANQUET \$1,500 CENTRO CULTURAL OF WASHINGTON COUNTY BANQUET \$2,500 NEW AMERICANS CORNERS AT LIBRARY \$400 INTERNAL EQUITY TEAM ACTIVITIES \$1,500 MINI-GRANTS FOR COMMUNITY-LED WELCOMING PROJECTS \$5,000 VIRGINIA GARCIA GALA \$1,500 ADELANTE MUJERES GALA \$2,500 SPONSORSHIP OF INDIGENIOUS PEOPLES' DAY EVENT W/ HRAC \$1,200 COALITION OF COMMUNITIES OF COLOR EVENT SPONSORSHIP \$1,000 TONGA DAY EVENT SPONSORSHIP \$1,200 MLK DAY SPONSORSHIP \$1,000
474	SISTER CITIES EXPENSE NO APPROPRIATION REQUESTED (EFFECTIVE FY 17-18 SISTER CITY EXPENSES BUDGETED IN PROGRAM 0521)
511	PROFESSIONAL SERVICES BOLD EMERGING LEADERS TRAINING \$21,200 FOREIGN LANGUAGE TRANSLATION SERVICES \$25,000 CULTURAL RESPONSIVENESS STAFF TRAINING \$15,000 INTERPRETATION PROFESSIONAL SERVICES \$4,000 CULTURAL RESPONSIVENESS PROFESSIONAL SERVICES \$4,000 WASHINGTON COUNTY DISPARITIES STUDY \$10,000
523	BOARDS & COMMISSIONS EXPENSES DIVERSITY ADVISORY BOARD EXPENSES \$1,800 HUMAN RIGHTS ADVISORY COMMISSION EXPENSES \$1,800
551	RENTS AND LEASES
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: 10 MAYOR'S OFFICE
 PROGRAM: 0527 EVENTS

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

197	EVENTS COORDINATOR												
		137,424	2.00	84,527	1.50	54,655	1.00	59,347	63,734	1.00	63,517	1.00	
221	SUPPORT SPECIALIST 2												
		45,300	1.00	38,181	1.00	44,761	1.00	48,579	52,396	1.00	52,396	1.00	
274	SEASONAL WORKFORCE												
		28,940		31,989		32,884		33,313	19,730		19,730		
299	PAYROLL TAXES AND FRINGES												
		91,678		46,769		71,388		54,210	61,399		63,739		

TOTAL CLASS: 05 PERSONNEL SERVICES

		303,342	3.00	201,466	2.50	203,688	2.00	195,449	197,259	2.00	199,382	2.00	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
		1,209		27		50			50		50		
307	MEMBERSHIP FEES												
		4,935		2,834		3,450		2,084	3,300		3,300		
316	ADVERTISING, RECORDING & FILING												
		2,529		478		1,770		1,170	1,770		1,770		
317	COMPUTER EQUIPMENT												
		630											
318	COMPUTER SOFTWARE												
				296		120		120	300		300		
321	TRAVEL, TRAINING & SUBSISTENCE												
		2,523				1,850		1,850	3,600		3,600		
325	COMMUNITY EVENTS EXPENSE												
		153,699		233,229		180,475		175,475	176,975		174,975		

0088

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0527 EVENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 197 EVENTS COORDINATOR
 FY 16-17 REFLECTS .50 FTE EVENTS COORDINATOR TRANSFERRING FROM PROGRAM 0527 TO 0528.
 FY 17-18 REFLECTS .50 FTE EVENTS COORDINATOR TRANSFERRING TO TLT FUND 107 SO POSITION
 IS 100% IN ARTS PROGRAM 0528.
- 221 SUPPORT SPECIALIST 2
- 274 SEASONAL WORKFORCE
 2 SEASONAL STAFF FOR ALL EVENTS (FULL TIME FROM APRIL 1 THROUGH OCTOBER 31).
 SEE ACCOUNT 325 FOR LIST OF EVENTS.
- 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
 EVENTS OFFICE SUPPLIES \$50
- 307 MEMBERSHIP FEES
 AMERICAN SOCIETY OF COMPOSERS AUTHORS AND PUBLISHERS \$850
 BROADCAST MUSIC, INC. \$900
 SEASAC MUSIC LICENSES \$1,450
 OREGON FESTIVAL AND EVENTS \$100
- 316 ADVERTISING, RECORDING & FILING
 THEATER ADS SUMMER EVENTS \$1,770
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 ADOBE ACROBAT PRO \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE
 OREGON FESTIVALS & EVENTS ASSOC CONF (3 STAFF) \$600
 PROJECT MANAGEMENT TRAINING (2 @ \$1,500) \$3,000
- 325 COMMUNITY EVENTS EXPENSE
 PICNICS IN THE PARK \$17,000
 FLICKS BY THE FOUNTAIN \$5,800
 TREE LIGHTING \$21,000
 BIKE BEAVERTON \$3,675
 NIGHT MARKETS (2) \$55,000
 STATE OF THE CITY ADDRESS \$9,000
 INTERNATIONAL CELEBRATION \$10,000
 FOURTH OF JULY EVENT \$10,000
 EVENT SUPPORT FOR CITY DEPARTMENTS \$12,000
 CELEBRATION PARADE \$25,000
 BEAVERTON VOLUNTEER FAIR \$2,500
 BEAVERTON HALF MARATHON \$2,000
 BEAVERTON CRAFT FESTIVAL \$2,000

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City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0527 EVENTS

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
328	MEALS & RELATED EXPENSE												
	323												
330	MILEAGE REIMBURSEMENT												
					100		100	200		200			
341	COMMUNICATIONS EXPENSE												
	1,613		1,489		876		876	1,644		1,644			
459	CELEBRATION PARADE												
	31,042												
461	SPECIAL EXPENSE												
	5,738		6,674		12,400		13,046	14,000		14,000			
474	SISTER CITIES EXPENSE												
	7,362												
511	PROFESSIONAL SERVICES												
	7,000												
TOTAL CLASS: 10 MATERIALS & SERVICES													
	218,603		245,027		201,091		194,721	201,839		199,839			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	105,031		106,452		118,894		118,894	120,874		120,874			
TOTAL CLASS: 25 TRANSFERS													
	105,031		106,452		118,894		118,894	120,874		120,874			
TOTAL PROGRAM: 0527 EVENTS													
	626,976	3.00	552,945	2.50	523,673	2.00	509,064	519,972	2.00	520,095	2.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 10 MAYOR'S OFFICE
PROGRAM: 0527 EVENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
328	MEALS & RELATED EXPENSE NO APPROPRIATION REQUESTED
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$200
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF @ \$137 PER MONTH \$1,644
459	CELEBRATION PARADE
461	SPECIAL EXPENSE PUBLIC STORAGE RENTAL FOR EVENTS SUPPLIES \$7,500 EVENT MISC SUPPLIES AND SPECIAL EXPENSES \$3,000 BEAVERTON COMMUNITY BAND SPONSORSHIP \$3,500
474	SISTER CITIES EXPENSE FOR FY 16-17 THIS EXPENSE WAS MOVED TO PROGRAM 0526 VISIONING & STRATEGIC INITIATIVES.
511	PROFESSIONAL SERVICES NO APPROPRIATION REQUESTED
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: 10 MAYOR'S OFFICE
 PROGRAM: 0529 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

186	PROGRAM COORDINATOR				58,342	1.00	63,715	69,096	1.00	68,624	1.00		
221	SUPPORT SPECIALIST 2		27,065	.50				48,336	1.00	48,336	1.00		
299	PAYROLL TAXES AND FRINGES		14,931		27,092		26,324	77,619		80,112			

TOTAL CLASS: 05 PERSONNEL SERVICES

			41,996	.50	85,434	1.00	90,039	195,051	2.00	197,072	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				50								
307	MEMBERSHIP FEES				250		250	300		300			
321	TRAVEL, TRAINING & SUBSISTENCE				250		250	250		250			
341	COMMUNICATIONS EXPENSE				480		480	624		624			
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS		199,395		200,309		200,309	201,947		201,947			
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS		104,191		121,100		94,100	125,000		125,000			

461	SPECIAL EXPENSE				9,500		7,500	17,500		7,500			
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0092

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0529 COMMUNITY SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 186 PROGRAM COORDINATOR
 FY 17-18 REFLECTS .50 FTE SS2 POSITION RECLASSIFIED TO .50 FTE PROGRAM COORDINATOR AND .50 FTE SS2 POSITION IN PROGRAM TRANSFERRED TO PROGRAM 0529 AND RECLASSIFIED TO PROGRAM COORDINATOR.
- 221 SUPPORT SPECIALIST 2
 FY 16-17 REFLECTS TRANSFERRING .50 FTE SUPPORT SPECIALIST 2 POSITION FROM PROGRAM 0526 TO PROGRAM 0529.
 FY 17-18 REFLECTS .50 FTE SS2 POSITION RECLASSIFIED TO .50 FTE PROGRAM COORDINATOR.
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM PROGRAM 0537 TO PROGRAM 0529.
- 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
- 307 MEMBERSHIP FEES
 NON-PROFIT ASSOCIATION OF OREGON (NAO) MEMBERSHIP \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE
 COMMUNITY SERVICE WORKSHOPS AND TRAININGS \$250
- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 1 STAFF (PROGRAM COODINATOR) @ \$52 PER MONTH \$624
- 383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS
 FUNDING FOR SOCIAL SERVICES AT \$2.10 PER CAPITA ON FY 2017-18 POPULATION OF 96,165 \$201,947
- 391 COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS
 PAL FUNDING \$40,000
 (REDUCED FROM \$50,000 IN FY 17-18 AND \$65,000 IN FY 16-17, PER LEADERSHIP DIRECTION TO REDUCE FUNDING INCREMENTALLY OVER NEXT FEW YEARS)
 VISION ACTION NETWORK \$10,000
 CITY UTILITY HARDSHIP ASSISTANCE \$10,000
 BEAVERTON HISTORICAL SOCIETY \$10,000
 SOLVE EARTH DAY CONTRIBUTION \$5,000
 WASHINGTON COUNTY HOMELESS CONNECT \$3,500
 HOMEPLATE SPONSORSHIP \$3,000
 MISC. CONTRIBUTIONS OF SUPPORT \$2,500
 COMMUNITY ACTION GALA & LUNCHEON \$3,000
 BRIDGE MEADOWS SPONSORSHIP \$3,000
 FAMILY JUSTICE CENTER \$25,000
 CITY RESIDENT HOMELESSNESS ASSISTANCE \$10,000
- 461 SPECIAL EXPENSE
 TAX ASSISTANCE PROJECT EXPENSES \$2,000
 SEVERE WEATHER SHELTER \$2,000
 HOSTING NON-PROFIT TRAININGS \$1,500
 SPONSORSHIP AT COMMUNITY PARTNER EVENTS \$2,000

0093

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0529 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
511	PROFESSIONAL SERVICES												
			20,000		95,000		95,000	207,500		177,500			
523	BOARDS & COMMISSIONS EXPENSES												
			1,015		1,500		1,500	1,500		1,500			
525	PMTS TO OTHER GOVERNMENT AGENCIES												
			204,445		229,924		229,924	134,617		134,617			
TOTAL CLASS: 10 MATERIALS & SERVICES			529,046		658,363		629,313	689,238		649,238			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
			1,242		2,202		2,202	1,663		1,663			
TOTAL CLASS: 25 TRANSFERS			1,242		2,202		2,202	1,663		1,663			
TOTAL PROGRAM: 0529 COMMUNITY SERVICES			572,284	.50	745,999	1.00	721,554	885,952	2.00	847,973	2.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0529 COMMUNITY SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 511 PROFESSIONAL SERVICES
 - CASH OREGON TAX ASSISTANCE PROGRAM \$25,000
 - BEAVERTON SEVERE WEATHER SHELTER \$45,000
 - FAMILY PROMISE OF BEAVERTON \$50,000
 - COMMUNITY ACTION STREET OUTREACH, BEAVERTON SUPPORT FOR WASHINGTON COUNTY
 - COOPERATIVE EFFORT \$25,000
 - COMMUNITY ACTION SOCIAL WORKER HOUSED AT BEAVERTON CITY LIBRARY 20 HOURS PER WEEK \$32,500

- 523 BOARDS & COMMISSIONS EXPENSES
 - SOCIAL SERVICES FUNDING COMMITTEE EXPENSES \$1,500

- 525 PMTS TO OTHER GOVERNMENT AGENCIES
 - \$.10 PER CAPITA FOR WASHINGTON COUNTY MUSEUM OPERATIONS \$9,617
 - PCC FUTURE CONNECT PROGRAM \$125,000
 - BEGINNING FY 2018-19 THE CONTRIBUTION TO THE WASHINGTON COUNTY COMMUNITY HOUSING FUND IS RECORDED IN THE COMMUNITY DEVELOPMENT DEPARTMENT'S DEVELOPMENT SERVICES PROGRAM 0662 IN THE AFFORDABLE HOUSING ACCOUNT 506

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

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

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

058	DEPUTY CITY RECORDER												
	68,394	1.00	73,522	1.00	72,877	1.00	70,536	73,409	1.00	72,422	1.00		
060	CITY RECORDER												
	74,508	1.00	78,730	1.00	77,338	1.00	83,230	85,304	1.00	85,304	1.00		
221	SUPPORT SPECIALIST 2												
	43,427	1.00	54,878	1.00	55,643	1.00	53,298	57,523	1.00	57,523	1.00		
275	TEMPORARY EMPLOYEES												
	12,566				1,000		1,753	1,800		1,800			
299	PAYROLL TAXES AND FRINGES												
	112,916		107,238		118,982		117,269	126,635		131,293			

TOTAL CLASS: 05 PERSONNEL SERVICES

	311,811	3.00	314,368	3.00	325,840	3.00	326,086	344,671	3.00	348,342	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	388		665		500		400	400		400			
303	OFFICE FURNITURE & EQUIPMENT												
	115				1,000		1,000	600		600			
307	MEMBERSHIP FEES												
	295		400		390		390	390		390			
308	PERIODICALS & SUBSCRIPTIONS												
					60		36	60		60			
316	ADVERTISING, RECORDING & FILING												
	2,456		2,089		1,500		3,000	2,500		2,500			
318	COMPUTER SOFTWARE												
321	TRAVEL, TRAINING & SUBSISTENCE												
	275		80		2,500		1,530	2,000		2,000			
328	MEALS & RELATED EXPENSE												
					100		25	100		100			
329	PUBLIC MEETING BROADCAST EXP												
	55,914		57,108		72,000		78,000	80,000		80,000			
330	MILEAGE REIMBURSEMENT												
					100								

0096

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

058 DEPUTY CITY RECORDER

060 CITY RECORDER

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES
 COVERAGE FOR VACATION AND MEDICAL LEAVE

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
 MISCELLANEOUS OFFICE SUPPLIES

303 OFFICE FURNITURE & EQUIPMENT
 ERGONOMIC CHAIR FOR DEPUTY CITY RECORDER

307 MEMBERSHIP FEES
 OREGON ASSOCIATION OF MUNICIPAL RECORDERS (OAMR) (2);
 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) (2)

308 PERIODICALS & SUBSCRIPTIONS
 OREGON BLUE BOOK AND VALLEY TIMES SUBSCRIPTION

316 ADVERTISING, RECORDING & FILING
 LEGAL ADVERTISING FOR LIQUOR LICENSES, AND MISC.

318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE
 OREGON ASSOCIATION OF MUNICIPAL RECORDERS REGIONAL CONFERENCE (1);
 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS CONFERENCE (1)

328 MEALS & RELATED EXPENSE
 MISC. MEALS/PARKING FOR TRAINING SESSION (NOT COVERED IN REGISTRATION)

329 PUBLIC MEETING BROADCAST EXP
 GRANICUS MONTHLY MANAGED SERVICE CHARGES FOR BROADCASTING, VOTING SYSTEM, MINUTES MAKER AND CLOSED CAPTIONS FOR CITY COUNCIL, PLANNING COMM & BURA TVCTV PRODUCTION STAFF FOR PLANNING COMM, AND BURA MEETINGS
 CLOSED CAPTIONING FOR CITY COUNCIL, PLANNING COMM & BURA MEETINGS
 ANNUAL ICAP SUPPORT - CAPTIONING SERVICE

330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

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												
							325	780		780			
511	PROFESSIONAL SERVICES												
			6,970		7,000		7,000	7,000		7,000		7,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	59,443		67,312		85,150		91,706	93,830		93,830			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	15,956		19,380		16,513		16,513	17,744		17,744			
TOTAL CLASS: 25 TRANSFERS													
	15,956		19,380		16,513		16,513	17,744		17,744			
TOTAL PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN													
	387,210	3.00	401,060	3.00	427,503	3.00	434,305	456,245	3.00	459,916	3.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 10 MAYOR'S OFFICE
PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

341 COMMUNICATIONS EXPENSE
MONTHLY SERVICE FOR 1 CELL PHONE @ \$65/MONTH. \$780
FY 17-18 ESTIMATE REFLECTS 5 MONTHS OF SERVICE FROM FEBRUARY THROUGH JUNE 2018.

511 PROFESSIONAL SERVICES
VOTERS PAMPHLET (1) NOVEMBER 2018 GENERAL ELECTION
PROFESSIONAL INTERPRETER SERVICES FOR COUNCIL/BOARD MTNGS, AND BOARD &
COMMISSION DINNER

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

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0537 PUBLIC INFORMATION

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		40,643	1.00	72,600	1.00	72,411	78,122	1.00	78,122	1.00		
110	PUBLIC INFORMATION COORDINATOR		31,843	1.00	69,676	1.00	138,936	138,039	145,959	2.00	145,959	2.00	
220	PUBLIC INFORMATION MANAGER		67,967	1.00									
221	SUPPORT SPECIALIST 2		143,246	3.00	155,538	3.00	115,683	80,063	53,156	1.00	53,156	1.00	
299	PAYROLL TAXES AND FRINGES		105,502		127,623		148,252	137,141	132,171		138,213		

TOTAL CLASS: 05 PERSONNEL SERVICES

	348,558	5.00	393,480	5.00	475,471	5.00	427,654	409,408	4.00	415,450	4.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		313		398		150	65	65		65		
307	MEMBERSHIP FEES				335		575	625	325		325		
308	PERIODICALS & SUBSCRIPTIONS		445		438		425	606	606		606		
316	ADVERTISING, RECORDING & FILING		18,272		37,617		51,436	53,081	52,236		52,236		
318	COMPUTER SOFTWARE		7,238		2,395		2,540	2,000	26,480		26,480		
321	TRAVEL, TRAINING & SUBSISTENCE		385		790		5,300	5,233	5,500		5,500		
325	COMMUNITY EVENTS EXPENSE		6,321										

0100

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0537 PUBLIC INFORMATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 077 PROGRAM MANAGER
 FY 16-17 REFLECTS RECLASSIFICATION OF THE PUBLIC INFORMATION MANAGER POSITION TO A PROGRAM MANAGER POSITION.
- 110 PUBLIC INFORMATION COORDINATOR
 FY 17-18 REFLECTS POSITION TRANSFERRING 1 FTE FROM PROGRAM 0526 TO PROGRAM 0537 (PUBLIC INFORMATION PROGRAM)
- 220 PUBLIC INFORMATION MANAGER
 FY 16-17 REFLECTS RECLASSIFICATION OF THE PUBLIC INFORMATION MANAGER POSITION TO A PROGRAM MANAGER POSITION.
- 221 SUPPORT SPECIALIST 2
 FY 17-18 REFLECTS A SUPPORT SPECIALIST 2 POSITION TRANSFERRING FROM THE MAYOR'S OFFICE PROGRAM 0537 TO ISD FUND
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM PROGRAM 0537 TO PROGRAM 0529.
- 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
 MISCELLANEOUS OFFICE SUPPLIES \$65
- 307 MEMBERSHIP FEES
 AMERICAN MARKETING ASSOCIATION \$325
- 308 PERIODICALS & SUBSCRIPTIONS
 NEWSPAPER AND MAGAZINE SUBSCRIPTIONS \$230
 FLASH ALERT \$376
- 316 ADVERTISING, RECORDING & FILING
 ADVERTISING FOR ALL CITY DEPARTMENTS (EVENTS, PROGRAMS, PROJECTS, CITY INITIATIVES) \$3,800
 MARKETING PLAN ADVERTISING \$12,000
 CHAMBER COMMUNITY AND VISITOR GUIDE \$8,736
 SUMMER EVENTS MARKETING (MOVED FROM 0527) \$6,000
 ONLINE AND SOCIAL MEDIA MISC. ADVERTISING \$2,500
 COMMUNITY NEWSPAPERS \$18,200
 SPECIAL PROJECTS AS NEEDED \$1,000
- 318 COMPUTER SOFTWARE
 DROPBOX \$110
 SMART SHEET FOR 6 \$720
 CONSTANT CONTACT \$1,500
 SOCIAL MEDIA SOFTWARE \$150
 SOCIAL MEDIA PERFORMANCE AND TRACKING SOFTWARE \$24,000
- 321 TRAVEL, TRAINING & SUBSISTENCE
 MARKETING MANAGER TO ATTEND AMA NONPROFIT CONFERENCE IN D.C. \$2,800
 RAGAN PR, COMMUNICATIONS, SOCIAL MEDIA TRAINING ACCESS PASS \$1,200
 WEBINARS, TEAM AND LOCAL TRAINING \$1,500
- 325 COMMUNITY EVENTS EXPENSE
 MOVED TO PROGRAM 0527

0101

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0537 PUBLIC INFORMATION

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
328	MEALS & RELATED EXPENSE												
	185		96		250		200	150		150		150	
341	COMMUNICATIONS EXPENSE												
	471		434		480		480	444		444		444	
342	DATA COMMUNICATION EXPENSE												
			442		960		960	960		960		960	
377	PUBLIC RELATIONS EXPENSE												
	1,050		17,792		16,200		10,445	16,450		13,950		13,950	
461	SPECIAL EXPENSE												
	2,440		1,368		4,350		4,350	3,350		3,350		3,350	
511	PROFESSIONAL SERVICES												
	30,231		37,940		78,300		81,397	57,800		54,800		54,800	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	67,351		100,045		160,966		159,442	164,366		158,866		158,866	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	113,153		132,690		144,765		144,765	150,264		150,264		150,264	
TOTAL CLASS: 25 TRANSFERS													
	113,153		132,690		144,765		144,765	150,264		150,264		150,264	
TOTAL PROGRAM: 0537 PUBLIC INFORMATION													
	529,062	5.00	626,215	5.00	781,202	5.00	731,861	724,038	4.00	724,580	4.00	724,580	4.00

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0537 PUBLIC INFORMATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE MEALS FOR MARKETING PLAN IMPLEMENTATION FOCUS GROUPS MEALS AND RELATED EXPENSES
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR ONE CELL PHONE FOR PUBLIC INFORMATION MANAGEMENT AT \$37 PER MONTH \$444
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 2 COMMUNICATION DEVICES AT \$480 EACH \$960
377	PUBLIC RELATIONS EXPENSE ISTOCK PHOTOS (STOCK PHOTOGRAPHY) \$1,200 STOCK VIDEO AND MUSIC \$250 BEAVERTON RESTAURANT WEEK \$5,000 DIGITAL INNOVATION CAMPAIGN \$7,500
461	SPECIAL EXPENSE CITY PROMOTIONAL ITEMS \$2,000 CRITICAL MENTION INC / MEDIA MONITORING \$1,350
511	PROFESSIONAL SERVICES GRAPHIC DESIGN \$18,000 YOUR CITY GRAPHIC DESIGN \$16,800 PROFESSIONAL PHOTOGRAPHY \$5,000 VIDEOGRAPHY \$15,000

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

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

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

052	EMERGENCY MANAGER												
	86,413	1.00	88,030	1.00	89,673	1.00	89,671	91,907	1.00	91,907	1.00		
210	EMERGENCY MANAGEMENT OFFICER												
	71,603	1.00	75,926	1.00	77,318	1.00	77,316	79,248	1.00	79,248	1.00		
214	EMERG MGMT PROGRAM SPECIALIST												
	64,950	1.00	64,995	1.00	67,763	1.00	67,768	69,464	1.00	69,464	1.00		
275	TEMPORARY EMPLOYEES												
	10,172		7,758					13,792		13,792			
299	PAYROLL TAXES AND FRINGES												
	140,528		154,013		159,428		155,724	169,452		174,779			

TOTAL CLASS: 05 PERSONNEL SERVICES

	373,666	3.00	390,722	3.00	394,182	3.00	390,479	423,863	3.00	429,190	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	150		197		200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT												
					700		700						
304	DEPARTMENT EQUIPMENT EXPENSE												
	824		15,954		12,850		12,150	12,215		12,215			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,500		2,604		2,300		1,900	1,950		1,950			
307	MEMBERSHIP FEES												
	670		670		695		695	695		695			
317	COMPUTER EQUIPMENT												
	515		3,389		9,619		9,000	9,615		9,615			
318	COMPUTER SOFTWARE												
			296										

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

052	EMERGENCY MANAGER IN FY 2018 THE EM PROGRAM WILL BE REIMBURSED \$173,181 IN FEDERAL FUNDS UNDER THE EMPG GRANT PROGRAM. THIS IS A 50/50 MATCH GRANT PROGRAM AND COVERS A GOOD PORTION OF EM PROGRAM SALARY AND BENEFITS.
210	EMERGENCY MANAGEMENT OFFICER
214	EMERG MGMT PROGRAM SPECIALIST
275	TEMPORARY EMPLOYEES TO ASSIST IN UPDATING IMT TRAINING PROCEDURES AND EOC PROCEDURES TO MATCH NEW HOMELAND SECURITY STANDARDS
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 PROGRAM OFFICE SUPPLIES \$200
303	OFFICE FURNITURE & EQUIPMENT
304	DEPARTMENT EQUIPMENT EXPENSE 5 VHF HANDHELD RADIOS - CONTINUE REPLACEMENT OF OLD F11 RADIOS (\$1,270 X 5) AND REPLACE ONE LOST RADIO. \$6,350 5 NEW SPEAKER MICROPHONES (\$153 X 5) \$765 AMATEUR RADIO UPGRADE SUPPLIES \$2,000 SMALL FIRST AID FANNY PACKS FOR SPECIAL EVENTS \$600 COMMAND TENT \$2,500
305	SPECIAL DEPARTMENT SUPPLIES GENERAL SUPPLIES FOR EOC, EXERCISES AND TRAINING \$150 COMMUNICATION EQUIPMENT MAINTENANCE, REPAIR AND REPLACEMENT \$750 SUPPLIES FOR EXPANDING AMATEUR RADIO FIELD OPERATIONS CAPABILITY \$1,000 AMATEUR RADIO FIELD DAY SUPPLIES \$50
307	MEMBERSHIP FEES THREE OREGON EMERGENCY MANAGEMENT ASSOCIATION MEMBERSHIPS \$300 TWO INTERNATIONAL ASSOC. OF EMERGENCY MANAGERS (IAEM) MEMBERSHIPS \$380 REGION RELAY COUNCIL MEMBERSHIP \$15
317	COMPUTER EQUIPMENT PHASE 2 OF 3 OF LAPTOP REPLACEMENT PROGRAM FOR EOC (\$1,443 X 5) \$7,215 INFOCUS PROJECTOR FOR COMMUNITY PRESENTATIONS \$910 LAPTOP DOCKS (X5) \$800 COMPUTER MONITORS (X6) \$690
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED

0105

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	3,152		3,875		6,650		4,100	9,500		9,500			
325	COMMUNITY EVENTS EXPENSE												
	218		234		250		250	250		250			
328	MEALS & RELATED EXPENSE												
	7,589		7,528		9,200		7,700	9,200		9,200			
341	COMMUNICATIONS EXPENSE												
	2,394		2,700		2,256		2,256	2,220		2,220			
355	CERT PROGRAM EXPENSE												
	13,755		16,292		21,060		16,060	13,440		13,440			
377	PUBLIC RELATIONS EXPENSE												
	1,200		1,229		1,200		1,200	1,200		1,200			
461	SPECIAL EXPENSE												
	5,548		5,339		5,175		4,545	5,175		5,175			
475	EMERG. INCIDENT ACTIVATION EXP												
					10,000			10,000		10,000			
511	PROFESSIONAL SERVICES												
	1,865		109		1,000		1,000	1,000		1,000			
525	PMTS TO OTHER GOVERNMENT AGENCIES												
	37,887		24,152		24,720		24,518	25,342		25,342			
536	MAINTENANCE CONTRACTS												
	200		239		240		240	240		240			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	77,467		84,807		108,115		86,514	102,242		102,242			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	24,801		16,492		22,568		22,568	23,843		23,843			
817	TRSFERS TO GARAGE FUND												
	2,147		4,504		3,071		3,071	5,480		5,480			

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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321	TRAVEL, TRAINING & SUBSISTENCE	(2) PEOPLE ATTEND NATIONAL LEVEL EM CONFERENCE \$4,300 (3) PEOPLE ATTEND STATE LEVEL EM CONFERENCE \$1,750 WEB EOC CONFERENCE FOR EM OFFICER \$2,700 WEB EOC TRAINING \$750
325	COMMUNITY EVENTS EXPENSE	RESOURCES AND SUPPLIES FOR CERT/VOLUNTEER SUPPORT AT SPECIAL EVENTS \$250
328	MEALS & RELATED EXPENSE	QUARTERLY EXERCISES (\$350 X 4) \$1,400 LISTOS CLASS \$1,500 EM VOLUNTEER RECOGNITION \$2,000 CERT EVENTS, TRAININGS AND DRILLS \$500 CERT MAY DAY EXERCISE \$2,300 EOC EXERCISE \$1,100 IMT TRAINING AND MEETINGS \$400
341	COMMUNICATIONS EXPENSE	IPHONE CHARGES FOR 2 STAFF @ \$100 PER MONTH \$1,200 COMCAST DEDICATED BUSINESS LINE @ \$85 PER MONTH \$1,020
355	CERT PROGRAM EXPENSE	MAP YOUR NEIGHBORHOOD SUPPLIES AND MATERIALS \$500 FALL CERT CLASS \$1,850 SPRING CERT CLASS \$1,850 LISTOS CLASS \$240 (2) FIRST AID CERTIFICATION COURSES FOR CERT \$1,100 NAME TAGS FOR PASSPORT SYSTEM \$400 CERT PPE (GIVEN OUT AT CERT BASIC CLASSES) \$2,500 ADVANCED CERT TRAINING \$1,000 CERT PROMO ITEMS \$1,000 SUPPLIES FOR CERT EXERCISES, TRAINING AND EVENTS \$1,000 EM VOLUNTEER RECOGNITION GIFT AND MATERIALS \$2,000
377	PUBLIC RELATIONS EXPENSE	CITY EMERGENCY MANAGEMENT PROMOTIONAL ITEMS \$1,200
461	SPECIAL EXPENSE	72-HOUR KITS FOR NEW REGULAR EMPLOYEES (ESTIMATE \$45 X 75 EMPLOYEES) \$3,375 CITY SUPPLEMENTING PURCHASE OF PREPAREDNESS ITEMS BY EMPLOYEES DURING NATIONAL PREPAREDNESS MONTH \$1,800
475	EMERG. INCIDENT ACTIVATION EXP	EFFECTIVE FY 17-18 EMERGENCY INCIDENT ACTIVATION EXPENSE TRANSFERRED FROM THE NON-DEPARTMENTAL PROGRAM TO THE EMERGENCY MGMT CIVIL PREPAREDNESS PROGRAM \$10,000
511	PROFESSIONAL SERVICES	CONSULTING, SUPPORT, AND MAINTENANCE OF EOC RADIO SYSTEMS \$1,000
525	PMTS TO OTHER GOVERNMENT AGENCIES	FEE FOR EMERGENCY MANAGEMENT CO-OP PAYABLE TO WASHINGTON COUNTY \$17,000 REGIONAL DISASTER PREPAREDNESS ORGANIZATION \$8,342
536	MAINTENANCE CONTRACTS	ALARM MONITORING FOR THE EMERGENCY MANAGEMENT OFFICE AT THE COMMUNITY CENTER \$240

816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
817	TRSFERS TO GARAGE FUND	FUEL AND MAINTENANCE

0107

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

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

26,948		20,996		25,639		25,639		29,323		29,323			
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TOTAL PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

478,081	3.00	496,525	3.00	527,936	3.00	502,632		555,428	3.00	560,755	3.00		
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City of Beaverton - Finance
Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 10 MAYOR'S OFFICE
PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

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

355 CERT PROGRAM EXPENSE
 9,061 538 57,896 42,687

511 PROFESSIONAL SERVICES
 16,600

TOTAL CLASS: 10 MATERIALS & SERVICES

 25,661 538 57,896 42,687

TOTAL PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

 25,661 538 57,896 42,687

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 10 MAYOR'S OFFICE
PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

355 CERT PROGRAM EXPENSE
ALL FY16 SHSP AND UASI GRANT FUNDS HAVE BEEN EXPENDED

511 PROFESSIONAL SERVICES

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

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

355 CERT PROGRAM EXPENSE

316	8,938	2,100	1,800	300	300
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TOTAL CLASS: 10 MATERIALS & SERVICES

316	8,938	2,100	1,800	300	300
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TOTAL PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

316	8,938	2,100	1,800	300	300
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BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

355 CERT PROGRAM EXPENSE

PLEASE ROLL ALL UNEXPENDED FUNDS FROM FY17 SHSP GRANT FORWARD TO FY19 \$300
WE PLAN TO HAVE ITEMS PURCHASED AND AT LEAST 2 OF THE 4 CLASSES COMPLETED
THIS GRANT CLOSES IN DECEMBER 2018

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

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	86,413	1.00	88,030	1.00	89,673	1.00	87,986	80,704	1.00	80,704	1.00
186	PROGRAM COORDINATOR	136,820	2.00	141,846	2.00	147,884	2.00	128,919	134,679	2.00	134,412	2.00
221	SUPPORT SPECIALIST 2	32,147	.63	32,909	.63	33,745	.63	33,594	34,593	.63	34,593	.63
275	TEMPORARY EMPLOYEES			13,846		5,339		5,339				
299	PAYROLL TAXES AND FRINGES	111,271		115,717		128,950		118,848	152,024		157,479	

TOTAL CLASS: 05 PERSONNEL SERVICES

		366,651	3.63	392,348	3.63	405,591	3.63	374,686	402,000	3.63	407,188	3.63
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	531		478		1,000		1,000	1,000		1,000	
307	MEMBERSHIP FEES	895		670		1,045		1,045	795		795	
308	PERIODICALS & SUBSCRIPTIONS	132		89		650		300	650		400	
317	COMPUTER EQUIPMENT					620		612				
321	TRAVEL, TRAINING & SUBSISTENCE	2,563		3,680		5,400		5,400	5,400		5,400	
328	MEALS & RELATED EXPENSE	2,971		3,942		3,500		3,500	3,500		3,500	
330	MILEAGE REIMBURSEMENT	78		67		150			150		75	
342	DATA COMMUNICATION EXPENSE					480		480	480		480	

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

077	PROGRAM MANAGER FY 17-18 ESTIMATE AND FY 18-19 PROPOSED REFLECT DECREASE DUE TO PROGRAM MANAGER POSITION BEING FILLED AT A LOWER STEP MARCH 2018.
186	PROGRAM COORDINATOR FY 17-18 ESTIMATE AND FY 18-19 PROPOSED REFLECT DECREASE DUE TO 1 FTE PROGRAM COORDINATOR POSITION VACANCY DURING THE YEAR AND THEN BEING FILLED AT A LOWER PAY STEP.
221	SUPPORT SPECIALIST 2
275	TEMPORARY EMPLOYEES POSITION SUPPORTS PROGRAM DEVELOPMENT AND IMPLEMENTATION, COORDINATION OF STAKEHOLDERS, EVALUATION PARAMETER DESIGN, AND RELATIONSHIP BUILDING WITH PARTNER ORGANIZATIONS FOR THE DRC'S PILOT VICTIM-OFFENDER DIALOGUE AND PROBATE MEDIATION PROGRAMS
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 GENERAL OFFICE SUPPLIES FOR TRAINING, EVENTS AND ADMINISTRATION OF THE MEDIATION AND FACILITATION PROGRAMS OF THE DRC. \$1,000
307	MEMBERSHIP FEES OREGON MEDIATION ASSOCIATION (OMA) \$175 RJCO (RESTORATIVE JUSTIC COALITION OF OREGON) \$150 ASSOCIATION FOR CONFLICT RESOLUTION (ACR) \$325 NATIONAL COUNCIL ON AGING (NCOA) \$145
308	PERIODICALS & SUBSCRIPTIONS CONFLICT RESOLUTION BOOKS, TRAINING DVDS, AND OTHER VOLUNTEER EDUCATIONAL MATERIALS \$400
317	COMPUTER EQUIPMENT
321	TRAVEL, TRAINING & SUBSISTENCE PROFESSIONAL DEVELOPMENT TRAINING FOR THREE STAFF. \$3,000 OMA TRAINING EVENT REGISTRATION FOR STAFF & VOLUNTEERS \$1,500 TRAVEL & LODGING INSTATE MEETINGS FOR THE OREGON ASSOCIATION OF COMMUNITY DISPUTE RESOLUTION CENTERS (OACDRC) AND RESTORATIVE JUSTICE COALITION OF OREGON (RJCO)
328	MEALS & RELATED EXPENSE 54-HOUR BASIC MEDIATION TRAINING (8 DAYS) \$1,900 MEETINGS AND TRAININGS \$1,200 VOLUNTEER RECOGNITION EVENT \$400
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS \$75
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 1 COMMUNICATIONS DEVICE \$480

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

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
461	SPECIAL EXPENSE												
	773		946		600		705	2,100		2,100			
511	PROFESSIONAL SERVICES												
	11,547		10,692		12,350		10,000	12,500		11,000			
523	BOARDS & COMMISSIONS EXPENSES												
	212		645		2,400		1,800			1,200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	19,702		21,209		28,195		24,842	26,575		25,950			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	6,309		5,240		6,605		6,605	5,543		5,543			
TOTAL CLASS: 25 TRANSFERS													
	6,309		5,240		6,605		6,605	5,543		5,543			
TOTAL PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION													
	392,662	3.63	418,797	3.63	440,391	3.63	406,133	434,118	3.63	438,681	3.63		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

461 SPECIAL EXPENSE
OMA EVENT RAFFLE BASKET FOR BEAVERTON DONATION FOR OMA EVENT \$250
MARKETING \$1,500
UNANTICIPATED SPECIAL EXPENSE \$350

511 PROFESSIONAL SERVICES
ADVANCED MEDIATION TRAININGS \$9,000
8 - HOUR INTERCULTURAL COMMUNICATION TRAINING MODULE \$2,000

523 BOARDS & COMMISSIONS EXPENSES
SUPPORT FOR BEAVERTON COMMITTEE ON AGING

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

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0656 SUSTAINABILITY

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		58,460	1.00	64,507	1.00	14,194	65,437	1.00	64,504	1.00		
275	TEMPORARY EMPLOYEES						15,316						
299	PAYROLL TAXES AND FRINGES		22,989		25,942		11,066	51,273		52,495			

TOTAL CLASS: 05 PERSONNEL SERVICES

			81,449	1.00	90,449	1.00	40,576	116,710	1.00	116,999	1.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES		6,350		5,495		5,450	6,420		5,970			
317	COMPUTER EQUIPMENT		1,315										
321	TRAVEL, TRAINING & SUBSISTENCE		4,216		5,050		1,975	4,900		4,900			
328	MEALS & RELATED EXPENSE		211		250		250	250		250			
334	ENERGY EFFICIENCY GRANTS (EECBG)				80,013			80,013		80,013			
412	ELECTRIC AUTO CHG STATION EXP		1,556		2,000		1,870	2,000		2,000			
461	SPECIAL EXPENSE	852	12,722		112,000		10,000	97,000		97,000			
511	PROFESSIONAL SERVICES		52,053		51,700		30,000	53,200		53,200			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0656 SUSTAINABILITY

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 186 PROGRAM COORDINATOR
 EFFECTIVE FY 2016-17, THE SUSTAINABILITY PROGRAM TRANSFERRED FROM THE COMMUNITY DEVELOPMENT DEPARTMENT TO THE MAYOR'S OFFICE
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 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
 URBAN SUSTAINABILITY DIRECTORS NETWORK (INCREASE DUE TO REVISED MEMBERSHIP RATE) \$1,550
 INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) \$1,200
 SOLAR OREGON \$300
 PARTNERSHIP FOR A SUSTAINABLE WASHINGTON COUNTY (PSWCC) \$2,500
 ASSOCIATION OF CLIMATE CHANGE OFFICERS (ACCO) \$420
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 URBAN SUSTAINABILITY DIRECTORS NETWORK (USDN) ANNUAL MEETING \$1,250
 CLIMATE LEADERSHIP CONFERENCE (2 STAFF) \$2,200
 OTHER SMART CITY/SUSTAINABILITY CONFERENCE OR TRAINING \$1,450
- 328 MEALS & RELATED EXPENSE
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL AND INTERJURISDICTIONAL MEETINGS \$250
- 334 ENERGY EFFICIENCY GRANTS (EECBG)
 CARRYOVER UNSPENT EECBG GRANT FUNDING FROM FY17-18 - HOMEOWNER ASSISTANCE \$80,013
- 412 ELECTRIC AUTO CHG STATION EXP
 MAINTENANCE OF E.V. CHARGING STATIONS, ELECTRICITY BILLS AND RELATED EXPENSES \$2,000
- 461 SPECIAL EXPENSE
 INTERNAL SUSTAINABILITY PLAN IMPLEMENTATION ACTIONS AND INNOVATIONS \$10,000
 BEAVERTON COMMUNITY CLIMATE ACTION PLAN IMPLEMENTATION PROJECT(S) \$15,000
 COMMUNITY RESIDENTIAL/HOUSEHOLD GHG PUBLIC ENGAGEMENT PLATFORM (DEFERRED FROM FY17/18) \$7,000
 OTHER PUBLIC ENGAGEMENT, OUTREACH AND WORKSHOPS \$8,000
 RESIDENTIAL ENERGY EFFICIENCY INCENTIVES & MATCHING GRANTS FOR 10-25 HOMES \$32,000
 RESIDENTIAL 100-POINT HOME PERFORMANCE CHECKS FOR 100 HOMES AT APPROX \$250/HOME (IN PARTNERSHIP WITH LOCAL NON-PROFIT ORGANIZATION) \$25,000
- 511 PROFESSIONAL SERVICES
 BEAVERTON CLIMATE ACTION PLAN IMPLEMENTATION CONSULTING SERVICES \$15,000
 GREENHOUSE GAS (GHG) INVENTORY ANALYSIS PROGRAM (DEFERRED FROM FY17-18) \$14,700
 SUSTAINABLE PURCHASING POLICY PROJECT (DEFERRED FROM FY17-18) \$5,000
 OTHER SUSTAINABILITY CONSULTING \$5,000
 AMERICORPS PROGRAM (CONFLUENCE ENVIRONMENTAL CENTER) - ONE AMERICORPS VOLUNTEER TO ASSIST WITH IMPLEMENTATION OF CLIMATE ACTION PLAN \$13,500

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0656 SUSTAINABILITY

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: 10 MATERIALS & SERVICES													
	852		78,423		256,508		49,545	243,783		243,333			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
			2,994		4,403		4,403	6,100		6,100			
TOTAL CLASS: 25 TRANSFERS													
			2,994		4,403		4,403	6,100		6,100			
TOTAL PROGRAM: 0656 SUSTAINABILITY													
	852		162,866	1.00	351,360	1.00	94,524	366,593	1.00	366,432	1.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 10 MAYOR'S OFFICE
PROGRAM: 0656 SUSTAINABILITY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0657 RECYCLING

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								75,603	1.00			
080	SENIOR PROGRAM MANAGER												
	59,977	.60	61,158	.60	62,241	.60	64,631	66,245	.60	66,245	.60		
186	PROGRAM COORDINATOR												
	112,222	1.75	119,314	1.75	140,127	2.00	87,826	129,788	2.00	129,250	2.00		
221	SUPPORT SPECIALIST 2												
	94,762	2.00	95,808	2.50	92,981	2.00	76,238	97,791	2.00	97,791	2.00		
275	TEMPORARY EMPLOYEES												
							8,363						
299	PAYROLL TAXES AND FRINGES												
	107,061		116,708		152,836		121,792	233,111		186,007			
TOTAL CLASS: 05 PERSONNEL SERVICES													
	374,022	4.35	392,988	4.85	448,185	4.60	358,850	602,538	5.60	479,293	4.60		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	274		73		300		295	300		300			
303	OFFICE FURNITURE & EQUIPMENT												
	729		50		750		650	750		750			
307	MEMBERSHIP FEES												
	456		512		550		512	550		550			
308	PERIODICALS & SUBSCRIPTIONS												
			80		100								
317	COMPUTER EQUIPMENT												
			3,051										
318	COMPUTER SOFTWARE												
					12,500		4,333						
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,767		2,175		4,375		2,951	4,375		4,375			
328	MEALS & RELATED EXPENSE												
	169		44		200		158	200		200			
341	COMMUNICATIONS EXPENSE												
	136												

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0657 RECYCLING

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
 FY 18-19 REFLECTS 1 FTE PROGRAM MANAGER POSITION TRANSFERRING FROM CODE COMPLIANCE PROGRAM 0523 TO THE MAYOR'S OFFICE PROGRAM 0522 UNTIL IT IS DETERMINED WHERE THE POSITION IS NEEDED.
- 080 SENIOR PROGRAM MANAGER
- 186 PROGRAM COORDINATOR
 FY 17-18 REFLECTS MID-YEAR ELIMINATION OF .50 FTE LIMITED DURATION SUPPORT SPECIALIST 2 POSITION AND INCREASING THE PROGRAM COORDINATOR POSITION BY .25 FTE.
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 221 SUPPORT SPECIALIST 2
 FY 16-17 REFLECTS ADDITIONAL .50 FTE LIMITED DURATION SUPPORT SPECIALIST 2 POSITION ADDED MID-YEAR DUE TO RECEIVING A METRO RECYCLING GRANT.
 FY 17-18 REFLECTS MID-YEAR ELIMINATION OF .50 FTE LIMITED DURATION SUPPORT SPECIALIST 2 POSITION AND INCREASING THE PROGRAM COORDINATOR POSITION BY .25 FTE.
- 275 TEMPORARY EMPLOYEES
 NO FUNDING REQUESTED
- 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
 STAFF OFFICE SUPPLIES \$300
- 303 OFFICE FURNITURE & EQUIPMENT
 REPLACEMENT OFFICE FURNITURE AS NEEDED \$750
- 307 MEMBERSHIP FEES
 ASSOCIATION OF OREGON RECYCLERS (AOR) MEMBERSHIP RENEWAL \$250
 SOLID WASTE ASSOCIATION OF NORTH AMERICA (SWANA) \$300
- 308 PERIODICALS & SUBSCRIPTIONS
 NO APPROPRIATION REQUESTED FOR FY18-19
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 REGISTRATION AND TRAVEL FOR ASSOCIATION OF OREGON RECYCLERS ANNUAL CONFERENCE (5 STAFF) \$3,125
 OTHER CONFERENCES (EPA, NRC, SWANA)) AND TRAINING \$1,250
- 328 MEALS & RELATED EXPENSE
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL MEETINGS, ETC. \$200
- 341 COMMUNICATIONS EXPENSE

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0657 RECYCLING

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
342	DATA COMMUNICATION EXPENSE												
			1,920		1,920		1,920	1,920		1,920			
440	RECYCLING OUTREACH EXPENSE											76,500	
461	SPECIAL EXPENSE												
	33,346		50,357		84,500		69,015	84,500				8,000	
511	PROFESSIONAL SERVICES												
	18,491		52,188		56,000		18,000	38,000				38,000	
551	RENTS AND LEASES												
	2,448		2,499		2,773		2,811	3,336				3,336	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	60,816		112,949		163,968		100,645	133,931				133,931	
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
								25,000				25,000	
TOTAL CLASS: 15 CAPITAL OUTLAY													
								25,000				25,000	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	24,169		33,247		37,430		37,430	37,704				37,704	
817	TRSFERS TO GARAGE FUND												
	1,149		2,263		1,107		1,107	2,750				2,750	
TOTAL CLASS: 25 TRANSFERS													
	25,318		35,510		38,537		38,537	40,454				40,454	
TOTAL PROGRAM: 0657 RECYCLING													
	460,156	4.35	541,447	4.85	650,690	4.60	498,032	801,923	5.60	678,678	4.60		

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0657 RECYCLING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 4 COMMUNICATION DEVICES AT \$480 EACH \$1,920
440	RECYCLING OUTREACH EXPENSE RESIDENTIAL RECYCLING ANNUAL OUTREACH/EDUCATION ("EVERY DAY IS RECYCLING DAY") \$13,000 RESIDENTIAL COMPOSTING - OUTREACH/EDUCATION (FOLLOW-UP TO IMPLEMENTATION) \$10,000 "RECYCLE RIGHT" DECONTAMINATION PROJECT \$9,500 EAT SMART, WASTE LESS (FOOD WASTE REDUCTION OUTREACH PROJECT) \$2,500 MULTIFAMILY RECYCLING INFRASTRUCTURE ASSISTANCE (PILOT/DELAYED FROM FY17-18) \$10,000 MULTIFAMILY RECYCLING EDUCATION, OUTREACH (TOTE BAGS AND OTHER RESOURCES) \$5,500 RECYCLE AT WORK AND COMMERCIAL ORGANICS MARKETING & OUTREACH INCLUDING CONTAINERS, \$7,000 COMMERCIAL ORGANICS OUTREACH FOR PROPOSED REGIONAL REQUIRED COMPOSTING PROGRAM \$5,000 COMMERCIAL RECYCLING CONTAINER AND INFRASTRUCTURE ASSISTANCE (PILOT/DELAYED FROM FY17-18) \$10,000 WASTE REDUCTION OUTREACH \$3,000 MASTER RECYCLER CLASS PROGRAM SUPPORT AND SCHOLARSHIPS \$1,000
461	SPECIAL EXPENSE COMMUNITY GARDEN OPERATIONS AND MAINTENANCE \$8,000
511	PROFESSIONAL SERVICES RATE CONSULTANT AND PLANNING SERVICES FOR SOLID WASTE AND RECYCLING PROGRAM \$16,000 REQUIRED COMMERCIAL ORGANICS PROPOSAL CONSULTING \$3,500 "RECYCLE RIGHT" ANTI-CONTAMINATION PROJECT TO SUPPORT LOCAL RECYCLING MARKETS \$5,000 MATERIALS MANAGEMENT STRATEGIC PLANNING MARKETING AND COMMUNICATIONS CONSULTING \$5,000 DATABASE MANAGEMENT CONSULTING FOR CHANGES/UPDATES TO CRM \$3,500 RESIDENTIAL ORGANICS CONSULTING - DECREASING WASTE/INCREASING COMPOSTING \$5,000
551	RENTS AND LEASES HARVEST COURT STORAGE SPACE (INCREASE DUE TO NEW ALLOCATION FORMULA FROM FACILITIES) \$3,336
641	VEHICLES 1 - REPLACEMENT FOR VEHICLE NO. I-615, (2000 DODGE STRATUS) WITH A FORD FUSION HYBRID OR TRANSIT CONNECT VEHICLE \$25,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
817	TRSFERS TO GARAGE FUND

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

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												
	98,818	1.00	87,768	1.00	92,260	1.00	92,256	95,443	1.00	95,443	1.00		
186	PROGRAM COORDINATOR												
	66,896	1.00	61,992	1.00	62,216	1.00	67,958	71,339	1.00	71,339	1.00		
221	SUPPORT SPECIALIST 2												
	80,717	2.00	38,245	1.00	50,524	1.00	51,501	57,338	1.00	57,338	1.00		
275	TEMPORARY EMPLOYEES												
	6,771				26,472		29,232	26,472		26,472			
299	PAYROLL TAXES AND FRINGES												
	96,320		75,582		87,510		94,719	97,384		102,613			

TOTAL CLASS: 05 PERSONNEL SERVICES

	349,522	4.00	263,587	3.00	318,982	3.00	335,666	347,976	3.00	353,205	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	421		614		700		700	700		700			
307	MEMBERSHIP FEES												
	150		420		420		420	520		520			
308	PERIODICALS & SUBSCRIPTIONS												
	360		348		348		348	348		348			
316	ADVERTISING, RECORDING & FILING												
	6,969		7,622		10,100		9,000	10,100		10,100			
317	COMPUTER EQUIPMENT												
	530		645										
318	COMPUTER SOFTWARE												
					300		300						
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,279		256		2,700		5,400	7,200		7,200			
325	COMMUNITY EVENTS EXPENSE												
	12,283		7,044		14,900		9,189	14,400		14,400			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

077	PROGRAM MANAGER
186	PROGRAM COORDINATOR
221	SUPPORT SPECIALIST 2
275	TEMPORARY EMPLOYEES SPECIAL OUTREACH PROJECTS
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 SUPPLIES FOR NAC EVENTS AND MEETINGS \$700
307	MEMBERSHIP FEES INTERNATIONAL ASSOCIATION OF PUBLIC PARTICIPATION PRACTITIONERS (IAP2) (3 MEMBERSHIPS) \$520
308	PERIODICALS & SUBSCRIPTIONS SUBSCRIPTIONS AND BOOKS, INCLUDING: OREGONIAN AND THE TIMES \$348
316	ADVERTISING, RECORDING & FILING PUBLICITY FOR EVENTS AND ACTIVITIES INCLUDING: BOARDS & COMMISSIONS RECRUITMENT \$4,000 NAC OUTREACH \$2,000 SOCIAL MEDIA ADVERTISING \$2,000 NEIGHBORHOOD EVENTS AND PROJECTS \$600 PUBLIC INVOLVEMENT PROJECTS \$1,500
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE PUBLIC PARTICIPATION CONFERENCES (IAP2) \$1,420 STAFF TRAINING \$530 LEADERSHIP BEAVERTON \$750 PROJECT MANAGEMENT TRAINING (3 @ \$1,500) \$4,500
325	COMMUNITY EVENTS EXPENSE LEAF DROP OFF AND NEIGHBORHOOD CLEAN-UP EXPENSES \$3,000 UPDATES WITH MAYOR \$2,900 BEAVERTON LOGO MATERIALS FOR FOUR PICNIC IN THE PARK EVENTS \$2,000 CELEBRATE BEAVERTON PARADE FLOAT AND SUPPLIES \$1,500 FALL 2018 VOTERS FORUM \$2,000 ROCK THE BLOCK AND NAC MOVIE NIGHTS \$3,000

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

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
328	MEALS & RELATED EXPENSE												
	3,146		4,196		3,300		2,900	3,300		3,300			
330	MILEAGE REIMBURSEMENT												
			23		100		100	260		260			
341	COMMUNICATIONS EXPENSE												
	471		434		480		480	1,812		1,812			
342	DATA COMMUNICATION EXPENSE												
			480		480		480	480		480			
461	SPECIAL EXPENSE												
	37,120		40,741		47,700		45,000	52,900		52,900			
511	PROFESSIONAL SERVICES												
	18,415		8,730		15,000		11,102	15,000		12,000			
523	BOARDS & COMMISSIONS EXPENSES												
	2,216		3,642		4,300		4,300	3,550		3,550			
551	RENTS AND LEASES												
	462		472		468		468						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	84,822		75,667		101,296		90,187	110,570		107,570			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	128,333		111,244		113,940		113,940	114,774		114,774			
TOTAL CLASS: 25 TRANSFERS													
	128,333		111,244		113,940		113,940	114,774		114,774			
TOTAL PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.													
	562,677	4.00	450,498	3.00	534,218	3.00	539,793	573,320	3.00	575,549	3.00		
TOTAL DEPARTMENT: 10 MAYOR'S OFFICE													
	6,534,662	43.98	7,674,237	47.48	8,116,972	43.23	7,304,342	7,995,968	41.23	7,966,085	42.23		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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328	MEALS & RELATED EXPENSE NAC LEADERSHIP MEETINGS \$1,500 LAND USE TRAINING \$300 PRJCT/EVT COORDINATION \$900 QUARTERLY NAC LEADER CHECK-INS \$300 NAC MEMBER RECRUITMENT \$300	
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR WORK-RELATED ACTIVITIES (NAC MTGS & EVENTS) PROGRAM MANAGER \$100 PROGRAM COORDINATOR \$80 SUPPORT STAFF \$80	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF AT \$111 PER MONTH \$1,332 CELL PHONE CHARGES FOR MYAB STAFF LIAISON AT \$40 PER MONTH \$480	
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 1 COMMUNICATION DEVICE \$480	
461	SPECIAL EXPENSE VOLUNTEER HOUR DISPERSAL FOR NACS \$6,000 NAC MATCHING GRANT PROGRAM \$36,600 SPEAKER FEES FOR NAC TRAININGS \$1,200 BEAVERTON LOGO WEAR FOR NAC MEMBERS AT CITY-WIDE EVENTS \$2,000 NAC APPEAL \$1,500 RESOURCES FOR SPECIAL ACTIVITIES \$2,500 SPONSORSHIP FOR LEADERSHIP BEAVERTON FOR 4 PEOPLE AT \$775 EACH (MOVED FROM PROG. 0522) \$3,100	
511	PROFESSIONAL SERVICES BOARDS AND COMMISSION OUTREACH STRATAGIES \$4,500 PUBLIC INVOLVEMENT PROJECTS \$7,500	
523	BOARDS & COMMISSIONS EXPENSES NAME BADGES AND MISC. EXPENSES FOR ALL BOARDS \$300 BOARDS & COMMISSIONS MEMBERSHIP TRAINING \$1,250 BCCI ORIENTATION \$150 BCCI PLANNING MEETINGS - REFRESHMENTS AND SUPPLIES \$750 BCCI ANNUAL EVENT (USED TO RECEIVE GRANT FUNDS) \$400 BCCI SUMMIT EVENT (NEW EVENT) \$300 MEETING SUPPLIES \$400	
551	RENTS AND LEASES NO APPROPRIATION REQUESTED FOR FY 2018-19	
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
001-10	MAYOR'S OFFICE											
001-10-0450-05-064	PROPERTY & FACILITIES MANAGER	1.00	2,080			96,491				96,491	47,656	144,147
001-10-0450-05-156	FACILITIES MAINTENANCE LEAD	1.00	2,157	58		73,557	2,890		270	76,717	43,754	120,471
001-10-0450-05-185	FACILITIES MAINT TECH	4.00	8,406	33		230,868	1,297		1,080	233,245	148,065	381,310
	BUILDING MAINTENANCE SERVICES	6.00	12,643	91		400,916	4,187		1,350	406,453	239,475	645,928
001-10-0521-05-002	MAYOR	1.00	2,160			183,799				183,799	56,596	240,395
001-10-0521-05-204	EXECUTIVE ASSISTANT	1.00	2,189			89,490				89,490	46,025	135,515
	MAYOR'S ADMINISTRATION	2.00	4,349			273,289				273,289	102,621	375,910
001-10-0522-05-050	ASST DIRECTOR - GENERAL SERV.	1.00	2,120			116,341				116,341	40,213	156,554
001-10-0522-05-066	CHIEF ADMINISTRATIVE OFFICER	1.00	1,304			107,331				107,331	48,565	155,896
001-10-0522-05-095	MANAGEMENT ANALYST	1.00	2,080			72,499				72,499	29,312	101,811
0130	MAYORS OFFICE PROGRAMS ADMIN	3.00	5,504			296,171				296,171	118,090	414,261
001-10-0523-05-077	PROGRAM MANAGER	1.00	1,281			55,238				55,238	30,257	85,495
001-10-0523-05-237	CODE COMPLIANCE OFFICER	2.00	4,153	16		136,077	781			136,858	94,323	231,181
	MUNICIPAL CODE SERVICES	3.00	5,434	16		191,315	781			192,096	124,580	316,676
001-10-0526-05-054	STRATEGIC INITIATIVES COMM MGR	1.00	2,120			116,341				116,341	60,534	176,875
001-10-0526-05-077	PROGRAM MANAGER	1.00	2,120			75,196				75,196	37,222	112,418
001-10-0526-05-221	SUPPORT SPECIALIST 2	1.00	1,672	50		37,163	1,666			38,829	14,837	53,666
	CULTURAL INCLUSION	3.00	5,912	50		228,700	1,666			230,366	112,593	342,959
001-10-0527-05-197	EVENTS COORDINATOR	1.00	2,092	115		54,746	4,601			59,347	29,751	89,098
001-10-0527-05-221	SUPPORT SPECIALIST 2	1.00	2,080	158		43,590	4,989			48,579	21,349	69,928
001-10-0527-05-274	SEASONAL WORKFORCE		1,879	128		30,278	3,035			33,313	3,110	36,423

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
001-10	MAYOR'S OFFICE											
	EVENTS	2.00	6,051	401		128,614	12,625			141,239	54,210	195,449
001-10-0529-05-186	PROGRAM COORDINATOR	1.00	2,080	69		60,694	3,021			63,715	26,324	90,039
	COMMUNITY SERVICES	1.00	2,080	69		60,694	3,021			63,715	26,324	90,039
001-10-0531-05-058	DEPUTY CITY RECORDER	1.00	2,082	77		66,851	3,685			70,536	40,768	111,304
001-10-0531-05-060	CITY RECORDER	1.00	2,080			83,230				83,230	39,172	122,402
001-10-0531-05-221	SUPPORT SPECIALIST 2	1.00	1,984	7		53,038	260			53,298	36,947	90,245
001-10-0531-05-275	TEMPORARY EMPLOYEES		122			1,753				1,753	382	2,135
	CITY RECORDER & ELECTION ADMIN	3.00	6,268	84		204,872	3,945			208,817	117,269	326,086
001-10-0537-05-077	PROGRAM MANAGER	1.00	2,080			72,411				72,411	30,090	102,501
001-10-0537-05-110	PUBLIC INFORMATION	2.00	4,160	10		133,975	464		3,600	138,039	67,444	205,483
001-10-0537-05-221	SUPPORT SPECIALIST 2	2.00	3,279	45		78,446	1,617			80,063	39,607	119,670
0131	PUBLIC INFORMATION	5.00	9,519	55		284,832	2,081		3,600	290,513	137,141	427,654
001-10-0635-05-052	EMERGENCY MANAGER	1.00	2,080			89,671				89,671	60,179	149,850
001-10-0635-05-210	EMERGENCY MANAGEMENT	1.00	2,080			77,316				77,316	42,836	120,152
001-10-0635-05-214	EMERG MGMT PROGRAM	1.00	2,080	40		65,868	1,900			67,768	52,709	120,477
	EMERGENCY MGT-CIVIL PREP	3.00	6,240	40		232,855	1,900			234,755	155,724	390,479
001-10-0655-05-077	PROGRAM MANAGER	1.00	2,080			85,586			2,400	87,986	36,634	124,620
001-10-0655-05-186	PROGRAM COORDINATOR	2.00	3,668	56		126,006	2,913			128,919	61,239	190,158
001-10-0655-05-221	SUPPORT SPECIALIST 2	0.63	1,306			33,594				33,594	20,501	54,095
001-10-0655-05-275	TEMPORARY EMPLOYEES		222			5,539			(200)	5,339	474	5,813
	COMMUNITY DISPUTE RESOLUTION	3.63	7,276	56		250,725	2,913		2,200	255,838	118,848	374,686

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
001-10	MAYOR'S OFFICE											
001-10-0656-05-186	PROGRAM COORDINATOR	1.00	470	8		13,840	354			14,194	7,350	21,544
001-10-0656-05-275	TEMPORARY EMPLOYEES		505			15,316				15,316	3,716	19,032
	SUSTAINABILITY	1.00	975	8		29,156	354			29,510	11,066	40,576
001-10-0657-05-080	SENIOR PROGRAM MANAGER	0.60	1,296			64,630				64,631	28,394	93,025
001-10-0657-05-186	PROGRAM COORDINATOR	2.00	2,881	37		85,605	1,621		600	87,826	40,484	128,310
001-10-0657-05-221	SUPPORT SPECIALIST 2	2.00	3,426	40		74,962	1,276			76,238	50,884	127,122
001-10-0657-05-275	TEMPORARY EMPLOYEES		436			8,363				8,363	2,030	10,393
	RECYCLING	4.60	8,039	77		233,560	2,897		600	237,058	121,792	358,850
001-10-0659-05-077	PROGRAM MANAGER	1.00	2,140			92,256				92,256	31,256	123,512
001-10-0659-05-186	PROGRAM COORDINATOR	1.00	2,122	131		62,224	5,734			67,958	40,372	108,330
001-10-0659-05-221	SUPPORT SPECIALIST 2	1.00	2,080	137		43,582	4,319		3,600	51,501	12,679	64,180
001-10-0659-05-275	TEMPORARY EMPLOYEES		1,201			29,224			8	29,232	10,412	39,644
0132	NEIGHBORHOOD & PUBLIC	3.00	7,543	268		227,286	10,053		3,608	240,947	94,719	335,666
	**** DEPARTMENT TOTAL ****	43.23	87,833	1,215		3,042,985	46,423		11,358	3,100,767	1,534,452	4,635,219

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
001-10	MAYOR'S OFFICE											
001-10-0450-05-064	PROPERTY & FACILITIES MANAGER	1.00	2,080			98,905				98,905	52,501	151,406
001-10-0450-05-156	FACILITIES MAINTENANCE LEAD	1.00	2,160	80		75,500	4,194		270	79,964	47,630	127,594
001-10-0450-05-185	FACILITIES MAINT TECH	4.00	8,480	24		238,706	1,013		1,080	240,799	164,525	405,324
	BUILDING MAINTENANCE SERVICES	6.00	12,720	104		413,111	5,207		1,350	419,668	264,656	684,324
001-10-0521-05-002	MAYOR	1.00	2,160			188,386				188,386	65,267	253,653
001-10-0521-05-016	GOVERNMENT RELATIONS	1.00	2,080			96,264				96,264	52,324	148,588
001-10-0521-05-095	MANANGEMENT ANALYST	1.00	2,080			78,321				78,321	34,421	112,742
001-10-0521-05-204	EXECUTIVE ASSISTANT	1.00										0
	MAYOR'S ADMINISTRATION	4.00	6,320			362,971				362,971	152,012	514,983
001-10-0522-05-017	MAYORS OFFICE DIRECTOR	1.00	2,080			146,788				146,788	74,504	221,292
001-10-0522-05-050	ASST DIRECTOR - GENERAL SERV.	1.00	2,120			119,254				119,254	45,558	164,812
001-10-0522-05-077	PROGRAM MANAGER	1.00	2,080			75,603				75,603	55,036	130,639
133	MAYORS OFFICE PROGRAMS ADMIN	3.00	6,280			341,645				341,645	175,098	516,743
001-10-0526-05-054	STRATEGIC INITIATIVES COMM MGR	1.00	2,120			119,254				119,254	68,841	188,095
001-10-0526-05-077	PROGRAM MANAGER	1.00	2,080			79,403				79,403	44,820	124,223
001-10-0526-05-221	SUPPORT SPECIALIST 2	1.00	2,080	50		49,344	1,758			51,102	23,589	74,691
	CULTURAL INCLUSION	3.00	6,280	50		248,001	1,758			249,759	137,250	387,009
001-10-0527-05-197	EVENTS COORDINATOR	1.00	2,080	115		58,658	4,859			63,517	34,788	98,305
001-10-0527-05-221	SUPPORT SPECIALIST 2	1.00	2,080	160		46,990	5,406			52,396	26,901	79,297
001-10-0527-05-274	SEASONAL WORKFORCE		1,224			19,730				19,730	2,050	21,780
	EVENTS	2.00	5,384	275		125,378	10,265			135,643	63,739	199,382
001-10-0529-05-186	PROGRAM COORDINATOR	1.00	2,080	70		65,320	3,304			68,624	32,134	100,758

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
001-10	MAYOR'S OFFICE											
001-10-0529-05-221	SUPPORT SPECIALIST 2	1.00	2,080			48,336				48,336	47,978	96,314
	COMMUNITY SERVICES	2.00	4,160	70		113,656	3,304			116,960	80,112	197,072
001-10-0531-05-058	DEPUTY CITY RECORDER	1.00	2,080	80		68,473	3,949			72,422	44,921	117,343
001-10-0531-05-060	CITY RECORDER	1.00	2,080			85,304				85,304	43,764	129,068
001-10-0531-05-221	SUPPORT SPECIALIST 2	1.00	2,080	12		57,031	492			57,523	42,117	99,640
001-10-0531-05-275	TEMPORARY EMPLOYEES		124			1,796			4	1,800	491	2,291
	CITY RECORDER & ELECTION ADMIN	3.00	6,364	92		212,604	4,441		4	217,049	131,293	348,342
001-10-0537-05-077	PROGRAM MANAGER	1.00	2,080			78,122				78,122	35,188	113,310
001-10-0537-05-110	PUBLIC INFORMATION	2.00	4,160	36		140,531	1,828		3,600	145,959	78,641	224,600
001-10-0537-05-221	SUPPORT SPECIALIST 2	1.00	2,080	24		52,248	908			53,156	24,384	77,540
	PUBLIC INFORMATION	4.00	8,320	60		270,901	2,736		3,600	277,237	138,213	415,450
001-10-0635-05-052	EMERGENCY MANAGER	1.00	2,080			91,907				91,907	66,528	158,435
001-10-0635-05-210	EMERGENCY MANAGEMENT	1.00	2,080			79,248				79,248	47,624	126,872
001-10-0635-05-214	EMERG MGMT PROGRAM	1.00	2,080	40		67,516	1,948			69,464	59,719	129,183
001-10-0635-05-275	TEMPORARY EMPLOYEES		800			13,792				13,792	908	14,700
	EMERGENCY MGT-CIVIL PREP	3.00	7,040	40		252,463	1,948			254,411	174,779	429,190
001-10-0655-05-077	PROGRAM MANAGER	1.00	2,080			80,704				80,704	48,008	128,712
001-10-0655-05-186	PROGRAM COORDINATOR	2.00	4,160	32		132,736	1,676			134,412	88,326	222,738
001-10-0655-05-221	SUPPORT SPECIALIST 2	0.63	1,312			34,593				34,593	21,145	55,738
	COMMUNITY DISPUTE RESOLUTION	3.63	7,552	32		248,033	1,676			249,709	157,479	407,188
001-10-0656-05-186	PROGRAM COORDINATOR	1.00	2,080	32		63,056	1,448			64,504	52,495	116,999

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
001-10	MAYOR'S OFFICE											
	SUSTAINABILITY	1.00	2,080	32		63,056	1,448			64,504	52,495	116,999
001-10-0657-05-080	SENIOR PROGRAM MANAGER	0.60	1,296			66,245				66,245	31,660	97,905
001-10-0657-05-186	PROGRAM COORDINATOR	2.00	4,160	80		125,628	3,622			129,250	88,228	217,478
001-10-0657-05-221	SUPPORT SPECIALIST 2	2.00	4,160	80		95,033	2,758			97,791	66,119	163,910
	RECYCLING	4.60	9,616	160		286,906	6,380			293,286	186,007	479,293
001-10-0659-05-077	PROGRAM MANAGER	1.00	2,160			95,443				95,443	35,475	130,918
001-10-0659-05-186	PROGRAM COORDINATOR	1.00	2,080	120		65,678	5,661			71,339	45,184	116,523
001-10-0659-05-221	SUPPORT SPECIALIST 2	1.00	2,080	200		46,990	6,748		3,600	57,338	15,086	72,424
001-10-0659-05-275	TEMPORARY EMPLOYEES		1,040			26,458			14	26,472	6,868	33,340
	NEIGHBORHOOD & PUBLIC	3.00	7,360	320		234,569	12,409		3,614	250,592	102,613	353,205
0135	**** DEPARTMENT TOTAL ****	42.23	89,476	1,235		3,173,294	51,572		8,568	3,233,434	1,815,746	5,049,180

NON-DEPARTMENTAL – BEAVERTON CENTRAL PLANT

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

Program Goal:

To provide reliable, cost-effective district heating and cooling services for space conditioning and hot water services to certain properties located at The Round in downtown Beaverton and to support opportunities to expand Central Plant services to new buildings in the Beaverton Creekside District. The Central Plant supports the Community Development Department’s mission to facilitate, promote, and plan for a safe and prosperous community by comprehensively preserving and enhancing development, a healthy economy, and sustainable growth of the city. *This program supports City Council goals #2: Use City resources efficiently to ensure long-term financial stability; #3: Continue to plan for, improve and maintain the City’s infrastructure; #4: Provide responsive, cost-effective service to the community.*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$515,238	\$524,744	\$554,000	\$594,000	\$0
CAPITAL OUTLAY	0	0	134,500	129,500	0
DEBT SERVICE	180,252	170,331	106,692	106,692	0
TRANSFERS					
CONTINGENCY					
TOTAL	\$695,490	\$695,075	\$795,192	\$830,192	\$0

Program Objective (services provided):

Project Description

The Beaverton Central Plant (BCP) provides district heating and cooling services for living and commercial spaces to select buildings in the Creekside District, located near the Round Development. The Central Plant currently serves 328,733 square feet and has the capacity to serve one million square feet without expansion. A recent appraisal of the plant estimated a market value of \$3.9 million.

Core Process #1: Manage the Central Plant.

Outcome: to provide efficient Central Plant heating and cooling services to all possible customers

Measured by: the number of customers, the square footage served and connected to the Plant’s heating and cooling services, and the cost of those services

Key Indicators: the cost per square foot to provide service to the Plant customers

Progress on FY 2017-18 Action Plan:

- Maintained efficiency levels and condition of the Plant equipment and materials
- Supported ongoing tenant needs
- Worked with projects to support future expansion analysis to incentivize connection to the Plant’s services in the Creekside District
- Continued programming for energy management system optimization
- Installed Distributed Digital Controls for new tenants
- Promote efficient services and energy reduction consistent with the City’s Sustainability Goals

FY 2018-19 Action Plan:

- Maintain efficiency levels and condition of the Plant equipment and materials
- Support ongoing tenant needs
- Support future expansion analysis to incentivize connection to the Plant’s services

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

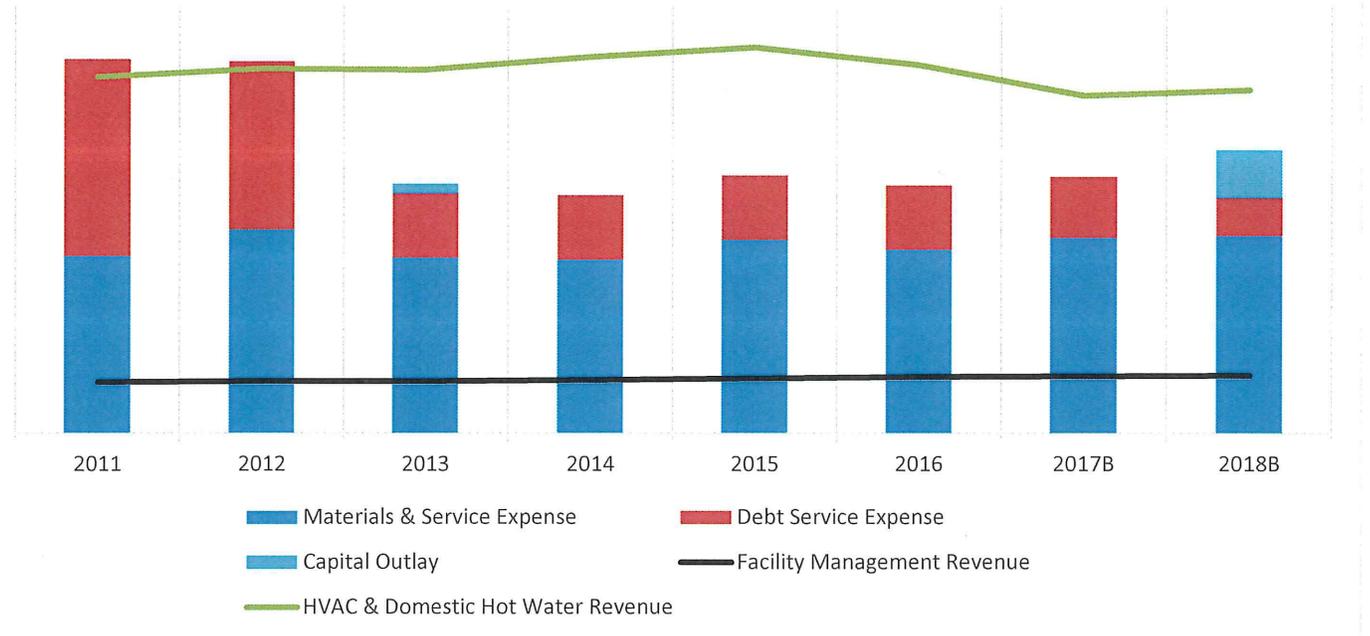
FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

- Complete contracts to assist in any future service potential
- Promote efficient services and energy reduction consistent with the City’s Sustainability Goals
- Continue programming for energy management system optimization
- Install Distributed Digital Controls for new tenants
- Promote efficient services and energy reduction consistent with the City’s Sustainability Goals

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Hold operating expenses at or below budget	Objective Met	Objective Met	Meet objective	Meet objective
Cost to operate plant	\$695,490	\$695,075	\$651,492*	\$710,692*
Cost per square foot of service	\$2.12	\$2.11	\$1.98	\$2.16
Number of square feet served:				
Commercial	234,401	234,401	234,401	234,401
Residential	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>
Total	328,733	328,733	328,733	328,733

**Does not include new construction costs for expanding service area.*

Beaverton Central Plant Revenues & Expenditures
FY 2011-2016 Actual
FY 2017-2018 Budget



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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

Performance Outcomes and Program Trends:

The day-to-day plant operations are carried out by a third-party contractor. The City provides contract oversight, financial management, and strategic planning for the Central Plant. The Central Plant will be expanded as needed to meet future project build-out at The Round and Westgate, as well as adjacent properties in the Beaverton Creekside District, which may utilize the plant for services. Funds for the extension of the plant to serve the proposed parking garage (retail area) as well as the Beaverton Center for the Arts appear in the Capital Outlay portion of the budget.

High-quality maintenance and problem resolution are critical to service customers and are key areas of focus for staff and contractors. The Plant has the capacity to expand by adding additional customers, and with increased heating and cooling loads the plant will become more efficient. The highest efficiencies will be achieved through careful oversight and management.

As capacity is demanded by new customers, there will be increased demands on staff as customers connect and utilize the services offered by the highly efficient heating and cooling system. Continued high level maintenance and operations of the Plant, as well as response to service calls, must be maintained to realize the benefits of the efficient technology.

Education is necessary to understand the Plant and the efficiencies it brings to its users. Tours should continue to display this system and share the sustainability benefits of district heating and cooling systems.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0006 BEAVERTON CENTRAL PLANT

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													
351	UTILITIES EXPENSE												
	160,486		169,323		145,000		180,000	185,000		185,000		185,000	
431	PLANT MAINTENANCE												
	59,176		68,284		90,000		76,500	90,000		90,000		90,000	
511	PROFESSIONAL SERVICES												
	222,316		213,877		245,000		204,000	245,000		245,000		245,000	
551	RENTS AND LEASES												
	73,260		73,260		74,000		73,300	74,000		74,000		74,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	515,238		524,744		554,000		533,800	594,000		594,000		594,000	
CLASS: 15 CAPITAL OUTLAY													
682	CONSTRUCTION												
					109,500			109,500		109,500		109,500	
683	CONST DESIGN & ENGR INSPECTION												
					25,000		5,000	20,000		20,000		20,000	
TOTAL CLASS: 15 CAPITAL OUTLAY													
					134,500		5,000	129,500		129,500		129,500	
CLASS: 20 DEBT SERVICE													
791	PAYMENT OF CONSTRUCTION LOAN												
	180,252		170,331		106,692		106,692	106,692		106,692		106,692	
TOTAL CLASS: 20 DEBT SERVICE													
	180,252		170,331		106,692		106,692	106,692		106,692		106,692	
TOTAL PROGRAM: 0006 BEAVERTON CENTRAL PLANT													
	695,490		695,075		795,192		645,492	830,192		830,192		830,192	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0006 BEAVERTON CENTRAL PLANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

351 UTILITIES EXPENSE
 CENTRAL PLANT PROJECTED UTILITIES COST: NW NATURAL & PGE \$185,000

431 PLANT MAINTENANCE
 STANDARD PLANT MAINTENANCE \$90,000

511 PROFESSIONAL SERVICES
 CENTRAL PLANT OPERATIONS AND MAINTENANCE, ABM OVERSIGHT. \$84,000
 ABM OPERATIONAL LABOR \$70,000
 PLANT ANALYSIS PERFORMANCE REVIEW \$7,500
 SPECIALTY/TECH CONSULTANTS. \$4,500
 OPERATIONS AND MAINTENANCE. \$79,000

551 RENTS AND LEASES
 PLANT SPACE LEASE PAYMENT TO CITY AS BUILDING OWNER FOR 4,742 SF @ \$15.45 PER SF \$74,000

682 CONSTRUCTION
 CENTRAL PLANT EQUIPMENT & CONNECTIVITY UPGRADE FOR BCA \$100,000
 (BALANCE OF CONSTRUCTION IN FY 2019-20 \$229,000) CENTRAL PLANT EQUIPMENT & CONNECTIVITY UPGRADE FOR SKB
 PARKING GARAGE \$9,500

683 CONST DESIGN & ENGR INSPECTION
 CENTRAL PLANT BCA CONNECTIVITY CONSTRUCTION DESIGN & ENGINEERING \$20,000

791 PAYMENT OF CONSTRUCTION LOAN
 STATE CONSTRUCTION LOAN PAYMENT FOR BEAVERTON CENTRAL PLANT. THE FIRST LOAN WAS
 PAID OFF IN MAY 2017 AND THE SECOND LOAN WILL CONTINUE TILL JUNE OF 2022.
 LOAN 2 MONTHLY PAYMENT \$8,891

NON-DEPARTMENTAL – BEAVERTON BUILDING OPERATIONS

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0007 BEAVERTON BUILDING MANAGEMENT	PROGRAM MANAGERS: PAT VANOSDEL & DAVE WAFFLE

Program Goal:

To operate a successful and welcoming building for citizens, tenants and the public. To preserve the citizens' investment in Beaverton City Hall (a.k.a. The Beaverton Building) by maintaining maximum building service life through providing clean, safe, and environmentally-efficient facilities for employees and the public.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$1,445,885	\$1,535,224	\$1,807,920	\$1,368,949	\$0
CAPITAL OUTLAY	0	61,662	433,337	80,000	0
DEBT SERVICE					
TRANSFERS					
CONTINGENCY					
TOTAL	\$1,445,885	\$1,596,886	\$2,241,257	\$1,448,949	\$0

Program Objective:

Operate the building efficiently for city staff and tenants. Provide a welcoming environment for visitors. The Property and Facilities Division manages the facility, including the tenant spaces on the 2nd and 3rd floor and serves as Property Manager for their maintenance and repair needs.

Support various activities held in the Plazas at The Round and work closely with neighboring occupants of The Round, including the parking garage and Watson Building owner – Scanlan Kemper Bard (SKB), as well as Tri-Met and the condominium association as necessary.

Progress on FY 2017-18 Action Plan:

- Continued the retirement of debt associated with relocation of services to the new building and associated remodeling. Debt service is now reflected in Fund 202 – Special Revenue Debt. These bonds mature in 2021.
- The operation of Beaverton Round Executive Suites continues with high occupancy levels in a competitive environment.
- The Central Desk staff provides a welcoming environment for customers and visitors.
- Remodeled of the 2nd floor area to move the Finance Department, then reassigned other personnel into the vacated space
- Improved the exterior of the building to a Class A standard by sealing the concrete panels and removing water and mineral staining on windows
- Continue to maintain a high quality office environment for private tenants of the second and third floors.
- Develop appropriate workload measurements for City Hall usage

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0007 BEAVERTON BUILDING MANAGEMENT	PROGRAM MANAGERS: PAT VANOSDEL & DAVE WAFFLE

FY 2018-19 Action Plan:

Performance Measures:*	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Occupancy Level (% sq. ft. – 2 nd Floor) on Jan. 1	100%	85%	100%	
Occupancy Level (actual s.f. – 2 nd Floor Tenants) on Jan. 1	17,648	13,480	13,480 ¹	
Occupancy Level (Executive Suites 3 rd Floor) on Jan. 1	95%	95%	95%	95%
Lease Income	\$1,015,413	\$899,806	\$950,911 / \$ 887,553	\$915,178

¹ Reduction due to tenant space shrinkage now devoted to Finance Department

*Also see the Building Maintenance Services Program in the Mayor’s Office for performance measures related to the Beaverton Building.

Trends, Services and Issues:

As various programs expand, accommodation of new staff will be challenging. The Mayor’s Office is expanding due to filling positions to manage development of the Beaverton Center for the Arts, as well as the potential new apartment inspection program which will require staffing. This reduces the amount of private sector leases and therefore the rental income from those sources reflects that trend.

Use of the building continues to mature. Customers and visitors are genuinely impressed with the quality office environment that was created.

Operation of the Beaverton Round Executive Suites (E-Suites) is a very successful activity even in the face of a new competitor locating nearby. This service for small businesses serves the community well as part of the city’s economic development package and should continue for many years to come.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0007 BEAVERTON BUILDING 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: 10 MATERIALS & SERVICES

317	COMPUTER EQUIPMENT				369		351						
	184												
351	UTILITIES EXPENSE												
	639,845		659,220		691,670		560,000	500,000		500,000			
381	BUILDING EXPENSE												
	41,574		33,008		34,631		34,631	35,000		35,000			
384	BUILDING MAINTENANCE PROJECTS												
	131,054		88,713		400,000		392,000	230,750		155,750			
385	PARKING GARAGE EXPENSE												
	10,866		132,052		38,400		36,732	36,732		36,732			
388	PROPERTY INSURANCE												
	13,503		14,619		15,000		15,000	15,000		15,000			
480	PROPERTY TAX EXPENSE												
	15,531		20,084		22,000		22,075	23,000		23,000			
510	3RD FLOOR E-SUITES EXPENSE												
	223,182		216,512		225,000		208,000	220,000		220,000			
511	PROFESSIONAL SERVICES												
	353,510		359,516		363,400		365,587	367,217		367,217			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 317 COMPUTER EQUIPMENT
NO APPROPRIATION REQUESTED
- 351 UTILITIES EXPENSE
HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING:
CENTRAL PLANT HEATING AND COOLING SERVICES
ELECTRICITY
CITY WATER SEWER AND STORM
SOLID WASTE AND RECYCLING
PHONE CHARGES
- 381 BUILDING EXPENSE
PLUMBING AND ELECTRICAL SERVICES
ROOF MAINTENANCE, INSPECTION AND CLEANING
GENERAL BUILDING REPAIRS; PARTS (LAMPS, FILTERS, ETC.)
JANITORIAL SUPPLIES
ELECTRICAL AND PLUMBING SUPPLIES
PAINT SUPPLIES
LOCKS AND KEYS
SIGNAGE AND ID BADGE REPLACEMENTS
SEE RELATED REVENUE AT #001-03-0000-752
SEVERAL TASKS WERE MOVED TO RELATED ACCTS FOR CONSISTENCY WITH OTHER FACILITY BUDGETS
FY2015-16 REFLECTS INCREASE DUE TO UNFORESEEN REPAIRS AND MAINTENANCE
- 384 BUILDING MAINTENANCE PROJECTS
REPLACE ROOF (FIBERGLASS STARTING TO SHOW THROUGH; ESTIMATED AMOUNT WAITING FOR BID) \$125,000
POTENTIAL UPGRADE TO EVOKO ROOM MANGEMENT SYSTEM \$17,000
EXTERIOR BUILDING CAULKING \$5,000
ADD GLASS MARKER BOARDS TO MANY CONFERENCE ROOMS \$3,900
PAINT AND ADD CHAIR RAIL TO UMPQUA RIVER ROOM \$2,400
REPAINT WALLS AROUND ELEVATORS PLUS NEW CARPET IN ELEVATORS \$2,450
FY 2017-18 APPROPRIATIONS REFLECT \$338,400 IN EXTERIOR BUILDING CLEANING, WATER SPOT
REMOVAL AND SEALING
- 385 PARKING GARAGE EXPENSE
COMMON AREA MAINTENANCE CHARGES FOR PARKING GARAGE APPROX \$3,200/MONTH
FY2016-17 REFLECTS INCREASE DUE TO RECONCILIATION OF EXPENSES SINCE 2014
CY 2014 RECONCILIATION \$36,332
CY 2015 RECONCILIATION \$41,780
CY 2016 RECONCILIATION \$30,523
- 388 PROPERTY INSURANCE
GENERAL LIABILITY INSURANCE FOR BUILDING.
- 480 PROPERTY TAX EXPENSE
TAXES ON COMMERCIAL PORTION OF CLASS A OFFICE SPACE
FY2016-17 REFLECTS INCREASE DUE TO TAX ASSESSMENT UPDATE
- 510 3RD FLOOR E-SUITES EXPENSE
OPERATING EXPENSES OF THE BEAVERTON E-SUITES - 3RD FLOOR:
E-SUITES MANAGEMENT AND OPERATIONS SERVICES
E-SUITES OPERATING EXPENSES (JANITORIAL, TELEPHONE, INTERNET, COPIER, CREDIT CARD
PROCESSING FEES, CARPET CLEANING, INTERIOR MAINTENANCE)
EXISTING CONTRACT EXPIRES OCTOBER 2018 AND REQUIRES A NEW BID
SEE RELATED REVENUE AT #001-03-0000-751
- 511 PROFESSIONAL SERVICES
BUILDING SECURITY \$66,000
ROUND MASTER ASSOC COMMON AREA MAINTENANCE \$1000.64/MO \$12,100
CONSTRUCTION MANGEMENT SERVICES ON TENANT IMPROVEMENTS \$5,000
JANITORIAL SERVICES \$230,617
CENTRAL DESK SERVICES PROVIDED BY E-SUITES \$50,000
HOLIDAY DECOR SERVICES \$3,500
FY2017-18 INCREASE DUE TO ADDITIONAL SECURITY GUARD HOURS

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0007 BEAVERTON BUILDING 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

536	MAINTENANCE CONTRACTS												
	16,636		11,500		17,450		17,450	16,250		16,250			

TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,445,885		1,535,224		1,807,920		1,651,826	1,443,949		1,368,949			

CLASS: 15 CAPITAL OUTLAY

605	BUILDINGS AND BUILDING IMPROVE												
			61,662		433,337		485,000			80,000			

TOTAL CLASS: 15 CAPITAL OUTLAY													
			61,662		433,337		485,000			80,000			

TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS													
	1,445,885		1,596,886		2,241,257		2,136,826	1,443,949		1,448,949			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 13 NON-DEPARTMENTAL
PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS
PLANT CARE \$200
ELEVATOR CONTRACT, MAINT & PERMITS \$6,730
ALARM & SPRINKLER SYSTEMS MONITORING & TESTING \$2,155
PANIC BUTTON MONITORING \$240
WINDOW WASHING \$5,700
RESTROOM AIR FRESHENER SERVICE \$1,225

605 BUILDINGS AND BUILDING IMPROVE
FY 2018-19 - PLACE HOLDER TO ACCOMODATE CDD EXPANSION ON 4TH FLOOR AND MOVING BCA AND
ARTS PROGRAM STAFF TO 2ND FLOOR (AREA WHERE BUILDING INSPECTORS ARE CURRENTLY LOCATED \$80,000
FY 2017-18 INCREASE DUE TO COST FOR CABLING AND INSTALLATION HIGHER THAN EXPECTED
FY 2017-18 REFLECTS 2ND FLOOR REMODEL FOR CITY FINANCE DEPARTMENT
MOVE, INCLUDING CONSTRUCTION, ARCHITECTURAL, FURNISHINGS

NON-DEPARTMENTAL – GRIFFITH BUILDING OPERATIONS

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS	PROGRAM MANAGER: PAT VANOSDEL

Program Goal:

To operate a successful and welcoming building for citizens, tenants and the public. To preserve the citizens' investment in by maintaining maximum building service life through providing clean, safe, and environmentally-efficient facilities for employees and the public.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES	\$0	\$640,109	\$413,900	\$673,225	\$0
TOTAL	\$0	\$640,109	\$413,900	\$673,225	\$0

Program Objective:

Operate the building efficiently for city staff and provide a welcoming environment for visitors. Building Maintenance Services staff manage the electrical and mechanical systems, the security cameras and access control systems, and provide contractor management for janitorial, heating & cooling, and other systems. Staff evaluates the performance of building systems, maintenance practices and the materials and supplies used, and implements or recommends changes to enhance the service life of City facilities. This Program strives to include MWESB and service disabled veterans firms with bid opportunities for goods and services.

Progress on FY 2017-18 Action Plan:

- Griffith Park Building – performed renovations to create meeting room space for community groups that were displaced by the closure of the Activity Center, and for times when the City's Severe Weather Shelter is open at the Community Center.
- Started projects identified in the ADA Title II Transition Plan.

FY 2018-19 Action Plan:

- Expand the Municipal Court staff area at the south end of the building to better serve the public.
- Continue discussions on future use of the building after the Police Department and Emergency Management move to new Public Safety Center.

Performance Measures*	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Occupancy Level at 100% or proper use of vacant space		95%	98% / 99%	100%
# of security system errors during cut-over from old to new systems		<3	<1 / <3	N/A

* See also the Building Maintenance Services Program in the Mayor's Office for measures related to the Griffith Building.

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0008 GRIFFITH BUILDING 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: 10 MATERIALS & SERVICES

351	UTILITIES EXPENSE		140,957		137,000		138,000		150,000		140,000		
381	BUILDING EXPENSE		25,691		28,000		28,000		30,000		30,000		
384	BUILDING MAINTENANCE PROJECTS		261,842		30,000		150,000		93,000		263,000		
511	PROFESSIONAL SERVICES		205,557		210,700		210,179		232,025		232,025		
536	MAINTENANCE CONTRACTS		6,062		8,200		8,200		8,200		8,200		
TOTAL CLASS: 10 MATERIALS & SERVICES			640,109		413,900		534,379		513,225		673,225		
TOTAL PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS			640,109		413,900		534,379		513,225		673,225		
TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL			6,215,648		9,895,372		16,561,983		9,098,381		11,897,983		13,974,852

BP WORKSHEET & JUSTIFICATION

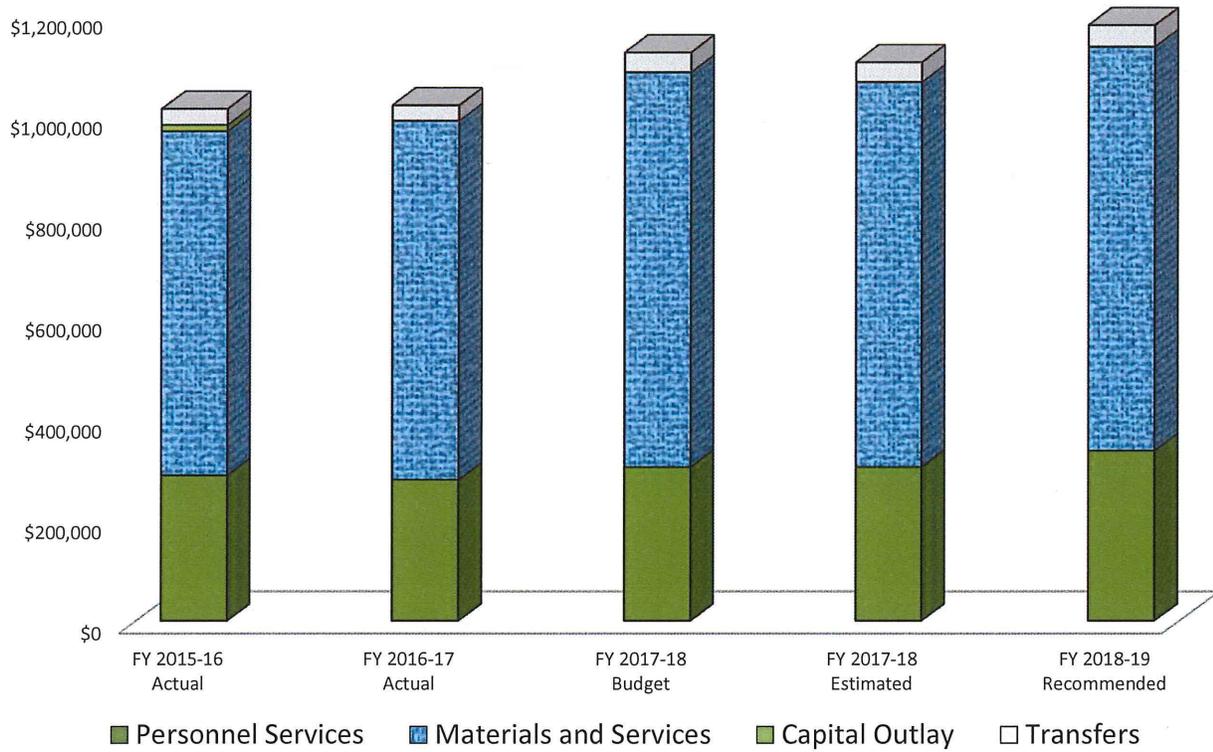
FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 351 UTILITIES EXPENSE
 - BEGINNING FY 2016-17 THE EXPENSES FOR THE GRIFFITH PARK BUILDING ARE ACCOUNTED FOR UNDER A SEPARATE PROGRAM 0008. PRIOR TO THIS, THESE EXPENSES WERE ACCOUNTED FOR IN NON-DEPARTMENTAL PROGRAM 0003
 - HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING:
 - ELECTRICITY
 - CITY WATER SEWER AND STORM
 - NATURAL GAS
 - SOLID WASTE AND RECYCLING
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350
- 381 BUILDING EXPENSE
 - HARDWARE, LIGHTBULBS, PAPER PRODUCTS, REPAIRS AND MAINTENANCE
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350
- 384 BUILDING MAINTENANCE PROJECTS
 - REPLACE TWO HVAC UNITS THAT ARE FAILING \$50,000
 - ADA COMPLIANCE - REMODEL 1ST FLOOR SOUTH RESTROOMS \$15,000
 - MUNICIPAL COURT REMODELING FOR A 2ND CUSTOMER SERVICE COUNTER AT THE SOUTH END \$48,000
 - IMPROVE GRIFFITH BUILDING AND COURTROOM SECURITY \$150,000
 - FY 2017-18 INCREASE REFLECTS COSTS TO RENOVATE BUILDING TO PROVIDE ADDITIONAL CITIZEN MEETING SPACES DUE TO THE CLOSURE OF THE BEAVERTON ACTIVITY CENTER
- 511 PROFESSIONAL SERVICES
 - JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350
- 536 MAINTENANCE CONTRACTS
 - PEST CONTROL, ELEVATOR CONTRACT, FIRE SPRINKLER AND ALARM TESTING, GENERATOR MAINTENANCE, WINDOW WASHING
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350

REPROGRAPHICS 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:	Reprographics					% 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	\$291,815	\$283,076	\$308,199	\$308,116	\$340,368	10.44%
Materials and Services	678,276	707,516	778,142	758,975	796,218	2.32%
Capital Outlay	12,511.00	-	-	-	-	N/A
Transfers	31,573	30,476	39,057	39,057	42,348	8.43%
SUB-TOTAL	\$1,014,175	\$1,021,068	\$1,125,398	\$1,106,148	\$1,178,934	
Contingency			80,938		35,468	
TOTAL	\$1,014,175	\$1,021,068	\$1,206,336	\$1,106,148	\$1,214,402	
FTE's	3.40	3.40	3.40		3.40	

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

Personnel services:

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

Materials and services:

No Significant Change

Capital outlay:

No Significant Change

Transfers:

No Significant Change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
PROGRAM MANAGER: SCOTT KELLER	

MISSION STATEMENT:

To provide complete printing, copying, graphics, production, mailroom, audio/visual and support services with maximum efficiency, responsive to city and community stakeholders and customer expectations. This is achieved by providing excellent service to all internal and external customers and ensuring the timeliness and quality of every request. Our work supports the Beaverton Community Vision goals *Build Community* and *Provide High Quality Public Services*.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.40	3.40	3.40	3.40	0.00
PERSONNEL SERVICES	\$291,815	\$283,076	\$308,199	\$340,368	\$0
MATERIALS & SERVICES	678,276	707,516	778,142	796,218	0
CAPITAL OUTLAY	12,511	0	0	0	0
TRANSFERS	31,573	30,476	39,057	42,348	0
CONTINGENCY	0	0	80,938	35,468	0
TOTAL	\$1,014,175	\$1,021,068	\$1,206,336	\$1,214,402	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$123,343	\$132,265	\$102,561	\$101,765	\$0
Miscellaneous Revenue	8,624	9,739	1,900	2,700	0
Transfer from Other Funds	1,014,474	981,625	1,101,875	1,109,937	0

Services and Trends:

The Reprographics Program provides high-speed copier, bindery, layout and design services; coordinates with vendors for printing and copying projects; oversees maintenance and service on copiers; manages meeting equipment inventory, checkout and maintenance; and performs general mail preparation.

- Identify the needs of the city and assist with suggestions toward a quality outcome of projects in a timely manner
- Provide first-class customer service and promote a team-oriented work environment
- Provide creative and informative graphic design and print/copy services
- Assist in the implementation of city branding efforts (*Vision Action #2: Create a Beaverton brand and market identity*)
- Promote, negotiate, and efficiently manage partnerships while maintaining vendor contracts and services that meet the same high standards of Graphic Services
- Distribute incoming mail and packages to city staff with efficiency and alert to safety concerns
- Serve as a resource to city departments in determining cost effective postage rates and efficient mail design/preparation to maximize public communication

Budget Highlights:

The Reprographics Program is committed to incorporating sustainability goals into the provision of services and products to city staff and Beaverton citizens (*Vision Target "Be a national leader in sustainable practices and programs"*):

- Nearly 90% of all copier paper has 100% recycled content.
- The *PaperCut* copier management system saves more than 25,000 sheets of paper annually and provides a secure, convenient method for printing and copying documents.
- Equipment for meetings and events are offered to staff through a central reservation system (EZ Book), reducing the need for departments to purchase their own equipment. Reusable items (poster display boards, name tents, dishware) are offered whenever possible to reduce waste.
- The program manages an inventory of central office supplies, including used items, to reduce waste.
- A web-based, paperless work order system is in the final stage of development.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
	PROGRAM MANAGER: SCOTT KELLER

All postage expenses appear in the Reprographics Fund in order to more effectively track and monitor these expenses as part of the Reprographics budget transfer system. When postage and city population growth are factored in, the Reprographics budget has been consistent with the growth of the city. Due to a USPS price increase in postage in January 2018 and projected mail volumes through June 2019, the program proposes a 3.5 percent increase in the postage budget for FY2018-19. The program has minimized supply and vendor price increases to the degree possible by purchasing supplies and equipment on government contracts and/or in large quantities to receive price breaks.

The goal of the program is to maintain a high standard of public communication about city programs and services at the most cost effective level possible. Increases in the supply budget (which provides paper for all city programs) are minimized through a combination of bulk purchase of paper products from government contracts and decreased use of paper overall (as a result of attention to waste reduction efforts).

The program will continue to generate printed resources as requested by city departments at the same or improved level of quality with minimal budget growth. We will continue streamlining procedures and implementing new programs to increase productivity and maintain customer satisfaction levels and improve the quality and professionalism of products produced.

Program Objectives:

- **Printing:** Provide print-ready copy, paper and specifications to outside vendors.
- **Copiers:** Provide complete service including paper, toner, and maintenance for copiers throughout city departments and programs.
- **Graphic Design:** Provide in-house graphic design or desktop publishing for all programs; encourage electronic forms for operating departments to decrease the use of paper.
- **Communication:** Meet with customers and stakeholders to ensure city guidelines are followed in the design of materials.
- **Meeting Agenda Packets:** Prepare Council and Commission information packets.
- **Equipment:** Schedule, check out and maintain equipment for departmental meeting and event needs, including audio/visual and display equipment, pool vehicles and durable dishware.
- **Administration and Support Services:** Support city departments by scheduling work, processing work orders, delivering finished products, processing monthly billings, and submitting bids and request for proposals for all equipment and printed work.
- **City Mail:** Provide mail and shipping services: sort incoming mail into department mailboxes, process outgoing department mail, assist with processing shipments by courier, track and notify staff of incoming packages. Monitor mail security for all incoming packages and parcels.
- **Supplies:** Purchase supplies and maintain inventories related to audio/visual, printing, mailing and reprographic equipment
- **Central Supplies:** Manage The Beaverton Building central office supply and reuse inventory/system.

Progress on FY 2017-18 Action Plan:

To further the Visioning goals of “Build Community” and “Be a leader in sustainable practices and programs” in our service area we:

- Expanded implementation of the *PaperCut* copier management system from 27% to 77% of city fleet copiers to minimize unnecessary copies, provide secured printing for sensitive materials, and to direct copy and print production to the most economical equipment (departmental vs. Reprographics).
- Partnered with ISD staff to implement an electronic work order submission system that will enable more efficient processing of work orders, enhance data tracking, and improve ease of submission by staff.
- Maintained a consolidated office supply system for reusable materials and a centralized purchasing system of many commonly used office supply materials.
- Assisted in the cost effective implementation of printing branded materials for city programs (Community Vision Action #2: *Create a Beaverton brand and market identity*). Continue to monitor mailing patterns and advise city departments on cost effective mailing practices in an attempt to maintain or reduce citywide postage expenses.
- Began exploring a new package notification system to ensure security and convenience for staff.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
PROGRAM MANAGER: SCOTT KELLER	

- Added two copiers for public use at the main library, replaced two departmental copiers at the end of their leases and are adding a second copier for the Finance Department's new office space.

FY 2018-19 Action Plan:

To further the Visioning goals of "Build Community" and "Be a leader in sustainable practices and programs" in our service area we will:

- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Complete implementation of the electronic work order submission system.
- Monitor mailing patterns and advise city departments on cost effective mailing practices in an attempt to maintain or reduce citywide postage expenses.
- Research and explore opportunities for reduced paper usage by city staff through the increased use of electronic documents and/or minimizing the paper copies printed.
- Replace 18 department copiers at the end of their leases.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Total number of work requests	5,000	5,000	5,000 / 5,000	5,000
Outgoing mail (number of pieces)	1,008,409	1,484,898	1,300,000 / 1,390,000	1,400,000
Number of all-city mailings	12	16	17 / 15	17
Incoming packages received	3,588	3,562	3,800 / 3,600	3,600
A/V equipment check-outs	1,535	1,700	1,700	1,700
Pool vehicle check-outs	868	900	1,000	1,000
Copiers in city buildings	33 / 33	34	35 / 36	36
Number of copies printed city-wide	3,524,965	3,430,599	3,500,000 / 3,500,000	3,600,000
Quantity of paper with 100% recycled content	87%	90%	90% / 90%	90%

Performance Outcomes and Program Trends:

The program's mission has challenged staff to review all of our internal processes and eliminating unnecessary procedures and activities to provide valuable and timely service to operating departments. We continue to focus on improvements in efficiency and services:

- Continual evaluation of processing and bidding procedures to improve timeliness of work requests
- Purchasing stock in large quantities and/or via government price contracts to obtain the best prices possible
- Continual development of billing and inventory databases to accurately track costs and work requests for future forecasting
- Reprographics will continue to use recycled content paper to help preserve natural resources

The program continues to evaluate how to use changing copier technology to improve services, such as increased automated print and collating services in an effort to maximize use of staff time and funds.

The program will continue to promote sustainable practices to city departments, including double-sided copies, recycled-content paper, electronic communications, reusable materials for events and public meetings, and opportunities to promote printing to copiers to reduce toner and other toxic chemical usage.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS 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

-123,343	-132,265	-102,561	-102,561	-102,561	-107,986	-101,765
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-123,343	-132,265	-102,561	-102,561	-102,561	-107,986	-101,765
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-1,106	-1,864	-1,900	-1,171	-1,900	-2,700	-2,700
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389 MISCELLANEOUS REVENUES

-291	-6,742		-1,005	-1,005		
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399 REIMBURSEMENTS - OTHER

-140

756 PERS RSRV DISTRIB-NON GAAP REV

-5,750

757 MED/LIFE INS PREM REFUND DISTRIBUTION

-1,477	-993		-572	-572		
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-8,624	-9,739	-1,900	-2,748	-3,477	-2,700	-2,700
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

-867,582	-833,840	-935,193	-539,400	-935,193	-934,821	-934,821
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412 TRSFERS FROM STREET FUND

-5,476	-4,138	-4,954	-2,848	-4,954	-4,435	-4,435
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419 TRSFERS FROM WATER FUND

-6,841	-4,890	-6,055	-2,959	-6,055	-6,099	-6,099
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421 TRSFERS FROM SEWER FUND

-2,896	-2,422	-2,477	-1,592	-2,477	-3,050	-3,050
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426 TRSFERS FROM ISD

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS 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
	-3,173		-1,908		-1,651		-948	-1,651	-1,663		-4,436			
428	TRSFR FR BUILDING OPERATING FD													
	-9,044		-7,578		-8,807		-4,326	-8,807	-7,762		-7,762			
430	TRANSFER FROM LIBRARY FUND													
	-84,279		-97,043		-103,482		-66,632	-103,482	-108,680		-108,680			
431	TRSFR FR GIS FUND													
	-1,978		-1,522		-1,651		-1,415	-1,651	-2,773					
432	TRSFR FR PUBLIC WRKS ADMN FUND													
	-23,017		-22,358		-24,219		-17,160	-24,219	-25,506		-25,506			
433	TRSFERS FROM CDBG FUND													
	-568		-812		-826		-342	-826	-832		-832			
437	TRSFERS FRM INSURANCE FUND													
	-3,059		-2,130		-3,304		-1,143	-3,304	-3,328		-3,328			
0156 438	TRSFERS FRM BEAVERTON ARTS COMM													
	-2,227													
441	TRSFERS FR STORM DRAIN FUND													
	-3,248		-2,373		-2,477		-1,526	-2,477	-3,050		-3,050			
442	TRANSFER FROM THE TLT FUND													
					-3,201		-2,328	-3,201	-5,444		-5,444			
444	TRSFR FROM BURA GENERAL FUND													
					-2,752		-900	-2,752	-1,662		-1,662			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-1,086		-611		-826		-341	-826	-832		-832			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,014,474		-981,625		-1,101,875		-643,860	-1,101,875	-1,109,937		-1,109,937			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,146,441		-1,123,629		-1,206,336		-749,169	-1,207,913	-1,220,623		-1,214,402			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS 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

080 SENIOR PROGRAM MANAGER

39,984 .40 40,772 .40 41,493 .40 33,594 43,086 44,161 .40 44,161 .40

186 PROGRAM COORDINATOR

60,663 1.00

221 SUPPORT SPECIALIST 2

96,540 2.00 98,617 2.00 104,538 2.00 81,448 103,947 109,714 2.00 54,085 1.00

254 GRAPHIC DESIGNER

61,882 1.00 46,443 1.00 52,054 1.00 41,614 53,689 57,284 1.00 57,284 1.00

299 PAYROLL TAXES AND FRINGES

93,409 97,244 110,114 86,247 107,394 117,602 124,175

TOTAL CLASS: 05 PERSONNEL SERVICES

291,815 3.40 283,076 3.40 308,199 3.40 242,903 308,116 328,761 3.40 340,368 3.40

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

278 183 375 321 200 325 325

302 POSTAGE EXPENSE

234,229 240,579 245,000 180,938 244,166 253,575 253,575

303 OFFICE FURNITURE & EQUIPMENT

1,002 590 1,500 645 1,500 1,500

304 DEPARTMENT EQUIPMENT EXPENSE

11,113 6,914 12,000 11,560 11,000 12,000 12,000

305 SPECIAL DEPARTMENT SUPPLIES

1,124 1,374 2,000 1,531 1,600 2,000 2,000

307 MEMBERSHIP FEES

200

315 REPROGRAPHIC SUPPLIES

44,944 47,915 51,500 51,002 50,967 51,500 51,500

317 COMPUTER EQUIPMENT

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS 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
459														
318	COMPUTER SOFTWARE													
					3,320		2,605	2,605						
321	TRAVEL, TRAINING & SUBSISTENCE													
	1,160		1,854		3,000		975	2,400	2,400		2,400			
371	EQUIPMENT OPER & MAINT EXPENSE													
	583		145		1,200		267	650	1,200		1,200			
481	OTHER EXPENSES													
	130,861		149,248		175,000		157,287	170,000	185,000		175,000			
511	PROFESSIONAL SERVICES													
	8,842		5,841		12,000		6,915	8,000	12,000		12,000			
536	MAINTENANCE CONTRACTS													
	1,439		1,583		2,400		1,742	1,742	1,800		1,800			
551	RENTS AND LEASES													
	242,242		251,290		268,647		264,915	265,000	282,918		282,918			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	678,276		707,516		778,142		680,058	758,975	806,218		796,218			
CLASS: 15 CAPITAL OUTLAY														
601	OFFICE MACHINES AND EQUIPMENT													
	12,511													
TOTAL CLASS: 15 CAPITAL OUTLAY														
	12,511													
CLASS: 25 TRANSFERS														
818	TRSFERS TO ISD-ALLOCATED													
	27,478		25,153		32,936		27,447	32,936	36,227		36,227			
819	TRSFERS TO INSURANCE FUND													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS 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
	4,095		5,323		6,121		5,101	6,121	6,121		6,121			
TOTAL CLASS: 25 TRANSFERS	31,573		30,476		39,057		32,548	39,057	42,348		42,348			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED					80,938				43,296		35,468			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					80,938				43,296		35,468			
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	955,509	1,106,148	1,220,623	3.40	1,214,402	3.40		

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**REPROGRAPHICS
FY 2017-18 ADOPTED**

Code Position Title		Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
80	SENIOR PROGRAM MANAGER	0.40	0.40					0.40
186	PROGRAM COORDINATOR	0.00	0.00					0.00
221	SUPPORT SPECIALIST 2	2.00	2.00					2.00
254	GRAPHIC DESIGNER	1.00	1.00					1.00
Total		3.40	3.40	0.00	0.00	0.00	0.00	3.40

FY 2018-19 PROPOSED

Code Position Title		Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
80	SENIOR PROGRAM MANAGER	0.40					0.40
186	PROGRAM COORDINATOR	0.00			1.00 ^a		1.00
221	SUPPORT SPECIALIST 2	2.00			(1.00) ^a		1.00
254	GRAPHIC DESIGNER	1.00					1.00
Total		3.40	0.00	0.00	0.00	0.00	3.40

^a FY 18-19 reflects reclassification of a Support Specialist 2 position to a Program Coordinator position.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS 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												
		123,343		132,265		102,561		102,561		107,986			101,765

TOTAL CLASS: 05	BEGINNING WORKING CAPITAL	123,343		132,265		102,561		102,561		107,986			101,765
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		1,106		1,864		1,900		1,900		2,700			2,700

389	MISCELLANEOUS REVENUES												
		291		6,742				1,005					

399	REIMBURSEMENTS - OTHER												
				140									

756	PERS RSRV DISTRIB-NON GAAP REV												
		5,750											

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		1,477		993				572					

TOTAL CLASS: 35	MISCELLANEOUS REVENUES	8,624		9,739		1,900		3,477		2,700			2,700
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
		867,582		833,840		935,193		935,193		934,821			934,821

412	TRSFERS FROM STREET FUND												
		5,476		4,138		4,954		4,954		4,435			4,435

419	TRSFERS FROM WATER FUND												
		6,841		4,890		6,055		6,055		6,099			6,099

421	TRSFERS FROM SEWER FUND												
		2,896		2,422		2,477		2,477		3,050			3,050

426	TRSFERS FROM ISD												
		3,173		1,908		1,651		1,651		1,663			4,436

428	TRSFER FR BUILDING OPERATING FD												
		9,044		7,578		8,807		8,807		7,762			7,762

430	TRANSFER FROM LIBRARY FUND												
		84,279		97,043		103,482		103,482		108,680			108,680

431	TRSFER FR GIS FUND												
		1,978		1,522		1,651		1,651		2,773			

432	TRSFER FR PUBLIC WRKS ADMN FUND												
		23,017		22,358		24,219		24,219		25,506			25,506

433	TRSFERS FROM CDBG FUND												
		568		812		826		826		832			832

437	TRSFERS FRM INSURANCE FUND												
		3,059		2,130		3,304		3,304		3,328			3,328

0161

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

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%

389 MISCELLANEOUS REVENUES

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 DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS

412 TRSFERS FROM STREET FUND

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

426 TRSFERS FROM ISD

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

428 TRSFR FR BUILDING OPERATING FD

430 TRANSFER FROM LIBRARY FUND

431 TRSFR FR GIS FUND

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

432 TRSFR FR PUBLIC WRKS ADMN FUND

433 TRSFERS FROM CDBG FUND

437 TRSFERS FRM INSURANCE FUND

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS 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
438	TRSFERS FRM BEAVERTON ARTS COMM												
	2,227												
441	TRSFERS FR STORM DRAIN FUND												
	3,248		2,373		2,477		2,477	3,050		3,050			
442	TRANSFER FROM THE TLT FUND												
					3,201		3,201	5,444		5,444			
444	TRSFER FROM BURA GENERAL FUND												
					2,752		2,752	1,662		1,662			
449	TSFR FR TRANS DEVL TAX/TIF FD												
	1,086		611		826		826	832		832			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,014,474		981,625		1,101,875		1,101,875	1,109,937		1,109,937			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,146,441		1,123,629		1,206,336		1,207,913	1,220,623		1,214,402			
TOTAL DEPARTMENT: 03 REVENUE													
	1,146,441		1,123,629		1,206,336		1,207,913	1,220,623		1,214,402			

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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438 TRSFERS FRM BEAVERTON ARTS COMM

441 TRSFERS FR STORM DRAIN FUND

442 TRANSFER FROM THE TLT FUND

444 TRSFR FROM BURA GENERAL FUND

449 TSFR FR TRANS DEVL TAX/TIF FD

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND
 DEPT: 25 REPROGRAPHICS DEPARTMENT
 PROGRAM: 0721 REPROGRAPHICS 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													
080	SENIOR PROGRAM MANAGER												
	39,984	.40	40,772	.40	41,493	.40	43,086	44,161	.40	44,161	.40		
186	PROGRAM COORDINATOR												
										60,663	1.00		
221	SUPPORT SPECIALIST 2												
	96,540	2.00	98,617	2.00	104,538	2.00	103,947	109,714	2.00	54,085	1.00		
254	GRAPHIC DESIGNER												
	61,882	1.00	46,443	1.00	52,054	1.00	53,689	57,284	1.00	57,284	1.00		
299	PAYROLL TAXES AND FRINGES												
	93,409		97,244		110,114		107,394	117,602		124,175			
TOTAL CLASS: 05 PERSONNEL SERVICES													
	291,815	3.40	283,076	3.40	308,199	3.40	308,116	328,761	3.40	340,368	3.40		
CLASS: 10 MATERIALS & SERVICES													
301	OFFICE EXPENSE												
	278		183		375		200	325		325			
302	POSTAGE EXPENSE												
	234,229		240,579		245,000		244,166	253,575		253,575			
303	OFFICE FURNITURE & EQUIPMENT												
	1,002		590		1,500		645	1,500		1,500			
304	DEPARTMENT EQUIPMENT EXPENSE												
	11,113		6,914		12,000		11,000	12,000		12,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,124		1,374		2,000		1,600	2,000		2,000			
307	MEMBERSHIP FEES												
					200								
315	REPROGRAPHIC SUPPLIES												
	44,944		47,915		51,500		50,967	51,500		51,500			
317	COMPUTER EQUIPMENT												
	459												
318	COMPUTER SOFTWARE												
					3,320		2,605						
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,160		1,854		3,000		2,400	2,400		2,400			

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND
 DEPT: 25 REPROGRAPHICS DEPARTMENT
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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080	SENIOR PROGRAM MANAGER	
186	PROGRAM COORDINATOR	FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.
221	SUPPORT SPECIALIST 2	MAILROOM AND GRAPHIC SERVICES SUPPORT. FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.
254	GRAPHIC DESIGNER	FY 16-17 REFLECTS REDUCTION DUE TO POSITION BEING FILLED AT A LOWER STEP.
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	GRAPHIC SERVICES OFFICE SUPPLIES \$325
302	POSTAGE EXPENSE	CITY POSTAGE COSTS - INCREASE DUE TO 2% USPS RATE INCREASE IN 1/2018 AND PROJECTED MAIL VOLUMES FOR FY2018-19 \$253,575
303	OFFICE FURNITURE & EQUIPMENT	GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES AND REPLACEMENTS \$1,500
304	DEPARTMENT EQUIPMENT EXPENSE	CITY AV EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$12,000
305	SPECIAL DEPARTMENT SUPPLIES	MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$1,650 MISCELLANEOUS AV SUPPLIES (BATTERIES, CORDS, ETC.) \$350
307	MEMBERSHIP FEES	DECREASE DUE TO NO PROPOSED MEMBERSHIP FEES FOR FY18-19.
315	REPROGRAPHIC SUPPLIES	PAPER, BINDING MATERIALS AND OTHER SUPPLIES \$45,000 INK, PAPER AND OTHER SUPPLIES FOR LARGE FORMAT PLOTTER USED BY REPRO AND GIS \$4,000 CENTRAL OFFICE SUPPLIES (INCREASE DUE TO PROJECTED EXPENSES) \$2,500
317	COMPUTER EQUIPMENT	NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE	NO REQUEST
321	TRAVEL, TRAINING & SUBSISTENCE	TRAINING CLASSES NOT OFFERED BY HR (4 CLASSES AT \$600 EACH) DECREASE DUE TO PROJECTED CLASSES \$2,400

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND
 DEPT: 25 REPROGRAPHICS DEPARTMENT
 PROGRAM: 0721 REPROGRAPHICS 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
371	EQUIPMENT OPER & MAINT EXPENSE												
	583		145		1,200		650	1,200		1,200			
481	OTHER EXPENSES												
	130,861		149,248		175,000		170,000	185,000		175,000			
511	PROFESSIONAL SERVICES												
	8,842		5,841		12,000		8,000	12,000		12,000			
536	MAINTENANCE CONTRACTS												
	1,439		1,583		2,400		1,742	1,800		1,800			
551	RENTS AND LEASES												
	242,242		251,290		268,647		265,000	282,918		282,918			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	678,276		707,516		778,142		758,975	806,218		796,218			
CLASS: 15 CAPITAL OUTLAY													
601	OFFICE MACHINES AND EQUIPMENT												
	12,511												
TOTAL CLASS: 15 CAPITAL OUTLAY													
	12,511												
CLASS: 25 TRANSFERS													
818	TRSFERS TO ISD-ALLOCATED												
	27,478		25,153		32,936		32,936	36,227		36,227			
819	TRSFERS TO INSURANCE FUND												
	4,095		5,323		6,121		6,121	6,121		6,121			
TOTAL CLASS: 25 TRANSFERS													
	31,573		30,476		39,057		39,057	42,348		42,348			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					80,938			43,296		35,468			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					80,938			43,296		35,468			
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM													
	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	1,106,148	1,220,623	3.40	1,214,402	3.40		
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT													
	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	1,106,148	1,220,623	3.40	1,214,402	3.40		
TOTAL FUND: 601 REPROGRAPHICS FUND													
	1,014,175	3.40	1,021,068	3.40	1,206,336	3.40	1,106,148	1,220,623	3.40	1,214,402	3.40		

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND
 DEPT: 25 REPROGRAPHICS DEPARTMENT
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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371	EQUIPMENT OPER & MAINT EXPENSE SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200	
481	OTHER EXPENSES OUTSIDE VENDOR PRINTING SERVICES FOR THE CITY (INCREASE DUE TO PROJECTED EXPENSES) \$125,000 PRODUCTION OF YOUR CITY NEWSLETTER, REPORTS AND ALL-CITY MAILINGS \$50,000	
511	PROFESSIONAL SERVICES CONTRACT AND PROFESSIONAL SERVICES \$5,000 MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$5,000 GRAPHIC DESIGN SERVICES, BRANDING AND OTHER CONSULTING SERVICES \$2,000	
536	MAINTENANCE CONTRACTS PAPER CUTTER MAINTENANCE AGREEMENT \$1,800 DECREASE DUE TO NO CONTRACT AVAILABILITY FOR ARRIVAL INCOMING PACKAGE TRACKING SYSTEM	
551	RENTS AND LEASES COPIER AND EQUIPMENT LEASES (INCREASE DUE TO 4 NEW MACHINES ADDED TO COPIER FLEET IN FY17-18 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY18-19) \$268,000 AUXILIARY SERVICES SHARE OF HARVEST COURT STORAGE FACILITY LEASE \$2,000 POSTAGE METER ANNUAL LEASE CHARGES \$8,600 SEND SUITE PACKAGE TRACKING SYSTEM (LEASE TO OWN SYSTEM); REPLACES OUT-OF-DATE ARRIVAL SYSTEM NO LONGER SUPPORTED BY VENDOR; PARTIALLY OFFSET BY REDUCED MAINTENANCE CONTRACT) \$4,318	
601	OFFICE MACHINES AND EQUIPMENT	
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$36,227	
819	TRSFERS TO INSURANCE FUND ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.	
991	CONTINGENCY - UNRESERVED	

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
601-25	REPROGRAPHICS DEPARTMENT											
601-25-0721-05-080	SENIOR PROGRAM MANAGER	0.40	864			43,087				43,086	18,928	62,014
601-25-0721-05-221	SUPPORT SPECIALIST 2	2.00	4,160	24		103,043	904			103,947	62,832	166,779
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,080	36		51,915	1,281		493	53,689	25,634	79,323
	REPROGRAPHICS PROGRAM	3.40	7,104	60		198,045	2,185		493	200,722	107,394	308,116
	**** DEPARTMENT TOTAL ****	3.40	7,104	60		198,045	2,185		493	200,722	107,394	308,116

0169

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

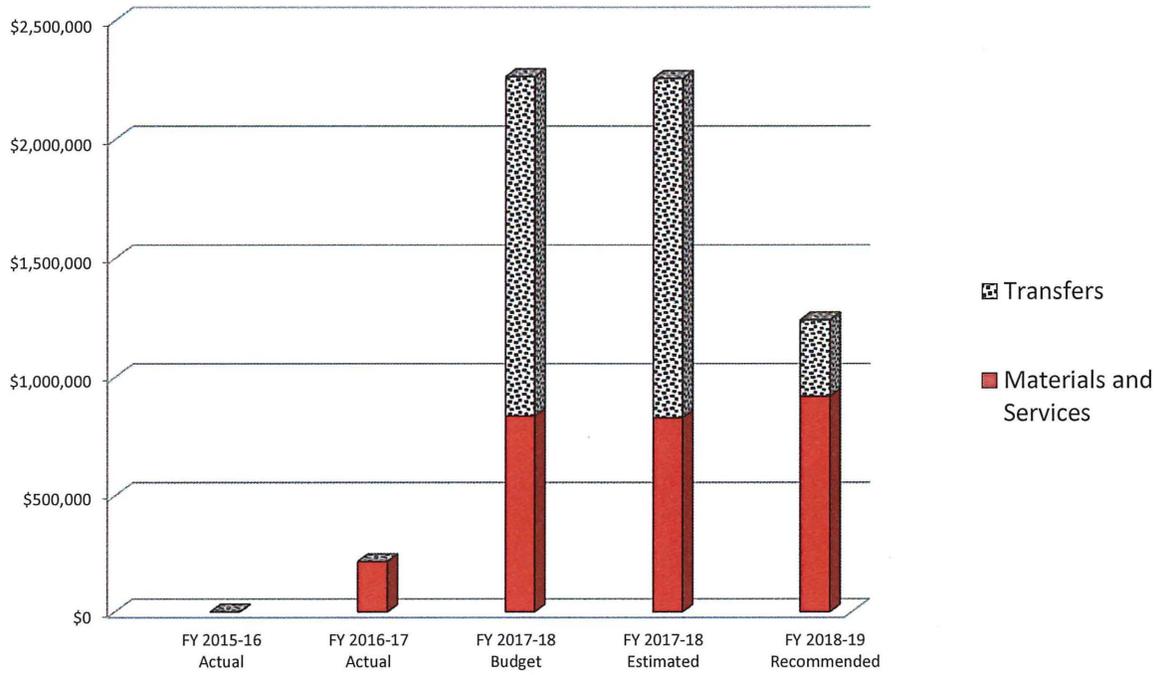
Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
601-25	REPROGRAPHICS DEPARTMENT											
601-25-0721-05-080	SENIOR PROGRAM MANAGER	0.40	864			44,161				44,161	21,110	65,271
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,080	20		59,800	863			60,663	48,208	108,871
601-25-0721-05-221	SUPPORT SPECIALIST 2	2.00	4,160	20		108,149	775			108,924	70,913	179,837
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,080	20		56,468	816			57,284	30,167	87,451
	REPROGRAPHICS PROGRAM	4.40	9,184	60		268,578	2,454			271,032	170,398	441,430
	**** DEPARTMENT TOTAL ****	4.40	9,184	60		268,578	2,454			271,032	170,398	441,430

0170

TLT 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:	LODGING TAX (TLT) Fund					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
Personnel Services	\$0	\$78,206	\$626,030	\$540,543	\$677,377	8.20%
Materials and Services	-	218,103	835,773	828,377	919,048	9.96%
Transfers	-	-	1,427,900	1,427,900	321,320	-77.50%
SUB-TOTAL	\$0	\$296,309	\$2,889,703	\$2,796,820	\$1,917,745	
Contingency			521,131		1,609,859	
Reserve			123,714		-	
Reserve			229,858		-	
TOTAL	\$0	\$296,309	\$3,764,406	\$2,796,820	\$3,527,604	
FTE's	-	2.00	5.00		5.00	

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

Personnel services:

The Recommended Budget 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 2017-18 reflects the transfer of the Arts program from the General Fund to the Lodging Tax Fund.

Transfers:

FY 2018-19 reflects a reduction in the transfers to the Capital Development Fund for design and construction of the Beaverton Center for the Arts (\$1.1 Million)

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

Program Goal: Design, construct and operate the Beaverton Center for the Arts (BCA), a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community residents and visitors. Function as a key element of Downtown and Beaverton. Operate the on-going Arts program of the city to showcase local and regional artists.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.00	4.50	5.00	5.00	0.00
PERSONNEL SERVICES	\$91,087	\$301,870	\$626,030	\$677,377	\$0
MATERIALS & SERVICES	293,891	360,839	835,773	919,048	0
CAPITAL OUTLAY	7,510	0	0	0	0
TRANSFERS	2,227	10,995	1,427,900	321,320	0
CONTINGENCY	0	0	874,703	1,609,859	0
TOTAL	\$394,715	\$673,704	\$3,764,406	\$3,527,604	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$0	\$0	\$1,233,059	\$830,034	\$0
City Lodging Tax - 4%	0	800,185	1,232,251	1,290,000	0
County Lodging Tax - 2.5%	0	725,907	782,075	806,000	0
Investment Interest Earnings	0	3,276	13,200	24,500	0
Transfers from General Fund	0	0	503,821	577,070	0

There are three inter-related funds related to the Beaverton Center for the Arts:

Fund 107 - Lodging Tax (TLT) Fund: Capital campaign to raise remaining private funds needed to construct the BCA, operational and business planning, and operate the Arts programs of the city.

Fund 108 – BCA Gift and Contribution Fund: for receipting and tracking gifts and contributions from private and corporate donations for the construction and operation of the Beaverton Center for the Arts.

Fund 301 – Capital Development Fund – Beaverton Center for the Arts (program #3521): for the design and construction of the facility.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Program Goal: Design, construct and operate the Beaverton Center for the Arts (BCA), a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community and visitors. Function as a key element of Downtown and Beaverton.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.00	2.00	2.00	2.00	0.00
PERSONNEL SERVICES	\$0	\$78,206	\$336,245	\$338,615	\$0
MATERIALS & SERVICES	0	218,103	608,978	698,773	0
CAPITAL OUTLAY					
TRANSFERS	0	0	1,409,243	298,647	0
CONTINGENCY	0	0	353,572	0	0
TOTAL	\$0	\$296,309	\$2,708,038	\$1,336,035	\$0

Program Objective:

This program is responsible for implementing elements of the community vision and the Creekside District Master Plan and Implementation Strategy to complete the design and construction of an arts center. The program includes operation of a capital fundraising campaign as well as operational planning for facility management and programming for the start-up phase. For FY 2018-19 the objective is to continue the momentum for the center; the program will continue making progress towards raising the goal of \$11.1million; construction drawings will be completed.

The arts is a strong component of both the Beaverton Community Vision Action Plan and the city's Marketing Plan. The activities of the arts program was described by the Vision Action Committee (VAC) as integral to the Build Community vision goal. The Marketing Plan calls for Beaverton's investment in arts programming to be a major contributor to the city's marketing as a friendly, active, and responsible place for residents, visitors, and businesses. The project team is charged with implementing the following Beaverton Community Vision action item:

Item #71. Develop an arts and culture center. Develop a destination arts and culture center through a private-public partnership

Beaverton Center for the Arts Project Development: The inter-departmental project team is led by the Development Division of the Community Development Department, Center for the Arts staff, Library Director and Finance staff to support the community vision idea of a permanent home for arts in Beaverton. Arts program staff, managed by the General Manager of the BCA, serve as a link to the Beaverton Arts Commission, Beaverton Arts Foundation, and stakeholder groups dedicated to the promotion of the arts. The project envisions use of the Main Library's auditorium as an integrated resource for performances, lectures, and educational offerings complementing the main stage in the BCA. The plaza alongside Beaverton Creek can be used with the adjacent existing plazas at The Round and streets for large-scale outdoor events and activities.

The Center will feature:

- ~50,000 sf
- Mainstage: 550 seats
- 5,000 sf of Event Space
- Classrooms for Performing and Visual Arts Education
- Lobby
- Art Gallery
- Café
- Box office
- Meeting / Conference Room
- Outdoor Plaza
- State of the art technical capabilities

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

The BCA is a catalyst to redevelopment of Central Beaverton which features projects such as:

- Beaverton Central Parking Garage and parking management strategy
- Completion of new hotel and apartment/retail complex
- Continued redevelopment of The Round
- Serve as a regional tourism attractor



Proposed Beaverton Center for the Arts (artist's rendering; "festival day" mode)

The center's eventual debt service and much of its operating expenses will be funded by a combined city and county lodging tax. The city increased its lodging tax effective October 1, 2016.

Progress on FY 2017-18 Action Plan:

- The City identified the Beaverton Arts Foundation (BAF) as the non-profit entity responsible for leading the capital campaign to raise the remainder of project funds to construct the BCA. The City and BAF created a formalized partnership which includes management level leadership on loan from the City (Capital Campaign Manager) and grant funding to support the work of the campaign.
- A set of performance metrics were outlined as a part of the Grant Agreement between the City and the BAF to demonstrate progress towards the goal.
- Quarterly reports on the metrics indicated above given to City Staff, City Council and the BAF board of trustees.
- Further development on the case for support based upon feedback gained during the "Capital Campaign Readiness Assessment" study, and a series of community listening sessions.
- The BAF underwent a rebranding. A website and collateral materials were developed.
- Policies and procedures to accept gifts and the capacity to oversee asset transfer, liquidation and donor acknowledgement for tax and stewardship purposes were developed.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

- Implemented controls and processes to receive, document and receipt donors for their gifts.
- Systems for handling fundraising expenses, tracking and monitoring related expenditures and reports were established for accountability and transparency.
- Secured qualified capital campaign advisors to assist with donor prospects, monitor overall strategy and activity, support staff and volunteer leadership of the campaign.
- Developed a robust grant/foundation strategy to insure success of the target goal of \$5 Million raised through this source.
- A communication plan was developed with city leadership that outlines the messaging, talking points and timeline for the roll out of the BCA project.
- Evaluated facility design and directed changes to increase functionality and maximize earned theater revenue. This process will continue during design development.
- Evaluated prior consultant's reports and revised projections and expenses in operating pro forma according to program and knowledge as of fall 2017. Continued refinement will occur in FY18-19 informed by outreach and discussions with potential users and leadership.
- Completed initial phase of due diligence and relationship-building via targeted outreach with local stakeholders, interested parties, regional artists, arts organizations, educators, community members, national venue management leaders and trade organizations, to inform BCA usage, programming, operational plans, partnership potential, building program and design. Meetings and interviews were held with over 80 unique individuals and/or organizations. This outreach will continue as part of the planning process in FY18-19.
- The project team provided two council presentations in FY17-18, with more planned for the fiscal year, and more one on one updates with councilors to report on project progress related to fundraising, design, operations and governance.

FY 2018-19 Action Plan:

- Continue making progress towards the goal of raising \$11.1 million via grant agreement with the Beaverton Arts Foundation, securing majority of goal by end of FY18-19.
- Continue to track activity and progress throughout the phases of the Campaign. During FY 18-19 the focus will be on phase 2 (Lift Gifts), 3 (Major Gifts), and 4 (Public Support).
- Goal projections related to construction timeline will be evaluated and communicated at pre-determined budgetary milestone checkpoints after comprehensive assessment and analysis of real-time donor cultivation efforts and success.
- Develop industry specific Campaign subcommittees to increase awareness and cultivation opportunities; implement a Capital Campaign Volunteer Leadership Committee with visible and capable leadership
- Host prospective donor events that bring greater community awareness and develop opportunities for deeper cultivation of prospective donors.
- In partnership with the Public Information and the Arts Programs, increase visibility of the capital campaign and the importance of arts in the community.
- At a minimum, provide two presentations to council on project progress.
- In preparation for ground-breaking, provide recommendations outlining governance, operational and programming strategy and plans including, but not limited to:
 - Updated operating *pro formas*
 - Facility best practices for center operations, staffing, programming, marketing, booking and rental policy, concessions and catering, and risk management.
- Gain city council authorization for the sale of special revenue bonds of approximately \$18 million backed by city's Lodging Tax and create appropriate accounting measures to manage the sale proceeds.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Hotels in Beaverton	10	10	10 / 11	12
Revenue				
City Lodging Tax – 4%*	New Measure	\$861,000	\$1,232,000 / \$1,170,000	\$1,290,000
County Lodging Tax – 2.5% **	\$630,000	\$763,000	\$770,000 / \$720,000	\$806,000

*Effective October 1, 2016

** County Lodging Tax was a revenue source for the General Fund prior to July 1, 2016

The current set of milestones for the project are:

Major gift and foundation fundraising:	2017 – 2019
Public awareness and support:	2018 - 2021
Design, engineering, permits:	2017 – 2018
Construction:	Mid 2019 – early 2021
Goal: Grand Opening Celebration:	Late Spring 2021

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Mission Statement:

The Arts Program's mission is to enhance, unite, and celebrate our diverse community through art.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.00	2.50	3.00	3.00	0.00
PERSONNEL SERVICES	\$91,087	\$223,664	\$289,785	\$338,762	\$0
MATERIALS & SERVICES	293,891	142,736	226,795	220,275	0
CAPITAL OUTLAY	7,510	0	0	0	0
TRANSFERS	2,227	10,995	18,657	22,673	0
CONTINGENCY	0	0	521,131	1,609,859	0
TOTAL	\$394,715	\$377,395	\$1,056,368	\$2,191,569	\$0

The requirements shown above reflect the Beaverton Arts Program Fund for the Actual columns. The budget for FY 16-17 reflects the decision to include this program as part of the Mayor's programs in the General Fund. FY 17-18 reflects the Arts Program transferring to the Lodging Tax Fund. Prior to FY 17-18 this program was in the Mayor's Office.

Program Objectives (services provided):

The Arts Program accomplishes its mission by carrying out the following five goals:

- Bring people together by providing opportunities for all people to experience and explore art;
- Create ways for people to celebrate cultural diversity through art;
- Help local artists to have a voice and to thrive artistically;
- Spur resource and partnership development and stewardship; and
- Educate the community on the intrinsic and economic value of art.
- Work with the Beaverton Arts Commission (BAC) to realize its mission and goals.

The arts are a strong component of both the Beaverton Community Vision Action Plan and the city's recently adopted Marketing Plan. The activities of the arts program were described by the Vision Action Committee (VAC) as integral to the Build Community vision goal. The Marketing Plan calls for Beaverton's investment in arts programming to be a major contributor to the city's marketing as a friendly, active, and responsible place for residents, visitors, and businesses. The Arts Program is a partner and has the responsibility to implement the following Beaverton Community Vision action items:

- *Action #1: Expand neighborhood and district branding*
- *Action #13: Use art, murals and landscaping to beautify Beaverton*
- *Action #71: Develop an arts and culture center (Center for the Arts)*
- *Action #72: Create spaces for local music and artistic performances*
- *Action #73: Expand public art and promote murals and sidewalk art*
- *Action #74: Develop an arts, events, branding and marketing strategy*

FY 2017-18 marked a year of transition for the arts program. During this year, the current team focused on maintaining core initiatives rather than developing new ones, due to 1 less FTE staff from August 2017 to March 2018. The program began a period of internal evaluation which will carry through to FY18-19. This process will include role definition and work planning with the Arts Commission (initiated in February 2018), project planning review, review of staff roles and duties, and review of program offerings and goals to serve the community. A new arts program manager with strong experience in public art and public sector program management is scheduled to begin in late March 2018 and will work closely with the General Manager, Beaverton Center for the Arts, staff and stakeholders to achieve current goals and build long term strategy for the program. The FY18-19 budget keeps programming expenses flat from FY17-18 with a renewed focus on strategic outreach and marketing of arts program initiatives, further implementation of the public art plan, 1% for art projects, and continued support for artists and arts organizations via grant making and professional development.

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Beaverton Arts Program History

Fiscal year 2016-17 marked the first year of the Beaverton Arts Program's inclusion in the city's General Fund budget. The Arts Program evolved from the Beaverton Arts Commission (BAC), created in 1983 as a grassroots effort by residents who envisioned the arts presented, promoted, and nurtured in Beaverton. Since the BAC's formation, the demand for arts in Beaverton has grown, creating the need for additional programmatic and staff support resulting in the formation of a new program dedicated to fostering and growing the arts in the community. Fiscal year 2017-2018 will reflect a second evolution of the Beaverton Arts Program with the inclusion of all city supported arts events added to this program budget. In both FY 17-18 and FY 18-19, 100% of the cost of the Arts Program in the Lodging Tax Fund are offset with a transfer from the General Fund.

Progress on FY 2017-18 Action Plan:

- **Vinyl Wrap Art:** As an evolution of the wrap initiative to beautify the city and to provide opportunities for local artists, 61 artists, including youth, will have their artwork displayed on city-owned electrical boxes throughout the community beginning late spring 2018 and into FY18-19. The Arts Program is collaborating with Public Works and Clean Slate to pilot and install these wraps during the summer season of 2018 in order to evaluate their durability, ease of maintenance and overall success.
- **Beaverton Center for the Arts (BCA) Project Development:** Arts Program initiatives continue to support and create awareness of the arts in the city. Relationships with local artists and arts groups are key to advance planning and development of the BCA. The visibility and impact of arts program initiatives bolsters the success for the BCA campaign and long-term success of the facility. In order to better coordinate arts program initiatives and BCA development, the General Manager of the BCA continues to serve as the head of the arts program. Please see the BCA Fund Development program (#0802) regarding progress on the BCA project.
- **Grant-Making:** The Arts Program continued to support individual artists and arts organizations through grant opportunities. In 2017, the program received applications from 8 first-time applicant organizations. 24 grants were awarded; 15 community grants and 9 diverse art grants ranging in award amount from \$350 - \$2000.
- **Collaboration with Beaverton Library:** Due to staff transition, the initiative to create a makers art series in collaboration with the library to provide artistic opportunities to the aging population has been postponed.
- **Neighborhood Art Installations:** The Arts Program partnered with Willamette West Habitat for Humanity, and the Vose NAC to bring Beaverton's first street mural to life. Other NACs will continue to be targeted for mural installations in the spring 2018 to identify locations of sculpture and mural installations outside the downtown core.
- **Artist Workshops:** In spring 2018 the program will continue a free annual artist workshop series based on feedback received from the artistic community.
- **Arts Events:**
 - Ten Tiny Dances – This event, showcasing various dance styles by a diverse group of artists on 4' by 4' stages was attended by over 850 guests in City Park in summer 2017. For the first time, NW Lion Dancers performed throughout the Farmers Market, immediately prior to the start of the event, drawing attention to the adjacent TTD performances.
 - The Beaverton Arts Mix! - In fall 2017, 178 artists submitted work for consideration, and 88 artists were chosen to participate in the event. All of the artwork was chosen by a panel of professional artists. A total of 20 artists that participated at the Quick Draw event, with hundreds exposed to during the Quick Draw event, and excited to experience art in the open air. The Quick and Chalk Draw events drew the attention of four youth participants.
 - The Beaverton Third Thursday: In summer of 2017, three events drew a total of 1800 attendees at The Round, including one event rescheduled from June to September. FY18-19 will bring a new name for the event, Concerts in the Round, to allow for more scheduling flexibility in a coordinated effort with Public Information and Events to balance the overall City events summer schedule.
 - The Mayor's Ball raised a record \$98,428 in net funds at the March 3, 2018 ball, which benefited the Beaverton Arts Foundation, Beaverton Civic Theatre, and ISing Choir. In the past nine years the Mayor's

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Ball has raised \$604,093 net funds that have benefitted Beaverton non-profits. The confirmation of date for the FY18-19 Mayor's Ball is currently unconfirmed but pending approval.

FY 2018-19 Action Plan

The Action Plan for FY2018-19 will direct efforts towards strategic, responsive and adaptive programs. Defining and building awareness of Beaverton's arts identity, further implementation of the Public Art Master Plan, placemaking and creative enhancements to the Downtown Core, place-based projects within the neighborhoods of Beaverton and targeted arts education/arts engagement opportunities will be the strong foci of the Arts Program. Signature art events, grant-making and professional development for artists will continue based on community investment, success of previous programs and demonstrated impact.

- **Marketing Plan** – In close coordination with Public Information and the Beaverton Arts Commission (BAC), building on the Community Vision and Marketing Plan, and in support of the development of the Beaverton Center for the Arts, plan and launch a coordinated strategic effort to infuse art and culture messaging in established and in some cases new communication channels. Among objectives and tactics already outlined, this will include establishing the arts as a key connector for our diverse community and accessible to both residents and visitors alike.
- **Public Art Master Plan – 1% for Art planning** – Manage the 1% for art process, artist selection and artwork design development for the new Public Safety Center (funded through a voter-approved bond measure, artwork project budget estimated at \$260,000), as well as early stage planning for the 1% for art project associated with the Beaverton Center for the Arts, currently in design development and subject to a multi-year capital campaign to fully fund construction. Arts Program Staff will continue to advance initiatives in the Public Art Master Plan (revised 2015) with a focus on evaluating the current collection, conservation and maintenance.
- **Downtown Placemaking** – Serve as arts placemaking consultant on downtown design core team, and downtown placemaking strategies work group led by CDD. This work group is tasked with creating recommendations for placemaking opportunities, investments, and programs that attract people to downtown Beaverton as well as address temporary site conditions during redevelopment.
- **Neighborhood/Place-Based Art Installations:** Coordinate closely with the Beaverton Committee for Community Involvement and all the Beaverton Neighborhood Associations to identify locations and opportunities for artworks and installations outside the downtown core.
- **Tactical artworks in public right-of-way:** Following evaluation of the pilot project, complete installation of vinyl adhesive artworks on city-owned electrical boxes and city infrastructure. The pilot will include installation of artworks on 7 utility boxes along Allen Blvd. Upon completion of the pilot, we hope to deploy the program to approximately 60 utility boxes throughout the city contingent on funding.
- **Grant-Making:** Continue supporting individual artists and arts organizations through grant opportunities.
- **Artist Workshops:** Continue a free annual artist workshop series based on feedback received by the artistic community. Expand workshop locations to outside of city hall to encourage more drop-ins from artists and individuals interested in learning more about these opportunities.

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

• **Arts Events:**

- Ten Tiny Dances (TTD) will continue to introduce the general public to excellent, relevant, and culturally diverse performing arts, while creating a platform for artists to share their craft. This year's event will return to the roots of the event on multiple stages as an opportunity for placemaking in the general vicinity of the Farmers Market, and to bring attention to businesses and new happenings in the area.
- The Beaverton Arts Mix! (BAM!) will continue to bring a wide variety of visual arts to share with the public, and create a space where local artists can sell works and share their craft. The artist reception will give a chance for guests to meet the artists, and for artists to interact with the public. The Quick Draw, which include chalk artists, will continue to expose art in action to the community. An added benefit to the Quick Draw will be prize money for teens and grade school aged children, to encourage youth to participate. The Arts Program will continue to work with CDD-Economic Development and the Downtown Business Association to bring attention to BAM! during Restaurant Week, which coincides with BAM!
- Concerts in The Round (formerly The Beaverton Third Thursdays): The new name for the event will be Concerts in The Round, and will be condensed to 2 events with multiple performers at each event. The overall City events summer schedule will be a coordinated effort with Public Information and Events. This free concert series will continue to be one of Beaverton's beloved summer events while continuing to draw visitors to the increasingly vibrant area of central Beaverton, steps away from the new BG Food Cartel and the future Rise Central.

See also the Events Program in the Mayor's Department for other events in the community. In FY 18-19, the Arts Program plans to collaborate with the Events Program on an "Arts Feature" at one of the Flicks by the Fountain Film Series.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of Beaverton Arts Commission Meetings	12	12 / 12	12/12	12
Number of new tactical, placemaking and place-based art installations	15	20 / 44	20/17	20
Number of artists participating in artist workshop series	20	30 / 100	50/30	75
Number of artists participating in the revolving art program	50	60 / 100	70/170	180
Percent of ideas within the Public Art Master Plan On-Going or Underway	50%	70% / 75%	75%/75%	80%
Percent of culturally diverse performers at Ten Tiny Dances		New Measure	80%/80%	80%
Number of artists participating in the BAM! Chalk Draw		New Measure	15/5	NA

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Performance Measures (Continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of artists submitting to BAM!		New Measure	New Measure/188	190
Number of youth artists participating in BAM! Chalk Draw		New Measure	New Measure/8	8
Number of BAC volunteer hours contributed to the City		New Measure	New Measure/182	200

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) 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

-1,233,059 -1,233,059 -1,233,059 -830,034 -830,034

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-1,233,059 -1,233,059 -1,233,059 -830,034 -830,034

CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)

-800,185 -1,232,251 -753,985 -1,170,000 -1,290,000 -1,290,000

TOTAL CLASS: 10 TAXES

-800,185 -1,232,251 -753,985 -1,170,000 -1,290,000 -1,290,000

CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

-725,907 -782,075 -463,156 -720,000 -806,000 -806,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-725,907 -782,075 -463,156 -720,000 -806,000 -806,000

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-3,276 -13,200 -11,864 -17,700 -24,500 -24,500

757 MED/LIFE INS PREM REFUND DISTRIBUTION

-87 -87

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-3,276 -13,200 -11,951 -17,787 -24,500 -24,500

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) 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
					-503,821			-486,008		-577,070		-577,070		
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
					-503,821			-486,008		-577,070		-577,070		
TOTAL DEPARTMENT: 03 REVENUE														
			-1,529,368		-3,764,406		-2,462,151	-3,626,854		-3,527,604		-3,527,604		

0184

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) 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

018	CAPITAL CAMPAIGN MANAGER		24,149	1.00	100,011	1.00	78,124	100,011	106,304	1.00	106,304	1.00		
077	PROGRAM MANAGER				59,667	1.00	6,257	27,214	84,743	1.00	84,743	1.00		
186	PROGRAM COORDINATOR				8,706		8,706	10,150						
197	EVENTS COORDINATOR				73,247	1.00	60,382	74,720	75,075	1.00	75,075	1.00		
221	SUPPORT SPECIALIST 2				51,892	1.00	42,334	54,053	58,119	1.00	58,119	1.00		
273	BCA GENERAL MANAGER		30,152	1.00	114,134	1.00	89,997	114,146	117,005	1.00	117,005	1.00		
275	TEMPORARY EMPLOYEES				5,000		4,698	4,617	13,932		13,932			
299	PAYROLL TAXES AND FRINGES		23,905		213,373		114,697	155,632	212,577		222,199			
TOTAL CLASS: 05 PERSONNEL SERVICES			78,206	2.00	626,030	5.00	405,195	540,543	667,755	5.00	677,377	5.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				400		709	400	400		400			
303	OFFICE FURNITURE & EQUIPMENT		1,877				1,489	1,489	2,900		2,900			
307	MEMBERSHIP FEES		2,241		2,575		2,252	2,575	5,475		5,475			
308	PERIODICALS & SUBSCRIPTIONS		370				98	400	900		900			
317	COMPUTER EQUIPMENT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) 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
			4,028		3,200		1,600	1,600	100		100			
318	COMPUTER SOFTWARE													
			630		10,000		8,000	8,000	500		500			
321	TRAVEL, TRAINING & SUBSISTENCE													
			943		29,000		12,544	24,000	29,000		29,000			
325	COMMUNITY EVENTS EXPENSE													
					93,650		76,797	93,297	85,650		85,650			
328	MEALS & RELATED EXPENSE													
					2,500		352	2,500	2,000		2,000			
330	MILEAGE REIMBURSEMENT													
					150		91	350	350		350			
341	COMMUNICATIONS EXPENSE													
			260		1,968		1,515	1,968	2,448		2,448			
461	SPECIAL EXPENSE													
					161,000		134,292	160,747	609,825		609,825			
488	ART DEVELOPMENT EXPENSE													
					106,000		49,468	105,743	111,000		111,000			
508	BCA PREDEVELOPMENT EXPENSES													
			115,409											
511	PROFESSIONAL SERVICES													
			92,345		418,330		288,344	418,330	66,500		66,500			
523	BOARDS & COMMISSIONS EXPENSES													
					7,000		4,600	6,978	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
			218,103		835,773		582,151	828,377	919,048		919,048			
CLASS: 25 TRANSFERS														
815	TRSFERS TO CAPITAL DEV. FUND													
					1,408,243		53,312	1,408,243	297,085		297,085			
816	TRSFERS TO REPROGRAPHICS FUND													

0186

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) 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
					3,201		2,327	3,201	5,444		5,444			
818	TRSFERS TO ISD-ALLOCATED													
					16,456		13,713	16,456	18,791		18,791			
TOTAL CLASS: 25 TRANSFERS														
					1,427,900		69,352	1,427,900	321,320		321,320			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
976	RESERVE - CITY, 4% TLT, 30% GENERAL													
							123,714							
977	RESERVE - CITY, 4% TLT, 70% TOURISM													
							229,858							
991	CONTINGENCY - UNRESERVED													
							521,131		1,619,481		1,609,859			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
							874,703		1,619,481		1,609,859			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
0187			296,309	2.00	3,764,406	5.00	1,056,698	2,796,820	3,527,604	5.00	3,527,604	5.00		

**LODGING TAX FUND
FY 2017-18 ADOPTED**

Code Position Title		Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
18	CAPITAL CAMPAIGN MANAGER	1.00	1.00					1.00
77	PROGRAM MANAGER	0.00	1.00					1.00
197	EVENTS COORDINATOR	0.00	1.00					1.00
221	SUPPORT SPECIALIST 2	0.00	1.00					1.00
273	BCA GENERAL MANAGER	1.00	1.00					1.00
	Total	2.00	5.00	0.00	0.00	0.00	0.00	5.00

FY 2018-19 PROPOSED

Code Position Title		Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
18	CAPITAL CAMPAIGN MANAGER	1.00					1.00
77	PROGRAM MANAGER	1.00					1.00
197	EVENTS COORDINATOR	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
273	BCA GENERAL MANAGER	1.00					1.00
	Total	5.00	0.00	0.00	0.00	0.00	5.00

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) 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
 1,233,059 1,233,059 830,034 830,034

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL
 1,233,059 1,233,059 830,034 830,034

CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)
 800,185 1,232,251 1,170,000 1,290,000 1,290,000

TOTAL CLASS: 10 TAXES
 800,185 1,232,251 1,170,000 1,290,000 1,290,000

CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX
 725,907 782,075 720,000 806,000 806,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE
 725,907 782,075 720,000 806,000 806,000

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS
 3,276 13,200 17,700 24,500 24,500

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 87

TOTAL CLASS: 35 MISCELLANEOUS REVENUES
 3,276 13,200 17,787 24,500 24,500

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND
 503,821 486,008 577,070 577,070

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS
 503,821 486,008 577,070 577,070

TOTAL PROGRAM: 0000 UNRESTRICTED
 1,529,368 3,764,406 3,626,854 3,527,604 3,527,604

TOTAL DEPARTMENT: 03 REVENUE
 1,529,368 3,764,406 3,626,854 3,527,604 3,527,604

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

506 CITY 4% LODGING TAX (TLT)

EFFECTIVE OCTOBER 1, 2016, THE CITY ENACTED ITS OWN 4% TRANSIENT LODGING TAX. THE COUNTY WILL COLLECT AND DISTRIBUTE THIS TAX TO THE CITY SIMILAR TO THE PROCESS THE COUNTY COLLECTS THE 9% COUNTY TLT AND DISTRIBUTES 2.5% OF THE TLT TO THE CITY (SEE ACCOUNT 326 BELOW)
 FY 2016-17 COLLECTIONS REPRESENTS ONLY 9 MONTHS OF COLLECTIONS. FY 2017-18 REFLECTS FIRST COMPLETE YEAR OF COLLECTIONS.

326 COUNTY 2.5% LODGING TAX

BEGINNING FY2016-17 THE 2.5% CITY PORTION OF THE 9% COUNTY TRANSIENT LODGING TAX IS BEING TRANSFERRED FROM THE GENERAL FUND TO THE NEW LODGING TAX (TLT) FUND 107

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%

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

SUBSIDY OF 100% OF THE ARTS PROGRAM'S OPERATING COSTS FUNDED BY THE GENERAL FUND. \$577,070

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

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

018	CAPITAL CAMPAIGN MANAGER		24,149	1.00	100,011	1.00	100,011	106,304	1.00	106,304	1.00		
273	BCA GENERAL MANAGER		30,152	1.00	114,134	1.00	114,146	117,005	1.00	117,005	1.00		
275	TEMPORARY EMPLOYEES				5,000		4,617	13,932		13,932			
299	PAYROLL TAXES AND FRINGES		23,905		117,100		80,328	96,392		101,374			

TOTAL CLASS: 05 PERSONNEL SERVICES

			78,206	2.00	336,245	2.00	299,102	333,633	2.00	338,615	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT		1,877				1,489	2,000		2,000			
307	MEMBERSHIP FEES		2,241					2,900		2,900			
308	PERIODICALS & SUBSCRIPTIONS		370				400	900		900			
317	COMPUTER EQUIPMENT		4,028		3,200		1,600						
318	COMPUTER SOFTWARE		630		10,000		8,000						
321	TRAVEL, TRAINING & SUBSISTENCE		943		25,000		20,000	25,000		25,000			
328	MEALS & RELATED EXPENSE				1,000		1,000	1,000		1,000			
330	MILEAGE REIMBURSEMENT						200	200		200			
341	COMMUNICATIONS EXPENSE		260		1,248		1,248	1,248		1,248			

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 018 CAPITAL CAMPAIGN MANAGER
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY
- 273 BCA GENERAL MANAGER
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY
- 275 TEMPORARY EMPLOYEES
 BUSINESS PLANNING AND RESEARCH ASSISTANCE ON A SHORT-TERM AD HOC BASIS, AS NECESSARY.
- 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
- 303 OFFICE FURNITURE & EQUIPMENT
 ADDITIONAL FURNITURE AND EQUIPMENT FOR POTENTIAL MOVE TO TBB 2ND FLOOR
- 307 MEMBERSHIP FEES
 INTERNATIONAL ASSOCIATION OF VENUE MANAGERS (IAVM)
 ARTS NORTHWEST
 ASSOCIATION OF PERFORMING ARTS PROFESSIONALS
 WESTERN ARTS ALLIANCE
 CALIFORNIA PRESENTERS
 POLLSTAR
 OREGON CULTURAL ADVOCACY COALITION
 NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION
- 308 PERIODICALS & SUBSCRIPTIONS
 SUBSCRIPTIONS \$400
 PARTNER ORGANIZATION TICKETS \$500
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATIONS REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES \$25,000
- 328 MEALS & RELATED EXPENSE
 MEALS AND RELATED EXPENSE \$1,000
- 330 MILEAGE REIMBURSEMENT
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$200
- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 2 CELL PHONES @ 104 PER MONTH \$1,248

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

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
461	SPECIAL EXPENSE				150,000		150,000	598,825		598,825			
508	BCA PREDEVELOPMENT EXPENSES		115,409										
511	PROFESSIONAL SERVICES		92,345		418,330		418,330	66,500		66,500			
TOTAL CLASS: 10 MATERIALS & SERVICES			218,103		608,978		602,467	698,773		698,773			
CLASS: 25 TRANSFERS													
815	TRSFERS TO CAPITAL DEV. FUND				1,408,243		1,408,243	297,085		297,085			
816	TRSFERS TO REPROGRAPHICS FUND				1,000		1,000	1,562		1,562			
TOTAL CLASS: 25 TRANSFERS					1,409,243		1,409,243	298,647		298,647			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
976	RESERVE - CITY, 4% TLT, 30% GENERAL				123,714								
977	RESERVE - CITY, 4% TLT, 70% TOURISM				229,858								
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					353,572								
TOTAL PROGRAM: 0802 BCA FACILITY DEVELOPMENT			296,309	2.00	2,708,038	2.00	2,310,812	1,331,053	2.00	1,336,035	2.00		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 461 SPECIAL EXPENSE
 - FUNDING FOR BEAVERTON ARTS FOUNDATION BCA CAPITAL CAMPAIGN GRANT
 - OFFICE SUPPORT:
 - CONTRACT EVENTS / COMMUNICATION \$30,000
 - SUPPLIES, COMPUTER, CELLPHONE, MEALS, MILEAGE, TRAINING, POSTAGE, IT \$26,500
 - SPACE RENT IN THE E-SUITES \$18,000
 - CAMPAIGN STAFFING (TOTAL: - INCLUDES 33% BENEFITS)
 - CAMPAIGN OPERATIONS MANAGER (1FTE SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS) \$67,000
 - CAMPAIGN ADMINISTRATIVE ASSISTANT (OFFICE SUPPORT FOR CAMPAIGN AND BOARD) \$47,000
 - CAMPAIGN MAJOR GIFTS OFFICER (1 FTE, CULTIVATE MAJOR DONORS) \$113,000
 - CAMPAIGN SPECIAL GIFTS OFFICER (9 MO, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH) \$69,825
 - CAPITAL CAMPAIGN ADVISERS \$125,000
 - FUNDRAISING EVENTS \$20,000
 - CONTRACTED LEGAL/ACCOUNTING SERVICES \$25,000
 - CAMPAIGN MARKETING \$52,500
 - FUNDRAISING RESEARCH \$5,000
- 508 BCA PREDEVELOPMENT EXPENSES
 - FY 16-17 REFLECTS: LOT LINE ADJUSTMENT, ENVIRONMENTAL DUE DILIGENCE, LAND USE ENTITLEMENTS, AND OWNER'S REPRESENTATIVE.
- 511 PROFESSIONAL SERVICES
 - FY 2018-19:
 - BUSINESS PLANNING AND RESEARCH (MARKET, PROFORMA, FOOD SERVICE, EDUCATION) \$21,500
 - ASSUMES ROLLING OVER ADDITIONAL 20,000 FROM FY17-18 INTO BUSINESS PLANNING LINE ITEM FOR \$41,500 TOTAL IN BUSINESS PLANNING
 - TOURISM AND PROMOTION SUPPORT - CHAMBER OF COMMERCE \$25,000
 - COMMUNITY OUTREACH SUPPORT \$20,000
- 815 TRSFERS TO CAPITAL DEV. FUND
 - FY 17-18
 - 3521 - BEAVERTON CTR FOR THE ARTS BUDGET \$1,408,243/EST \$1,038,371
 - FY 18-19
 - 3521 - BEAVERTON CTR FOR THE ARTS
- 816 TRSFERS TO REPROGRAPHICS FUND
 - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 976 RESERVE - CITY, 4% TLT, 30% GENERAL
 - RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR GENERAL PURPOSE
 - 30% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)
- 977 RESERVE - CITY, 4% TLT, 70% TOURISM
 - RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR TOURISM
 - 70% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS 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

077	PROGRAM MANAGER				59,667	1.00	27,214	84,743	1.00	84,743	1.00		
186	PROGRAM COORDINATOR				8,706		10,150						
197	EVENTS COORDINATOR				73,247	1.00	74,720	75,075	1.00	75,075	1.00		
221	SUPPORT SPECIALIST 2				51,892	1.00	54,053	58,119	1.00	58,119	1.00		
299	PAYROLL TAXES AND FRINGES				96,273		75,304	116,185		120,825			

TOTAL CLASS: 05 PERSONNEL SERVICES

289,785 3.00 241,441 334,122 3.00 338,762 3.00

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT							900		900			
307	MEMBERSHIP FEES				2,575		2,575	2,575		2,575			
317	COMPUTER EQUIPMENT							100		100			
318	COMPUTER SOFTWARE							500		500			
321	TRAVEL, TRAINING & SUBSISTENCE				4,000		4,000	4,000		4,000			
325	COMMUNITY EVENTS EXPENSE				93,650		93,297	85,650		85,650			
328	MEALS & RELATED EXPENSE				1,500		1,500	1,000		1,000			
330	MILEAGE REIMBURSEMENT				150		150	150		150			

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
- 186 PROGRAM COORDINATOR
 FY 17-18 REFLECTS THE ARTS PROGRAM 0528 TRANSFERRING FROM THE GENERAL FUND - MAYOR'S OFFICE TO THE LODGING TAX (TLT) FUND 107.
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
- 197 EVENTS COORDINATOR
- 221 SUPPORT SPECIALIST 2
- 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
 ARTS OFFICE SUPPLIES \$200
- 303 OFFICE FURNITURE & EQUIPMENT
 STANDING DESKS (2 AT \$450) FOR NEW PROGRAM MANAGER AND ONE FOR STAFF. \$900
- 307 MEMBERSHIP FEES
 PORTLAND ART MUSEUM \$2,200
 AMERICANS FOR THE ARTS \$100
 WESTSIDE CULTURAL ALLIANCE \$75
 WILLAMETTE VALLEY DEVELOPMENT OFFICERS \$200
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 MISCELLANEOUS SOFTWARE NEEDS FOR ARTS PROGRAM MANAGER \$500
- 321 TRAVEL, TRAINING & SUBSISTENCE
 ARTS PROGRAM WORKSHOPS AND TRAININGS \$1,500
 AMERICANS FOR THE ARTS ANNUAL CONFERENCE \$2,500
- 325 COMMUNITY EVENTS EXPENSE
 TEN TINY DANCES \$20,150
 BEAVERTON ARTS MIX \$23,500
 MAYOR'S BALL SPONSORSHIP & VIDEO \$10,000
 CONCERTS AT THE ROUND \$20,000
 EMERGING ARTISTS SHOWCASE PROJECT \$12,000
- 328 MEALS & RELATED EXPENSE
 ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION \$1,000
- 330 MILEAGE REIMBURSEMENT
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$150

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS 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
341	COMMUNICATIONS EXPENSE				720		720	1,200		1,200			
461	SPECIAL EXPENSE				11,000		10,747	11,000		11,000			
488	ART DEVELOPMENT EXPENSE				106,000		105,743	111,000		111,000			
523	BOARDS & COMMISSIONS EXPENSES				7,000		6,978	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES					226,795		225,910	220,275		220,275			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND				2,201		2,201	3,882		3,882			
818	TRSFERS TO ISD-ALLOCATED				16,456		16,456	18,791		18,791			
TOTAL CLASS: 25 TRANSFERS					18,657		18,657	22,673		22,673			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED				521,131			1,619,481		1,609,859			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					521,131			1,619,481		1,609,859			
TOTAL PROGRAM: 0528 ARTS PROGRAM					1,056,368	3.00	486,008	2,196,551	3.00	2,191,569	3.00		

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 341 COMMUNICATIONS EXPENSE
 - CELL PHONE CHARGES FOR 2 STAFF AT \$75 PER MONTH \$900
 - CELL PHONE UPGRADES 2 STAFF \$300
- 461 SPECIAL EXPENSE
 - ART ACQUISITION AND CITY FACILITY & REVOLVING ART DISPLAY HANGING SYSTEM IMPROVEMENTS \$6,000
 - ARTIST STIPENDS FOR SPECIAL PROJECTS \$5,000
- 488 ART DEVELOPMENT EXPENSE
 - ARTIST WORKSHOP SERIES \$5,000
 - SUBMITTABLE PLATFORM FOR ARTIST CALLS \$1,000
 - COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS \$20,000
 - DIVERSE ART OFFERINGS GRANTS FOR ARTISTS & INDIVIDUALS \$5,000
 - PUBLIC ART & PLACEMAKING \$80,000
- 523 BOARDS & COMMISSIONS EXPENSES
 - BAC BOARD EXPENSES \$2,000
- 816 TRSFERS TO REPROGRAPHICS FUND
 - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 818 TRSFERS TO ISD-ALLOCATED
 - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$18,791
- 991 CONTINGENCY - UNRESERVED

BP WORKSHEET & JUSTIFICATION

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
			296,309	2.00	3,764,406	5.00	2,796,820	3,527,604	5.00	3,527,604	5.00		
TOTAL FUND: 107 LODGING TAX (TLT) FUND													
			296,309	2.00	3,764,406	5.00	2,796,820	3,527,604	5.00	3,527,604	5.00		

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	696			27,214				27,214	17,264	44,478
107-20-0528-05-186	PROGRAM COORDINATOR		336	6		9,885	265			10,150	2,668	12,818
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,081	140		67,893	6,827			74,720	26,466	101,186
107-20-0528-05-221	SUPPORT SPECIALIST 2	1.00	2,076	140		49,163	4,890			54,053	28,906	82,959
	ARTS PROGRAM	3.00	5,189	286		154,155	11,982			166,137	75,304	241,441
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,080			100,011				100,011	32,245	132,256
107-20-0802-05-273	BCA GENERAL MANAGER	1.00	2,080			114,146				114,146	47,694	161,840
107-20-0802-05-275	TEMPORARY EMPLOYEES		86			4,617				4,617	389	5,006
	BCA FACILITY DEVELOPMENT	2.00	4,246			218,774				218,774	80,328	299,102
	**** DEPARTMENT TOTAL ****	5.00	9,435	286		372,929	11,982			384,911	155,632	540,543

0201

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
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	2,080			84,743				84,743	57,586	142,329
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,080	110		69,559	5,516			75,075	29,937	105,012
107-20-0528-05-221	SUPPORT SPECIALIST 2	1.00	2,080	110		53,853	4,266			58,119	33,302	91,421
	ARTS PROGRAM	3.00	6,240	220		208,155	9,782			217,937	120,825	338,762
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,080			106,304				106,304	42,228	148,532
107-20-0802-05-273	BCA GENERAL MANAGER	1.00	2,080			117,005				117,005	57,978	174,983
107-20-0802-05-275	TEMPORARY EMPLOYEES		258			13,932				13,932	1,168	15,100
	BCA FACILITY DEVELOPMENT	2.00	4,418			237,241				237,241	101,374	338,615
	**** DEPARTMENT TOTAL ****	5.00	10,658	220		445,396	9,782			455,178	222,199	677,377

0202

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:	BCA Gift & Contribution Fund					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2016-17	Estimated FY 2017-18	Recommended FY 2018-19	
Materials and Services	-	-	-	-	\$0	#DIV/0!
Transfers	-	-	-	-	\$0	#DIV/0!
SUB-TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Contingency			1,000,000		1,100,000	
TOTAL	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$1,000,000</u></u>	<u><u>\$0</u></u>	<u><u>\$1,100,000</u></u>	
FTE's	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

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

This is a new fund created in FY 2017-18 to deposit potential Capital Campaign Gifts for the Beaverton Center for the Art Construction Campaign.

Contingency:

Donations received directly by the City for the Center for the Arts will be received and held in this fund

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 108 BCA GIFT & CONTRIBUTION FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: PATRICK O'CLAIRE

Program Goal: For a limited period of time, provide a means whereby gifts and contributions for the Beaverton Center for the Arts can be received, acknowledged and managed with integrity and stewardship. This responsibility will shift to the Beaverton Arts and Culture Foundation as they develop their capacity.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES					
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	1,000,000	1,100,000	0
TOTAL	\$0	\$0	\$1,000,000	\$1,100,000	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$0	\$0	\$0	\$100,000	\$0
Contributions and Donations	\$0	\$0	\$1,000,000	\$1,000,000	\$0

Program Objective:

The overall objective is to create a structure and process to raise \$11.1 million over three years entirely from private sources in a Capital Campaign. This amount complements a lead donation of \$13 million from an anonymous source, conditionally pledged to the completion of the Beaverton Center for the Arts (BCA) facility. The third major portion of the funding for the project is a Special Revenue Bond repaid by Lodging Tax funds of the City. The construction budget is tentatively estimated at \$46 million.

Progress on FY 2017-18 Action Plan:

As envisioned there was no activity in this fund. The city chose to provide grants to the Beaverton Arts and Culture Foundation (BACF) as an investment in capital campaign capacity. That has proven fruitful. See below.

FY 2018-19 Action Plan:

A capital campaign is a relatively rare task for a local unit of government. While the organization has received tax exempt donations from individual and organizations from time to time, it is important for the city to partner with the Beaverton Arts and Culture Foundation (BACF) to accomplish this task. These tasks begin in spring 2017, planning continues in the early months of the 2017-18 fiscal year and then fund raising with targeted individuals and organizations commences. A later phase will involve appeals to the general public for donations and contributions.

Specific tasks include:

- Form a Capital Campaign Committee with visible and capable leadership
- Create a structure that is recognizable to donors as a nonprofit as well as confidence-inspiring with the appropriate tax status
- Use the Campaign Readiness Inventory to develop internal campaign staff capacity both within the city and within BACF
- Develop the Case for Support based upon feedback gained during the "Capital Campaign Readiness Assessment" study
- Develop appropriate policies and procedures to accept gifts and the capacity to oversee asset transfer, liquidation (if necessary) and donor acknowledgement for tax and stewardship purposes
- Establish appropriate controls and processes to receive, document and receipt donors for their gifts

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 108 BCA GIFT & CONTRIBUTION FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: PATRICK O'CLAIRE

- Establish systems for handling fund raising expense, track and monitor related expenditures and generate reports as necessary by leadership, stakeholders and management for accountability and transparency
- Develop a coordination agreement between the BACF and the City outlining the division of roles and responsibilities
- Obtain the services of qualified Campaign Counsel to monitor overall campaign activity, assist with donor requests and coaches staff and volunteer leadership of the campaign
- Develop fiscal oversight capabilities and expectations
- Create a program for on-going programmatic support for the Center for the Arts

Performance Measures:	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Create Capital Campaign Committee	August 2017	Active
Acquire the services of Campaign Counsel	July 2017	Active
Solicit and receive pledges of gifts and contributions	\$5,100,000	\$1,000,000

Performance Outcomes and Program Trends:

The Campaign Readiness Assessment and Strategic Resources Study provided an overview of the atmosphere for capital campaigns in the Portland metropolitan area with a focus on the arts. The conclusions were that, "...with enough time and care and sense of investment, the city can put in place the (experienced) staff and other resources to conduct a capital campaign." Since that time the city hired a General Manager for the Beaverton Center for the Arts, thoroughly experienced in event and facility management as well as intimately familiar with the current state of arts, music and theatre. In addition, a Director of Philanthropy was brought on board who is well versed in the capital development field and is familiar with the city. These staff resources are described in the Lodging Tax Fund portion of this budget. Information about plans for the construction of the BCA appear in the Capital Development Fund – Program 3521.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 108 BCA GIFT AND CONTRIBUTION 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														
										-100,000		-100,000		
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
										-100,000		-100,000		
CLASS: 35 MISCELLANEOUS REVENUES														
390 CONTRIBUTIONS AND DONATIONS														
										-1,000,000		-100,000	-1,000,000	-1,000,000
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
										-1,000,000		-100,000	-1,000,000	-1,000,000
TOTAL DEPARTMENT: 03 REVENUE														
										-1,000,000		-100,000	-1,100,000	-1,100,000

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 108 BCA GIFT AND CONTRIBUTION 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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					1,000,000				1,100,000		1,100,000			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					1,000,000				1,100,000		1,100,000			
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

					1,000,000				1,100,000		1,100,000			
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0207

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 108 BCA GIFT AND CONTRIBUTION 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

100,000 100,000

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

100,000 100,000

CLASS: 35 MISCELLANEOUS REVENUES
 390 CONTRIBUTIONS AND DONATIONS

1,000,000 100,000 1,000,000 1,000,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

1,000,000 100,000 1,000,000 1,000,000

TOTAL PROGRAM: 0000 UNRESTRICTED

1,000,000 100,000 1,100,000 1,100,000

TOTAL DEPARTMENT: 03 REVENUE

1,000,000 100,000 1,100,000 1,100,000

BP WORKSHEET & JUSTIFICATION

FUND: 108 BCA GIFT AND CONTRIBUTION FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

390 CONTRIBUTIONS AND DONATIONS

PLACEHOLDE ESTIMATE FOR POSSIBLE DIRECT CONTRIBUTIONS THAT MAY BE PAID TO THE CITY
THE BEAVERTON CENTER FOR THE ARTS CONSTRUCTION CAPITAL DONATION CAMPAIGN

BP WORKSHEET & JUSTIFICATION

FUND: 108 BCA GIFT AND CONTRIBUTION FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

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: 30 FUND BAL/CONTINGENCY/RESERVES													
991 CONTINGENCY - UNRESERVED													
					1,000,000			1,100,000		1,100,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					1,000,000			1,100,000		1,100,000			
TOTAL PROGRAM: 0802 BCA FACILITY DEVELOPMENT													
					1,000,000			1,100,000		1,100,000			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
					1,000,000			1,100,000		1,100,000			
TOTAL FUND: 108 BCA GIFT AND CONTRIBUTION FUND													
					1,000,000			1,100,000		1,100,000			

BP WORKSHEET & JUSTIFICATION

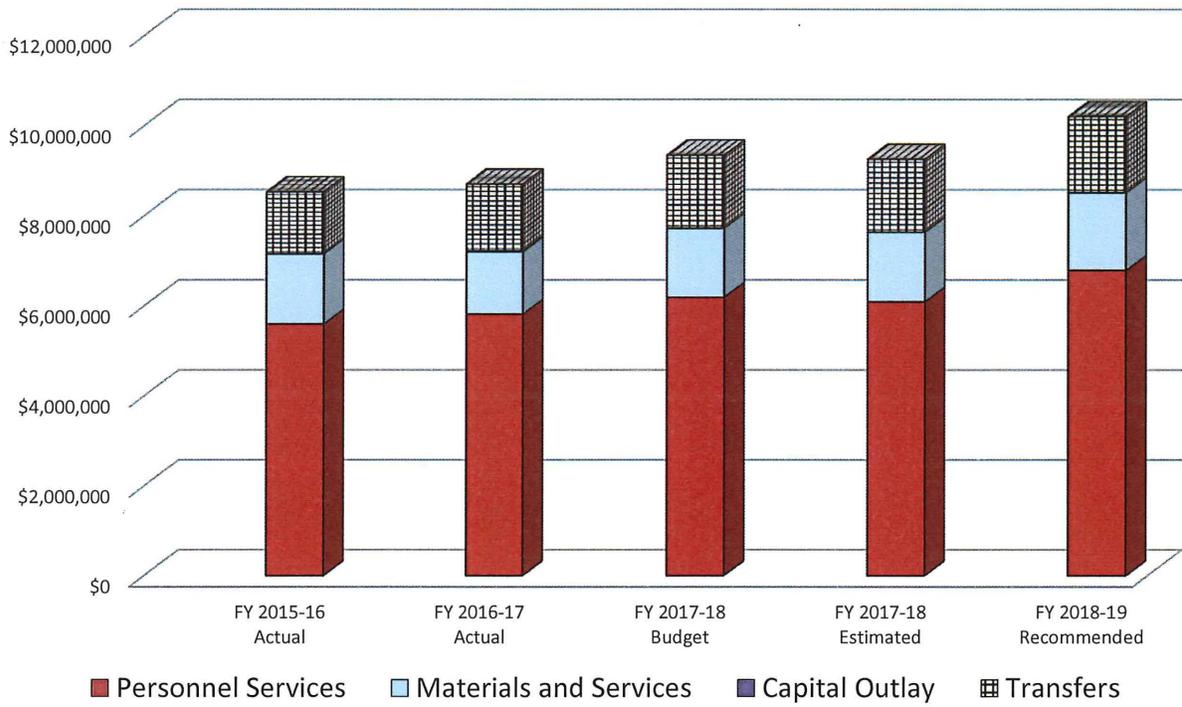
FUND: 108 BCA GIFT AND CONTRIBUTION FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991 CONTINGENCY - UNRESERVED

LIBRARY 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: CLASS	Library Fund					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
Personnel Services	\$5,592,657	\$5,813,854	\$6,187,697	\$6,087,855	\$6,786,265	9.67%
Materials and Services	1,557,814	1,383,727	1,533,737	1,546,597	1,724,436	12.43%
Capital Outlay	-	22,047	-	-	-	#DIV/0!
Transfers	1,372,295	1,477,692	1,615,636	1,615,636	1,685,958	4.35%
SUB-TOTAL	\$8,522,766	\$8,697,320	\$9,337,070	\$9,250,088	\$10,196,659	
Contingency - Reserve			734,793		521,020	
Reserve Library Trust Fund			47,614		48,300	
Reserve Equipment Replace			1,755		1,755	
TOTAL	\$8,522,766	\$8,697,320	\$10,121,232	\$9,250,088	\$10,767,734	
FTE's	67.35	68.35	68.55		70.58	

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

Personnel services:

FY 2018-19 reflects a net 2.03 FTE increase comprised of; 1.0 FTE Library Safety Monitor position, a .05 FTE Library Reference Assistant position in Youth Services, and a .18 FTE Library Reference Assistant position and a .80 FTE Library Assistant 2 position at the Branch Library to permit additional hours of operation. 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 increases for 2 self-check in machines for \$29K, security camera project \$15K and library materials \$165K

Capital Outlay:

No significant changes

Transfers:

No significant changes

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
DEPARTMENT HEAD: ABIGAIL ELDER	

MISSION STATEMENT:

To provide information, library materials, and library services to meet the needs of the community.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	67.35	68.35	68.55	70.58	0.00
PERSONNEL SERVICES	\$5,592,657	\$5,813,854	\$6,187,697	\$6,786,265	\$0
MATERIALS & SERVICES	1,571,918	1,383,727	1,533,737	1,724,436	0
CAPITAL OUTLAY	0	22,047	0	0	0
TRANSFERS	1,372,295	1,526,306	1,615,636	1,685,958	0
CONTINGENCY	0	0	784,162	571,075	0
TOTAL	\$8,536,870	\$8,745,934	\$10,121,232	\$10,767,734	\$0

(The requirements include data from the Library Trust Fund for past and the current year. Those functions are now reflected as a program of the Library Fund, beginning in FY 2016-17)

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$1,077,873	\$893,921	\$1,149,194	\$954,845	\$0
Property Taxes	2,884,692	2,999,139	3,084,999	3,443,459	0
State Library Grant	15,176	59,975	15,000	15,960	0
Wash. Co. Library Local Option Levy	5,033,436	5,542,299	5,641,939	5,825,339	0
Library Fines	245,822	204,114	150,000	130,000	0
Interest Earnings on Investments	11,824	18,458	17,600	40,400	0
Energy Efficiency Rebates	12,928	6,021	8,000	8,000	0
Contributions & Donations	12,714	27,340	32,000	32,000	0
Miscellaneous Revenue	132,097	46,632	22,500	25,500	0
Transfers from General Fund	0	0	0	292,231	0
Transfers from Library Trust Fund	0	48,614	0	0	0

Services and Trends:

Beaverton City Library has two locations: the Main Library, located at Hall and Fifth St, and the Murray Scholls Branch in the Murray Scholls Town Center. The major program areas in the budget are: Administration, including volunteer services; Technical Services; Circulation; Adult Services; Youth Services, including both children and young adults; and the Branch Library.

The Beaverton City Library is the busiest library in the Washington County Cooperative Library System (WCCLS) system, circulating 2,633,052 items in calendar year 2017. Beaverton circulates 25% of WCCLS total circulation of 10.4 million items (not including e-content). Beaverton is #2 in total circulation and #2 in total children's circulation among all libraries in the State of Oregon, only behind Multnomah County Library which has 19 locations.

In its role as the educational, cultural, and intellectual center of the community, Beaverton City Library provided more than 2000 high quality programs this year, including book discussion groups, storytimes, teen events, computer classes, concerts, lectures and visits to child care facilities. The library offers programs in English, Spanish, Japanese, Korean and Arabic.

With more than 350,000 volumes in its collection, Beaverton City Library is the backbone of the greater WCCLS system which provides library users with access to almost 1.6 million items. WCCLS has made significant investments in e-books, and Beaverton City Library assists users to access these materials on their own devices; in addition, the library offers pre-loaded e-readers for checkout.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
	DEPARTMENT HEAD: ABIGAIL ELDER

Through reciprocal agreements with other library systems, Beaverton residents have access to libraries in the Metropolitan Exchange (MLX) program covering the greater Portland metro area and to over 120 libraries statewide who participate in the Oregon Library Passport Program.

The Library receives strong support from two non-profit organizations: the New Friends of Beaverton City Library and the Beaverton Library Foundation. Together, these groups donated more than \$60,000 for library materials, equipment and programs this year.

The library conducted its first-ever satisfaction survey in November-December 2017. More than 3200 surveys were returned. Overall, 95% of respondents said they were “very satisfied” or “satisfied” with library services (2.4% had no opinion.) Other responses include:

- 97.6 % of respondents “strongly agreed” or “agreed” that they have benefited from the library.
- 84.8 % of respondents “strongly agreed” or “agreed” that they have learned something new or explored a new interest.
- 93.7 % of respondents “strongly agreed” or “agreed” that they usually find something to read or checkout.
- 94.3 % of respondents “strongly agreed” or “agreed” that the library is accessible and responsive to their needs.
- 97.1 % of respondents “strongly agreed” or “agreed” that they would recommend the library to a friend, neighbor, co-worker or family member.

Budget Highlights:

The Library continues to adjust responsibilities and align staff capabilities with its mission to serve the ever-changing interests of a diverse public. This year, the department will continue and expand staff training designed to reinforce outstanding customer service skills and stimulate innovative programs and services.

The most-requested improvement by survey respondents was to increase hours at the Murray Scholls Branch Library and to add weekend hours to both locations. In response, the proposed budget includes funding for 0.8 FTE in Circulation and 0.175 FTE in Youth Services for staffing at Murray Scholls, and 0.05 FTE in Youth Services at the Main Library. If approved, the hours for both libraries would be: Monday, Tuesday, Wednesday 10 AM to 8 PM; Thursday, Friday, Saturday 10 AM to 6 PM; Sunday 12 noon to 6 PM.

Like many public places, the Main Library has experienced a marked increase in behavior-related incidents in recent years. While library staff routinely address problem behaviors, the number and intensity of these issues now warrant a more comprehensive approach. This budget recommends adding a 1.0 FTE Library Safety Monitor consisting of two staff members covering afternoons, evenings and weekends.

The department provides services to the community by pursuing the action items of the Beaverton Community Vision Action Plan such as:

- *Community Vision Action #2: Create a Beaverton brand and market identity:* Library services and programs are branded in alignment with established marketing standards, including social media efforts, to highlight Beaverton’s standing as “The Best of Oregon.”
- *Community Vision #5: Expand outreach to underrepresented populations:* The Library offers programs, including summer reading events, at locations throughout the City of Beaverton to reach those who may not regularly visit the library or be aware of its offerings. This year, the library produced a tour of the main library in five languages that is available online. The library offers cultural programming and displays throughout the year. Programs and classes were offered in Spanish, Korean, Japanese and Arabic.
- *Community Vision Action #6: Establish a volunteer coordination program and information fair:* Library volunteers donate more than 19,000 hours of service a year, doing a variety of tasks on behalf of the library. They hail from over 20 different countries. The library was the site of the newly established annual city volunteer fair. In addition, the

CITY OF BEAVERTON, OREGON
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FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
	DEPARTMENT HEAD: ABIGAIL ELDER

library shares information about volunteer opportunities at area non-profits and helps groups to professionalize their volunteer programs.

- *Community Vision Action #7: Maintain community resource and events calendar:* The library participates in city efforts to publicize and share information about city and community events, including in the events calendar in the kiosk in front of the Main Library and on social media.
- *Community Vision Action #25: Expand community involvement in schools:* The library has a strong and vibrant relationship with area schools and homeschooling families, providing programs, tours and services tailored to teachers and students. Beaverton Library staff led the process to create a new Youth Access Card, so that students can register for a WCCLS library card at their school and access age-appropriate print and electronic materials. Library staff also increased the number of Ready, Set, Kindergarten sessions for parents whose children will start kindergarten the following year.
- *Community Vision Action #26: Promote affordable extracurricular programming:* Beaverton City Library offers more than 2200 programs a year for children, teens, adults, seniors and families. This year, the library expanded its STEM program offerings, offered drop-in and “passive” programs to accommodate patrons’ busy schedules, and expanded its arts and crafts programs for every age group.
- *Community Vision Action #33: Provide training and support for families of seniors.* The library provides reference and referral services, materials on aging and related topics, and programs for seniors and their family members. Of special note was the series “Resources for Caregivers.”
- *Community Vision Action #12: Adopt measures to reduce and prevent homelessness:* Everyone is welcome to be at the library, regardless of housing status. In addition, the library provides connections to local service agencies; computers for communication, job searching and learning. Community and government agencies offer regular office hours at the main library, offering assistance with accessing health care, housing and other social service needs.
- *Community Vision Action #35: Work with partners to expand resource fairs:* The library offers a Family Resource Fair each fall to connect young children and their families with approximately two dozen local social services and health providers. In addition, staff and volunteers provide library information at resource fairs, including Project Homeless Connect, senior fairs at the Elsie Stuhr Center, and many school open houses and education-related fairs.
- *Community Vision Action # 37: Increase library access:* Beaverton City Library-Murray Scholls expanded in early 2015, and the South Beaverton area has embraced their local library. The main library created a new Citizenship Corner at the Main Library last year to provide potential citizens with study materials, government information, and information about the library’s citizenship classes. Late this year, the library will launch the Library of Things offering games, equipment and tools for checkout.
- *Community Vision Action #38: Provide early learning resources through library:* The library provides seven story times a week, along with many other programs designed to expose children to books and language. Through its Library on Wheels program, the library visits 70 child care centers each month. Library youth services staff provide early literacy training for child care provides, parents groups and participate in the Washington County Early Learning Hub. Last year, Beaverton Library received \$40,000 in grant funds to add materials for children in five languages: Arabic, Chinese, Somali, Spanish and Vietnamese
- *Community Vision Action #39: Expand library functions, services and events:* The library has expanded its STEM programming, and has incorporated iPads and other technology into children’s programs. A new Youth Services Program Assistant position was added last year to provide outreach for Spanish-speaking families, with more than 11,000 contacts in the community in the first year.

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- *Community Vision Action #87: Develop activities and gathering spaces for teens:* With the remodeling of Murray Scholls, both library locations now have dedicated space for teens. The Teen Library Council (TLC) advises library staff on programs and services of interest to teens. The TLC also liaisons with the Library Advisory Board to provide a teen perspective to board discussions.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Effectiveness Measures				
Circulation per capita	20.5	19.4	18.6	18.5
Reference questions per capita	.50	.50	.45	.45
Visits per capita	6.0	5.6	6.0	5.8

Per capita values are based on Beaverton City Library's service population which includes parts of unincorporated Washington County. Beaverton

151,149 for FY 2015-16
153,698 for FY 2016-17
135,811 for FY 2017-18
141,671 for FY 2018-19

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	DEPARTMENT HEAD: ABIGAIL ELDER

Program Goal:

To provide the best possible library service for the community of Beaverton through the optimal utilization of all available library resources. The Beaverton City Library serves as the intellectual and cultural center of the community and helps to provide a sense of community identity.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.60	3.60	4.00	5.00	0.00
PERSONNEL SERVICES	\$405,755	\$444,820	\$475,156	\$581,609	\$0
MATERIALS & SERVICES	487,229	404,974	537,825	481,531	0
CAPITAL OUTLAY	0	22,047	0	0	0
TRANSFERS	1,289,173	1,382,422	1,529,768	1,596,131	0
CONTINGENCY	0	0	736,548	522,775	0
TOTAL	\$2,182,157	\$2,254,263	\$3,279,297	\$3,182,046	\$0

Program Objectives:

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #2: Create a Beaverton brand and market identity*
- *Community Vision Action #6: Establish a volunteer coordination program and info fair*
- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #32: Enhance youth and senior connections*
- *Community Vision Action # 34: Adopt measures to reduce and prevent homelessness*
- *Community Vision Action #37: Expand library access*
- *Community Vision Action #39: Expand library functions, services and events*

Coordinate and manage library activities to provide efficient, cost-effective services that are responsive to the needs of our diverse community. *(City Council Goal #4: Provide responsive, cost-effective service to the community.)*

Maintain an active volunteer work force supporting all areas of the library and providing an opportunity for meaningful community involvement for people of all ages and backgrounds. *(City Council Goal #1: Preserve and enhance our sense of community.)*

Connect library personnel with training and equipment to deliver outstanding customer services *(City Council Goal #8: Provide and support a highly qualified and motivated City work force.)*

Progress on FY 2017-18 Action Plan:

- The library volunteer program continues to support library services as well as provide meaningful opportunities for volunteers to engage with the library by offering new tasks/assignments and new programs for volunteers to connect with each other and the community, including a volunteer newsletter and volunteer reading challenges.
- This year, the library volunteer program began to manage the recruitment, intake, placement, training and recognition of Book Corner volunteers, formalizing a partnership that benefits the library, New Friends of the Beaverton City Library, and the volunteer community. The volunteer program will also host a portion of the staff in-service training, growing staff skills in their work with volunteers.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	DEPARTMENT HEAD: ABIGAIL ELDER

- The library developed an Action Plan to implement the goals of the Strategic Plan. Accomplishments included early literacy activities, new programs to foster love of reading, new technology competencies for library staff, and storytimes in Korean and Arabic.
- Designed and distributed a new annual library user survey to measure satisfaction and progress against the goals of the Strategic Plan. More than 3200 people participated in the survey this year.
- Moved entire library website to a new platform, conducted usability testing, and updated content.
- Reviewed and updated classification specifications for all library represented positions.
- A plan to study the spaces at the Main Library and plan for modifications to accommodate today’s library users is underway and will be finished by the end of the fiscal year.
- Collection signage and some general directional signs were updated and installed at both libraries. All library publications meet city guidelines for branding, including a new website scheduled to go live in April 2017.

FY 2018-19 Action Plan:

- Study and recommend changes in training, facilities, and services to promote the safety, security and comfort of library staff, patrons, and volunteers.
- Enact the Action Plan derived from the library’s Strategic Plan and work toward 1) Learning for Everyone; 2) serving as a Community Destination; and 3) being a Community Connector.
- Provide training and other resources for staff to promote diversity, inclusion and equity. Implement recommendations to make the library facilities and services more accommodating in accordance with the City’s forthcoming ADA Transition Plan including close captioning of the library’s tour videos which are available in five languages.
- Prioritize and plan recommendations coming from the Main Library space study plan, including future budget needs and private funding possibilities.
- Continue to support library services with volunteers as well as provide meaningful opportunities to engage with the library. In our role as a Community Connector, work with area non-profit volunteer programs to encourage meaningful support and partnership.
- Provide support and guidance for the New Friends of Beaverton City Library and the Beaverton Library Foundation as they write and enact their own Strategic Plans.
- Expand the new “Library of Things” collection for residents to check out. This item is called out in Community Vision Action #39 and is a top priority for the Library Advisory Board.
- Refine and distribute the annual user survey; use the results to inform decisions about future library services and programs.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	DEPARTMENT HEAD: ABIGAIL ELDER

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed

Workload Measures

Provide direct customer transactions (total of circulation, reference questions, program attendance, and enrollment in summer reading program).	3,484,740	3,204,366	3,200,000 / 2,824,604	2,700,000
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Efficiency Measures

Total Volunteer hours	20,000	19,000	19,250 / 24,200	25,000
Main Library	16,500	15,500	15,600 / 4,400	14,500
Branch Library	4,500	3,500	3,650 / 3,250	3,300
Book Corner			0 / 6,500	7,200

Performance Outcomes and Program Trends:

The residents of Beaverton will receive excellent customer service when they visit the Beaverton City Library. They will have convenient access to current books, periodicals, media such as CDs & DVDs, and technology including public use computers, Wi-Fi access, informational databases, and downloadable media and e-books. Library staff will assist the public in the access, use and evaluation of these resources.

Like many public libraries, the Beaverton City Library has seen a decline in use in part to an improving economy, and a shift toward personal devices and e-books. Both Beaverton locations have also been affected by the opening of the new Aloha Library and expanded hours and services by other neighboring libraries. In addition, the library's collection budget has been reduced by 35% since 2013, which limits the materials available for local residents. To align with other WCCLS libraries, Beaverton changed the checkout period for most DVDs from seven days to 21 days which resulted in a small decline in DVD circulation as patrons did not have to renew items as often.

Revenue Trends:

The Beaverton Library has two significant and stable sources of funding (97%). The City's operating levy is shared with the Library, providing about 33¢ per \$1000 assessed valuation (AV) annually, totaling approximately \$3 million each year. In addition, Washington County provides support for Beaverton and other members of the WCCLS, through its General Fund resources as well as a local option levy of 22¢ per \$1000 AV. The base of both sources are expected to increase by approximately 4% annually due to rising property values in Washington County. The local option levy continues until June 2021 and a renewal opportunity will likely be offered to voters at the fall 2020 election.

WCCLS eliminated overdue fines for children's materials and adjusted the fine rate for adult and teen materials at the beginning of this fiscal year, reducing the fine revenue that the library receives each year.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0552 TECHNICAL SERVICES	DIVISION MANAGER: MICHELE CALDWELL

Program Goal:

To purchase and process all library materials, including electronic databases, in a timely, cost-effective manner so that materials will be readily accessible for public use.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	7.75	7.75	7.75	7.75	0.00
PERSONNEL SERVICES	\$639,570	\$655,637	\$698,431	\$733,788	\$0
MATERIALS & SERVICES	24,894	24,215	24,000	24,000	0
CAPITAL OUTLAY					
TRANSFERS	10,631	11,325	18,165	19,408	0
TOTAL	\$675,095	\$691,177	\$740,596	\$777,196	\$0

Program Objective:

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #32: Enhance youth and senior connections*
- *Community Vision Action #38: Provide early-learning resources through the library*
- *Community Vision Action #39: Expand library functions, services and events*

Ninety percent of all new library materials will be available for circulation within 30 days of receipt and high demand material will be available within one week of receipt. All items to be withdrawn from the collection will be deleted from the catalog in a timely manner.

Adapt new technologies and vendor services into department workflows to improve efficiency. Incorporate new cataloging and processing procedures as needed to add new formats such as e-books, e-readers and Library of Things materials to the library collections.

Maintain an active volunteer work force to assist in the processing, repair, and maintenance of library materials.

Progress on FY 2017-18 Action Plan:

- Kept collection inventories up-to-date using reports available in Polaris, the library's catalog system. Continued to withdraw outdated, unused materials from all collections.
- Continued to develop packaging and processing for materials as new formats, especially Library of Things items, were added to library collections for use by the public.
- Partnered with WCCLS to send Spanish speaking librarians to Guadalajara, Mexico to purchase cost-effective Spanish language materials not available in US markets, and created new processes adopted countywide. Continued to improve access to materials in languages other than English; the library collects materials in over 20 languages.
- As a division, worked to align internal goals with the library's strategic plan and contributed to the library-wide action plan.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0552 TECHNICAL SERVICES	DIVISION MANAGER: MICHELE CALDWELL

FY 2018-19 Action Plan:

- Continue to keep collection inventories up-to-date using reports available in Polaris and performing regular weeding of collections. Complete the WCCLS “Bib Overlay Project” to review old bibliographic records in the catalog and update or replace them with newer records. Beaverton will process about 20,000 records by project end.
- Continue to develop packaging and processing for new formats and expand the Library of Things collections that were launched in FY 17-18.
- Continue to align internal goals with the library’s strategic plan and implement the library-wide action plan.
- Interlibrary loan services were moved to Technical Services in FY 2016-17. Continue to update and streamline processes to provide excellent customer service to library patrons and partnering libraries across the country.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Workload Measures				
Total Number of items added to collection	52,000	43,464	43,500 / 43,500	43,5000
Total Number of items withdrawn from collection	68,000	70,711	56,000 / 55,000	50,000
Interlibrary loans borrowed from other libraries	4,172	3,963	4,000 / 3,800	3,800
Interlibrary Loans lent to other libraries	3,828	3,142	3,800 / 3,100	3,100
Effectiveness Measures				
Total number of items in collection	392,717	365,470	383,628 / 353,970	347,470

Performance outcomes and Program Trends:

Customers will have quick access to best sellers and other high priority materials. They will have access to a large collection of materials that are organized, packaged and labeled in a manner that allows users to easily identify items in the catalog and locate materials throughout the library.

The catalog will be up-to-date and accurately represent library holdings and inventory. Regular, timely removal of inactive inventory records is performed to maintain catalog accuracy. Library materials are collected in 20 languages, with language-appropriate cataloging and access including a Spanish-language catalog interface.

On-going weeding of library collections ensures that materials available to the public are up-to-date and relevant. Selected withdrawn library items are offered for sale through the New Friends of Beaverton City Library. Children’s materials are donated to partner agencies through the library’s Pediatric Partners program or given away during the annual Beaverton parade. Materials that cannot be reused are recycled.

Volunteers continue to play an integral role in the Technical Services Division’s ability to meet demands for new materials and in the maintenance and repair of items, as well as the removal (“weeding”) of materials from collections.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0553 CIRCULATION	DIVISION MANAGER: MELISSA LITTLE

Program Goal:

To provide library users with courteous and efficient access to materials.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	25.40	25.40	24.60	24.60	0.00
PERSONNEL SERVICES	\$1,841,969	\$1,931,385	\$2,069,650	\$2,131,419	\$0
MATERIALS & SERVICES	61,974	52,791	71,865	103,205	0
CAPITAL OUTLAY					
TRANSFERS	10,968	13,620	14,311	15,526	0
TOTAL	\$1,914,911	\$1,997,796	\$2,155,826	\$2,250,150	\$0

Program Objectives:

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #37: Increase library access*
- *Community Vision Action #39: Expand library functions, services and events*

Provide directional and informational assistance and give a friendly welcome to all library users; provide prompt and courteous checkout of library materials, including both self-service and personal service options; issue library cards and maintain patron accounts including collection of overdues and other fees.

Check in and re-shelve library materials promptly and efficiently; process and shelve holds for patron pick up within 24-hours of delivery; support intra-library borrowing of materials among WCCLS member libraries.

Support Adult Services and Youth Services staff through programming assistance, collection maintenance, and providing basic reference and reading recommendations to patrons.

Progress on FY 2017-2018 Action Plan:

- Expanded access to library services by registering people for new library cards during outreach events. Additionally, Circulation staff are in front of the library on many Farmers' Market Saturdays to share information with patrons about library services and programs.
- As part of the library Action Plan, updated library classification specifications and Circulation Division position titles to better reflect the work being done and to accommodate new duties and responsibilities in the future.
- Sought to develop better communication and working relationships with other city staff, especially coordination during city events that occur inside the library or on the grounds. In addition, the city new employee orientation now includes a short segment on library services so new city employees are aware of the resources available to them.
- Developed a Staff Recommends program and increased displays on the first floor, increasing circulation of the highlighted materials.
- Worked with WCCLS to incorporate a new overdues fine structure passed in summer 2017. This change has reduced some barriers to library use for young patrons, and has resulted in lower fine revenue.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0553 CIRCULATION	DIVISION MANAGER: MELISSA LITTLE

- Worked with WCCLS to move the Cultural Pass to Adventure program online. This improvement in customer convenience has resulted in increased usage countywide.
- Worked with WCCLS to offer on-line registration for a library card that allows access to databases, eBooks, and other digital resources, including the creation of policies, procedures, and marketing for this new service.
- Worked with Youth Services staff at Beaverton and other WCCLS libraries to create a new county-wide card type called the Youth Access Card. Intended for use with school classrooms, this card eliminates some of the barriers that students encounter when accessing public library services.
- Modified work flows to accommodate the new countywide automated handling system (AMH) and changes in WCCLS courier delivery.

FY 2018-19 Action Plan:

- Create a training checklist and curriculum for all new library employees to ensure the consistency of patron experience.
- Develop training competencies for all library employees in the county, in cooperation with staff from all WCCLS libraries.
- Implement a new scheduling software for circulation staff to ensure that we are using staff resources effectively. Train other library divisions to use the new software when/if they migrate to the system.
- Develop a better system to maintain the collection appearance and order. Previously the incredibly high volume of the library did not allow for stacks maintenance, a standard operating procedure for libraries. Now that are staffing levels better meet the library volume, we will be including this process.
- Self-check machines at the Main Library are more than 10 years old, and need to be replaced. This budget proposes that a small number of machines be replaced in FY18-19, and that a regular replacement schedule be established for future years.
- In cooperation with other WCCLS libraries, implement an online payment option for fines and fees. Create procedures and training.
- Implement new library catalog software that will allow library staff to check-out materials to patrons outside of the library building, such as outreach events, city picnics and resource fairs.

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Workload Measures*				
Annual circulation of library materials at the Main Library (by fiscal year)	2,479,858	2,116,676	2,400,000 / 1,970,000	1,970,000
Annual Number of library cards issued	7,813	8,125	8,000 / 8,000	8,000
Annual number of customers entering library building (gate count)	644,450	588,078	600,000 / 575,000	575,000
Annual number of holds picked up at Main Library	329,460	294,386	300,000 / 288,000	288,000

*Workload measures are only for the Main Library. The Branch provides its own measures in its divisional goals and objectives.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0553 CIRCULATION	DIVISION MANAGER: MELISSA LITTLE

Program Outcomes and Program Trends:

The Main Library continues to be busiest single public library in Oregon as measured by first-time circulation. As is the national trend, circulation of materials continues to decrease at Beaverton Main Library.

The addition of automated materials handling (AMH) at WCCLS may have a large impact on the work flows and staffing needs in the Library Assistant I classification. Library staff and management are monitoring the situation and may adjust staffing levels as positions become vacant.

Beaverton City Library, along with WCCLS member libraries, have made great strides in moving services online to allow for remote usage. Patrons are now able to register for a library card online and begin using that card immediately to access library databases and e-content.

Similarly, providing Cultural Pass services online means that patrons can reserve and print a pass from anywhere and no longer come to the library to check out the pass. This change has greatly increased the ease of using a Cultural Pass; however, the increased usage means that some cultural institutions may drop out or renegotiate their participation the Cultural Pass program.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0554 ADULT SERVICES	DIVISION MANAGER: LINDA FALLON

Program Goal:

To serve the community by developing a collection of reference, fiction and nonfiction materials in a variety of formats, both print and electronic; to provide access to timely information; to provide answers and instructions in the use of library resources; to promote lifelong learning through a variety of programs and services and to make the library services and resources accessible to all customers.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	10.95	10.95	9.95	9.95	0.00
PERSONNEL SERVICES	\$1,085,429	\$1,029,654	\$1,046,105	\$1,131,848	\$0
MATERIALS & SERVICES	680,285	540,541	553,910	748,051	0
CAPITAL OUTLAY					
TRANSFERS	21,942	27,447	21,467	22,734	0
TOTAL	\$1,787,656	\$1,597,642	\$1,621,482	\$1,902,633	\$0

Program Objectives:

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action# 5: Expand outreach to underrepresented populations*
- *Community Vision Action #26: Promote affordable extracurricular programming*
- *Community Vision Action #31: Expand senior activities, classes and connections*
- *Community Vision Action #39: Expand library functions, services and events*

Satisfy the information needs of community members by providing a collection of reference materials in a variety of formats. Instruct customers in the use of reference materials, including print resources, electronic media and online databases. Help patrons obtain free, quality, digital information on a variety of subjects and formats.

Offer a collection of print and digital fiction and nonfiction materials that reflect the diverse tastes, interests, cultures and languages of the community. Connect patrons to resources, community, and the world of information through displays, individual interactions, programming and community outreach.

Present free and low-cost programs that fulfill the educational, recreational, informational and cultural needs of the community, working with other organizations when appropriate.

Progress on FY 2017-18 Action Plan:

- Provided services, programs, and outreach that attract, represent and celebrate the cultural diversity of the Beaverton community.
- Provided services, programs and outreach that help develop a community of readers, inspire creativity and lifelong learning, and help adults of all ages improve their quality of life.
- Participated in the development and launch of a "Library of Things" collection for residents to check out.
- Evaluated, revised and updated public workshops, individual help, classes and other learning options related to technology and information literacy.
- Partner with agencies and non-profits to provide needed social services to patrons in need. Some partners, including Community Action and Care Oregon, even have "office hours" at the library.
- Developed outreach opportunities to extend services, activities and programs for adults in settings outside the library.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0554 ADULT SERVICES	DIVISION MANAGER: LINDA FALLON

- Worked to align internal goals with the library’s Strategic Plan and helped implement the library-wide Action Plan.
- Worked with other Washington County libraries to develop policies and procedures that ensure patron satisfaction.

FY 2019-2018 Action Plan

- Provide services, programs, and outreach that attract, represent and celebrate the cultural diversity of the Beaverton community.
- Provide services, programs and outreach that help develop a community of readers, inspire creativity and lifelong learning, and help adults of all ages improve their quality of life.
- Seek opportunities to partner with other agencies and organizations in order to extend services, activities and programs for adult.
- Provide workshops, individual help, classes and other learning options related to technology and information literacy.
- Actively seek outreach opportunities to extend services, activities and programs for adults in settings outside the library
- Work to align internal goals with the library’s Strategic Plan and help implement the library-wide Action Plan.
- Work with other WCCLS libraries to develop policies and procedures that ensure patron satisfaction.

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-2019
	Actual	Actual	Budgeted/Revised	Proposed
Demand Measures				
Number of reference questions answered	39,698	32,894	29,000 / 26,000	26,000
Number of non-reference patron interactions at Adult Service desks	83,000	27,000	25,000 / 25,000	25,000
Workload Measures:				
Number of adult services public programs	216	200	220 / 220	225
Number of outreach visits to adults	NA	NA	50 / 30	40
Number of outreach contacts to adults	NA	NA	750 / 525	750
Effectiveness Measures:				
Circulation of adult materials	1,190,000	1,010,000	909,000 / 890,000	875,000
Number attending adult programs	5,000	4,500	5,000 / 4,500	4,500

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0554 ADULT SERVICES	DIVISION MANAGER: LINDA FALLON

Performance Outcomes and Program Trends:

The Library provides a deep and diverse collection of materials in a variety of formats and languages. This collection is extended through the use of interlibrary loans. Library staff gives accurate and timely reference assistance in person, online and by telephone.

The Adult Services Division has 45 computers available for public use, provides Wi-Fi connectivity for user devices and offers wireless printing. The library offers individual appointments with volunteer "Tech Tutors" who assist adults one-on-one with a wide variety of technology projects.

Downloadable media, especially eBooks, continue to be popular. Library users can check-out and reserve eBooks and digital audio books offered by Washington County Library Services. Library reference staff instruct individuals on how to use the online e-content services and assist WCCLS with development of the collection. Not surprisingly, downloadable media has contributed to the decline in the yearly checkout of print and media materials for adults.

The Adult Services division works with other organizations and groups to provide programs and services including Beaverton Civic Theatre; Easter Seals Latino; Hispanic Metropolitan Chamber; Interactive Museum of Gaming & Puzzlery; Iraqi Society of Oregon; IRCO; SHINE Program; Lutheran Community Services NW; Mission: Citizen; Portland Community College; People, Places, Things; and Oregon Council for the Humanities; among others.

Volunteers donated nearly 950 hours this year to the Adult Services division, helping to maintain excellent collections, deliver quality programs, and provide computer instruction.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0555 YOUTH SERVICES	DIVISION MANAGER: VICTORIA CAMPBELL

Program Goal:

To promote the joy of reading and the value of library resources to the children and teens of Beaverton and their caregivers. To provide programs and materials that will encourage children and teens to become lifelong learners and library users.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	9.35	10.35	11.45	11.50	0.00
PERSONNEL SERVICES	\$863,737	\$948,386	\$1,089,516	\$1,191,879	\$0
MATERIALS & SERVICES	36,491	75,346	45,160	52,154	0
CAPITAL OUTLAY					
TRANSFERS	21,550	21,338	31,925	32,159	0
TOTAL	\$921,778	\$1,045,070	\$1,166,601	\$1,276,192	\$0

Program Objectives:

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #5: Expand outreach to underrepresented populations*
- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #25: Expand community involvement in schools*
- *Community Vision Action #38: Provide early-learning resources through library*
- *Community Vision Action #39: Expand library function, services and event*
- *Community Vision Action #87: Develop activities and gathering spaces for teens*

Introduce books and reading to the infant, toddler, and preschool population of Beaverton and their caregivers through diverse collections, high quality story times, and daycare center visits. Prepare children to be ready to read and ready to learn when they enter Kindergarten.

Promote the excitement and value of reading and library resources to students from kindergarten through twelfth grade by providing high quality reference and readers advisory services, dynamic programs, and instructional library tours to groups. Promote reading and library use through outreach to schools, Head Start programs, pediatrician offices and other locations.

Provide young adults (Grades 6-12) with an excellent collection of print and electronic resources that fulfills popular interests and supports their educational, cultural and informational needs. Collections include over twenty languages of materials for children.

Encourage reading and library use when school is not in session. Promote the annual Summer Reading Program including reading incentives and special events for children and teens from infant through twelfth grade.

Engage volunteers and unpaid interns with the youth services division. Volunteers provided more than 3600 hours of service at the Main Library by helping staff prepare for and assist with programs, providing Homework Help and registering children for Summer Reading each summer. Volunteers provided more than 950 hours for youth services at Murray Scholls last year.

Provide teens with a room that is enjoyable, safe and helpful for the diverse needs of that age group. The room is an attractive and appealing place for teens to spend time as well as a useful site for homework and research. Involve teens in developing programs and services, utilizing the Teen Library Council, surveys and other opinion gathering activities when planning programs and developing policies.

Publicize special events through media, schools, websites, social media and other outlets.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0555 YOUTH SERVICES	DIVISION MANAGER: VICTORIA CAMPBELL

Progress on FY 2017-18 Action Plan:

- Finished grant-funded project with the Beaverton School District to provide kindergarten readiness programs and materials for families.
- Finished grant-funded project with Washington County Early Learning to purchase materials for children in five languages: Arabic, Chinese, Somali, Spanish and Vietnamese.
- Aligned internal goals with the library’s Strategic Plan and help implement the library-wide Action Plan.
- Evaluated and integrated procedures and policies at both library locations to ensure for a more consistent customer experience and realize efficiencies.
- Worked with other Washington County libraries to develop policies and procedures that ensure patron satisfaction, including the development of a new Youth Access Card and the rollout of online tutoring software.

FY 2018-19 Action Plan:

- Continue to invest in Ready Set Kindergarten programs in cooperation with the Beaverton School District.
- Expand the 1000 Books before Kindergarten, including grant funds from the Juan Young Trust distributed by the Cedar Mill Community Library.
- Research and create a curriculum that utilizes STEM and coding toys for programs and outreach.
- Study and implement innovative new teen services.
- Promote and provide access to new online tutoring software (BrainFuse) offered through WCCLS.
- Expand the juvenile Library of Things collection at both library locations.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Demand Measures: (Main Library)				
Number of reference questions answered	25,157	23,013	22,000 / 21,250	21,500
Number of non-reference patron interactions	37,250	26,474	26,000 / 26,000	26,000
Workload Measures: (Both Libraries)				
Number of programs offered	1,387	1,497	850 / 900	900
Number of outreach visits	795	935	937 / 1,000	1,100
Number of volunteer homework helper hours	550	480	450 / 450	450
Effectiveness Measures:				
Attendance at programs (both libraries)	51,646	44,824	48,000 / 42,000	40,000
Outreach contacts to children, teens, and parents at schools and other locations (both libraries)	26,626	35,645	28,000 / 40,000	40,000
Enrollment in Summer Reading Program (both libraries)	7,789	7,578	7,850 / 7,800	7,800
Circulation of Children’s and Young Adult Materials (Main Library only)	1,252,331	1,119,179	1,000,000 / 1,000,000	900,000

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0555 YOUTH SERVICES	DIVISION MANAGER: VICTORIA CAMPBELL

Performance Outcomes and Program Trends:

The library was awarded Beaverton School District's WE award for District Community Partner of the Year in 2015. Staff currently participate in eight school district community partnership teams, which have creative new opportunities to connect to schools. Of special note is that Youth Services staff visit kindergarten round ups, and are working with the Beaverton School District's Early Learning Committee to provide additional kindergarten readiness programs, like 1,000 Books before Kindergarten. Requests for outreach in Spanish by community partners are filled by our Outreach Program Assistant position and include bilingual and Spanish Early Literacy Workshops, Baby Early Literacy Storytimes, Latino Parent Group Presentation, WIC Storytimes and Head Start Storytimes.

Youth Services staff continue provide early literacy/learning workshops and early literacy tips at story times to assist parents as they guide their future students to become ready for Kindergarten, in accordance with best practices set by the Oregon State Library. Staff also continue to provide early literacy training offsite at Head Starts, mom's groups, and at Beaverton School District's Early Learning Committee target schools. Library staff provided early literacy training for parents in BSD's Continuing Education for Young Parents program and mentored teens at a local high school to build resume and interviewing skills. Youth Services will continue to slightly reduce the number of programs held inside the library in order to provide more outreach services beyond the library walls.

Teen room and programs continue to be popular. The Beaverton Library Foundation sponsored two annual writing contests, and the New Friends of Beaverton City Library sponsored the annual Teen Art Show. The Homework Help program for Grades 6-12 helped over 75 students a month during the school year. The Teen Library Council continues to be involved in decisions related to teen services in a variety of ways. They provide feedback on library services, plan and execute library programming for teens and children, promote library services amongst their peers, give input on the design of teen spaces at the library.

As local schools become Future Ready, the youth services division will need to continually increase the resources available electronically and provide access to those resources. Oregon Battle of Books titles are available for children and teens from two different ebook services, on Kindles that can be checked out from the library, as well as in audiobooks and print formats. Youth services staff is working with Beaverton School District to offer library cards to students.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0558 BRANCH LIBRARY	DIVISION MANAGER: VICTORIA CAMPBELL AND MELISSA LITTLE

Program Goal:

To provide the best possible library services to Southwest Beaverton and its surrounding areas.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	10.30	10.30	10.80	11.78	0.00
PERSONNEL SERVICES	\$756,197	\$803,972	\$808,839	\$1,015,722	\$0
MATERIALS & SERVICES	\$266,350	\$264,010	\$268,977	\$282,495	\$0
CAPITAL OUTLAY					
TRANSFERS	\$18,031	\$21,540	\$0	\$0	\$0
TOTAL	\$1,040,578	\$1,089,522	\$1,077,816	\$1,298,217	\$0

Program Objective:

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #38: Provide early-learning resources through library*
- *Community Vision Action #39: Expand library function, services and events*
- *Community Vision Action #87: Develop activities and gathering spaces for teens*

Provide residents of all ages with an excellent collection of print and electronic resources that fulfills popular interests and supports their educational, cultural and informational needs.

Introduce books and reading to the infant, toddler, and preschool population of Beaverton and their caregivers through diverse collections, high quality story times, and other services. Prepare children to be ready to read and ready to learn when they enter Kindergarten.

Promote the excitement and value of reading and library resources to students from kindergarten through twelfth grade by providing high quality reference and readers advisory services, dynamic programs, and instructional library tours to groups.

Encourage reading and library use when school is not in session. Promote the annual Summer Reading Program including reading incentives and special events for children and teens from infant through twelfth grade.

Shrink the digital divide by offering public use computers, Wi-Fi connectivity, and wireless printing.

Engage volunteers with opportunities for meaningful involvement that supports all areas of the library and its services.

Progress on FY 2017-18 Action Plan:

- In partnership with other WCCLS libraries, supported the rollout of new online tutoring software.
- Worked with other WCCLS libraries to create and launch a new Youth Access library card, intended to improve access to the library by schoolchildren.
- As part of the Circulation and Youth Services Divisions, worked to align internal goals with the library's Strategic Plan and help implement the library-wide Action Plan.
- Evaluated and integrated procedures and policies at both library locations to ensure for a more consistent customer experience and realize efficiencies.
- Participated in the research, planning and implementation of the Library of Things collections.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0558 BRANCH LIBRARY	DIVISION MANAGER: VICTORIA CAMPBELL AND MELISSA LITTLE

- Circulation staff at Murray Scholls assisted with outreach activities that educate non-users of services available at the library, and provide limited support for programs and events inside the library.
- Worked with WCCLS to move the Cultural Pass to Adventure program online. This improvement in customer convenience has resulted in increased usage county-wide.
- Worked with WCCLS to offer on-line registration for a library card that allows access to databases, eBooks, and other digital resources. Circulation staff worked with the county to create policy, procedures, and marketing for this new service.
- Worked with Youth Services staff at Beaverton and other WCCLS libraries to create a new county-wide card type called the Youth Access Card. Intended for use with school classrooms, this card eliminates some of the barriers that students encounter when accessing public library services.
- Modified work flows to accommodate the new countywide automated handling system (AMH) and changes in courier delivery.
- In response to patron requests, installed a scanner for public use at the branch library.

FY 2018-19 Action Plan:

- Support the expansion of the newly created Library of Things collections, and assist library patrons in their use of the collection.
- In cooperation with other WCCLS libraries, implement an online payment option for fines and fees. Create procedures and training.
- Implement new software that will allow library staff to check-out materials to patrons outside of the library building, such as outreach events, city picnics and resource fairs.
- Work with local schools and teacher-librarians to provide the new Youth Access library card to students.

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Demand Measures				
Number of customers entering the Branch (gate count)	254,693	233,155	250,000 / 260,000	260,000
Annual number of holds picked up at Branch	150,063	138,423	140,000 / 135,000	135,000
Number of reference questions answered	16,610	14,818	14,000 / 15,550	15,750
Total Internet user sessions (New measure)	16,152	13,435	13,000 / 13,500	13,500
Workload Measures				
Annual Circulation of Library Materials	750,466	684,992	700,000 / 655,000	655,000
Annual number of library cards issued	2,076	1,871	2,000 / 2,100	2,200
Effectiveness Measures				
Circulation of Children's and Young Adult Materials (Murray Scholls only)	468,433	428,098	440,000 / 411,000	394,000

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0558 BRANCH LIBRARY	DIVISION MANAGER: VICTORIA CAMPBELL AND MELISSA LITTLE

Performance Outcomes and Program Trends:

Opened in 2010 and expanded in 2015, the Murray Scholls branch library serves the neighborhoods of South Beaverton and beyond. Development in South Cooper Mountain will potential users for this library, and the City may wish to consider another expansion or relocation of this branch library at some point. The current lease for the space goes through January 2026.

Many program expenses were shifted to other Library programs demonstrating the inter-connectedness of the programs, including the use of staff. Most of the expenses remaining in this program are staff nominally assigned to the M-S branch or are facility related expenses such as janitorial services and common area maintenance charges.

Materials, services and programs for children and teens will continue to be a major focus for this location.

Murray Scholls Branch Library provides computers available for public use, along with Wi-Fi wireless printing for patrons' devices. Library staff provided some limited software and hardware assistance to patrons.

Downloadable media, especially eBooks, continue to be popular. Library users can check-out and reserve eBooks and digital audio books offered by Washington County Library Services. Not surprisingly, downloadable media has contributed to the decline in the yearly checkout of print and media materials.

Beaverton City Library, along with WCCLS member libraries, have made great strides in moving services online to allow for remote usage. Patrons are now able to register for a library card online and begin using that card immediately to access library databases and e-content.

Similarly, providing Cultural Pass services online means that patrons can reserve and print a pass from anywhere and no longer come to the library to check out the pass. This change has greatly increased the ease of using a Cultural Pass; however, the increased usage means that some cultural institutions may drop out or renegotiate their participation the Cultural Pass program.

Volunteers of all ages continue to play an essential role making sure that items on hold and popular collection materials are ready for patron checkout, and assist with library programs for all ages. They will continue to be an integral part of the work that is accomplished at Murray Scholls.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0559 LIBRARY TRUST	DEPARTMENT HEAD: ABIGAIL ELDER

MISSION STATEMENT:

The Library Trust Fund accounts for specific donations and contributions received by the library and for the expenditures of said funds. Expenditures in this fund are reviewed by the Library Board and must be included in the City budget, which is approved by the City Council. The Trust Fund money is expended exclusively for the benefit of the Beaverton City Library for books, programs, equipment, materials and other property used by the library, but not for salaries of library personnel.

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	14,695	21,850	32,000	33,000	0
CAPITAL OUTLAY					
TRANSFERS	0	48,614	0	0	0
CONTINGENCY	0	0	47,614	48,300	0
TOTAL	\$14,695	\$70,464	\$79,614	\$81,300	\$0

(The requirements shown above reflect the Library Trust Fund 702 for the previous year actual columns. That fund is now closed and all donations appear in the Library Fund 115.)

Services and Trends:

Trust Fund revenues can vary significantly from year to year, as they depend on donations made by the individuals, the Beaverton Library Foundation and the New Friends of the Beaverton City Library. These funds are usually designated to support the Summer Reading Program and other special projects. Funds donated in honor or in memory of a loved one are expended as requested by the donors. General, non-specific donations are accounted for separately from Library Trust Donations. Approximately \$31,000 in new funds are expected in the coming year.

Progress on FY 2018-19 Action Plan:

- The Beaverton Library Foundation donated funds used to support the annual Summer Reading Program helping to make it one of the most successful in the state. Their contribution provided a free book to every child that reads at least 15 hours during the summer.
- Numerous individuals donated funds in honor or in memory of a loved one; those monies were used to purchase books and other items as requested by the donor and acknowledged with a bookplate placed in the book or other recognition.
- The New Friends of Beaverton City Library (NFBCL) donated more than \$48,000 to the Library Trust Fund this year. Funds will provide a number of enhancements and services, including: coding equipment for children and teens; new tables for the Cathy Stanton Room; a new disc polisher for DVDs; and technology for a computer with high-end media equipment for public use.
- The Library Volunteer Manager is now responsible for the recruitment, evaluation and recognition of people who volunteer at the NFBCL Book Corner. This change has provided a more consistent and professional volunteer experience for NFBCL volunteers while helping the library offer more volunteer opportunities to interested residents.

FY 2018-19 Action Plan:

- The Trust Fund will continue to be the depository and expenditure mechanism for gifts and donations made to the library. The library does not actively solicit for these donations.
- Provide support and guidance for the New Friends of Beaverton City Library and the Beaverton Library Foundation as they write and enact their own Strategic Plans.
- Continue to recruit, place, evaluate and recognize volunteers working with NFBCL.
- The Beaverton Library Foundation will continue their commitment to Summer Reading with a donation this year. The New Friends of Beaverton City Library will also donate funds to the Trust Fund for designated purchases.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY 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

	-1,077,873		-893,921		-1,149,194		-1,149,194	-1,149,194	-922,274		-954,845			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,077,873		-893,921		-1,149,194		-1,149,194	-1,149,194	-922,274		-954,845			
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-722		-1,229		-1,000		-1,705	-2,000	-2,000		-2,000			
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02306 311 PROPERTY TAXES - CURRENT YEAR

	-2,851,956		-2,965,882		-3,063,999		-2,994,041	-3,079,932	-3,421,459		-3,421,459			
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312 PROPERTY TAXES - PRIOR YEARS

	-32,014		-32,028		-20,000		-15,964	-20,000	-20,000		-20,000			
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TOTAL CLASS: 10 TAXES

	-2,884,692		-2,999,139		-3,084,999		-3,011,710	-3,101,932	-3,443,459		-3,443,459			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

			-39,433											
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328 GRANTS - STATE

	-15,176		-20,542		-15,000		-15,960	-15,960	-15,960		-15,960			
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329 OTHER INTERGOVERNMENTAL REV

	-5,033,436		-5,542,299		-5,641,939		-5,732,291	-5,641,939	-5,825,339		-5,825,339			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-5,048,612		-5,602,274		-5,656,939		-5,748,251	-5,657,899	-5,841,299		-5,841,299			
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CLASS: 30 FINES & FORFEITURES

372 LIBRARY FINES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY 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
	-245,822		-204,114		-150,000		-111,405	-138,000	-130,000		-130,000			
TOTAL CLASS: 30 FINES & FORFEITURES														
	-245,822		-204,114		-150,000		-111,405	-138,000	-130,000		-130,000			
CLASS: 35 MISCELLANEOUS REVENUES														
381 RENTAL OF CITY PROPERTY														
	-2,900		-1,500		-1,000		-1,400	-1,000	-1,000		-1,000		-1,000	
383 SALE OF LIBRARY BOOKS														
	-682		-553		-500		-730	-500	-500		-500		-500	
384 INVESTMENT INTEREST EARNINGS														
	-11,824		-18,458		-17,600		-16,249	-28,400	-40,400		-40,400		-40,400	
389 MISCELLANEOUS REVENUES														
	-24,175		-28,905		-21,000		-21,817	-24,000	-24,000		-24,000		-24,000	
390 CONTRIBUTIONS AND DONATIONS														
	-2,837		-980		-1,000		-9,274	-12,000	-1,000		-1,000		-1,000	
399 REIMBURSEMENTS - OTHER														
			-590				-1,375	-985						
753 ENERGY EFFICIENCY REBATES														
	-12,928		-6,021		-8,000		-5,884	-8,000	-8,000		-8,000		-8,000	
756 PERS RSRV DISTRIB-NON GAAP REV														
	-84,136													
757 MED/LIFE INS PREM REFUND DISTRIBUTION														
	-20,204		-15,084				-12,343	-12,343						
761 LIBRARY TRUST DONATIONS														
			-26,360		-31,000		-70,680	-70,680	-31,000		-31,000		-31,000	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-159,686		-98,451		-80,100		-139,752	-157,908	-105,900		-105,900		-105,900	

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY 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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

-292,231

423 TRSFERS FROM LIBRARY TRUST FUND

-48,614

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

-48,614

-292,231

TOTAL DEPARTMENT: 03 REVENUE

-9,416,685

-9,846,513

-10,121,232

-10,160,312

-10,204,933

-10,442,932

-10,767,734

0238

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY 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

035	LIBRARY DIRECTOR													
	118,890	1.00	127,171	1.00	129,660	1.00	102,236	129,667	132,909	1.00	132,909	1.00		
221	SUPPORT SPECIALIST 2													
	74,723	1.60	79,924	1.60	99,557	2.00	78,332	99,342	104,392	2.00	104,392	2.00		
244	MANAGER - VOLUNTEER SERVICES													
	74,508	1.00	75,901	1.00	77,318	1.00	60,963	77,316						
258	LIBRARY PROGRAM ASSISTANT													
	25,716	.50	68,686	1.50	78,904	1.50	62,935	79,354	83,533	1.50	83,533	1.50		
260	LIBRARIAN													
	725,989	11.75	706,317	11.75	663,429	10.50	532,808	675,469	693,048	10.50	693,048	10.50		
0239 261	SENIOR LIBRARY ASSISTANT													
	183,913	3.00	168,838	3.00	192,332	4.00	135,122	189,149	229,645	4.00	229,645	4.00		
263	LIBRARY REFERENCE ASSISTANT													
	259,903	6.30	348,330	6.80	367,189	6.90	298,113	370,101	377,143	6.90	388,297	7.13		
264	SENIOR LIBRARIAN													
	118,262	2.00	138,500	2.00	212,788	3.00	161,750	206,756	218,801	3.00	218,801	3.00		
265	LIBRARY ASSISTANT 2													
	700,384	15.50	650,412	15.00	916,930	19.55	748,787	821,610	928,239	19.55	956,044	20.35		
266	DIVISION LIBRARIAN 1													
	406,261	4.00	348,330	4.00	358,668	4.00	282,820	359,029	450,988	5.00	450,988	5.00		
268	LIBRARY SUPERVISOR													
	19,735	2.00	116,417	2.00	154,432	3.00	100,605	153,921	216,720	3.00	216,720	3.00		
269	LIBRARY ASSISTANT 1													
	539,533	12.90	521,296	12.90	528,964	12.10	424,354	532,243	539,768	12.10	539,768	12.10		
270	LIBRARY AIDE - BRANCH													
	262,511	5.80	266,793	5.80				107,522						
274	SEASONAL WORKFORCE													
	4,421		7,060		11,400		5,226	10,600	12,200		12,505			
275	TEMPORARY EMPLOYEES													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY 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	AMOUNT	FTE
	204,009		192,294		202,200		129,355	186,863		215,700		223,093				
288	LIBRARY SAFETY MONITOR															
												38,551	1.00			
299	PAYROLL TAXES AND FRINGES															
	1,873,899		1,997,585		2,193,926		1,677,236	2,088,913		2,324,868		2,497,971				
TOTAL CLASS: 05 PERSONNEL SERVICES																
	5,592,657	67.35	5,813,854	68.35	6,187,697	68.55	4,800,642	6,087,855		6,527,954	68.55	6,786,265	70.58			
CLASS: 10 MATERIALS & SERVICES																
301	OFFICE EXPENSE															
	8,985		6,899		9,500		7,291	9,500		9,500		9,500				
303	OFFICE FURNITURE & EQUIPMENT															
	4,718		3,103		3,200		21,945	30,648		12,500		12,500				
304	DEPARTMENT EQUIPMENT EXPENSE															
	17,505		1,794		7,520		5,294	20,166		52,759		43,774				
305	SPECIAL DEPARTMENT SUPPLIES															
	34,182		30,800		39,350		27,531	38,150		37,700		37,700				
310	LIBRARY MATERIAL															
	657,148		531,473		540,000		395,219	536,500		540,000		705,000				
312	DEPOSIT SHORTAGE/OVERAGE															
	-570		-285				-540									
313	INTERLIBRARY LOAN EXPENSES															
	2,060		382		2,500		702	2,500		2,500		2,500				
317	COMPUTER EQUIPMENT															
	29,894		15,452		14,370		9,688	14,640		32,487		32,487				
318	COMPUTER SOFTWARE															
	4,679		6,179		9,440		5,431	9,244		13,521		13,521				
320	LIBRARY MATERIAL - GRANT FUNDED															
			39,466													
321	TRAVEL, TRAINING & SUBSISTENCE															

0240

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY 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
	17,951		10,755		37,600		14,767	25,600	34,750		32,750			
330	MILEAGE REIMBURSEMENT													
	299		604		500		523	500	750		750			
341	COMMUNICATIONS EXPENSE													
	9,196		11,680		9,088		9,828	9,088	9,744		11,424			
342	DATA COMMUNICATION EXPENSE													
			728		1,440		360	480	480		480			
351	UTILITIES EXPENSE													
	125,544		128,665		140,000		97,927	140,000	140,000		140,000			
365	STATE READY TO READ GRANT PROG													
	16,347		15,386		15,100		7,127	15,100	15,960		15,960			
377	PUBLIC RELATIONS EXPENSE													
	20,240		34,583		42,420		24,000	41,420	44,200		43,200			
381	BUILDING EXPENSE													
	33,617		26,820		42,500		34,656	42,000	42,000		42,000			
384	BUILDING MAINTENANCE PROJECTS													
	103,627		42,605		91,387		48,148	83,887	81,640		69,640			
406	BANK SERVICE FEES													
	5,939		7,046		6,000		4,288	7,500	9,300		9,300			
461	SPECIAL EXPENSE													
	8,930		7,270		10,000		9,492	9,000	10,000		10,300			
465	VOLUNTEER PROGRAM EXPENSE													
	5,254		6,160		5,800		3,966	5,800	7,500		7,500			
481	OTHER EXPENSES													
	1,455		2,002		3,750		963	3,750	4,742		4,823			
511	PROFESSIONAL SERVICES													
	179,348		168,636		204,420		202,659	203,136	174,467		174,467			
523	BOARDS & COMMISSIONS EXPENSES													
			293		300		365	300	300		300			
536	MAINTENANCE CONTRACTS													
	48,442		53,848		61,695		60,488	61,595	62,801		62,801			

0241

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY 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
551	RENTS AND LEASES													
	223,024		231,383		235,857		236,093	236,093	241,759		241,759			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,557,814		1,383,727		1,533,737		1,228,211	1,546,597	1,581,360		1,724,436			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
			22,047											
TOTAL CLASS: 15 CAPITAL OUTLAY														
			22,047											
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													
	765,339		841,053		873,625		728,021	873,625	892,571		892,571			
803	TRSFER TO GENERAL FD-LANDSCAPE													
	76,336		83,226		96,258		80,215	96,258	100,402		100,402			
805	TRSFER TO G/F BLDG MAINT													
	106,983		109,530		116,345		96,954	116,345	124,052		124,052			
816	TRSFERS TO REPROGRAPHICS FUND													
	84,279		97,044		103,482		66,632	103,482	108,680		108,680			
817	TRSFERS TO GARAGE FUND													
	4,817		5,751		5,635		7,342	5,635	12,752		12,752			
818	TRSFERS TO ISD-ALLOCATED													
	259,911		244,069		308,719		257,266	308,719	335,929		335,929			
819	TRSFERS TO INSURANCE FUND													
	74,630		97,019		111,572		92,977	111,572	111,572		111,572			
TOTAL CLASS: 25 TRANSFERS														
	1,372,295		1,477,692		1,615,636		1,329,407	1,615,636	1,685,958		1,685,958			

0242

**LIBRARY FUND
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
35	LIBRARY DIRECTOR	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.60	2.00					2.00
244	MANAGER - VOLUNTEER SERVICES	1.00	1.00					1.00
258	LIBRARY PROGRAM ASSISTANT	1.50	1.50					1.50
260	LIBRARIAN	11.75	10.50					10.50
261	SENIOR LIBRARY ASSISTANT	3.00	4.00					4.00
263	LIBRARY REFERENCE ASSISTANT	6.80	6.90					6.90
264	SENIOR LIBRARIAN	2.00	3.00					3.00
265	LIBRARY ASSISTANT 2	15.00	19.55					19.55
266	DIVISION LIBRARIAN 1	4.00	4.00					4.00
268	LIBRARY SUPERVISOR	2.00	3.00					3.00
269	LIBRARY ASSISTANT 1	12.90	12.10					12.10
270	LIBRARY AIDE - BRANCH	5.80	0.00					0.00
288	LIBRARY SAFETY MONITOR	0.00	0.00					0.00
	Total	68.35	68.55	0.00	0.00	0.00	0.00	68.55

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
35	LIBRARY DIRECTOR	1.00					1.00
221	SUPPORT SPECIALIST 2	2.00					2.00
244	MANAGER - VOLUNTEER SERVICES	1.00			(1.00) ^a		0.00
258	LIBRARY PROGRAM ASSISTANT	1.50					1.50
260	LIBRARIAN	10.50					10.50
261	SENIOR LIBRARY ASSISTANT	4.00					4.00
263	LIBRARY REFERENCE ASSISTANT	6.90	0.23 ^b				7.13
264	SENIOR LIBRARIAN	3.00					3.00
265	LIBRARY ASSISTANT 2	19.55	0.80 ^b				20.35
266	DIVISION LIBRARIAN 1	4.00			1.00 ^a		5.00
268	LIBRARY SUPERVISOR	3.00					3.00
269	LIBRARY ASSISTANT 1	12.10					12.10
270	LIBRARY AIDE - BRANCH	0.00					0.00
288	LIBRARY SAFETY MONITOR	0.00	1.00 ^c				1.00
	Total	68.55	2.03	0.00	0.00	0.00	70.58

^a FY 18-19 reclassifies a Manager - Volunteer Services position to a Division Librarian 1 position.

^b FY 18-19 proposes additional FTE for the Reference Assistant and the Library Assistant 2 positions due to increasing the Library hours.

^c FY 18-19 proposes two .50 FTE Library Safety Monitor positions.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY 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												
		1,077,873	893,921	1,149,194		1,149,194		922,274		954,845			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,077,873	893,921	1,149,194		1,149,194		922,274		954,845			
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		722	1,229	1,000		2,000		2,000		2,000			

311 PROPERTY TAXES - CURRENT YEAR

		2,851,956	2,965,882	3,063,999		3,079,932		3,421,459		3,421,459			
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312 PROPERTY TAXES - PRIOR YEARS

		32,014	32,028	20,000		20,000		20,000		20,000			
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TOTAL CLASS: 10 TAXES

		2,884,692	2,999,139	3,084,999		3,101,932		3,443,459		3,443,459			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL		39,433										
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328 GRANTS - STATE

		15,176	20,542	15,000		15,960		15,960		15,960			
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329 OTHER INTERGOVERNMENTAL REV

		5,033,436	5,542,299	5,641,939		5,641,939		5,825,339		5,825,339			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		5,048,612	5,602,274	5,656,939		5,657,899		5,841,299		5,841,299			
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CLASS: 30 FINES & FORFEITURES

372 LIBRARY FINES

		245,822	204,114	150,000		138,000		130,000		130,000			
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES
 CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

311 PROPERTY TAXES - CURRENT YEAR
 ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY. \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:
 FY 16 \$3.72 GENERAL FUND, \$0.33 LIBRARY FUND, \$0.13 STREET LIGHTING FUND; TOTALING \$4.18 WITH VOTER APPROVED DEBT OF \$0.20 GIVES A TOTAL TAX RATE OF \$4.38.
 FY 17 \$3.7272 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1833 WITH VOTER APPROVED DEBT OF \$0.1915 GIVES A TOTAL TAX RATE OF \$4.3748.
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758.
 FY 19 \$3.7644 GENERAL FUND, \$0.3614 LIBRARY FUND, \$0.1547 STREET LIGHTING FUND; TOTALING \$4.2505 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.4858
 FY 19 REFLECTS A 5 CENT INCREASE TO FUND 3 NEW POLICE OFFICER POSITIONS, A 3 CENT INCREASE FOR LIBRARY OPERATIONS AND A 3 CENT INCREASE TO FUND LED STREET LIGHT REPLACEMENTS.

312 PROPERTY TAXES - PRIOR YEARS
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

327 GRANTS - FEDERAL
 FY 2016-17 REFLECTS THE RECIEPT OF A \$40,000 FEDERAL GRANT FOR THE EARLY LEARNING WASHINGTON COUNTY PROGRAM

328 GRANTS - STATE
 READY TO READ GRANT
 FY 16-17 INCLUDES \$5,020 DEPARTMENT OF EDUCATION GRANT IN PARTNERSHIP WITH BEAVERTON SCHOOL DISTRICT

329 OTHER INTERGOVERNMENTAL REV
 FUNDING FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS):
 FY 15-16 REGULAR DISTRIBUTION \$4,934,347 AND A POOL TWO DISTIRBUTION OF \$97,589
 FY 16-17 REGULAR DISTRIBUTION OF \$5,490,941 REPRESENTING AN INCREASE OF \$433,235 OVER THE BASE 2.5% INCREASE FROM THE PREVIOUS FISCAL YEAR DUE TO THE NEW WCCLS LEVY AND A POOL TWO DISTRIBUTION OF \$68,140
 FY 17-18 REGULAR DISTRIBUTION OF \$5,565,669 AND A POOL TWO DISTRIBUTION OF \$76,270
 FY 18-19 REGULAR DISTRIBUTION OF \$5,825,339

372 LIBRARY FINES
 FINES AND OVERDUE AND LOST LIBRARY BOOKS INCLUDING COLLECTION REVENUE FROM THE COLLECTION AGENCY. LIBRARY FINES ARE ASSESSED ON TEEN AND ADULT MATERIALS AT \$0.25 PER ITEM PER DAY. CHILDREN'S MATERIALS ARE FINE FREE AS OF JUNE 1, 2017.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY 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
TOTAL CLASS: 30 FINES & FORFEITURES													
	245,822		204,114		150,000		138,000	130,000		130,000			
CLASS: 35 MISCELLANEOUS REVENUES													
381	RENTAL OF CITY PROPERTY												
	2,900		1,500		1,000		1,000	1,000		1,000			1,000
383	SALE OF LIBRARY BOOKS												
	682		553		500		500	500		500			500
384	INVESTMENT INTEREST EARNINGS												
	11,824		18,458		17,600		28,400	40,400		40,400			40,400
389	MISCELLANEOUS REVENUES												
	24,175		28,905		21,000		24,000	24,000		24,000			24,000
390	CONTRIBUTIONS AND DONATIONS												
	2,837		980		1,000		12,000	1,000		1,000			1,000
399	REIMBURSEMENTS - OTHER												
			590				985						
753	ENERGY EFFICIENCY REBATES												
	12,928		6,021		8,000		8,000	8,000		8,000			8,000
756	PERS RSRV DISTRIB-NON GAAP REV												
	84,136												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	20,204		15,084				12,343						
761	LIBRARY TRUST DONATIONS												
			26,360		31,000		70,680	31,000		31,000			31,000
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	159,686		98,451		80,100		157,908	105,900		105,900			105,900
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
													292,231
423	TRSFERS FROM LIBRARY TRUST FUND												
			48,614										
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
			48,614										292,231
TOTAL PROGRAM: 0000 UNRESTRICTED													
	9,416,685		9,846,513		10,121,232		10,204,933	10,442,932		10,767,734			

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

381	RENTAL OF CITY PROPERTY REVENUES FROM THE RENTAL OF MEETING ROOMS AT THE LIBRARY
383	SALE OF LIBRARY BOOKS SALE OF OLD LIBRARY BOOKS REMOVED FROM CIRCULATION AND BOOK BAG SALES
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%
389	MISCELLANEOUS REVENUES REVENUES GENERATED FROM COPYING AND PRINTING CHARGES.
390	CONTRIBUTIONS AND DONATIONS MISCELLANEOUS PATRON DONATIONS RECEIVED FOR THE LIBRARY DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM ARE RECORDED IN THE NEW REVENUE OBJECT CODE 761 BEGINNING FY 2016-17 FY 2017-18 INCLUDES \$8,574 GIFT FROM ESTATE OF GLORIA EVERSON
399	REIMBURSEMENTS - OTHER
753	ENERGY EFFICIENCY REBATES REBATES FROM SOLAR PANEL ON LIBRARY ROOF
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
761	LIBRARY TRUST DONATIONS DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM FROM: THE BEAVERTON LIBRARY FOUNDATION FY 2017-18 INCLUDES "CATCH UP" GIFT FROM THE NEW FRIENDS OF BEAVERTON CITY LIBRARY
411	TRSFERS FROM GENERAL FUND FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATIONS FUNDED FROM RIGHT OF WAY SET ASIDES ADDITIONAL FUNDING FOR PURCHASING LIBRARY CIRCULATION MATERIALS (BOOKS,CD'S ECT) \$165,000 LIBRARY SAFETY OFFICER \$70,475 ADDITIONAL STAFFING TO INCREASE THE LIBRARY'S HOURS OF OPERATIONS \$56,756
423	TRSFERS FROM LIBRARY TRUST FUND FY16-17 REFLECTS THE TRANSFER OF THE REMAINING FUNDS IN THE LIBRARY TRUST FUND AS THE LIBRARY TRUST ACTIVITIES IS NOW A PROGRAM IN THE LIBRARY FUND; PROGRAM 0559

BP WORKSHEET & JUSTIFICATION

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 DEPARTMENT: 03 REVENUE													
	9,416,685		9,846,513		10,121,232		10,204,933	10,442,932				10,767,734	

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY 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

035	LIBRARY DIRECTOR	118,890	1.00	127,171	1.00	129,660	1.00	129,667	132,909	1.00	132,909	1.00
221	SUPPORT SPECIALIST 2	74,723	1.60	79,924	1.60	99,557	2.00	99,342	104,392	2.00	104,392	2.00
244	MANAGER - VOLUNTEER SERVICES	74,508	1.00	75,901	1.00	77,318	1.00	77,316				
266	DIVISION LIBRARIAN 1								83,360	1.00	83,360	1.00
275	TEMPORARY EMPLOYEES							1,500			1,538	
288	LIBRARY SAFETY MONITOR										38,551	1.00
299	PAYROLL TAXES AND FRINGES	137,634		161,824		168,621		165,310	180,944		220,859	

TOTAL CLASS: 05 PERSONNEL SERVICES

		405,755	3.60	444,820	3.60	475,156	4.00	471,635	503,105	4.00	581,609	5.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	7,368		5,709		8,500		8,500	8,500		8,500	
303	OFFICE FURNITURE & EQUIPMENT	260				300		300	300		300	
305	SPECIAL DEPARTMENT SUPPLIES	970		390		500		500	500		500	
312	DEPOSIT SHORTAGE/OVERAGE	-570		-285								
317	COMPUTER EQUIPMENT	3,483							1,167		1,167	
318	COMPUTER SOFTWARE	3,747		5,100		6,040		6,040	9,274		9,274	

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 035 LIBRARY DIRECTOR

- 221 SUPPORT SPECIALIST 2
 FY 17-18 REFLECTS INCREASE OF .40 FTE TO CREATE A 1 FTE POSITION (.40 FTE WAS TRANSFERRED FROM A VACANT LIBRARY AIDE 1 POSITION IN PROGRAM 0553.)
- 244 MANAGER - VOLUNTEER SERVICES
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
- 266 DIVISION LIBRARIAN 1
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
- 275 TEMPORARY EMPLOYEES

- 288 LIBRARY SAFETY MONITOR
 NEW POSITION PROPOSED FOR FY 2018-19 FUNDED BY A TRANSFER FROM THE GENERAL FUND USING THE RIGHT OF WAY SET ASIDE FUNDING
- 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

- 303 OFFICE FURNITURE & EQUIPMENT
 OFFICE CHAIRS
- 305 SPECIAL DEPARTMENT SUPPLIES
 HARDWARE, PARTS, SIGNAGE, KEYS, NAMEPLATES
- 312 DEPOSIT SHORTAGE/OVERAGE
 LIBRARY DEPOSIT SHORTAGES AND OVERAGES.
- 317 COMPUTER EQUIPMENT
 THIN CLIENT REPLACEMENT WITH DESKTOP \$740
 27 INCH MONITOR FOR DESKTOP \$275
 BATTERY BACKUP FOR DESKTOP \$152
- 318 COMPUTER SOFTWARE
 ANNUAL LICENSE FOR ENVISIONWARE \$950
 ANNUAL MAINTENANCE FEE FOR ENVISIONWARE \$900
 ANNUAL LICENSE FOR VOLGISTICS \$2,300
 ANNUAL SUBSCRIPTION FOR ADOBE CREATIVE SUITE FOR SS2 PUBLICITY STAFFER \$830
 ANNUAL LICENSE FOR PUBLIC WEB BROWSER \$1,300
 ANNUAL LICENSE FOR TRELLO \$2,400
 ADOBE ACROBAT PRO (X2) \$594

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY 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
321	TRAVEL, TRAINING & SUBSISTENCE												
	17,951		10,755		37,600		25,600	34,750		32,750			
330	MILEAGE REIMBURSEMENT												
	299		604		500		500	750		750			
341	COMMUNICATIONS EXPENSE												
	9,196		11,585		9,088		9,088	9,744		11,424			
342	DATA COMMUNICATION EXPENSE												
			488		1,440		480	480		480			
351	UTILITIES EXPENSE												
	123,829		128,665		140,000		140,000	140,000		140,000			
377	PUBLIC RELATIONS EXPENSE												
	1,007		800		920		920	2,200		1,200			
381	BUILDING EXPENSE												
	32,424		26,048		40,000		40,000	40,000		40,000			
384	BUILDING MAINTENANCE PROJECTS												
	103,627		42,605		81,387		81,387	62,140		50,140			
461	SPECIAL EXPENSE												
	8,930		7,270		10,000		9,000	10,000		10,300			

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
321	TRAVEL, TRAINING & SUBSISTENCE INSERVICE DAY GENERAL SUPPORT \$1,500 INSERVICE DAY KEYNOTE SPEAKERS \$700 SAFETY AND SECURITY TRAININGS FOR LIBRARY STAFF \$2,500 EQUITY AND INCLUSION TRAININGS FOR LIBRARY STAFF \$2,500 TRAINING SUPPLIES FOR ON-CALL STAFF MEETINGS \$400 TRAINING SUPPLIES FOR ALL-STAFF MEETINGS \$400 TRAINING SUPPLIES FOR DIVISION MEETINGS \$400 OTHER TRAININGS AND WEBINARS \$1,000 LIBRARY DIRECTOR TO ANNUAL DEPT HEADS RETREAT \$350 1 STAFF TO ATTEND PACIFIC NORTHWEST BOOKSELLERS CONFERENCE (TACOMA WA) \$1,000 1 STAFF TO ATTEND AMERICAN LIBRARY ASSOCIATION CONFERENCE \$2,500 10 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION CONFERENCE IN VANCOUVER WA \$2,500 10 STAFF TO ATTEND SUPPORT STAFF CONFERENCE \$1,500 1 STAFF TO ATTEND LIBRARY VOLUNTEER MANAGERS CONFERENCE \$2,500 1 STAFF TO ATTEND LEADERSHIP BEAVERTON \$1,000 2 STAFF TO ATTEND ASSOC TO LIBRARY SERVICE FOR CHILDREN CONFERENCE \$5,000 1 STAFF TO ATTEND OVERDRIVE E-BOOK CONFERENCE \$2,500 2 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION LEADERSHIP ACADEMY \$2,000 1 STAFF TO ATTEND LIBRARY MARKETING AND COMMUNICATION CONFERENCE \$2,500
330	MILEAGE REIMBURSEMENT MILEAGE FOR LIBRARY STAFF INCREASED TO ACCOUNT FOR MORE STAFF TRAVEL BETWEEN MURRAY SCHOLLS AND MAIN LIBRARY
341	COMMUNICATIONS EXPENSE LOCAL EXCHANGE SERVICE LINE TO THE LIBRARY BUILDING T-1 (\$600/MONTH) \$7,200 LANGUAGE LINE \$250 CELL PHONE CHARGES FOR DAYPORTER AND LOW VEHICLE AT \$17 PER MONTH \$204 CELL PHONE CHARGES FOR 3 STAFF AT \$140 PER MONTH \$1,680 COMCAST CABLE (BRANCH FIRE ALARM PHONE LINE) \$410 CELL PHONE CHARGES FOR LIBRARY SAFETY OFFICER \$1,680
342	DATA COMMUNICATION EXPENSE 1 DATA HOTSPOT @ \$40 PER MONTH \$480
351	UTILITIES EXPENSE UTILITY COST FOR THE MAIN LIBRARY BUILDING: ELECTRICITY, GAS, WATER & SOLID WASTE/RECYCLING. INCLUDES ENERGY EXPERT MONITORING SOFTWARE. FOR REBATE ON THE SOLAR PANELS MOUNTED ON THE LIBRARY BUILDING SEE REVENUE ACCOUNT 115-03-0000-753
377	PUBLIC RELATIONS EXPENSE MATERIALS RELATED TO PUBLIC EVENTS AND OUTREACH \$800 ONLINE SUBSCRIPTION TO ICON DATABASE FOR PRINT AND ELECTRONIC PIECES \$150 PAID ADVERTISING IN BEAVERTON RESOURCE GUIDE \$250
381	BUILDING EXPENSE BOILER/CHILLER REPAIRS & FILTERS, FIRE ALARM TESTS, FIRE EXTINGUISHERS PLUMBING & ELECTRICAL REPAIRS, JANITORIAL SUPPLIES, AND LAMP REPLACEMENTS VARIOUS LUNCH/BREAK ROOM EQUIPMENT REPLACEMENTS UNFORESEEN REPAIRS
384	BUILDING MAINTENANCE PROJECTS REPLACE CARPET ON STAIRS \$5,500 REPLACE WINDOW BLINDS IN MEETING ROOMS A & B WITH VERTICALS \$4,640 REPLACE PAVERS IN FRONT OF LIBRARY (YEAR 2 OF PROJECT) \$25,000 ADDITIONAL SECURITY CAMERAS \$5,000 PROJECT RESULTING FROM SPACE STUDY CONDUCTED SPRING 2018 \$10,000
461	SPECIAL EXPENSE TONER FOR PUBLIC COMPUTERS \$10,000 UNIFORM FOR LIBRARY SAFETY OFFICER \$300

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY 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
465	VOLUNTEER PROGRAM EXPENSE												
	5,254		6,160		5,800		5,800	7,500		7,500			
481	OTHER EXPENSES												
	1,455		2,002		3,750		3,750	4,742		4,823			
511	PROFESSIONAL SERVICES												
	152,427		142,279		176,000		176,000	146,323		146,323			
523	BOARDS & COMMISSIONS EXPENSES												
			293		300		300	300		300			
536	MAINTENANCE CONTRACTS												
	15,572		14,506		15,700		15,700	15,800		15,800			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	487,229		404,974		537,825		523,865	494,470		481,531			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
			22,047										
TOTAL CLASS: 15 CAPITAL OUTLAY													
			22,047										
CLASS: 25 TRANSFERS													
801	TRSFR TO GENERAL FD - OVERHEAD												
	765,339		841,053		873,625		873,625	892,571		892,571			
803	TRSFR TO GENERAL FD-LANDSCAPE												
	76,336		83,226		96,258		96,258	100,402		100,402			
805	TRSFR TO G/F BLDG MAINT												
	106,983		109,530		116,345		116,345	124,052		124,052			
816	TRSFRS TO REPROGRAPHICS FUND												
	10,963		14,522		17,614		17,614	18,853		18,853			
817	TRSFRS TO GARAGE FUND												
	4,817		5,751		5,635		5,635	12,752		12,752			
818	TRSFRS TO ISD-ALLOCATED												
	259,911		244,069		308,719		308,719	335,929		335,929			
819	TRSFRS TO INSURANCE FUND												
	64,824		84,271		111,572		111,572	111,572		111,572			
TOTAL CLASS: 25 TRANSFERS													
	1,289,173		1,382,422		1,529,768		1,529,768	1,596,131		1,596,131			

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

734,793 643,947 521,020

996 RESERVE - EQUIPMENT REPLACEMT

1,755 1,755 1,755

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

736,548 645,702 522,775

TOTAL PROGRAM: 0551 LIBRARY ADMINISTRATION

2,182,157 3.60 2,254,263 3.60 3,279,297 4.00 2,525,268 3,239,408 4.00 3,182,046 5.00

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
DEPT: 35 LIBRARY DEPARTMENT
PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991	CONTINGENCY - UNRESERVED CONTINGENCY
996	RESERVE - EQUIPMENT REPLACEMT RESERVE FOR LIBRARY FUND VEHICLE

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0552 TECHNICAL SERVICE

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

260	LIBRARIAN	63,291	1.00	64,669	1.00	65,863	1.00	66,057	67,516	1.00	67,516	1.00
265	LIBRARY ASSISTANT 2	256,134	5.75	251,363	5.75	261,687	5.75	260,158	269,510	5.75	269,510	5.75
266	DIVISION LIBRARIAN 1	86,413	1.00	88,030	1.00	89,673	1.00	89,671	91,907	1.00	91,907	1.00
299	PAYROLL TAXES AND FRINGES	233,732		251,575		281,208		271,068	295,297		304,855	

TOTAL CLASS: 05 PERSONNEL SERVICES

		639,570	7.75	655,637	7.75	698,431	7.75	686,954	724,230	7.75	733,788	7.75
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE	1,550		680		1,000		1,000	1,000		1,000	
305	SPECIAL DEPARTMENT SUPPLIES	22,412		22,456		22,000		22,000	22,000		22,000	
317	COMPUTER EQUIPMENT							689				
318	COMPUTER SOFTWARE	932		1,079		1,000		804	1,000		1,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

		24,894		24,215		24,000		24,493	24,000		24,000	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	10,631		11,325		18,165		18,165	19,408		19,408	
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TOTAL CLASS: 25 TRANSFERS

		10,631		11,325		18,165		18,165	19,408		19,408	
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TOTAL PROGRAM: 0552 TECHNICAL SERVICE

		675,095	7.75	691,177	7.75	740,596	7.75	729,612	767,638	7.75	777,196	7.75
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FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

PROGRAM: 0552 TECHNICAL SERVICE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

260 LIBRARIAN

265 LIBRARY ASSISTANT 2

FY 17-18 REFLECTS TRANSFERRING .25 FTE LA2 FROM 0554 (REFERENCE) TO 0552 (TECH SERVICES).
 FY 17-18 MID-YEAR REFLECTS VACANT .25 FTE LA2 TRANSFERRING FROM PROGRAM 0552 (TECH SERVICES) TO 0555 (YOUTH SERVICES) TO HELP ESTABLISH A NEW LIBRARY SUPERVISOR POSITION.

266 DIVISION LIBRARIAN 1

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

TIME AND MATERIALS FOR REPAIR OF DISC POLISHER AND OTHER EQUIPMENT

305 SPECIAL DEPARTMENT SUPPLIES

BOOK JACKETS, AV CASES AND LABELS FOR PROCESSING LIBRARY MATERIALS \$21,600
 BINDERY \$400

317 COMPUTER EQUIPMENT

NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE

CATALOGING TOOLKIT \$400
 WEBDEWEY \$300
 IPAGE \$300

816 TRSFERS TO REPROGRAPHICS FUND

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

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0553 CIRCULATION

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

261	SENIOR LIBRARY ASSISTANT												
	106,686	2.00	114,258	2.00	117,850	2.00	114,468	117,102	2.00	117,102	2.00		
265	LIBRARY ASSISTANT 2												
	386,126	8.50	377,540	8.50	404,749	8.50	400,952	405,363	8.50	405,363	8.50		
266	DIVISION LIBRARIAN 1												
	78,770	1.00	84,240	1.00	89,649	1.00	90,016	91,907	1.00	91,907	1.00		
268	LIBRARY SUPERVISOR												
	9,125	1.00	58,990	1.00	64,145	1.00	64,388	69,019	1.00	69,019	1.00		
269	LIBRARY ASSISTANT 1												
	539,533	12.90	521,296	12.90	528,964	12.10	532,243	539,768	12.10	539,768	12.10		
275	TEMPORARY EMPLOYEES												
	74,077		83,478		114,200		94,000	114,200		117,055			
299	PAYROLL TAXES AND FRINGES												
	647,652		691,583		750,093		710,274	764,338		791,205			

TOTAL CLASS: 05 PERSONNEL SERVICES

1,841,969 25.40 1,931,385 25.40 2,069,650 24.60 2,006,341 2,101,697 24.60 2,131,419 24.60

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
								800		800			
304	DEPARTMENT EQUIPMENT EXPENSE												
	11,467		1,034		5,020		5,020	43,189		34,204			
305	SPECIAL DEPARTMENT SUPPLIES												
	4,005		1,646		4,850		4,850	3,600		3,600			
313	INTERLIBRARY LOAN EXPENSES												
	2,060		382		2,500		2,500	2,500		2,500			
317	COMPUTER EQUIPMENT												
	895		1,560										
341	COMMUNICATIONS EXPENSE												
			95										
406	BANK SERVICE FEES												
	5,939		7,046		6,000		7,500	7,500		7,500			

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0553 CIRCULATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

261	SENIOR LIBRARY ASSISTANT
265	LIBRARY ASSISTANT 2 FY 17-18 REFLECTS TRANSFER OF .50 FTE LA2 FROM PROGRAM 0554. FY 17-18 MID-YEAR REFLECTS VACANT .50 FTE LA2 POSITION TRANSFERRING FROM PROGRAM 0553 (CIRCULATION) TO PROGRAM 0558 (BRANCH LIBRARY) TO HELP ESTABLISH A NEW LIBRARY SUPERVISOR POSITION.
266	DIVISION LIBRARIAN 1
268	LIBRARY SUPERVISOR
269	LIBRARY ASSISTANT 1 FY 17-18 ELIMINATES .80 FTE LA1 OF WHICH .40 FTE OF THE FTE WILL BE USED TO FUND THE .40 FTE INCREASE TO THE SS2 IN PROGRAM 0551, AND THE REMAINING .40 FTE WILL BE ELIMINATED.
275	TEMPORARY EMPLOYEES FY 17-18 INCREASE REFLECTS CONSOLIDATING A PORTION OF EXTRA HELP FROM PROGRAM 0558 BRANCH LIBRARY.
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 REPLACEMENT CHAIRS FOR PUBLIC \$800
304	DEPARTMENT EQUIPMENT EXPENSE 2 BARCODE SCANNERS FOR REPLACEMENT BOTH LOCATIONS (\$300 EA) \$600 2 CONVERGE RECEIPT PRINTERS (\$150 EA) \$300 RFID PAD \$1,500 1 POWERED LIFT HAND TRUCK \$2,995 2 SELF-CHECKS (\$12,417 EA + SHIPPING) \$28,809 LIBRARY OWNS 9 SELF-CHECKS BETWEEN BOTH LOCATIONS; SCHEDULED TO REPLACE 2 EACH YEAR.
305	SPECIAL DEPARTMENT SUPPLIES BPA-FREE PAPER FOR RECEIPT PRINTERS AND SELF-CHECK MACHINES \$2,000 5 SMALL BOOK TRUCKS (\$310/EA + SHIPPING) \$1,600
313	INTERLIBRARY LOAN EXPENSES REIMBURSEMENT FOR INTERLIBRARY LOAN FEES AND LOST/DAMAGED MATERIALS \$1,200 REIMBURSE WCCLS NON-RESIDENT FEES \$1,300
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
341	COMMUNICATIONS EXPENSE CELL PHONES MOVED TO 115-35-0551-10-341 LIBRARY ADMINISTRATION
406	BANK SERVICE FEES TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD \$7,500

0262

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0553 CIRCULATION

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												
	10,149		9,585		10,000		10,000	10,000		10,000		10,000	
536	MAINTENANCE CONTRACTS												
	27,459		31,443		43,495		43,495	44,601		44,601		44,601	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	61,974		52,791		71,865		73,365	112,190		103,205			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	10,968		13,620		14,311		14,311	15,526		15,526		15,526	
TOTAL CLASS: 25 TRANSFERS													
	10,968		13,620		14,311		14,311	15,526		15,526			
TOTAL PROGRAM: 0553 CIRCULATION													
	1,914,911	25.40	1,997,796	25.40	2,155,826	24.60	2,094,017	2,229,413	24.60	2,250,150	24.60		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
DEPT: 35 LIBRARY DEPARTMENT
PROGRAM: 0553 CIRCULATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES
FEES FOR PATRON ACCOUNTS REFERRED TO COLLECTION AGENCY \$10,000

536 MAINTENANCE CONTRACTS
CONTRACT FOR CASH REGISTERS (\$275 EA) \$550
CONTRACT FOR 9 SELF-CHECK UNITS (\$1600 EA) \$14,400
CONTRACT FOR FINES AND FEES MODULE FOR 9 SELF-CHECK UNITS (\$499 EA) \$4,491
CONTRACT FOR AUTOMATED MATERIALS HANDLING \$25,160

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

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0554 ADULT 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

260	LIBRARIAN												
	298,705	5.00	284,893	5.00	295,476	4.75	298,414	311,772	4.75	311,772	4.75		
263	LIBRARY REFERENCE ASSISTANT												
	143,275	2.70	166,519	3.20	176,301	3.20	177,638	181,305	3.20	181,305	3.20		
264	SENIOR LIBRARIAN												
	68,192	1.00	69,835	1.00	70,932	1.00	71,205	72,704	1.00	72,704	1.00		
265	LIBRARY ASSISTANT 2												
	58,124	1.25	21,509	.75									
266	DIVISION LIBRARIAN 1												
	86,413	1.00	88,030	1.00	89,673	1.00	89,671	91,907	1.00	91,907	1.00		
275	TEMPORARY EMPLOYEES												
	98,489		77,639		88,000		88,000	100,000		104,500			
299	PAYROLL TAXES AND FRINGES												
	332,231		321,229		325,723		327,750	352,614		369,660			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,085,429	10.95	1,029,654	10.95	1,046,105	9.95	1,052,678	1,110,302	9.95	1,131,848	9.95		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	3,985				500		500	3,400		3,400			
304	DEPARTMENT EQUIPMENT EXPENSE												
	12				500		500	6,570		6,570			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,343		1,774		2,800		2,200	2,600		2,600			
310	LIBRARY MATERIAL												
	657,148		525,171		535,000		535,000	535,000		700,000			
317	COMPUTER EQUIPMENT												
	12,360		7,766		4,810		4,391	16,646		16,646			

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 260 LIBRARIAN
 FY 16-17 REFLECTS DECREASE DUE TO .25 FTE POSITION VACANCY.
 FY 17-18 REFLECTS THE VACANT .25 FTE BEING ELIMINATED.
- 263 LIBRARY REFERENCE ASSISTANT
- 264 SENIOR LIBRARIAN
- 265 LIBRARY ASSISTANT 2
 FY 17-18 REFLECTS TRANSFER OF VACANT .50 FTE LIBRARY AIDE 2 POSITION TO PROGRAM 0553
 AND TRANSFER .25 FTE LA2 TO PROGRAM 0552.
 FY 17-18 ALSO REFLECTS TRANSFERRING .25 FTE FROM 0554 (REFERENCE) TO 0552 (TECH SERVICES).
- 266 DIVISION LIBRARIAN 1
- 275 TEMPORARY EMPLOYEES
 FY 17-18 INCREASE REFLECTS CONSOLIDATING A PORTION OF EXTRA HELP FROM PROGRAM 0558
 BRANCH LIBRARY.
- 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
 REPLACE 1 OFFICE CHAIR \$400
 EQUIPMENT TO RETROFIT DESKS (6 X \$500) \$3,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
 PURCHASE CREDIT CARD TERMINALS FOR ENVISIONWARE PRINTING AT MAIN AND MURRAY SCHOLLS \$1,170
 PRICE INCLUDES \$900 INSTALLATION CHARGES
 MISC STAFF EQUIPMENT FOR TRAINING \$400
 PUBLIC COMPUTER LAYOUT PROJECT \$5,000
- 305 SPECIAL DEPARTMENT SUPPLIES
 SUPPLIES FOR PUBLIC COMPUTERS (CABLES, LOCKS, PAPER, HEADPHONES) \$2,000
 2 PUBLIC USE SCANNERS (\$300 EA) \$600
- 310 LIBRARY MATERIAL
 BOOKS AND MATERIALS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$680,000
 INCREASE FUNDING IS FROM THE GENERAL FUND FROM THE PGE & NW NATURAL RIGHT OF WAY FEES
 NEW COLLECTION: LIBRARY OF THINGS \$20,000
 DOES NOT INCLUDE DATABASES PURCHASED BY WCCLS
 DOES NOT INCLUDE E-BOOKS OR DOWNLOADABLE MEDIA PURCHASED BY WCCLS
- 317 COMPUTER EQUIPMENT
 REPLACE 12 PUBLIC COMPUTERS AS PART OF THE 5-YEAR ROTATION (\$740 EA) \$8,880
 REPLACE 5 PUBLIC USE MONITORS (\$275 EA) \$1,375
 REPLACE 2 PRINTERS AS PART OF 7-YEAR ROTATION (\$887 EA) \$1,774
 IPAD FOR ADULT SERVICES MANAGER \$620
 REPLACE PUBLIC COLOR PRINTER \$3,497
 MISC HARDWARE FOR PUBLIC COMPUTERS (UPS, SWITCHES, ETC...) \$500

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0554 ADULT 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
318	COMPUTER SOFTWARE				2,400		2,400	3,127		3,127			
342	DATA COMMUNICATION EXPENSE		240										
377	PUBLIC RELATIONS EXPENSE		5,437	4,295	6,600		5,400	11,600		11,600			
406	BANK SERVICE FEES							1,800		1,800			
511	PROFESSIONAL SERVICES							1,008		1,008			
536	MAINTENANCE CONTRACTS		1,295		1,300		1,300	1,300		1,300			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	680,285		540,541		553,910		551,691	583,051		748,051			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND		21,942	27,447	21,467		21,467	22,734		22,734			
TOTAL CLASS: 25 TRANSFERS													
	21,942		27,447		21,467		21,467	22,734		22,734			
TOTAL PROGRAM: 0554 ADULT SERVICES													
	1,787,656	10.95	1,597,642	10.95	1,621,482	9.95	1,625,836	1,716,087	9.95	1,902,633	9.95		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
318	COMPUTER SOFTWARE TECH SOUP LICENSES FOR OFFICE 2016 (\$29 X 50) \$1,450 SOFTWARE FOR PUBLIC USE ADAPTIVE COMPUTER \$200 ADOBE CREATIVE SUITE FOR PUBLIC COMPUTER \$1,477
342	DATA COMMUNICATION EXPENSE NO APPROPRIATION REQUESTED
377	PUBLIC RELATIONS EXPENSE PROGRAMS AND ACTIVITIES OF INTEREST TO ADULTS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$11,600 INCLUDES \$5,000 EARMARKED FOR COMMUNITY READS PROGRAM 2019
406	BANK SERVICE FEES PROCESSING FEES FOR CREDIT CARD MACHINE ON ENVISIONWARE \$75 MO X 2 LOCATIONS \$1,800
511	PROFESSIONAL SERVICES ANNUAL SUBSCRIPTION ENVISIONWARE CREDIT CARD TERMINAL \$1,008
536	MAINTENANCE CONTRACTS 1 DIGITAL MICROFILM MACHINE \$1,300
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0555 YOUTH 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

258	LIBRARY PROGRAM ASSISTANT												
	25,716	.50	68,686	1.50	78,904	1.50	79,354	83,533	1.50	83,533	1.50		
260	LIBRARIAN												
	309,563	4.75	311,058	4.75	246,990	3.75	255,719	254,481	3.75	254,481	3.75		
263	LIBRARY REFERENCE ASSISTANT												
	97,907	2.10	106,235	2.10	113,743	2.20	114,338	114,875	2.20	117,280	2.25		
264	SENIOR LIBRARIAN												
	50,070	1.00	68,665	1.00	141,856	2.00	135,551	146,097	2.00	146,097	2.00		
266	DIVISION LIBRARIAN 1												
	86,083	1.00	88,030	1.00	89,673	1.00	89,671	91,907	1.00	91,907	1.00		
268	LIBRARY SUPERVISOR												
					25,871	1.00	25,871	79,248	1.00	79,248	1.00		
274	SEASONAL WORKFORCE												
	4,421		7,060		11,400		10,600	12,200		12,505			
299	PAYROLL TAXES AND FRINGES												
	289,977		298,652		381,079		320,618	387,409		406,828			

TOTAL CLASS: 05 PERSONNEL SERVICES

	863,737	9.35	948,386	10.35	1,089,516	11.45	1,031,722	1,169,750	11.45	1,191,879	11.50		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
			3,103		1,400		1,000	3,000		3,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
	279												
305	SPECIAL DEPARTMENT SUPPLIES												
	2,976		3,561		4,200		3,600	4,000		4,000			
317	COMPUTER EQUIPMENT												
	6,783		3,696		9,560		9,560	14,674		14,674			
318	COMPUTER SOFTWARE												
								120		120			
320	LIBRARY MATERIAL - GRANT FUNDED												
			39,466										

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0555 YOUTH SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 258 LIBRARY PROGRAM ASSISTANT
 FY 16-17 REFLECTS NEW 1 FTE LIBR PROGRAM ASSISTANT POSITION THAT IS BILINGUAL SPANISH.
- 260 LIBRARIAN
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.
- 263 LIBRARY REFERENCE ASSISTANT
 FY 17-18 REFLECTS INCREASING LIBRARY REFERENCE ASSISTANT FTE BY .10 FTE.
 FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.05 FTE TO COVER PROPOSED
 ADDITIONAL OPEN SUNDAY HOURS.
- 264 SENIOR LIBRARIAN
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.
- 266 DIVISION LIBRARIAN 1
- 268 LIBRARY SUPERVISOR
 FY 17-18 MID-YEAR REFLECTS 1 FTE LIBRARY SUPERVISOR POSITION ESTABLISHED BY ADDING A
 NEW .75 FTE AND TRANSFERRING .25 FTE OF A VACANT LIBRARY ASST. 2 POSITION FROM
 PROGRAM 0552 (TECHNICAL SERVICES)
- 274 SEASONAL WORKFORCE
- 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
 EQUIPMENT TO RETROFIT 6 DESKS TO STANDING DESKS \$3,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 305 SPECIAL DEPARTMENT SUPPLIES
 SUPPLIES, PAPER AND CRAFT ITEMS FOR USE WITH STORY TIMES AND SUMMER READING PROGRAMS \$4,000
 ADDING SUPPLIES FOR YOUTH SERVICES AT MURRAY SCHOLLS PREVIOUSLY IN 115-0558-305
- 317 COMPUTER EQUIPMENT
 REPLACE 1 PATRON IPAD THAT IS DAMANGED \$620
 REPLACEMENT AWE STATION AT MAIN AND MS \$6,300
 REPLACE 1 PATRON CHROMEBOOK THAT IS DAMAGED \$300
 IPAD FOR OUTREACH ASSISTANT AND SUPERVISOR \$1,240
 REPLACE COMPUTERS FOR CHILDREN/TEEN SECTION (X6) \$4,440
 REPLACEMENT OF PRINTER IN CHILDREN/TEEN SECTION (X2) \$1,774
- 318 COMPUTER SOFTWARE
 CHROME ENTERPRISE LICENSE \$120
- 320 LIBRARY MATERIAL - GRANT FUNDED
 GRANT CONCLUDED- NO ADDITIONAL FUNDS

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0555 YOUTH 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
365	STATE READY TO READ GRANT PROG												
	16,347		15,386		15,100		15,100	15,960		15,960			
377	PUBLIC RELATIONS EXPENSE												
	10,106		10,134		14,900		15,100	14,400		14,400			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	36,491		75,346		45,160		44,360	52,154		52,154			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	21,550		21,338		31,925		31,925	32,159		32,159			
TOTAL CLASS: 25 TRANSFERS													
	21,550		21,338		31,925		31,925	32,159		32,159			
TOTAL PROGRAM: 0555 YOUTH SERVICES													
	921,778	9.35	1,045,070	10.35	1,166,601	11.45	1,108,007	1,254,063	11.45	1,276,192	11.50		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
DEPT: 35 LIBRARY DEPARTMENT
PROGRAM: 0555 YOUTH SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

365 STATE READY TO READ GRANT PROG
EXPENDITURES FUNDED BY THE STATE READY-TO-READ GRANT \$15,960

377 PUBLIC RELATIONS EXPENSE
SUMMER READING PROGRAM, SPECIAL PROGRAMS THROUGHOUT YEAR \$13,350
SPANISH STORY TIME \$750
TEEN LIBRARY COUNCIL \$300
ADDING SUPPLIES FOR YOUTH SERVICES AT MURRAY SCHOLLS PREVIOUSLY IN 115-35-0558-377
FY17-18 ESTIMATE INCREASED \$700 FOR PARENTING TOGETHER GRANT (AWARDED JAN 2018)

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

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0558 BRANCH LIBRARY

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

260	LIBRARIAN												
	54,430	1.00	45,697	1.00	55,100	1.00	55,279	59,279	1.00	59,279	1.00		
261	SENIOR LIBRARY ASSISTANT												
	77,227	1.00	54,580	1.00	74,482	2.00	74,681	112,543	2.00	112,543	2.00		
263	LIBRARY REFERENCE ASSISTANT												
	18,721	1.50	75,576	1.50	77,145	1.50	78,125	80,963	1.50	89,712	1.68		
265	LIBRARY ASSISTANT 2												
					250,494	5.30	160,500	253,366	5.30	281,171	6.10		
266	DIVISION LIBRARIAN 1												
	68,582												
268	LIBRARY SUPERVISOR												
	10,610	1.00	57,427	1.00	64,416	1.00	63,662	68,453	1.00	68,453	1.00		
270	LIBRARY AIDE - BRANCH												
	262,511	5.80	266,793	5.80			107,522						
275	TEMPORARY EMPLOYEES												
	31,443		31,177				4,863						
299	PAYROLL TAXES AND FRINGES												
	232,673		272,722		287,202		293,893	344,266		404,564			

TOTAL CLASS: 05 PERSONNEL SERVICES

	756,197	10.30	803,972	10.30	808,839	10.80	838,525	918,870	10.80	1,015,722	11.78		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,617		1,190		1,000		1,000	1,000		1,000			
303	OFFICE FURNITURE & EQUIPMENT												
	473												
304	DEPARTMENT EQUIPMENT EXPENSE												
	4,197												
305	SPECIAL DEPARTMENT SUPPLIES												
	1,895		547										
317	COMPUTER EQUIPMENT												
	6,373		2,430										
351	UTILITIES EXPENSE												
	1,715												

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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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260	LIBRARIAN	
261	SENIOR LIBRARY ASSISTANT	FY 17-18 MID-YEAR REFLECTS A NEW 1 FTE SR. LIBRARY ASSISTANT POSITION THAT WAS ESTABLISHED BY TRANSFERRING A VACANT .50 FTE LA2 FROM PROGRAM 0553 (CIRCULATION) AND A VACANT .50 FTE LA2 WITHIN PROGRAM 0558 (BRANCH LIBRARY).
263	LIBRARY REFERENCE ASSISTANT	FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.175 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
265	LIBRARY ASSISTANT 2	FY 17-18 MID-YEAR REFLECTS VACANT .50 LA2 POSITION TRANSFERRING WITHIN PROGRAM 0558 (BRANCH LIBRARY) TO HELP ESTABLISH A NEW SENIOR LIBRARY ASSISTANT POSITION. FY 18-19 REFLECTS INCREASING LIBRARY ASSISTANT 2 FTE BY 0.8 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
266	DIVISION LIBRARIAN 1	POSITION ELIMINATED IN REORGANIZATION OF STAFF
268	LIBRARY SUPERVISOR	
270	LIBRARY AIDE - BRANCH	
275	TEMPORARY EMPLOYEES	MOVED TO 115-35-553-275 (CIRCULATION) AND 115-35-554-275 (REFERENCE)
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	GENERAL OFFICE SUPPLIES \$1,000
303	OFFICE FURNITURE & EQUIPMENT	MOVED TO 115-35-0553-303 (CIRCULATION DIVISION)
304	DEPARTMENT EQUIPMENT EXPENSE	MOVED TO 115-35-0553-304 (CIRCULATION DIVISION)
305	SPECIAL DEPARTMENT SUPPLIES	MOVED TO 115-35-0553-305 (CIRCULATION DIVISION) 115-35-0554-305 (ADULT SERVICES) AND 115-35-0555-305 (YOUTH SERVICES)
317	COMPUTER EQUIPMENT	NO APPROPRIATION REQUESTED
351	UTILITIES EXPENSE	MOVED TO 115-35-0551-351 (LIBRARY ADMIN)

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0558 BRANCH LIBRARY

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
377	PUBLIC RELATIONS EXPENSE												
	3,680		4,312										
381	BUILDING EXPENSE												
	1,193		772		2,500		2,000	2,000		2,000		2,000	
384	BUILDING MAINTENANCE PROJECTS												
					10,000		2,500	19,500		19,500		19,500	
511	PROFESSIONAL SERVICES												
	16,772		16,772		18,420		17,136	17,136		17,136		17,136	
536	MAINTENANCE CONTRACTS												
	5,411		6,604		1,200		1,100	1,100		1,100		1,100	
551	RENTS AND LEASES												
	223,024		231,383		235,857		236,093	241,759		241,759		241,759	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	266,350		264,010		268,977		259,829	282,495		282,495		282,495	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	8,225		8,792										
819	TRSFERS TO INSURANCE FUND												
	9,806		12,748										
TOTAL CLASS: 25 TRANSFERS													
	18,031		21,540										
TOTAL PROGRAM: 0558 BRANCH LIBRARY													
	1,040,578	10.30	1,089,522	10.30	1,077,816	10.80	1,098,354	1,201,365	10.80	1,298,217	11.78		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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377	PUBLIC RELATIONS EXPENSE MOVED TO 115-35-0555-377 (YOUTH SERVICES)	
381	BUILDING EXPENSE LAMP REPLACEMENT, MINOR REPAIRS AND UPKEEP \$2,000	
384	BUILDING MAINTENANCE PROJECTS SECURITY CAMERA PROJECT (CARRYOVER AND INCREASED) \$15,000 REPLACE/ADD EXTERIOR SIGNAGE \$2,000 REPLACE EXTERIOR BOOKDROP \$2,500	
511	PROFESSIONAL SERVICES JANITORIAL SERVICES \$17,136	
536	MAINTENANCE CONTRACTS FIRE ALARM MONTHLY MONITORING \$1,100 CONTRACTS FOR CIRCULATION EQUIPMENT MOVED TO 115-35-553-536 (CIRCULATION)	
551	RENTS AND LEASES MURRAY SCHOLLS RENT AGREEMENT \$241,759	
816	TRSFERS TO REPROGRAPHICS FUND MOVED TO 115-35-0553-816 (CIRCULATION) AND 115-35-0555-816	
819	TRSFERS TO INSURANCE FUND ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE FOR THE BRANCH LIBRARY.	

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0559 LIBRARY TRUST

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													
303	OFFICE FURNITURE & EQUIPMENT				1,000		28,848	5,000		5,000			
304	DEPARTMENT EQUIPMENT EXPENSE		80		1,000		13,646	2,000		2,000			
305	SPECIAL DEPARTMENT SUPPLIES		581	426	5,000		5,000	5,000		5,000			
310	LIBRARY MATERIAL			6,302	5,000		1,500	5,000		5,000			
377	PUBLIC RELATIONS EXPENSE		10	15,042	20,000		20,000	16,000		16,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	591		21,850		32,000		68,994	33,000		33,000			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
978	RESERVE - LIBRARY TRUST FUNDS				47,614			1,958		48,300			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					47,614			1,958		48,300			
TOTAL PROGRAM: 0559 LIBRARY TRUST													
	591		21,850		79,614		68,994	34,958		81,300			
TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT													
	8,522,766	67.35	8,697,320	68.35	10,121,232	68.55	9,250,088	10,442,932	68.55	10,767,734	70.58		
TOTAL FUND: 115 LIBRARY FUND													
	8,522,766	67.35	8,697,320	68.35	10,121,232	68.55	9,250,088	10,442,932	68.55	10,767,734	70.58		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0559 LIBRARY TRUST

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

303	OFFICE FURNITURE & EQUIPMENT UNANTICIPATED FURNITURE NEEDS AS APPROVED BY ADVISORY BOARD \$5,000
304	DEPARTMENT EQUIPMENT EXPENSE UNANTICIPATED EQUIPMENT NEEDS AS APPROVED BY LIBRARY ADVISORY BOARD FY 17-18 REFLECTS ONE-TIME "CATCH UP" GIFT FROM NEW FRIENDS OF BEAVERTON CITY LIBRARY
305	SPECIAL DEPARTMENT SUPPLIES TO COVER UNANTICIPATED PROGRAM SUPPLY NEEDS AS APPROVED BY THE ADVISORY BOARD
310	LIBRARY MATERIAL TO PURCHASE LIBRARY BOOKS AND MATERIALS FROM DONATIONS AND MEMORIALS RECEIVED THROUGHOUT THE YEAR
377	PUBLIC RELATIONS EXPENSE OUTREACH AND PUBLIC RELATIONS MATERIALS AS APPROVED BY THE LIBRARY BOARD SUMMER READING PROGRAM MATERIALS AS APPROVED BY THE LIBRARY ADVISORY BOARD SUMMER READING IS SUBSIDIZED, IN PART, BY THE BEAVERTON LIBRARY FOUNDATION
978	RESERVE - LIBRARY TRUST FUNDS CLOSE OUT TRANSFER FROM THE LIBRARY TRUST FUND AT THE END OF FY 16-17 \$48,614; FY 17-18: CONTRIBUTION FROM THE BEAVERTON LIBRARY FOUNDATION AND OTHER SOURCES \$70,680; FY 17-18: USES - EXPENDITURES IN PROGRAM 0559 -\$68,994; FY 18-19 CONTRIBUTIONS EXPECTED \$31,000; FY 18-19 USES - EXPENDITURES IN PROGRAM 0559 -\$33,000

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
115-35	LIBRARY DEPARTMENT											
115-35-0551-05-035	LIBRARY DIRECTOR	1.00	2,080			129,667				129,667	63,421	193,088
115-35-0551-05-221	SUPPORT SPECIALIST 2	2.00	4,158			99,342				99,342	52,620	151,962
115-35-0551-05-244	MANAGER - VOLUNTEER SERVICES	1.00	2,080			77,316				77,316	49,269	126,585
	LIBRARY ADMINISTRATION	4.00	8,318			306,325				306,325	165,310	471,635
115-35-0552-05-260	LIBRARIAN	1.00	2,086			66,057				66,057	46,115	112,172
115-35-0552-05-265	LIBRARY ASSISTANT 2	5.75	12,017			260,158				260,158	164,768	424,926
115-35-0552-05-266	DIVISION LIBRARIAN 1	1.00	2,080			89,671				89,671	60,185	149,856
0279	TECHNICAL SERVICE	7.75	16,183			415,886				415,886	271,068	686,954
115-35-0553-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,168			114,468				114,468	61,379	175,847
115-35-0553-05-265	LIBRARY ASSISTANT 2	8.50	18,361			393,832			7,120	400,952	237,650	638,602
115-35-0553-05-266	DIVISION LIBRARIAN 1	1.00	2,088			90,016				90,016	33,708	123,724
115-35-0553-05-268	LIBRARY SUPERVISOR	1.00	2,088			64,388				64,388	46,042	110,430
115-35-0553-05-269	LIBRARY ASSISTANT 1	12.10	25,547	32		516,929	1,229		14,085	532,243	321,507	853,750
115-35-0553-05-275	TEMPORARY EMPLOYEES		6,505			93,999			1	94,000	9,988	103,988
	CIRCULATION	24.60	58,757	32		1,273,632	1,229		21,206	1,296,067	710,274	2,006,341
115-35-0554-05-260	LIBRARIAN	4.75	10,004			298,414				298,414	149,797	448,211
115-35-0554-05-263	LIBRARY REFERENCE ASSISTANT	3.20	6,679	6		173,844	194		3,600	177,638	90,119	267,757
115-35-0554-05-264	SENIOR LIBRARIAN	1.00	2,088			71,205				71,205	35,703	106,908
115-35-0554-05-266	DIVISION LIBRARIAN 1	1.00	2,080			89,671				89,671	33,601	123,272
115-35-0554-05-275	TEMPORARY EMPLOYEES		4,502			87,999			1	88,000	18,530	106,530
	ADULT SERVICES	9.95	25,353	6		721,133	194		3,601	724,928	327,750	1,052,678
115-35-0555-05-258	LIBRARY PROGRAM ASSISTANT	1.50	3,143			79,354				79,354	28,854	108,208
115-35-0555-05-260	LIBRARIAN	3.75	8,079			255,719				255,719	141,600	397,319

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
115-35	LIBRARY DEPARTMENT											
115-35-0555-05-263	LIBRARY REFERENCE ASSISTANT	2.20	4,809			110,018			4,320	114,338	47,599	161,937
115-35-0555-05-264	SENIOR LIBRARIAN	2.00	4,048			131,951			3,600	135,551	38,791	174,342
115-35-0555-05-266	DIVISION LIBRARIAN 1	1.00	2,080			89,671				89,671	45,853	135,524
115-35-0555-05-268	LIBRARY SUPERVISOR	1.00	696			25,871				25,871	16,917	42,788
115-35-0555-05-274	SEASONAL WORKFORCE		551			10,583			17	10,600	1,004	11,604
	YOUTH SERVICES	11.45	23,406			703,167			7,937	711,104	320,618	1,031,722
115-35-0558-05-260	LIBRARIAN	1.00	2,087			55,279				55,279	22,504	77,783
115-35-0558-05-261	SENIOR LIBRARY ASSISTANT	2.00	2,784			74,681				74,681	53,061	127,742
115-35-0558-05-263	LIBRARY REFERENCE ASSISTANT	1.50	3,162			78,125				78,125	36,406	114,531
115-35-0558-05-265	LIBRARY ASSISTANT 2	5.30	7,374	29		155,284	1,016		4,200	160,500	86,839	247,339
115-35-0558-05-268	LIBRARY SUPERVISOR	1.00	2,088			63,313			349	63,662	35,958	99,620
115-35-0558-05-270	LIBRARY AIDE - BRANCH		4,934	20		102,201	866		4,455	107,522	58,274	165,796
115-35-0558-05-275	TEMPORARY EMPLOYEES		321			4,863				4,863	851	5,714
0280	BRANCH LIBRARY	10.80	22,750	49		533,746	1,882		9,004	544,632	293,893	838,525
	**** DEPARTMENT TOTAL ****	68.55	154,767	87		3,953,889	3,305		41,748	3,998,942	2,088,913	6,087,855

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
115-35	LIBRARY DEPARTMENT											
115-35-0551-05-035	LIBRARY DIRECTOR	1.00	2,080			132,909				132,909	70,317	203,226
115-35-0551-05-221	SUPPORT SPECIALIST 2	2.00	4,160			104,392				104,392	60,452	164,844
115-35-0551-05-266	DIVISION LIBRARIAN 1	1.00	2,080			83,360				83,360	57,200	140,560
115-35-0551-05-275	TEMPORARY EMPLOYEES		80			1,500			38	1,538	129	1,667
115-35-0551-05-288	LIBRARY SAFETY MONITOR	1.00	1,732			37,551			1,000	38,551	32,761	71,312
	LIBRARY ADMINISTRATION	5.00	10,132			359,712			1,038	360,750	220,859	581,609
115-35-0552-05-260	LIBRARIAN	1.00	2,080			67,516				67,516	51,108	118,624
115-35-0552-05-265	LIBRARY ASSISTANT 2	5.75	11,960			269,510				269,510	186,175	455,685
115-35-0552-05-266	DIVISION LIBRARIAN 1	1.00	2,080			91,907				91,907	67,572	159,479
	TECHNICAL SERVICE	7.75	16,120			428,933				428,933	304,855	733,788
115-35-0553-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,160			117,102				117,102	69,323	186,425
115-35-0553-05-265	LIBRARY ASSISTANT 2	8.50	17,680			398,163			7,200	405,363	267,684	673,047
115-35-0553-05-266	DIVISION LIBRARIAN 1	1.00	2,080			91,907				91,907	37,839	129,746
115-35-0553-05-268	LIBRARY SUPERVISOR	1.00	2,080			69,019				69,019	53,199	122,218
115-35-0553-05-269	LIBRARY ASSISTANT 1	12.10	25,161	39		525,569	1,239		12,960	539,768	355,892	895,660
115-35-0553-05-275	TEMPORARY EMPLOYEES		7,488			114,192			2,863	117,055	7,268	124,323
	CIRCULATION	24.60	58,649	39		1,315,952	1,239		23,023	1,340,214	791,205	2,131,419
115-35-0554-05-260	LIBRARIAN	4.75	9,904			311,772				311,772	171,245	483,017
115-35-0554-05-263	LIBRARY REFERENCE ASSISTANT	3.20	6,657			177,705			3,600	181,305	92,332	273,637
115-35-0554-05-264	SENIOR LIBRARIAN	1.00	2,080			72,704				72,704	40,423	113,127
115-35-0554-05-266	DIVISION LIBRARIAN 1	1.00	2,080			91,907				91,907	38,211	130,118
115-35-0554-05-275	TEMPORARY EMPLOYEES		5,108			101,992			2,508	104,500	27,449	131,949
	ADULT SERVICES	9.95	25,829			756,080			6,108	762,188	369,660	1,131,848

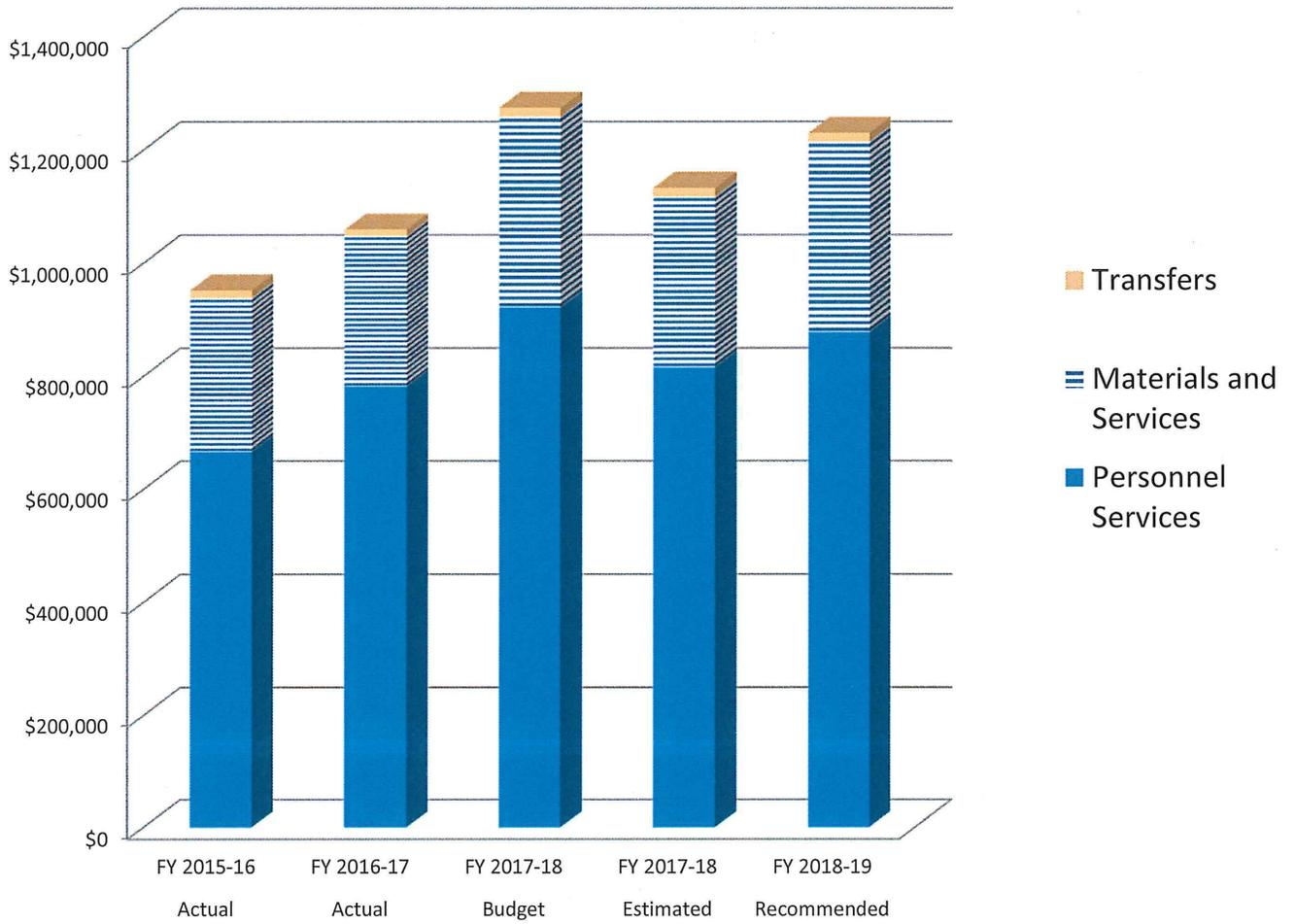
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
115-35	LIBRARY DEPARTMENT											
115-35-0555-05-258	LIBRARY PROGRAM ASSISTANT	1.50	3,120			83,533				83,533	33,686	117,219
115-35-0555-05-260	LIBRARIAN	3.75	7,840			254,481				254,481	157,762	412,243
115-35-0555-05-263	LIBRARY REFERENCE ASSISTANT	2.25	4,679			113,320			3,960	117,280	55,149	172,429
115-35-0555-05-264	SENIOR LIBRARIAN	2.00	4,160			142,497			3,600	146,097	51,736	197,833
115-35-0555-05-266	DIVISION LIBRARIAN 1	1.00	2,080			91,907				91,907	51,152	143,059
115-35-0555-05-268	LIBRARY SUPERVISOR	1.00	2,080			79,248				79,248	56,052	135,300
115-35-0555-05-274	SEASONAL WORKFORCE		635			12,186			319	12,505	1,291	13,796
	YOUTH SERVICES	11.50	24,594			777,172			7,879	785,051	406,828	1,191,879
115-35-0558-05-260	LIBRARIAN	1.00	2,080			59,279				59,279	26,405	85,684
115-35-0558-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,160			112,543				112,543	92,249	204,792
115-35-0558-05-263	LIBRARY REFERENCE ASSISTANT	1.68	3,495			89,712				89,712	50,133	139,845
115-35-0558-05-265	LIBRARY ASSISTANT 2	6.10	12,473	30		272,922	1,049		7,200	281,171	194,706	475,877
115-35-0558-05-268	LIBRARY SUPERVISOR	1.00	2,080			68,453				68,453	41,071	109,524
115-35-0558-05-275	TEMPORARY EMPLOYEES											0
	BRANCH LIBRARY	11.78	24,288	30		602,909	1,049		7,200	611,158	404,564	1,015,722
	**** DEPARTMENT TOTAL ****	70.58	159,612	69		4,240,758	2,288		45,248	4,288,294	2,497,971	6,786,265

0282

**GENERAL FUND
HUMAN RESOURCES
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:
Department:

**General Fund
Human Resources - 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	\$665,677	\$781,559	\$920,940	\$815,194	\$877,066	-4.76%
Materials and Services	272,349	266,379	337,418	302,063	336,716	-0.21%
Transfers	13,700	10,934	15,413	15,413	15,526	0.73%
SUB-TOTAL	\$951,726	\$1,058,872	\$1,273,771	\$1,132,670	\$1,229,308	
Contingency			-		-	
TOTAL	\$951,726	\$1,058,872	\$1,273,771	\$1,132,670	\$1,229,308	
FTE's	6.85	6.75	6.75		6.75	

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

Personnel services:

The Recommended Budget 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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD (INTERIM): JENNY MARSTON

Program Goal:

To develop, implement and coordinate human resource programs and services to optimize the ability of departments to attract and retain qualified employees while ensuring compliance with all applicable laws, rules and regulations. Human Resource Management and Employee Services include employee relations, staffing, Equal Employment Opportunity (EEO), compensation, administration of leave laws, ADA accommodation, benefits administration, and labor relations.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	5.25	5.15	5.15	5.15	0.00
PERSONNEL SERVICES	\$515,613	\$606,790	\$665,825	\$667,543	\$0
MATERIALS & SERVICES	156,740	154,923	213,272	197,899	0
CAPITAL OUTLAY					
TRANSFERS	10,931	8,822	12,110	12,199	0
TOTAL	\$683,284	\$770,535	\$891,207	\$877,641	\$0

Program Objective (services provided):

To provide professional and technical expertise and guidance on employee relations matters, labor contract administration, grievance processes, investigations and resolution of employee complaints, and interpretation and administration of federal, state, and local laws as well as City personnel policies and procedures. *(Council Goal: Provide and support a highly qualified and motivated City work force.)*

To guide and coach hiring managers through the recruitment, selection, and onboarding processes to attract diverse, qualified applicants using methods that are legally compliant and follow best practices. *(Council Goal: Provide and support a highly qualified and motivated City work force.)* These activities further support this Council priority: *Support diversity, equity, and inclusion in City programs, activities and services with measureable goals.*

To develop, maintain and administer a total rewards strategy inclusive of compensation, benefits, work-life balance, performance and recognition, and professional development and career advancement opportunities to attract, motivate, reward and retain a workforce that is focused on producing the highest quality results. *(Council Goal: Provide and support a highly qualified and motivated City work force.)*

To lead the City in labor negotiations with the Beaverton Police Association and Service Employees International Union and successfully bargain contracts agreeable to management and labor. *(Council Goal: Provide and support a highly qualified and motivated City work force.)*

To assess organization development and training needs, offer consultation and recommendations, and engage with departments, work groups, and individuals in implementing appropriate strategies and improvements to support a thriving environment and continuous improvement of organizational performance. *(Council Goal: Provide and support a highly qualified and motivated City work force.)*

To conduct employee benefit transactions and maintain personnel records in compliance with applicable laws, rules, regulations and labor contracts and ensure accurate and information is readily available to management and employees. *(Council Goal: Provide and support a highly qualified and motivated City work force.)*

To develop and maintain classification specifications reflective of the needs of the organization and a correlating salary structure that enables the City to be fiscally responsible and competitive for talent in the marketplace. *(Council Goals: Provide and support a highly qualified and motivated City work force; and: Use City resources efficiently to ensure long-term financial stability.)*

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD (INTERIM): JENNY MARSTON

To assist in developing and administering City policies, performance management and competency processes, and programs that encourage employee engagement to support the organization in achieving its business objectives. Provide coaching and assistance to all employees in order to ensure a work environment which is both respectful and highly productive. *(Council Goals: Provide responsive, cost-effective service to the community; and: Provide and support a highly qualified and motivated City work force.)*

To partner with Information Systems to streamline procedures and continue developing and refining systems to enhance the efficiency and productivity of Human Resources and employee functions. *(Council Goal: Provide responsive, cost-effective service to the community.)*

To partner with the City Attorney’s office in leading the organization in its efforts to meet its obligations under Title II of the Americans with Disabilities Act (ADA). *(Council Goal: Continue to plan for, improve and maintain the City’s infrastructure.)* These activities further support these Council Priorities:

- *Incorporate goals and objectives of the Active Transportation Plan into the City’s Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual.*
- *Create a Sidewalk Fund for sidewalk construction programs*

Progress On FY 2017-18 Action Plan:

- Enhance the City’s internship program by preparing informational materials about the program to distribute with the goal of recruiting a diverse group of students whose academic interests correlate with internship opportunities with the City. *The City’s Human Resources Department attended local college job fairs, actively recruiting for internships in all departments. Students range from first-year college students to PhD candidates. Year to date, the City has hired 7 students to participate in the City’s internship program.*
- Procure pre-employment assessment validation software to provide a uniform process for verifying that any pre-employment test evaluates the necessary skills for the position and is bias-free. Currently, 15-20% of the City’s recruitments include a skills-based assessment. As the number of recruitments continues to increase every year, the staffing team predicts that usage of skills-based assessments with recruitments will also increase. Acquiring a pre-employment validation software program will enable the City to easily develop more skills-based tests to identify the best candidates for an open position. This is also identified as a best employment practice and in a survey conducted by SHRM, 86% of employers with top quartile recruiting practices use a test validation program. *The City’s Human Resources Department has worked with hiring managers to validate pre-employment tests. As a result, the department has elected not to use a third-party vendor’s validation software at this time.*
- Engage in labor negotiations with the Beaverton Police Association (BPA) and Service Employees International Union (SEIU). *Labor negotiations have begun with both associations as contracts expire on June 30, 2018.*
- Begin a citywide self-evaluation survey that identifies the programmatic or physical barriers that may prevent individuals with disabilities from participating in City programs, services and activities, and work with departments to take interim measures to increase the City’s ADA Title II compliance. *We have completed the self-evaluation and are now in the final steps of preparing an ADA Transition Plan which will summarize the results of the self-evaluation and document steps that the City needs to take over the next three years to further increase its level of ADA compliance.*
- Partner with departments in succession planning and workforce development to create plans that ensure a pipeline of internal talent to achieve the goals of the City. *Working with department heads to identify talent and create roadmaps for internal leadership development.*

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD (INTERIM): JENNY MARSTON

Performance Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Percent of regular employees retained at the end of probation: target is > 90%	>91%	91%	>90% / 91%	>90%
Percent improvement in workforce diversity: target is > 2%	>2%	1.1%	>2% / 0.7%	>1%
Recruitments conducted:	90	90	90 / 90	110
Percent of voluntary, non-retirement turnover: target is < 5%	<4%	3%	< 5% / 4.9%	<5%
Percent of employees separated from the workforce with less than 3-years tenure: target is <2%	<2%	<2%	<2% / 2.4%	<2%

FY 2018-19 Action Plan:

- Utilize the City’s application tracking system to the fullest extent possible to enhance internal and external customer usage and to create an easier and faster method for applicants to apply for open positions. Reducing the time to hire, as well as onboarding new hires, will be crucial in this demanding market.
- Collaborate with internal staff and external agencies to discuss the possibility of a west-side career exploratory fair for high school students, similar to the annual NW Youth Career Expo at the Portland Convention Center.
- Partner with JobsNow and Insight to host a Career Fair/Live Resume event at the City of Beaverton. Insight provides resources to help people with disabilities realize their potential and seek employment.
- Continue to implement Bias Awareness Training for all employees participating in the interview process.
- Partner with City management team to explore the possibility of creating an apprenticeship development program to assist in attracting candidates to fill positions that have historically been difficult to find qualified candidates.
- To ensure our compliance with the newly adopted Oregon Equal Pay Act, Human Resources intends to conduct a comprehensive evaluation of class specifications to ensure they are up to date, and conduct a pay equity analysis.

Performance Outcomes and Program Trends:

The value of an organization’s total rewards strategy is reflected in the number of qualified employees who continue with the organization long term. The target of 90% or greater of the workforce to remain three years or longer and continue to demonstrate their qualifications is a measure of achieving this objective.

The staffing function supports managers and supervisors in locating and recruiting candidates who are, or have the potential to be, the best in their field and aspire to live the Beaverton brand. Staff coordinates each stage of the recruitment process in consultation with the hiring manager. Staff informs and explains legal issues that may arise during hiring, and maintains an open communication with applicants and managers throughout the process.

Of our recruitments to date in FY 2017-18, 43% of vacancies have been filled by hires new to the City of Beaverton; 5% of vacancies have been filled by rehiring previous employees; and 52% have been filled through internal promotions, of which 22% were existing temporary employees applying for and gaining regular positions.

The staffing team will continue its efforts to attract veteran, women and minority candidates through specific job fairs and targeted advertising. Through new initiatives, the team will change how the City finds and connects with diverse, qualified applicant pools to encourage more diversity within the work force to mirror the richness of diversity in the community. The

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD (INTERIM): JENNY MARSTON

staffing team looks forward to collaborating with the Internal Equity Team in identifying ways to enhance the City’s diversity recruiting. As of February of 2018, 13.5% of our workforce identified as members of a minority group.

The City will continue to see significant retirements as shown in the statistics below. Twenty-six percent of the employee population of the City of Beaverton is comprised of baby boomers (born between 1946 and 1964) who are now approaching retirement; forty-eight percent of these baby boomers are currently eligible for full retirement benefits. That approximates 12% of the employee population. In 2017-18, there have been ten retirements, with an additional three anticipated by the end of the 2017-18 fiscal year.

As the City continues to face the loss of institutional memory and tacit knowledge, Human Resources will continue to collaborate with City leaders to capture tenured workers’ knowledge as well as identify the new skills and abilities necessary to execute the vision and business strategy. Ongoing workforce analysis will continue to provide information to determine recruiting, retention, and succession planning priorities. The City must be able to identify, develop and sustain the workforce skills it needs to successfully accomplish goals.

The City continues to work with the unions to maintain good lines of communication and engage in creative problem solving. This is being accomplished through the Labor Management Committees -- members of management and union employees meeting to discuss work processes and working conditions to identify and solve problems -- and union leaders meeting with the Mayor, the Chief of Police, the HR Director, and the Employee and Labor Relations Manager. A measure of success will be the identification and resolution of problems before they escalate. Evidence of the success of the goal will be collaborative resolutions of issues, and open lines of communication and feedback supported by well-planned meetings conducted during the year. Labor Management Committee meetings are scheduled quarterly in Public Works and at the Library. Other union and City leadership meetings are monthly.

The previous collective bargaining agreements for both the SEIU and the BPA expired June 30, 2015. The City successfully negotiated three-year successor contracts with the SEIU and BPA that extend through June 30, 2018. With the passage of Oregon’s Sick Time Law, the City and unions reengaged in bargaining in FY 2015-16 to address those elements of the contracts that were impacted by the law, which went into effect January 1, 2016. Fiscal Year 2017-18 has seen the bargaining agreement process begin again.

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	DEPARTMENT HEAD (INTERIM): JENNY MARSTON

Program Goal:

To assess city, department, and individual needs, develop and help implement corresponding organization development and training initiatives and solutions designed to enhance business performance and work group and staff effectiveness, as measured by service satisfaction amongst internal and external customers. To enhance employee effectiveness and engagement to increase the organization's ability to achieve City Council goals.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.60	1.60	1.60	1.60	0.00
PERSONNEL SERVICES	\$150,064	\$174,769	\$255,115	\$209,523	\$0
MATERIALS & SERVICES	115,609	111,456	124,146	138,817	0
CAPITAL OUTLAY					
TRANSFERS	2,769	2,112	3,303	3,327	0
TOTAL	\$268,442	\$288,337	\$382,564	\$351,667	\$0

Program Objective (services provided):

To work collaboratively with departmental clients to support continuous improvements of structures, systems and processes that deliver desired service quality and efficiency to citizens. *(Council Goals: Provide responsive, cost-effective service to the community.)*

To design and develop programs that enhance and improve employees' knowledge, skills and abilities to perform their jobs effectively and improve the work system of which their job is a part. *(Council Goal: Provide and support a highly qualified and motivated City work force.)*

Progress on FY 2017-18 Action Plan:

- Provide training and continuous improvement of the City's performance management and competency processes. *Performance management and competency processes are under evaluation for ways to enhance effectiveness*
- Engage in assessing organizational effectiveness, developing recommendations and assisting with implementing performance and process improvement strategies. *Human Resource staff researched and recommended the City undertake an Employee Engagement Survey in FY 2018-19, from which action plans will be developed to improve employee engagement and drive performance.*
- Work collaboratively with senior leaders and staff to identify workforce needs. *Human Resources partnered with staff from multiple departments to bring a standardized Project Management course and framework to the City of Beaverton. We have also partnered with staff from multiple departments to provide a Business Writing workshop for City of Beaverton employees.*
- Provide mandatory workplace harassment and whistleblower protections, and substance abuse training. *Mandatory workplace harassment and substance abuse training is complete.*
- Provide City staff training on our obligation under Title I and Title II of the ADA. *Human Resources partnered with Kinetic Technology Solutions to make ADA Web Accessibility Training available to other jurisdictions and continues to support Web Team members receiving the training. Every member of the Human Resources staff has completed an ADA Title I course on employment requirements, including requests for accommodation. HR coordinated an ADA etiquette training for all front-facing city staff and added an ADA training to new employee orientation for all new hires. Additionally, Human Resources has a key staff member on the ADA Coordinating Committee.*

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	DEPARTMENT HEAD (INTERIM): JENNY MARSTON

- Expand learning and development course offerings utilizing City/County Insurance Services (CIS) Online Learning System. *CIS Online Learning System utilization has exploded. Course completions are up 60% over FY 2016-17 completions halfway through the year, and are 700% of FY 2015-16 course completions. CIS continues to expand its course offerings, and the City has made multiple required trainings available via the CIS Learning Center. Additionally, managers and supervisors now have visibility on courses taken by their direct reports and can create learning plans for their teams.*
- Identify and retain quality training and skills development contractors through RFP process. *The City placed 12 professional development training contractors on Retainer Agreement following RFP process. Additionally, an RFP process for Computer Skills Training services is anticipated to be complete by the end of the current fiscal year.*
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities. *Identified multiple employees from several departments for leadership development programming. Sent three employees to Leadership Lab and plan on sending a dozen more over the next year. Also sent four senior leaders to an Advanced Leadership program.*

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Projected/Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Learning Event Met Client Expectations	>90%	>90% / 90%	90% / 90%	90%
% of Training Budget for Tuition Reimbursement	30%	30% / 27%	27% / 27%	24%
% of Employees Participating in In-House Training	>30%	100% / 100%	100% / 100%	>30%

FY 2018-19 Action Plan:

- Work collaboratively with senior leaders and staff to identify workforce needs.
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities.
- Formalize a Leadership Development Program curriculum.
- Provide training and continuous improvement of the City's performance management and competency processes.
- Assess and analyze employee engagement by partnering with an employee engagement survey provider.
- Develop a holistic approach to employee engagement throughout employment lifecycle.

Performance Outcomes and Program Trends:

The focus for FY 2017-18 was to continue developing a workforce planning guide to identify and address critical human resource issues in an organized and integrated way. Working with the Mayor and department heads, Human Resources will delve deeper into steps 1 and 2 of a five-step workforce planning model and have a plan to complete the following steps in alignment with the City's strategic planning and budgeting process for the following year. This effort will ensure that the City has the right people, in the right job, with the right skills, at the right time, now and in the future.

Training and organization development efforts will continue to focus on developing the skills of current and future leaders. Following great success of the program in FY 2016-17, Human Resources will continue to offer Supervisory Exploration for employees who are considering supervision as a possible career path, and Frontline Supervision for new and current supervisors to cover four of the fundamental tasks of a supervisor: establishing credibility, clarifying performance expectations, communicating effectively, and giving and receiving feedback.

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	DEPARTMENT HEAD (INTERIM): JENNY MARSTON

The City's tuition reimbursement program is another venue through which employees can seek to develop professionally. Tuition reimbursement opportunities are available through each of the labor contracts and to management employees for education and training that are relevant to an employee's career with the City. It continues to be a cost-effective way to encourage employees to increase their skills in classes that are taken on the employee's own time. Within this process, we ask the employee to provide a long-term development plan for their career at the City.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES 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

037	HR BUSINESS PARTNER		48,830											
038	HUMAN RESOURCES DIRECTOR		97,704	.90	99,835	.85	108,586	.85	73,554	73,554	108,487	.85	97,735	.85
115	HUMAN RESOURCES SPECIALIST		59,677	1.75	121,442	2.00	132,897	2.00	102,199	130,496	144,354	2.00	144,354	2.00
116	HUMAN RESOURCES ASSISTANT		42,543	1.00	47,937	.95	51,090	.95	41,706	53,078	55,783	.95	55,783	.95
194	BENEFITS REPRESENTATIVE		9,937	.25	5,747	.10	6,280	.10	4,827	6,143	6,754	.10	6,754	.10
0292 202	HUMAN RESOURCES ANALYST		138,927	1.00	70,819	.90	70,926	.90	57,376	72,095	74,072	.90	74,072	.90
275	TEMPORARY EMPLOYEES		38,492		589		876							
277	INTERNSHIP PROGRAM		7,824		40,278		45,000		33,386	29,343				
285	EMPLOYEE LABOR RELATIONS MANAGER			.95	95,345	.95	113,412	.95	79,459	100,666	102,744	.95	102,744	.95
286	LEARNING & ORGANIZATIONAL DEV SPECIALIST		16,491	1.00	53,984	1.00	85,397	1.00	67,246	85,307	91,892	1.00	91,892	1.00
299	PAYROLL TAXES AND FRINGES		205,252		245,583		306,476		218,339	264,512	293,888		303,732	
TOTAL CLASS: 05 PERSONNEL SERVICES			665,677	6.85	781,559	6.75	920,940	6.75	678,092	815,194	877,974	6.75	877,066	6.75

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		3,469		2,421		890		489	800	700		700	
307	MEMBERSHIP FEES													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES 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
	4,463		4,521		9,838		6,397	9,010	9,073		8,923			
308	PERIODICALS & SUBSCRIPTIONS													
	1,076		12,573		5,645		3,645	3,880	2,505		2,505			
316	ADVERTISING, RECORDING & FILING													
	29,178		11,761		12,000		4,558	6,000	8,000		8,000			
317	COMPUTER EQUIPMENT													
	186		2,649		800		726	726						
321	TRAVEL, TRAINING & SUBSISTENCE													
	5,829		4,745		9,211		4,592	4,896	8,714		8,714			
322	EMPLOYEE RECRUITMENT EXPENSE													
	24,913		9,250		5,000		1,000	25,000	10,250		10,250			
326	CITYWIDE TRAINING													
0293 327	68,807		61,134		60,000		51,773	60,000	60,000		60,000			
327	TUITION REIMBURSEMENT													
	20,779		24,817		33,000		17,724	33,000	33,000		33,000			
328	MEALS & RELATED EXPENSE													
	452		1,194		1,650		927	958	1,550		1,550			
330	MILEAGE REIMBURSEMENT													
					100				100		100			
341	COMMUNICATIONS EXPENSE													
			221		504		466	420	624		624			
458	EMPLOYEE TRANSIT EXPENSE													
	41,994		51,908		63,114		60,636	58,817	66,463		66,463			
461	SPECIAL EXPENSE													
	2,707		4,086		4,800		3,603	4,800	5,300		5,300			
481	OTHER EXPENSES													
	23,579		24,545		26,320		25,070	24,210	26,020		26,020			
511	PROFESSIONAL SERVICES													
	43,179		47,910		103,500		41,113	68,500	118,500		103,500			
523	BOARDS & COMMISSIONS EXPENSES													
	814		1,701											

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES 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
551 RENTS AND LEASES														
	924		943		1,046		1,061	1,046	1,067		1,067			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	272,349		266,379		337,418		223,780	302,063	351,866		336,716			
CLASS: 25 TRANSFERS														
816 TRSFERS TO REPROGRAPHICS FUND														
	13,700		10,934		15,413		7,373	15,413	15,526		15,526			
TOTAL CLASS: 25 TRANSFERS														
	13,700		10,934		15,413		7,373	15,413	15,526		15,526			
TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT														
	951,726	6.85	1,058,872	6.75	1,273,771	6.75	909,245	1,132,670	1,245,366	6.75	1,229,308	6.75		

0294

**HUMAN RESOURCES
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
38	HUMAN RESOURCES DIRECTOR	0.85	0.85					0.85
115	HUMAN RESOURCES SPECIALIST	2.00	2.00					2.00
116	HUMAN RESOURCES ASSISTANT	0.95	0.95					0.95
194	BENEFITS REPRESENTATIVE	0.10	0.10					0.10
202	HUMAN RESOURCES ANALYST	0.90	0.90					0.90
285	EMPLOYEE LABOR RELATIONS MANAG	0.95	0.95					0.95
286	LEARNING & ORGANIZATIONAL DEV	1.00	1.00					1.00
	Total	6.75	6.75	0.00	0.00	0.00	0.00	6.75

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
38	HUMAN RESOURCES DIRECTOR	0.85					0.85
115	HUMAN RESOURCES SPECIALIST	2.00					2.00
116	HUMAN RESOURCES ASSISTANT	0.95					0.95
194	BENEFITS REPRESENTATIVE	0.10					0.10
202	HUMAN RESOURCES ANALYST	0.90					0.90
285	EMPLOYEE LABOR RELATIONS MANAG	0.95					0.95
286	LEARNING & ORGANIZATIONAL DEV	1.00					1.00
	Total	6.75	0.00	0.00	0.00	0.00	6.75

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE 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

037	HR BUSINESS PARTNER 48,830												
038	HUMAN RESOURCES DIRECTOR 86,848 .80 88,090 .75 95,807 .75 64,900 95,724 .75 86,237 .75												
115	HUMAN RESOURCES SPECIALIST 44,496 1.50 105,785 1.75 116,001 1.75 113,601 125,836 1.75 125,836 1.75												
116	HUMAN RESOURCES ASSISTANT 31,851 .75 35,321 .70 37,645 .70 39,108 41,103 .70 41,103 .70												
194	BENEFITS REPRESENTATIVE 9,937 .25 5,747 .10 6,280 .10 6,143 6,754 .10 6,754 .10												
202	HUMAN RESOURCES ANALYST 138,927 1.00 70,819 .90 70,926 .90 72,095 74,072 .90 74,072 .90												
275	TEMPORARY EMPLOYEES 589 876												
285	EMPLOYEE LABOR RELATIONS MANAGER .95 95,345 .95 113,412 .95 100,666 102,744 .95 102,744 .95												
299	PAYROLL TAXES AND FRINGES 154,724 205,094 224,878 198,333 223,384 230,797												

TOTAL CLASS: 05 PERSONNEL SERVICES													
515,613 5.25 606,790 5.15 665,825 5.15 594,846 669,617 5.15 667,543 5.15													

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE 3,469 2,421 890 800 700 700												
307	MEMBERSHIP FEES 4,463 4,521 9,838 9,010 9,073 8,923												

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 037 HR BUSINESS PARTNER

- 038 HUMAN RESOURCES DIRECTOR
 FY 16-17 REFLECTS POSITION REALLOCATION TO 75% /10% /5%/10%: 001-15-0534 / 001-15-0536 / 706-40-0015 / 706-40-0016.
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING YEAR.

- 115 HUMAN RESOURCES SPECIALIST
 FY 16-17 REFLECTS REALLOCATION TO 75% / 25% IN 001-15-0534 / 001-15-0536
 FY 16-17 ALSO REFLECTS ELIMINATING 1 FTE HR ANALYST POSITION AND CREATING 1 FTE HR SPECIALIST POSITION.

- 116 HUMAN RESOURCES ASSISTANT
 FY 16-17 REFLECTS POSITION REALLOCATION TO 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.

- 194 BENEFITS REPRESENTATIVE
 FY 16-17 REFLECTS POSITION REALLOCATION TO 10% / 90% IN 001-15-0534 / 706-40-0016

- 202 HUMAN RESOURCES ANALYST
 FY 16-17 REFLECTS POSITION REALLOCATION TO 90% / 10% IN 001-15-0534 / 706-40-0016.
 FY 16-17 ALSO REFLECTS ELIMINATING 1 FTE HR ANALYST POSITION AND CREATING 1 FTE HR SPECIALIST.

- 275 TEMPORARY EMPLOYEES
 RECRUITING SYSTEM DATA ENTRY

- 285 EMPLOYEE LABOR RELATIONS MANAGER
 FY 15-16 REFLECTS MID-YEAR ESTABLISHMENT OF THE EMPLOYEE LABOR RELATIONS MANAGER POSITION.
 ALLOCATED 95% 001-15-0534 AND 5% 706-40-0015

- 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
 MISCELLANEOUS OFFICE SUPPLIES
 COMPUTER MONITOR ARM

- 307 MEMBERSHIP FEES
 LOCAL GOVERNMENT PERSONNEL INSTITUTE CORPORATE MEMBERSHIP (LGPI) \$2,872
 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPLRA) NEW EE/AM @\$175 EACH \$175
 AMERICAN SOCIETY FOR TRAINING & DEVELOPMENT (ASTD) \$99
 SOCIETY FOR HUMAN RESOURCES MANAGEMENT (SHRM) @\$209 EACH \$418
 IPMA NATIONAL \$149
 CWCG CORPORATE MEMBERSHIP \$150
 IPMA LOCAL \$60
 PARTNERS IN DIVERSITY ANNUAL MEMBERSHIP (PREVIOUSLY BUDGETED IN MAYOR'S PROGRAMS) \$2,000
 NORTHWEST PUBLIC EMPLOYEES/CITY MEMBERSHIP/SPONSORSHIP (PREVIOUSLY BUDGETED IN THE MAYOR'S PROGRAMS) \$3,000

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE 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												
	1,076		12,573		5,545		3,880	2,455		2,455			
316	ADVERTISING, RECORDING & FILING												
	29,178		11,761		12,000		6,000	8,000		8,000			
317	COMPUTER EQUIPMENT												
	186		2,649		800		726						
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,829		4,745		9,211		4,896	8,714		8,714			
322	EMPLOYEE RECRUITMENT EXPENSE												
	24,913		9,250		5,000		25,000	10,250		10,250			
328	MEALS & RELATED EXPENSE												
	376		1,010		1,250		583	1,150		1,150			
341	COMMUNICATIONS EXPENSE												
			221		504		420	624		624			
458	EMPLOYEE TRANSIT EXPENSE												
	41,994		51,908		63,114		58,817	66,463		66,463			
461	SPECIAL EXPENSE												
	2,707		4,086		4,800		4,800	5,300		5,300			
481	OTHER EXPENSES												
	106		167		320		300	320		320			
511	PROFESSIONAL SERVICES												
	41,629		47,910		100,000		65,000	100,000		85,000			
523	BOARDS & COMMISSIONS EXPENSES												
	814		1,701										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	156,740		154,923		213,272		180,232	213,049		197,899			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	10,931		8,822		12,110		12,110	12,199		12,199			
TOTAL CLASS: 25 TRANSFERS													
	10,931		8,822		12,110		12,110	12,199		12,199			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
308	PERIODICALS & SUBSCRIPTIONS SURVEYMONKEY ANNUAL SUBSCRIPTION \$250 BOLI PUBLICATIONS \$210 TOTAL EMPLOYER COST OF COMPENSATION (TCC PROGRAM THROUGH PSU) \$1,400 MILLIMAN OREGON PUBLIC EMPLOYERS SALARY SURVEY \$595
316	ADVERTISING, RECORDING & FILING RECRUITING AND JOB ANNOUNCEMENTS
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE LOCAL GOVERNMENT PERSONNEL INSTITUTE CONFERENCE (2 EMPLOYEES) \$540 CITY COUNTY INSURANCE SERVICES CONFERENCE \$175 LOCAL TRAINING CONFERENCES \$950 NEOGOV ANNUAL USER CONFERENCE \$1,750 BUREAU OF LABOR & INDUSTRIES ANNUAL CONFERENCE (3 EMPLOYEES) \$1,000 ASSOCIATION FOR TALENT DEVELOPMENT CONFERENCE \$299 PAYROLL SYSTEM USER CONFERENCE \$2,000 ADA COORDINATORS CONFERENCE \$2,000
322	EMPLOYEE RECRUITMENT EXPENSE APPROPRIATION FOR EMPLOYEE RECRUITING FOR M1 AND M2 \$10,000 CITY OF HILLSBORO (SHARED ITEM) \$250 FY 2017-18 ESTIMATED REFLECTS CONTRACTING WITH A RECRUITING FIRM FOR THE VACANT HUMAN RESOURCES DIRECTOR POSITION.
328	MEALS & RELATED EXPENSE MISC MEETING LUNCHES/HIRING COM. LUNCHES \$500 ALL SUPERVISORS MEETING LUNCHES \$600 PARKING FEES \$50
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR HR DIRECTOR AT \$52 PER MONTH \$624
458	EMPLOYEE TRANSIT EXPENSE TRANSIT PASS PROGRAM FOR ELIGIBLE EMPLOYEES
461	SPECIAL EXPENSE NEOGOV ENHANCEMENTS \$2,300 MARKETING MATERIALS FOR JOB FAIRS \$1,000 JOB FAIRS \$2,000
481	OTHER EXPENSES HR TEAM DEVELOPMENT (8 FTE @ \$40 EACH)
511	PROFESSIONAL SERVICES UNANTICIPATED DIFFICULT EMPLOYEE RELATIONS ISSUES, GRIEVANCE ARBITRATIONS AND ULP HEARINGS \$40,000 CLASS & COMPENSATION REVIEW SERVICES INCLUDING EQUAL PAY ACT REVIEW \$30,000 ADA CONSULTANT FEES FOR TRANSITION PLAN \$15,000
523	BOARDS & COMMISSIONS EXPENSES NO APPROPRIATION REQUESTED AS THIS BOARD WAS MOVED TO THE DISPUTE RESOLUTION PROGRAM EFFECTIVE FY 2017-18
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT

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 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

683,284	5.25	770,535	5.15	891,207	5.15	787,188	894,865	5.15	877,641	5.15
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BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 15 HUMAN RESOURCES DEPARTMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

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

038	HUMAN RESOURCES DIRECTOR												
	10,856	.10	11,745	.10	12,779	.10	8,654	12,763	.10	11,498	.10		
115	HUMAN RESOURCES SPECIALIST												
	15,181	.25	15,657	.25	16,896	.25	16,895	18,518	.25	18,518	.25		
116	HUMAN RESOURCES ASSISTANT												
	10,692	.25	12,616	.25	13,445	.25	13,970	14,680	.25	14,680	.25		
275	TEMPORARY EMPLOYEES												
	38,492												
277	INTERNSHIP PROGRAM												
	7,824		40,278		45,000		29,343						
286	LEARNING & ORGANIZATIONAL DEV SPECIALIST												
	16,491	1.00	53,984	1.00	85,397	1.00	85,307	91,892	1.00	91,892	1.00		
299	PAYROLL TAXES AND FRINGES												
	50,528		40,489		81,598		66,179	70,504		72,935			

TOTAL CLASS: 05 PERSONNEL SERVICES

	150,064	1.60	174,769	1.60	255,115	1.60	220,348	208,357	1.60	209,523	1.60		
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CLASS: 10 MATERIALS & SERVICES

308	PERIODICALS & SUBSCRIPTIONS												
					100			50		50			
326	CITYWIDE TRAINING												
	68,807		61,134		60,000		60,000	60,000		60,000			
327	TUITION REIMBURSEMENT												
	20,779		24,817		33,000		33,000	33,000		33,000			
328	MEALS & RELATED EXPENSE												
	76		184		400		375	400		400			
330	MILEAGE REIMBURSEMENT												
					100			100		100			
481	OTHER EXPENSES												
	23,473		24,378		26,000		23,910	25,700		25,700			
511	PROFESSIONAL SERVICES												
	1,550				3,500		3,500	18,500		18,500			
551	RENTS AND LEASES												
	924		943		1,046		1,046	1,067		1,067			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 038 HUMAN RESOURCES DIRECTOR

- 115 HUMAN RESOURCES SPECIALIST
 FY15-16 REFLECTS REALLOCATION TO 50% / 25% / 25% IN 001-15-0534 / 001-15-0536/ 706-40-0016
- 116 HUMAN RESOURCES ASSISTANT
 FY15-16 REFLECTS POSITION REALLOCATION TO 75% / 25% IN 001-15-0534 / 001-15-0536
- 275 TEMPORARY EMPLOYEES

- 277 INTERNSHIP PROGRAM
 CITY-WIDE INTERNSHIP PROGRAM
- 286 LEARNING & ORGANIZATIONAL DEV SPECIALIST
 FY 15-16 REFLECTS MID-YEAR ESTABLISHMENT OF THE LEARNING & ORGANIZATIONAL DEVELOPMENT SPECIALIST POSITION.
- 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

- 308 PERIODICALS & SUBSCRIPTIONS
 ORGANIZATIONAL DEVELOPMENT BOOKS
- 326 CITYWIDE TRAINING
 LEADERSHIP AND PROFESSIONAL DEVELOPMENT \$10,000
 CORE BUSINESS COURSES FOR MANAGER AND TEAMS (PPDD, BCP, DIVERSITY AND INCLUSION) \$20,000
 KNOWLEDGE/SKILLS ENHANCEMENT (PROFESSIONAL GROWTH OPPORTUNITIES) \$20,000
 COMPUTER SOFTWARE TRAINING (KINETIC) \$10,000
- 327 TUITION REIMBURSEMENT
 TUITION REIMBURSEMENT- MORE EMPLOYEES TAKING ONLINE COURSES
- 328 MEALS & RELATED EXPENSE
 REFRESHMENTS FOR TRAINING SESSIONS
- 330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR CITY BUSINESS
- 481 OTHER EXPENSES
 EMPLOYEE EVENTS (INCLUDING COMMUNITY GIVING CAMPAIGN, EMPLOYEE APPRECIATION EVENTS, ETC.) \$12,500
 SERVICE PINS AND AWARDS \$13,000
 BRAVO BEAVERS \$200
- 511 PROFESSIONAL SERVICES
 TRAINING DESIGN TO SUPPORT SPECIFIC FOCUS AREAS AND NEEDS; DIVERSITY & INCLUSION \$3,500
 CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$15,000
- 551 RENTS AND LEASES
 HARVEST COURT SPACE RENTAL

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

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: 10 MATERIALS & SERVICES

115,609	111,456	124,146	121,831	138,817	138,817
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CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

2,769	2,112	3,303	3,303	3,327	3,327
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TOTAL CLASS: 25 TRANSFERS

2,769	2,112	3,303	3,303	3,327	3,327
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TOTAL PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

268,442	1.60	288,337	1.60	382,564	1.60	345,482	350,501	1.60	351,667	1.60
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TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT

951,726	6.85	1,058,872	6.75	1,273,771	6.75	1,132,670	1,245,366	6.75	1,229,308	6.75
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BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 15 HUMAN RESOURCES DEPARTMENT
PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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
001-15	HUMAN RESOURCES DEPARTMENT											
001-15-0534-05-038	HUMAN RESOURCES DIRECTOR	0.75	1,106			64,901				64,900	33,457	98,357
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,670			113,601				113,601	54,351	167,952
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	0.70	1,456			37,641			1,470	39,108	14,236	53,344
001-15-0534-05-194	BENEFITS REPRESENTATIVE	0.10	208			6,141				6,143	2,729	8,872
001-15-0534-05-202	HUMAN RESOURCES ANALYST	0.90	1,940			72,096				72,095	38,580	110,675
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	2,044			100,666				100,666	54,980	155,646
	HR MGMT & EMPLOYEE SERVICES	5.15	10,424			395,046			1,470	396,513	198,333	594,846
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR		148			8,653				8,654	4,201	12,855
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	0.25	530			16,895				16,895	10,121	27,016
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.25	520			13,443			525	13,970	5,090	19,060
001-15-0536-05-277	INTERNSHIP PROGRAM		1,958			29,343				29,343	3,084	32,427
001-15-0536-05-286	LEARNING & ORGANIZATIONAL DEV	1.00	2,080			85,307				85,307	43,683	128,990
	HR ORGANIZATIONAL	1.50	5,236			153,641			525	154,169	66,179	220,348
	**** DEPARTMENT TOTAL ****	6.65	15,660			548,688			1,995	550,682	264,512	815,194

0306

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:45 PM

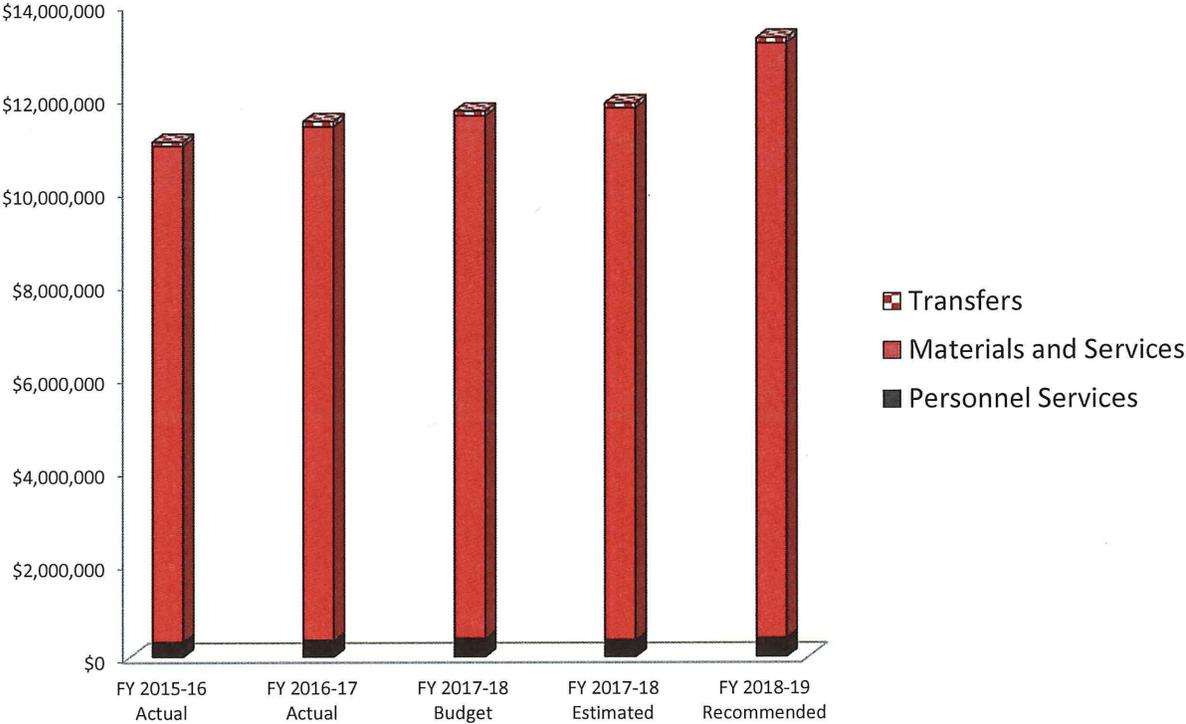
ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-15	HUMAN RESOURCES DEPARTMENT											
001-15-0534-05-038	HUMAN RESOURCES DIRECTOR	0.75	1,430			86,237				86,237	49,192	135,429
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,780			125,836				125,836	63,070	188,906
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	0.70	1,457			38,583			2,520	41,103	11,121	52,224
001-15-0534-05-194	BENEFITS REPRESENTATIVE	0.10	212			6,754				6,754	3,219	9,973
001-15-0534-05-202	HUMAN RESOURCES ANALYST	0.90	1,944			74,072				74,072	42,488	116,560
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	2,015			102,744				102,744	61,707	164,451
	HR MGMT & EMPLOYEE SERVICES	5.15	10,838			434,226			2,520	436,746	230,797	667,543
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR	0.10	190			11,498				11,498	6,271	17,769
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	0.25	540			18,518				18,518	11,540	30,058
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.25	520			13,780			900	14,680	3,975	18,655
001-15-0536-05-277	INTERNSHIP PROGRAM											0
001-15-0536-05-286	LEARNING & ORGANIZATIONAL DEV	1.00	2,080			91,892				91,892	51,149	143,041
	HR ORGANIZATIONAL	1.60	3,330			135,688			900	136,588	72,935	209,523
	**** DEPARTMENT TOTAL ****	6.75	14,168			569,914			3,420	573,334	303,732	877,066

0307

**Insurance Fund
(Unempl. & Medical/Dental)**

INSURANCE AGENCY 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:	Insurance Agency Fund					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$319,498	\$354,704	\$395,126	\$362,671	\$403,482	2.11%
Materials and Services	10,639,776	11,016,821	11,208,006	11,411,381	12,753,588	13.79%
Transfers	88,143	110,880	100,454	100,454	111,942	11.44%
SUB-TOTAL	\$11,047,417	\$11,482,405	\$11,703,586	\$11,874,506	\$13,269,012	
Contingency			647,556		646,703	
Reserve			2,445,000		2,395,000	
TOTAL	11,047,417	11,482,405	14,796,142	11,874,506	16,310,715	
FTE's	2.80	2.90	2.90		2.90	

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

Personnel services:

The Recommended Budget 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 an 11% increase in MODA health plan premiums and a 7.5% in Kaiser health plan premiums totaling \$1 Million.

Transfers:

FY 2018-19 reflects a decrease of the transfers to the General Fund for accounting services.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 706 INSURANCE FUND	DEPARTMENTS: HUMAN RESOURCES & CITY ATTORNEY
DEPARTMENT HEADS: JENNY MARSTON (INTERIM) & BILL KIRBY	

MISSION STATEMENT:

To provide programs, processes and strategies that will enable leaders to plan, evaluate, develop and improve the organization, to optimize contributions to City Council goals, and to minimize the adverse effects of risk on the organization.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	2.80	2.90	2.90	2.90	0.00
PERSONNEL SERVICES	\$319,498	\$354,704	\$395,126	\$403,482	\$0
MATERIALS & SERVICES	10,639,776	11,016,821	11,208,006	12,753,588	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	88,143	110,880	100,454	111,942	0
CONTINGENCY			647,556	646,703	0
RESERVE			2,445,000	2,395,000	0
TOTAL	\$11,047,417	\$11,482,405	\$14,796,142	\$16,310,715	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$3,289,168	\$3,230,607	\$3,184,382	\$3,226,776	\$0
Interest on Investments	19,685	30,911	24,200	49,900	0
Miscellaneous Revenues	629,763	613,828	294,955	265,350	0
Transfers from Other Funds	842,767	1,095,593	1,259,941	1,259,941	0
Self-insurance Revenues	9,496,638	9,695,845	10,032,664	11,508,748	0

Reserves:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
General Liability	\$1,201,000	\$1,300,000	\$1,500,000	\$1,500,000	\$0
Workers' Compensation	400,000	440,000	500,000	500,000	0
Unemployment	95,000	95,000	95,000	45,000	0
Medical	350,000	350,000	350,000	350,000	0

Services and Trends:

The Human Resources Department, through employee benefits programs, assists the organization in protecting the financial and human assets of the City. The employee benefits program includes self-insured unemployment, employee medical premium-based insurance, self-insured dental, long-term disability insurance, life insurance and AD&D insurance. Services provided include financing of claims through insurance or self-insurance, wellness and loss prevention activities.

The City Attorney's Office manages the Risk Management programs with a mission to reduce the financial impact of claims, lawsuits, and employee injuries to the City; to reduce the corresponding frequency and severity of these events through the application of professional risk management techniques; and to provide a safe environment for employees to work and the public to enjoy. In doing so, the Division plays a vital role in freeing up dollars which would otherwise be spent on claims and claims-related issues, making them available for other beneficial uses throughout the City.

To meet the above goals, Risk Management provides three distinct functions:

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 706 INSURANCE FUND	DEPARTMENTS: HUMAN RESOURCES & CITY ATTORNEY
	DEPARTMENT HEADS: JENNY MARSTON (INTERIM) & BILL KIRBY

- Oversees all aspects of the City employee work-related injury program, including working with the third-party administrator for claims management and Workers' Compensation defense litigation.
- Receives, analyzes, and tracks all claims for personal injury and property damage asserted against the City. The City utilizes the services of City County Insurance Services to investigate the claims; determine if the city is liable under the applicable law; and negotiate and settle claims that are compensable.
- The Risk and Safety Officer is also responsible for ensuring citywide development, implementation and maintenance of safety and health programs to control and minimize hazards that could result in injury or illness to its workforce. This function also evaluates working environments, in conjunction with City Departments, to review potential safety and health problems with departmental operations, procedures and facilities, thereby minimizing potential risks for the City, as well as improving safety for the City and its residents. Additionally, this function works to assess and reduce public risks or liabilities associated with the City's operations, products, services, activities and events.

Risk financing components of the program include the retention of risk through self-insurance and the transfer of risk to commercial insurance and bonds. Risk Management pursues recovery of incurred costs due to losses caused by third parties.

Budget Highlights:

An essential component of the Risk Management program is to work directly with the City departments to understand the various operations and unique needs. This information is applied to appropriate risk techniques to increase employee and supervisor safety training and awareness for the purpose of reducing accidents, injuries and claims costs.

The PPO and HMO plans ran well in FY 2015-16, resulting in minimal changes in the renewal rates for FY 2017-18. Rates remained the same for the PPO plans and increased by 4.9% for the HMO plans. Dental utilization is strong and premiums are projected to stay flat. The City's policy for life and long-term disability is up for renewal. The City also solicited proposals for an agent of record as the current contract expired. PPO and HMO plan renewal rates for FY 2018-19 are being negotiated.

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0015 SELF INSURANCE UNEMPLOYMENT	DEPARTMENT HEAD: JENNY MARSTON (INTERIM)

Program Goal:

To provide a cost effective unemployment insurance program that complies with state and federal laws.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.05	0.15	0.15	0.15	0.00
PERSONNEL SERVICES	\$1,372	\$18,521	\$22,912	\$21,270	\$0
MATERIALS & SERVICES	64,819	47,399	60,000	60,000	0
CAPITAL OUTLAY					
TRANSFERS	526	517	826	832	0
CONTINGENCY	0	0	68,247	44,575	0
RESERVE	0	0	95,000	45,000	0
TOTAL	\$66,717	\$66,437	\$246,985	\$171,677	\$0

Program Objective (Services Provided):

To minimize the City's long-term costs by processing unemployment claims appropriately. *(Council Goal: Use City resources efficiently to ensure long-term financial stability.)*

Progress on FY 2017-18 Action Plan:

- Maintain a low level of unemployment claims while continuing to respond to all unemployment claims in a timely manner. *Human Resources staff respond to all claims received from the state to ensure the accuracy of data and provide additional information to support the state in making informed decisions on whether to grant or deny unemployment benefits.*

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of unemployment insurance claims	22	10	10 / 9	10
Value of paid unemployment claims	\$64,819	\$74,000	\$60,000 / \$60,000	\$60,000

FY 2018-19 Action Plan:

- Continue to maintain a low level of unemployment claims and respond in a timely manner

Performance Outcomes and Program Trends:

The FY 2017-18 rate of unemployment claims is trending steady in the number of claims as the prior fiscal year.

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	DEPARTMENT HEAD: JENNY MARSTON (INTERIM)

Program Goal:

To provide a comprehensive, cost-effective health program which meets the needs of its employees and the organization.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.10	1.10	1.10	1.10	0.00
PERSONNEL SERVICES	\$84,485	\$101,759	\$113,976	\$120,522	\$0
MATERIALS & SERVICES	9,134,468	9,406,579	9,787,181	11,190,861	0
CAPITAL OUTLAY					
TRANSFERS	31,396	43,439	27,923	34,462	0
CONTINGENCY	0	0	310,191	423,690	0
RESERVE	0	0	350,000	350,000	0
TOTAL	\$9,250,349	\$9,551,777	\$10,589,271	\$12,119,535	\$0

Program Objectives:

To provide medical and dental insurance for employees that minimizes the adverse family and financial effects of illness. *(Council Goals: Use City resources efficiently to ensure long-term financial stability; and: Provide and support a highly-qualified and motivated City work force.)*

To provide programs that assist employees in addressing issues that affect their performance. *(Council Goal: Provide and support a highly-qualified and motivated City work force.)*

To provide programs that assist employees in maximizing their financial resources. *(Council Goal: Provide and support a highly-qualified and motivated City work force.)*

To administer and coordinate occupational health programs that adhere to laws, rules and regulations and ensure a safe and healthy work force. *(Council Goals: Provide responsive, cost-effective service to the community; and: Assure a safe and healthy community; and: Provide and support a highly-qualified and motivated City work force.)*

Progress on FY 2017-18 Action Plan:

- Continue to review current benefits and consider new options. *We are looking at possibly a higher deductible than current PPO, a high deductible with an HRA, or other options that will help us to control costs.*
- Renew or seek bids on life and long-term disability policy. *We have asked our agent of record to look into another provider for additional insurance (short-term disability, accident, critical illness, and hospital indemnity).*
- Solicit proposals for an agent of record prior to the expiration of the City's contract with Mercer on June 30, 2018. *We have completed the RFP process and have chosen USI for our new Agent of Record, effective January 1, 2018.*

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	DEPARTMENT HEAD: JENNY MARSTON (INTERIM)

Performance Measures:

Health and Dental Insurance	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Premiums:	Actual	Actual	Budgeted/Revised	Proposed
Budgeted FTE Positions	544.48	555.88	555.88 / 567.63	581.36
Value of medical premiums paid (less Cobra payments)	\$7,930,382	\$8,258,856	\$8,300,000 / \$8,427,570	\$8,500,000
Average annual medical insurance premium cost per budgeted FTE	\$15,792	\$16,634	\$17,025 / \$16,913	\$17,025
Value of dental claims paid	\$876,447	\$933,842	\$934,000 / \$946,544	\$947,000
Average annual dental cost per budgeted FTE	\$1,688	\$1,680	\$1,680 / \$1,827	\$1,800

FY 2018-19 Action Plan:

- Work to provide quality benefits at a reasonable cost to employees and to the City.
- Find ways to save on excessive, redundant costs for the City.
- Continue to review current benefits and consider new options.

Performance Outcomes and Program Trends:

The health insurance renewals for FY 2017-18 were cost-neutral for the PPO plans and the dental plan. The HMO plans increased 4.9 percent. In the fall of 2017, the City went out to bid for its agent of record as the current contract expired the end of calendar year 2017. The City was able to finish this solicitation in advance of labor negotiations in winter/spring 2018, during which the City may go out to bid for health insurance plans. In the event of any significant changes to health insurance, Human Resources will work with the agent of record to ensure a smooth transition and adequate education of affected employees. The RFP process has been completed and a new agent of record, USI, started January 1, 2018. Negotiation with the unions are currently underway.

The Health Insurance Review Committee has continued to actively research medical insurance options in advance of labor negotiations with a goal of trying to seek out options that balance cost with quality benefits. While the potential for the 2020 excise tax under the Affordable Care Act (now extended to 2022) may or may not be an issue going forward, the committee remains committed to seeking out competitive medical insurance at a fair and fiscally responsible price.

The dental program continues to provide excellent dental benefits for employees and their families, encouraging and rewarding yearly preventative measures. The self-funded dental benefit shows continued high utilization. As an average annual cost per employee, dental program costs can fluctuate from year to year due to the number and types of services performed within the plan's provisions. For fiscal year 2015-16, premium costs remained flat. There was a 2.7% increase in premiums for FY 2016-17, and no increase for FY 2017-18. 2018 is year two of a three-year administrative rate guarantee, with our rates for the remainder of the contract being \$7.35 and less \$1.27 commission for the Agent of Record.

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	DEPARTMENT HEAD: JENNY MARSTON (INTERIM)

Wellness Activities and Related Costs:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Number of employee medical screenings (pre-employment, DOT/drug testing)	190	190	190 / 150	150
Average cost per medical screening	\$225	\$225	\$225 / \$225	\$225
Average cost of wellness activities per employee	\$68	\$70	\$70 / \$65	\$65
% of Employees Who Participate in Wellness Educational Opportunities	45%	45%	45% / 45%	45%
# of Employees Taking Part in Health Screening (BP, Cholesterol, Body Fat)	58	80	75 / 67	70

Wellness Activity Performance Outcomes and Program Trends:

The City has continued to invest in the Wellness Program as a means of mitigating rising healthcare costs. Funds have been used to sustain on-site fitness classes and utilization of local fitness facilities, health screening events, nutrition programs, CSA programs, educational seminars, and other activities to promote healthy living. In FY 2016-17, employees engaged in a competitive walking challenge with the City of Scottsdale, Arizona. The City also enhanced the options available through the Wellness Incentive program to acknowledge and encourage the many different ways employees and their families pursue healthy living. In FY 2017-18, the Wellness Program has been going strong, with many employees participating in the Wellness Incentives (57), Biometric Screenings (67), Walker Tracker Challenges (67) and the annual Wellness Fair (150). In this fiscal year, we have decided to re-evaluate the on-site fitness classes due to low attendance, and we will be trying out a Boot Camp from MODA. In FY 2018-19 we plan on providing some of the same programs and adding some new ones.

The multitude of opportunities offered to engage employees in healthy living have contributed to steady participation in the City's Wellness Program. A heavy emphasis on wellness during new employee orientation has been important in laying the foundation for participation and conscious consumerism of health services. The City continues to look for new initiatives to keep employees engaged and interested and evaluates existing activities for value and utilization.

In FY 2016-17, as in prior years, the City offered a biometric screening event which included several additional screening tests. Demand for this screening opportunity has remained consistent in recent years. The City offered a similar event in FY 2017-18, and will again in FY 2018-19.

New and innovative programs will be offered in FY 2017-18, which will include bringing back Lunch and Learn (Brown Bags) seminars on topics of significant interest. In FY 2018-19 we plan on adding more learning seminars.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY 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														
	-3,289,168		-3,230,607		-3,184,382		-3,184,382	-3,184,382	-3,187,994		-3,226,776			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL	-3,289,168		-3,230,607		-3,184,382		-3,184,382	-3,184,382	-3,187,994		-3,226,776			
CLASS: 35 MISCELLANEOUS REVENUES														
384 INVESTMENT INTEREST EARNINGS														
	-19,685		-30,911		-24,200		-26,443	-37,700	-49,900		-49,900			
386 3RD PARTY SUBROGATION														
	-15,351		-25,438		-35,000		-30,544	-35,000	-35,000		-35,000			
389 MISCELLANEOUS REVENUES														
	-286,814		-3,931				-1,227	-1,227						
399 REIMBURSEMENTS - OTHER														
	-322,910		-584,459		-259,955		-22,314	-22,314						
756 PERS RSRV DISTRIB-NON GAAP REV														
	-4,688													
757 MED/LIFE INS PREM REFUND DISTRIBUTION														
							-677	-677						
763 RETIREE COBRA HLTH INSUR PREMIUM														
							-173,274	-230,350	-230,350		-230,350			
764 MODA MEDICAL CITY-WIDE PREM REFUND														
							-102,762	-102,762						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES	-649,448		-644,739		-319,155		-357,241	-430,030	-315,250		-315,250			
CLASS: 40 INTERFUND TRANSFERS/LOANS														
411 TRSFERS FROM GENERAL FUND														
	-275,172		-357,723		-411,381		-342,818	-411,381	-411,381		-411,381			
412 TRSFERS FROM STREET FUND														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY 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
	-102,180		-132,834		-152,760		-127,300	-152,760	-152,760		-152,760			
419	TRSFERS FROM WATER FUND													
	-153,032		-198,941		-228,792		-190,660	-228,792	-228,792		-228,792			
421	TRSFERS FROM SEWER FUND													
	-110,126		-143,163		-164,637		-137,198	-242,037	-164,637		-164,637			
424	TRSFERS FROM REPROGRAPHICS FUND													
	-4,095		-5,323		-6,121		-5,101	-6,121	-6,121		-6,121			
425	TRSFERS FROM GARAGE FUND													
	-31,437		-40,868		-46,998		-39,165	-46,998	-46,998		-46,998			
426	TRSFERS FROM ISD													
	-4,432		-5,761		-6,625		-5,521	-6,625	-6,625		-6,625			
430	TRANSFER FROM LIBRARY FUND													
	-74,630		-97,019		-111,572		-92,977	-111,572	-111,572		-111,572			
0317 440	TRSFERS FR STREET LIGHTING FUND													
	-4,550		-5,915		-6,802		-5,668	-6,802	-6,802		-6,802			
441	TRSFERS FR STORM DRAIN FUND													
	-83,113		-108,046		-124,253		-103,544	-124,253	-124,253		-124,253			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-842,767		-1,095,593		-1,259,941		-1,049,952	-1,337,341	-1,259,941		-1,259,941			
CLASS: 45 NON-REVENUE RECEIPTS														
462	MODA - P200 MEDICAL PREMIUMS													
	-1,990,663		-2,112,443		-2,153,172		-1,833,454	-2,204,348	-2,465,208		-2,465,208			
463	MODA - DENTAL PREMIUMS													
	-916,216		-912,943		-955,572		-799,080	-963,425	-1,032,180		-1,032,180			
464	SELF-INS. WORKERS COMP - CITY													
	-529,327		-505,985		-490,000		-380,932	-490,000	-490,000		-490,000			
465	SELF-INS. UNEMPLOYMENT- CITY													
	-115,263		-9,697											
466	KAISER MEDICAL PREMIUMS													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY 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
	-3,928,631		-4,011,175		-4,273,440		-3,651,394	-4,387,624	-4,631,052		-4,631,052			
467 MODA-P250 (POS)MEDICAL PREMIUMS														
	-2,016,538		-2,143,602		-2,160,480		-1,745,743	-2,104,132	-2,890,308		-2,890,308			
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
	-9,496,638		-9,695,845		-10,032,664		-8,410,603	-10,149,529	-11,508,748		-11,508,748			
TOTAL DEPARTMENT: 03 REVENUE														
	-14,278,021		-14,666,784		-14,796,142		-13,002,178	-15,101,282	-16,271,933		-16,310,715			

0318

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

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

030	RISK & SAFETY OFFICER													
	81,734	1.00	88,520	1.00	93,123	1.00	68,901	85,150	88,584	1.00	88,584	1.00		
031	CITY ATTORNEY													
	26,366	.15	27,238	.15	27,656	.15	23,211	27,657	28,346	.15	28,346	.15		
038	HUMAN RESOURCES DIRECTOR													
	10,856	.10	17,619	.15	19,167	.15	12,980	12,980	19,143	.15	17,245	.15		
056	RECORDS MANAGER													
	8,061	.10	8,656	.10	9,312	.10	7,070	8,966	9,550	.10	9,550	.10		
115	HUMAN RESOURCES SPECIALIST													
	15,203	.25												
116	HUMAN RESOURCES ASSISTANT													
			2,523	.05	2,690	.05	2,195	2,795	2,937	.05	2,937	.05		
0319 182	LEGAL SERVICES MANAGER													
	10,359	.15	11,359	.15	12,329	.15	9,369	11,884	13,072	.15	13,072	.15		
192	ASSISTANT CITY ATTORNEY 3													
	15,981	.15	12,888	.15	18,371	.15	13,539	16,918	20,241	.15	20,241	.15		
194	BENEFITS REPRESENTATIVE													
	29,807	.75	51,725	.90	56,504	.90	43,443	55,270	60,796	.90	60,796	.90		
202	HUMAN RESOURCES ANALYST													
			7,870	.10	7,882	.10	6,374	8,012	8,231	.10	8,231	.10		
221	SUPPORT SPECIALIST 2													
	5,128	.10	5,305	.10	5,392	.10	4,322	5,412	5,592	.10	5,592	.10		
285	EMPLOYEE LABOR RELATIONS MANAGER													
		.05	5,018	.05	5,969	.05	4,182	5,298	5,407	.05	5,407	.05		
299	PAYROLL TAXES AND FRINGES													
	116,003		115,983		136,731		101,243	122,329	138,545		143,481			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	319,498	2.80	354,704	2.90	395,126	2.90	296,829	362,671	400,444	2.90	403,482	2.90		

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

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														
303 OFFICE FURNITURE & EQUIPMENT	11,282		6,400		13,600		10,870	12,000	10,000		10,000			
305 SPECIAL DEPARTMENT SUPPLIES	3,956		3,864		5,000		1,448	4,000	5,000		5,000			
307 MEMBERSHIP FEES	800		820		850		170	850	900		900			
308 PERIODICALS & SUBSCRIPTIONS	495		495		600		495	600	600		600			
321 TRAVEL, TRAINING & SUBSISTENCE	235		43		1,250		542	1,100	1,250		1,250			
326 CITYWIDE TRAINING	1,951		8,083		11,000		5,160	11,000	11,000		11,000			
328 MEALS & RELATED EXPENSE	45		74		250			200	200		200			
330 MILEAGE REIMBURSEMENT	90		123		175		95	175	200		200			
341 COMMUNICATIONS EXPENSE	107													
387 GENERAL LIABILITY INSURANCE	446,639		442,705		462,300		446,494	455,000	479,980		551,077			
388 PROPERTY INSURANCE	202,915		155,601		160,500		152,194	160,500	175,000		175,000			
389 W/C EXCESS INSURANCE COVERAGE	110,355		117,925		119,800		108,870	108,870	119,800		119,800			
390 PUBLIC EMPLOYEES BOND	600		500		500		500	500	500		500			
392 HEALTH INSURANCE	8,199,023		8,479,841		8,761,287		7,301,600	8,813,873	10,118,780		10,118,780			
393 WORKERS COMP STATE ASSESSMENT														

0320

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

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
	20,789		23,933		25,000		26,975	25,000	25,000		25,000		25,000	
394	WELLNESS PROGRAM EXPENSE													
	27,929		23,587		38,000		9,740	22,000	30,000		30,000		30,000	
395	PERFORMANCE BOND INSURANCE													
	4,800		6,618		6,600		3,915	3,915	4,300		4,300		4,300	
399	DENTAL INSURANCE													
	876,447		850,657		946,544		673,005	916,916	1,002,981		1,002,981		1,002,981	
457	BVTN BLDG FLOOD DAMAGE EXPENSE													
	864		30,705											
461	SPECIAL EXPENSE													
	1,792		472		2,500		436	2,500	2,500		2,500		2,500	
462	ADA COMPLIANCE EXPENSE													
	3,000				3,000			3,000	3,000		3,000		3,000	
511	PROFESSIONAL SERVICES													
	111,204		157,954		141,750		132,503	138,382	144,500		144,500		144,500	
520	CITY PROPERTY DAMAGE CLAIMS													
	99,245		173,108		120,000		110,880	120,000	125,000		125,000		125,000	
521	THIRD PARTY LIABILITY CLAIMS													
	103,929		337,075		125,000		159,272	225,000	160,000		160,000		160,000	
527	THIRD PARTY PROPERTY CLAIMS													
	348		1,150		2,500		907	1,000	2,000		2,000		2,000	
528	WORKERS COMP CLAIMS													
	346,117		147,689		200,000		327,400	325,000	200,000		200,000		200,000	
529	UNEMPLOYMENT CLAIMS													
	64,819		47,399		60,000		78,030	60,000	60,000		60,000		60,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

10,639,776	11,016,821	11,208,006	9,551,501	11,411,381	12,682,491	12,753,588
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CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

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
	34,222		55,781		49,599		41,334	49,599	53,913		53,913			
802	TRSFRR TO GENERAL FD-ACCOUNTING													
	41,932		43,788		35,526		29,604	35,526	41,579		41,579			
816	TRSFRRS TO REPROGRAPHICS FUND													
	3,059		2,130		3,304		1,143	3,304	3,328		3,328			
818	TRSFRRS TO ISD-ALLOCATED													
	8,930		9,181		12,025		10,021	12,025	13,122		13,122			
TOTAL CLASS: 25 TRANSFERS														
	88,143		110,880		100,454		82,102	100,454	111,942		111,942			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					647,556				682,056		646,703			
998	RESERVE													
					2,445,000				2,395,000		2,395,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					3,092,556				3,077,056		3,041,703			
TOTAL DEPARTMENT: 40 INSURANCE DIVISION														
	11,047,417	2.80	11,482,405	2.90	14,796,142	2.90	9,930,432	11,874,506	16,271,933	2.90	16,310,715	2.90		

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

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	247,891	298,374	244,585	244,585	163,984	167,777
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL		247,891	298,374	244,585	244,585	163,984	167,777
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	1,937	2,951	2,400	2,400	3,900	3,900
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757	MED/LIFE INS PREM REFUND DISTRIBUTION				48		
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES		1,937	2,951	2,400	2,448	3,900	3,900
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CLASS: 45 NON-REVENUE RECEIPTS

465	SELF-INS. UNEMPLOYMENT- CITY	115,263	9,697				
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS		115,263	9,697				
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TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT		365,091	311,022	246,985	247,033	167,884	171,677
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BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0015 SELF-INS UNEMPLOYMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

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%

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

465 SELF-INS. UNEMPLOYMENT- CITY

CHARGES PER EMPLOYEE FOR UNEMPLOYMENT COSTS PROCESSED THROUGH THE PAYROLL SYSTEM
 THE ACCUMULATED RESERVES HAVE EXCEEDED THEIR TARGETED GOLA AND PAYROLL CHARGES FOR
 UNEMPLOYMENT CLAIMS CAN BE SUSPENDED FOR:

- FY 2016-17
- FY 2017-18
- FY 2018-19

IT IS ANTICIPATED THAT THE PAYROLL CHARGE WOULD BEGIN AGAIN IN FY 2019-20

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

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													
038	HUMAN RESOURCES DIRECTOR		5,874	.05	6,388	.05	4,326	6,380	.05	5,747	.05		
116	HUMAN RESOURCES ASSISTANT		2,523	.05	2,690	.05	2,795	2,937	.05	2,937	.05		
285	EMPLOYEE LABOR RELATIONS MANAGER		.05	5,018	.05	5,969	.05	5,298	5,407	.05	5,407	.05	
299	PAYROLL TAXES AND FRINGES		1,372		5,106		7,865	6,011		7,163		7,179	
TOTAL CLASS: 05 PERSONNEL SERVICES													
	1,372	.05	18,521	.15	22,912	.15	18,430	21,887	.15	21,270	.15		
CLASS: 10 MATERIALS & SERVICES													
529	UNEMPLOYMENT CLAIMS		64,819		47,399		60,000	60,000		60,000		60,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	64,819		47,399		60,000		60,000	60,000		60,000		60,000	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND		526		517		826	826		832		832	
TOTAL CLASS: 25 TRANSFERS													
	526		517		826		826	832		832		832	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED						68,247		40,165		44,575		
998	RESERVE						95,000		45,000		45,000		
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					163,247			85,165		89,575			
TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT													
	66,717	.05	66,437	.15	246,985	.15	79,256	167,884	.15	171,677	.15		

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 038 HUMAN RESOURCES DIRECTOR
 FY 16-17 REFLECTS POSITION REALLOCATION TO 75% /10% /5%/10%: 001-15-0534 / 001-15-0536 / 706-40-0015 / 706-40-0016.
- 116 HUMAN RESOURCES ASSISTANT
 FY 16-17 REFLECTS POSITION REALLOCATION TO 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
- 285 EMPLOYEE LABOR RELATIONS MANAGER
 FY 15-16 REFLECTS MID-YEAR ESTABLISHMENT OF THE EMPLOYEE LABOR RELATIONS MANAGER POSITION.
- 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
- 529 UNEMPLOYMENT CLAIMS
 ANTICIPATED UNEMPLOYMENT CLAIMS
- 816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 991 CONTINGENCY - UNRESERVED
- 998 RESERVE
 RESERVE FOR UNEXPECTED OR UNPLANNED CLAIMS

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0016 MEDICAL AND DENTAL 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 BEGINNING WORKING CAPITAL													
301	BEGINNING WORKING CAPITAL												
	653,975		824,868		779,252		779,252	847,548		855,137			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	653,975		824,868		779,252		779,252	847,548		855,137			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	5,670		8,836		7,400		12,200	15,300		15,300			
389	MISCELLANEOUS REVENUES												
	286,814		3,931				1,227						
399	REIMBURSEMENTS - OTHER												
	276,056		313,229		259,955		50						
756	PERS RSRV DISTRIB-NON GAAP REV												
	656												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
							441						
763	RETIREE COBRA HLTH INSUR PREMIUM												
							230,350	230,350		230,350			
764	MODA MEDICAL CITY-WIDE PREM REFUND												
							102,762						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	569,196		325,996		267,355		347,030	245,650		245,650			
CLASS: 45 NON-REVENUE RECEIPTS													
462	MODA - P200 MEDICAL PREMIUMS												
	1,990,663		2,112,443		2,153,172		2,204,348	2,465,208		2,465,208			
463	MODA - DENTAL PREMIUMS												
	916,216		912,943		955,572		963,425	1,032,180		1,032,180			
466	KAISER MEDICAL PREMIUMS												
	3,928,631		4,011,175		4,273,440		4,387,624	4,631,052		4,631,052			
467	MODA-P250 (POS)MEDICAL PREMIUMS												
	2,016,538		2,143,602		2,160,480		2,104,132	2,890,308		2,890,308			

OBJ	OBJECT DESCRIPTION
OBJ	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

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%

389 MISCELLANEOUS REVENUES

EXPERIENCE RATE REIMBURSEMENT FROM THE MODA MEDICAL PLANS:
 FY 2014-15 \$561,413 REFUND OF WHICH \$250,000 WAS RETURNED TO THE PARTICIPATING FUNDS
 FY 2015-16 \$584,123 REFUND OF WHICH \$300,822 WAS RETURNED TO THE PARTICIPATING FUNDS
 FY 2016-17 \$296,692 REFUND OF WHICH \$230,000 WAS RETURNED TO THE PARTICIPATING FUNDS

399 REIMBURSEMENTS - OTHER

COBRA PAYMENTS RECEIVED FROM FORMER EMPLOYEES FOR MEDICAL AND DENTAL
 COVERAGE. THE COBRA PAYMENTS ARE EQUAL TO THE ACTUAL PREMIUM COVERAGE
 COST AND AN ADMINISTRATION FEE. RETIREES PAY THE ACTUAL PREMIUM AMOUNTS - \$237,000
 PROPORTIONAL SHARE OF \$500,000 DISBURSEMENT FROM THE PERS RESERVE FUND - \$350

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

763 RETIREE COBRA HLTH INSUR PREMIUM

NEW OBJECT CODE 763 WAS ESTABLISHED TO ACCOUNT FOR RETIREES' COBRA HEALTH INSURANCE
 PREMIUM PAYMENTS IN FY 17-18

764 MODA MEDICAL CITY-WIDE PREM REFUND

462 MODA - P200 MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR PLAN 200 MEDICAL COSTS PROCESSED THROUGH
 THE PAYROLL SYSTEM
 FY2018-19 PROPOSED REFLECTS AN 11% INCREASE IN PREMIUM RATES

463 MODA - DENTAL PREMIUMS

CHARGES PER EMPLOYEE FOR DENTAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM
 FY2018-19 PROPOSED REFLECTS AN 1.8% INCREASE IN PREMIUM RATES

466 KAISER MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR KAISER MEDICAL COSTS PROCESSED THROUGH
 THE PAYROLL SYSTEM
 FY2018-19 PROPOSED REFLECTS A 7.5% INCREASE IN PREMIUM RATES

467 MODA-P250 (POS)MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR THE P 250 PLAN MEDICAL COSTS PROCESSED THROUGH THE PAYROLL
 SYSTEM.
 FY2018-19 PROPOSED REFLECTS AN 11% INCREASE IN PREMIUM RATES

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0016 MEDICAL AND DENTAL 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
TOTAL CLASS: 45 NON-REVENUE RECEIPTS													
	8,852,048		9,180,163		9,542,664		9,659,529	11,018,748		11,018,748			
TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM													
	10,075,219		10,331,027		10,589,271		10,785,811	12,111,946		12,119,535			
TOTAL DEPARTMENT: 03 REVENUE													
	14,278,021		14,666,784		14,796,142		15,101,282	16,271,933		16,310,715			

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0016 MEDICAL AND DENTAL 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

038	HUMAN RESOURCES DIRECTOR												
	10,856	.10	11,745	.10	12,779	.10	8,654	12,763	.10	11,498	.10		
115	HUMAN RESOURCES SPECIALIST												
	15,203	.25											
194	BENEFITS REPRESENTATIVE												
	29,807	.75	51,725	.90	56,504	.90	55,270	60,796	.90	60,796	.90		
202	HUMAN RESOURCES ANALYST												
			7,870	.10	7,882	.10	8,012	8,231	.10	8,231	.10		
299	PAYROLL TAXES AND FRINGES												
	28,619		30,419		36,811		33,044	38,785		39,997			

TOTAL CLASS: 05 PERSONNEL SERVICES

	84,485	1.10	101,759	1.10	113,976	1.10	104,980	120,575	1.10	120,522	1.10		
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CLASS: 10 MATERIALS & SERVICES

308	PERIODICALS & SUBSCRIPTIONS												
	495		495		600		600	600		600			
392	HEALTH INSURANCE												
	8,199,023		8,479,841		8,761,287		8,813,873	10,118,780		10,118,780			
394	WELLNESS PROGRAM EXPENSE												
	27,929		23,587		38,000		22,000	30,000		30,000			
399	DENTAL INSURANCE												
	876,447		850,657		946,544		916,916	1,002,981		1,002,981			
511	PROFESSIONAL SERVICES												
	30,574		51,999		40,750		44,382	38,500		38,500			

TOTAL CLASS: 10 MATERIALS & SERVICES

	9,134,468		9,406,579		9,787,181		9,797,771	11,190,861		11,190,861			
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BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

038 HUMAN RESOURCES DIRECTOR
 POSITION ALLOCATION IS 80%/10%/10% IN THE FOLLOWING: 001-15-0534/001-15-0536/706-40-0016

115 HUMAN RESOURCES SPECIALIST
 FY15-16 REFLECTS REALLOCATION TO 50% / 25% / 25% IN 001-15-0534 / 001-15-0536/ 706-40-0016
 FY 16-17 REFLECTS REALLOCATION TO 75% / 25% IN 001-15-0534 / 001-15-0536

194 BENEFITS REPRESENTATIVE
 FY 15-16 REFLECTS POSITION REALLOCATION TO 25%/75% IN 001-15-0534 / 706-40-0016.
 FY 16-17 REFLECTS POSITION REALLOCATION TO 10% / 90% IN 001-15-0534 / 706-40-0016

202 HUMAN RESOURCES ANALYST
 FY 16-17 REFLECTS POSITION REALLOCATION TO 90% / 10% IN 001-15-0534 / 706-40-0016

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

308 PERIODICALS & SUBSCRIPTIONS
 HOPE NEWSLETTER DISTRIBUTED BI-MONTHLY

392 HEALTH INSURANCE
 FY 2018-19 REFLECTS:
 MODA PLAN P200 AND P250 REFLECTS AN 11.0% INCREASE IN PREMIUMS OVER FY 2017-18 RATES.
 KAISER PLAN REFLECTS A 7.5% INCREASE IN PREMIUMS OVER FY 2017-18 RATES

394 WELLNESS PROGRAM EXPENSE
 HEALTH SCREENING EVENTS
 WELLNESS FAIR
 ONLINE PROGRAM INCLUDING INCENTIVES
 FITNESS PROGRAMS AND INCENTIVES
 ADDITIONAL EVENTS, SEMINARS, ETC.

399 DENTAL INSURANCE
 DENTAL PAYMENTS ON THE VARIOUS DENTAL PROGRAMS
 FY 2018-19 REFLECTS A 1.8% INCREASE OVER FY 2017-18 PREMIUMS

511 PROFESSIONAL SERVICES
 FLEXIBLE SPENDING ACCOUNT FEES \$9,300
 FLU SHOTS \$1,000
 EMPLOYEE ASSISTANCE PROGRAM FEES .25/MONTH.EE X 552 EMPLOYEES) \$700
 MEDICAL SCREENINGS & FITNESS FOR DUTY \$17,000
 NW OCCUPATIONAL PRE-EMPLOYMENT PHYSICALS \$4,000
 GASB 45 ACTUARIAL REVIEW \$4,500
 NW CAPITAL MGMNT (457 DEFERRED COMPENSATION PLAN CONSULTANT) \$2,000

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0016 MEDICAL AND DENTAL 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: 25 TRANSFERS													
801	TRSFR TO GENERAL FD - OVERHEAD												
	9,495		20,983		15,255		15,255	16,509		16,509			
802	TRSFR TO GENERAL FD-ACCOUNTING												
	20,966		21,894		11,842		11,842	17,121		17,121			
816	TRSFERS TO REPROGRAPHICS FUND												
	935		562		826		826	832		832			
TOTAL CLASS: 25 TRANSFERS													
	31,396		43,439		27,923		27,923	34,462		34,462			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					310,191			416,048		423,690			
998	RESERVE												
					350,000			350,000		350,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					660,191			766,048		773,690			
TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM													
	9,250,349	1.10	9,551,777	1.10	10,589,271	1.10	9,930,674	12,111,946	1.10	12,119,535	1.10		
TOTAL DEPARTMENT: 40 INSURANCE DIVISION													
	11,047,417	2.80	11,482,405	2.90	14,796,142	2.90	11,874,506	16,271,933	2.90	16,310,715	2.90		
TOTAL FUND: 706 INSURANCE AGENCY FUND													
	11,047,417	2.80	11,482,405	2.90	14,796,142	2.90	11,874,506	16,271,933	2.90	16,310,715	2.90		

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
DEPT: 40 INSURANCE DIVISION
PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

801	TRSFR TO GENERAL FD - OVERHEAD
802	TRSFR TO GENERAL FD-ACCOUNTING
816	TRSFRS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
991	CONTINGENCY - UNRESERVED
998	RESERVE RESERVE FOR FUTURE MEDICAL INSURANCE EXPENSE INCREASES SET AT \$350,000

**INSURANCE FUND
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
30	RISK & SAFETY OFFICER	1.00	1.00					1.00
31	CITY ATTORNEY	0.15	0.15					0.15
38	HUMAN RESOURCES DIRECTOR	0.15	0.15					0.15
56	RECORDS MANAGER	0.10	0.10					0.10
116	HUMAN RESOURCES ASSISTANT	0.05	0.05					0.05
182	LEGAL SERVICES MANAGER	0.15	0.15					0.15
192	ASSISTANT CITY ATTORNEY 3	0.15	0.15					0.15
194	BENEFITS REPRESENTATIVE	0.90	0.90					0.90
202	HUMAN RESOURCES ANALYST	0.10	0.10					0.10
221	SUPPORT SPECIALIST 2	0.10	0.10					0.10
285	EMPLOYEE LABOR RELATIONS MANAG	0.05	0.05					0.05
	Total	2.90	2.90	0.00	0.00	0.00	0.00	2.90

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
30	RISK & SAFETY OFFICER	1.00					1.00
31	CITY ATTORNEY	0.15					0.15
38	HUMAN RESOURCES DIRECTOR	0.15					0.15
56	RECORDS MANAGER	0.10					0.10
116	HUMAN RESOURCES ASSISTANT	0.05					0.05
182	LEGAL SERVICES MANAGER	0.15					0.15
192	ASSISTANT CITY ATTORNEY 3	0.15					0.15
194	BENEFITS REPRESENTATIVE	0.90					0.90
202	HUMAN RESOURCES ANALYST	0.10					0.10
221	SUPPORT SPECIALIST 2	0.10					0.10
285	EMPLOYEE LABOR RELATIONS MANAG	0.05					0.05
	Total	2.90	0.00	0.00	0.00	0.00	2.90

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
706-40	INSURANCE DIVISION											
706-40-0010-05-030	RISK & SAFETY OFFICER	0.40	851			34,060				34,060	20,133	54,193
706-40-0010-05-031	CITY ATTORNEY	0.10	224			18,437				18,440	7,796	26,236
706-40-0010-05-056	RECORDS MANAGER	0.05	102			4,483				4,483	1,924	6,407
706-40-0010-05-182	LEGAL SERVICES MANAGER	0.10	208			7,923				7,922	5,030	12,952
706-40-0010-05-192	ASSISTANT CITY ATTORNEY 3	0.10	188			11,280				11,278	4,776	16,054
706-40-0010-05-221	SUPPORT SPECIALIST 2	0.05	105			2,706				2,706	1,344	4,050
	GEN LIAB & COMP INS COVERAGE	0.80	1,678			78,890				78,889	41,003	119,892
706-40-0014-05-030	RISK & SAFETY OFFICER	0.60	1,277			51,090				51,090	30,197	81,287
706-40-0014-05-031	CITY ATTORNEY	0.05	112			9,219				9,217	3,900	13,117
706-40-0014-05-056	RECORDS MANAGER	0.05	102			4,483				4,483	1,924	6,407
706-40-0014-05-182	LEGAL SERVICES MANAGER	0.05	104			3,962				3,962	2,517	6,479
706-40-0014-05-192	ASSISTANT CITY ATTORNEY 3	0.05	94			5,640				5,640	2,389	8,029
706-40-0014-05-221	SUPPORT SPECIALIST 2	0.05	105			2,706				2,706	1,344	4,050
0336	SELF-INS WORKERS COMP INS	0.85	1,794			77,099				77,098	42,271	119,369
706-40-0015-05-038	HUMAN RESOURCES DIRECTOR		74			4,327				4,326	2,100	6,426
706-40-0015-05-116	HUMAN RESOURCES ASSISTANT	0.05	104			2,689			105	2,795	1,017	3,812
706-40-0015-05-285	EMPLOYEE LABOR RELATIONS	0.05	106			5,298				5,298	2,894	8,192
	SELF-INS UNEMPLOYMENT	0.10	284			12,313			105	12,419	6,011	18,430
706-40-0016-05-038	HUMAN RESOURCES DIRECTOR		148			8,653				8,654	4,201	12,855
706-40-0016-05-194	BENEFITS REPRESENTATIVE	0.90	1,872			55,272				55,270	24,555	79,825
706-40-0016-05-202	HUMAN RESOURCES ANALYST	0.10	216			8,011				8,012	4,288	12,300
	MEDICAL AND DENTAL PROGRAM	1.00	2,235			71,936				71,936	33,044	104,980

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
706-40	INSURANCE DIVISION											
	**** DEPARTMENT TOTAL ****	2.75	5,991			240,238			105	240,342	122,329	362,671

0337

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
706-40	INSURANCE DIVISION											
706-40-0010-05-030	RISK & SAFETY OFFICER	0.40	864			35,432				35,432	23,159	58,591
706-40-0010-05-031	CITY ATTORNEY	0.10	224			18,897				18,897	8,729	27,626
706-40-0010-05-056	RECORDS MANAGER	0.05	107			4,775				4,775	2,188	6,963
706-40-0010-05-182	LEGAL SERVICES MANAGER	0.10	216			8,715				8,715	5,738	14,453
706-40-0010-05-192	ASSISTANT CITY ATTORNEY 3	0.10	212			13,494				13,494	6,202	19,696
706-40-0010-05-221	SUPPORT SPECIALIST 2	0.05	105			2,796				2,796	1,516	4,312
	GEN LIAB & COMP INS COVERAGE	0.80	1,728			84,109				84,109	47,532	131,641
706-40-0014-05-030	RISK & SAFETY OFFICER	0.60	1,296			53,152				53,152	34,736	87,888
706-40-0014-05-031	CITY ATTORNEY	0.05	111			9,449				9,449	4,362	13,811
706-40-0014-05-056	RECORDS MANAGER	0.05	107			4,775				4,775	2,188	6,963
706-40-0014-05-182	LEGAL SERVICES MANAGER	0.05	107			4,357				4,357	2,867	7,224
706-40-0014-05-192	ASSISTANT CITY ATTORNEY 3	0.05	105			6,747				6,747	3,104	9,851
706-40-0014-05-221	SUPPORT SPECIALIST 2	0.05	105			2,796				2,796	1,516	4,312
0338	SELF-INS WORKERS COMP INS	0.85	1,831			81,276				81,276	48,773	130,049
706-40-0015-05-038	HUMAN RESOURCES DIRECTOR	0.05	94			5,747				5,747	3,138	8,885
706-40-0015-05-116	HUMAN RESOURCES ASSISTANT	0.05	103			2,757			180	2,937	792	3,729
706-40-0015-05-285	EMPLOYEE LABOR RELATIONS	0.05	105			5,407				5,407	3,249	8,656
	SELF-INS UNEMPLOYMENT	0.15	302			13,911			180	14,091	7,179	21,270
706-40-0016-05-038	HUMAN RESOURCES DIRECTOR	0.10	190			11,498				11,498	6,271	17,769
706-40-0016-05-194	BENEFITS REPRESENTATIVE	0.90	1,908			60,796				60,796	29,004	89,800
706-40-0016-05-202	HUMAN RESOURCES ANALYST	0.10	216			8,231				8,231	4,722	12,953
	MEDICAL AND DENTAL PROGRAM	1.10	2,314			80,525				80,525	39,997	120,522

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
706-40	INSURANCE DIVISION											
	**** DEPARTMENT TOTAL ****	2.90	6,175			259,821			180	260,001	143,481	403,482

0339

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
DEPARTMENT HEAD: BILL KIRBY	

MISSION STATEMENT:

To provide responsive, high-quality, cost-effective legal, risk and records management services to the mayor, city council, city staff and all of the city’s departments, agencies, boards and commissions. *(Council Goal #2: Use city resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost-effective service to the community #5 Assure a safe and healthy community; #8 Provide and support a highly-qualified and motivated workforce.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	15.35	14.85	15.85	15.85	0.00
PERSONNEL SERVICES	\$1,599,098	\$1,678,016	\$2,024,577	\$2,159,950	\$0
MATERIALS & SERVICES	75,329	95,523	116,748	128,637	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	14,168	11,494	11,559	11,643	0
TOTAL	\$1,688,595	\$1,785,033	\$2,152,884	\$2,300,230	\$0

SERVICES AND TRENDS:

Services

The city attorney’s office provides legal counsel and representation to the mayor, city council, city staff and all of the city’s departments, boards and commissions. Legal advice and counsel is provided on a broad range of matters. These include matters relating to real estate, land use, urban renewal, housing, transportation, public finance, economic development, utilities, franchises, public records, public meetings, grants, contracts, procurements, intellectual property, bankruptcy, collections, ethics, civil rights, labor, employment, torts, risk management, workers’ compensation, elections, legislation, the environment and any other area of law involved in the operations of the city and its related organizations. The office is responsible for drafting the city’s contracts, ordinances, resolutions, and real estate transaction documents as well as for managing, filing and/or defending civil law suits at trial and on appeal.

The office works closely with the police department and prosecutes state and local misdemeanor and violation offenses occurring within the city, including the filing of complaints, responding to discovery requests, conducting pretrial negotiations, filing and responding to motions, preparing for and attending hearings, court and jury trials, and certain appeals. Cases prosecuted by the city are prosecuted in the Beaverton Municipal Court. The office also employs a victim’s advocate partially funded by the State of Oregon to assist victims of misdemeanor crimes.

The office’s risk management division identifies, analyzes, evaluates and reduces the impact of risk on the city by managing and administering the city’s insurance, safety and loss control programs. The division assists in safeguarding the city from the adverse impact of loss by purchasing insurance, responding to and resolving risk claims, and developing programs, plans and procedures to make the organization safer and more resilient. More information about the division is set out later in this budget document in connection with the Insurance Agency Fund’s General Liability and Workers’ Compensation programs.

The records management division takes a lead role in managing the information assets of the city. The division’s scope of services includes the traditional archiving function that requires the retention and disposition of important city records in accordance with a schedule mandated by the state of Oregon. As well, the division responds to subpoenas, discovery requests and complex public records requests.

Trends

The city attorney’s office workload largely responds to the needs of the organization. Changes in city initiatives, boundaries, municipal court caseload, and relations with other local governments and private enterprises have a direct impact on the office’s workload. For example, as Beaverton’s population increases, the number of police officers increases, which leads to an increase

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
	DEPARTMENT HEAD: BILL KIRBY

in the workload for the prosecutors. As the city's boundaries expand, the office's civil workload typically expands to include work on annexation agreements, infrastructure agreements, and amendments to the city's comprehensive plan and/or development code.

A second significant factor affecting the workload in the office is the frequency of public records and discovery requests, as they require legal review in many cases. Management of city records is becoming increasingly complex, as legal rights and responsibilities affect the creation, use and transmittal of information through a myriad of technologies. Similarly, the workload of the two city prosecutors and their support staff is affected by the frequency of discovery requests made by defendants for possible use at trial. With the advent of the use of body-worn cameras and the legal prohibition of releasing video showing private information of unrelated third parties, a substantial amount of staff time is spent reviewing video and obscuring certain images for legal or security purposes.

A third significant contribution to the workload of the office is the city's property development efforts. These efforts can involve all of the office's civil attorneys and entail work on such projects as leasing, property conveyances, development agreements and the creation of targeted development incentives. Similarly, when the city simultaneously takes on multiple major construction projects, such as a public safety center, a performing arts center and a multi-story public parking garage, the office workload increases.

Major trends affecting the city's risk management program include the consideration of whether the city should self-insure for auto and general liability. The city continues working with its insurance broker to assess the benefits and burdens of self-insurance. Another major trend affecting risk management is the codification of enterprise risk management decision-making standards by the International Organization for Standardization (ISO). These new standards, commonly referred to as ISO 31000, provide a uniform process for assessing and mitigating risks. The city's current primary insurer, CIS, is encouraging all of its clients to use the ISO 31000 decision-making framework to manage risk in their organizations.

Major trends affecting the city's records management program include the growth of electronic records kept on multiple electronic devices and the city's increasing use of social media and cloud-based services. The records management program was once a program focused on paper archives, but now the records management unit's range of services has expanded to include the management of electronic records created and stored on a multitude of devices and responding to a broad range of public records requests, including civil discovery requests and subpoenas *duces tecum*.

BUDGET HIGHLIGHTS:

The city attorney's office FY 2018-19 budget is intended to provide the department the financial resources it needs to continue to provide responsive legal, risk and records management services to the department's internal and external customers.

PROGRESS ON FY 2017-18 KEY ACTION PLAN:

Below are the five key action plans identified in last year's budget (*summarized in italics*) and a description of the progress made to date.

(1) *Align the department resources to support negotiation of multiple urban service agreements with partner agencies while undertake multiple major construction projects, including a public safety center, an arts and culture center and a multi-story public parking garage.* Over the course of FY 2017-19, the department did substantial work to help assemble the team of architects, engineers, contractors and an owner's representative to construct the public safety center, arts and culture center, and public parking garage. Simultaneously, the department assisted the city in negotiating a long-term intergovernmental agreement with the Tualatin Valley Water District coordinating the delivery of potable water to city residents for the next 40 years. This substantial work delayed for several months the hiring of an attorney to replace the incumbent assistant city attorney who left Beaverton to take a position in the Portland City Attorney's Office; however, a replacement attorney has now been hired and will start work later this fiscal year.

(2) *Improve the city's ability to handle labor and employment law matter in-house.* The office added a new senior labor and employment law attorney. The attorney works closely with the human resources department. This close working relationship is evinced by the fact that when the incumbent human resources director left Beaverton to work in Arizona, the new senior labor and employment law attorney became the human resources department's interim director. The interim assignment has

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FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
	DEPARTMENT HEAD: BILL KIRBY

added to the attorney's workload, as she is now tasked to manage a department as well as to provide legal expertise on employee relations, employment policies, labor contract administration, labor negotiations, grievances, investigations, dispute resolution, and appropriate corrective action. The interim assignment is expected to last until sometime in Q3 of calendar year 2018. In the meantime, to manage the increased workload, the office has assigned some labor and employment work to outside council. Once a permanent human resources director is hired, the use of outside council to handle labor and employment issues is expected to tail away quickly.

(3) *Implement a new document management system to replace WINCS, the city's current document management system.* The prosecution office completed its portion of the WINCS replacement project early in FY 2017-18 when the prosecution module of the new system went live in August 2018. The municipal court is still working on its portion of the WINCS replacement project. The new case management software platform cannot be considered a functioning replacement for WINCS until both the "e-Prosecutor" and "e-Court" modules are up and running.

(4) *Evaluate whether the city should self-insurance against auto and general liability claims instead of purchasing auto and general liability insurance from an insurance company.* The risk management team, comprised of the mayor's office, finance department and the city attorney's office, worked with the city's insurance agent to evaluate whether self-insurance against auto and general liability claims makes better sense for the city compared to purchasing auto and general liability insurance from an insurance company at a current annual cost of \$545,626. Our recommendation for FY 2017-18, which is described in greater detail elsewhere in this budget document relating to the city's Insurance Agency Fund, is to keep the city's auto and general liability insurance in place and to continue to evaluate options to reduce the cost of insurance without assuming unreasonable risk.

(5) *Work with the information services division to evaluate and recommend whether to purchase, install and maintain the city's own version of the HPeRM records management software locally rather than by subscribing to a web-based version of hosted by a privately owned company at a current annual cost of \$59,972 for 135 named licenses.* A preliminary evaluation of the cost to purchase, install and maintain the city's own version of the HPeRM software locally shows that the first year cost of the needed hardware, software, and one year of software maintenance is nearly \$700,000. After one year, the ongoing cost would drop to about \$30,000. Given the size of the required initial investment, we are not proposing at this time to change how the city accesses HPeRM and will continue to evaluate options to reduce the cost and improve the functionality of the city's records management software.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

PROGRAM GOAL:

To provide high-quality, cost-effective legal services to the mayor, city council, city staff and all the city’s departments, agencies, boards and commissions. *(Council Goal #2: Use city resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost-effective service to the community; #5 Assure a safe and healthy community; #8 Provide and support a highly-qualified and motivated workforce.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	10.55	10.05	11.05	11.05	0.00
PERSONNEL SERVICES	\$1,212,753	\$1,258,789	\$1,578,501	\$1,675,885	\$0
MATERIALS & SERVICES	41,201	62,650	75,720	67,712	0
CAPITAL OUTLAY					
TRANSFERS	10,966	8,815	8,807	8,871	0
TOTAL	\$1,264,920	\$1,330,254	\$1,663,028	\$1,752,468	\$0

PROGRAM OBJECTIVES:

Law Enforcement

- Work closely with the Beaverton Police Department and prosecute state and local misdemeanor and violation offenses occurring within the city, including the filing of complaints, coordinating discovery requests, responding to evidentiary suppression motions, and conducting pre-trial negotiations, court and jury trials, and certain appeals.
- Provide legal training for police officers.
- Support policy development and refinement in key areas, such as body cameras, Brady disclosures, and records and evidence retention.
- Assist in developing and maintaining good working relationships with key agency partners, including surrounding cities, school districts and district attorney’s offices.
- Provide a victim’s advocate to assist victims of misdemeanor crimes, and administer state and federal grant funds for that purpose.

Community and Economic Development

- Assist in negotiation of urban services agreements and major infrastructure agreements with partner agencies.
- Provide legal review and drafting of development code and comprehensive plan text revisions, annexation and development agreements.
- Review and edit staff reports that constitute the findings for land use decisions and prepare final land use orders; litigate contested cases at LUBA and the appellate courts as needed.
- Provide legal advice and draft documents for economic development and Beaverton Urban Redevelopment Agency (BURA) programs.
- Provide legal advice and draft documents necessary for redevelopment of property.
- Assist in negotiating and managing franchises with utilities operating in the city’s rights of way.
- Assist in managing the licensing of utilities operating in the city’s rights of way.
- Provide legal advice to implement state and regional legislation as well as comprehensive land use plan amendments.

General Legal Services

- Prepare ordinances, resolutions and other actions to implement new laws and program objectives and to revise city code to conform to changes in federal, state and local law.
- Assist with revisions to the city’s electronic records retention policies and practices.
- Assist in labor contract grievance arbitrations, labor law contested cases and development and implementation of employment policies.

CITY OF BEAVERTON, OREGON
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FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- Ensure effective representation of the city's interests in delivering the highest quality of public utilities and related services, including review of urban service agreements and administration of joint water supply agreements.
- Commence or defend legal actions in appropriate forums to advance and protect city's legal interests. Defend against all legal challenges brought against the city, including land use appeals, contract and liability claims not covered by insurance, challenges to resolutions, ordinances, contract awards and other official enactments of the city. Work with insurance counsel to provide comprehensive defense of tort claims.
- Review and update city's codes, policies and procedures as appropriate to repeal or replace obsolete provisions and to implement new federal, state and local laws.
- Prepare, review or edit the form of all ordinances submitted to the Council for enactment. Review the form of all contract awards (including those not requiring Council action), land use final orders, and agenda bills on subject matters involving federal, state or local law. Advise the BURA Board on implementing the urban renewal plan.
- Provide legal advice and defend as necessary all employment rights claims against the city not covered by the city's insurance and all labor relations contested cases.
- Provide legal review and analysis of labor contracts and employment policies.
- Advise on the legal requirements regarding the procurement of goods and services and the construction of public improvements.
- Assist in preparing revisions to the Beaverton Purchasing Code.
- Advise on the legal requirements for urban renewal, issuance of bonded debt, imposition of user fees, LIDs, SDCs and other funding sources for infrastructure and development projects.
- Advise city recorder on state and county legal requirements for candidate and measure elections.

PROGRESS ON FY 2017-18 ACTION PLAN:

Mayor's Office

- Assist in city efforts to address homelessness in Beaverton.
We provided legal advice pertaining to the regulation of urban camping and the administration of support service programs. We also provided legal advice and counsel relating to parking enforcement within the city.
- Help expand city events such as by working with staff to ensure that the vendors have appropriate forms and insurance.
We provided training to staff on permitting and insurance.
- Provide legal assistance in updating city's civil infraction ordinance.
This project has started, but will likely conclude in FY 2018-19.
- Amend city sidewalk code to clarify property owner responsibility for maintaining safe sidewalks.
These code amendments have been deferred, but should be completed in FY 2018-19.
- Continue to support activities of the real estate committee, including the purchase of property to advance the city's redevelopment efforts and establishing or update policies on managing rental properties owned by the city.
This office provided legal assistance in numerous real estate transactions, including the acquisition of the former Ludeman's property, the sale of acreage to the park district, the purchase of four-tenths of an acre of land immediately south of the new public safety center site, and the negotiation of a disposition and development agreement for a hotel on the former Westgate theatre site. The office also assisted staff in establishing and updating city polices regarding the acquisition of real estate.
- Review and revise as needed the city's pay day lender ordinance.
This project has been deferred, but should be completed in FY 2018-19.
- Keep policymakers informed regarding opportunities for the city to participate in community solar projects.
We provided advice to staff regarding a city program to promote the installation of solar panels on residential properties.
- Support the goals and implementation of Beaverton's Diversity, Equity and Inclusion Plan.
We provide legal advice regarding the administration of the city's Business Inclusion and Diversity program (formally MWESB/SDV program), Qualified Rehabilitation Facilities (QRF) program, Veteran's Preference in Public Employment program. One staff member is on the city's cross-departmental internal equity team, which seeks to expand the organization's capacity for reaching its diversity, equity and inclusion goals.

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PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- Participate in the FEMA Region 10 seismic exercise in June.
We participated in the exercise.
- Review city’s older intergovernmental agreements to assure they are still appropriate for current circumstances.
This is an on-going project; many older agreements have been reviewed and classified as either “in force” or “expired.” A database of intergovernmental agreements organized by partner agency has also been created.
- Complete the review and update of the city’s regulatory ordinances partially completed in FY 2015/16. These include ordinances related to parking, alarms, background checks, second hand dealers, emergency management, water service, property disposition, license revocation process, code infraction proceeding, nuisance abatement procedures; and council rules.
While some work was done on some of these ordinances, none have been updated. This project will carry over to FY 2018/19.

Community Development

- Support efforts to promote affordable housing solutions by providing legal services to BURA and the city’s redevelopment efforts.
The office provides substantial legal advice and support to BURA and the city’s redevelopment efforts.
- Provide legal assistance in updating the city’s sign code.
Completed. Sign code ordinance was amended.
- Continue to support redevelopment of the Westgate site, including the construction of a hotel on the property.
Substantial private redevelopment of the site is underway, and a disposition and development agreement for the construction of a hotel on the property was entered into in FY 2017/18 as well.

Finance

- Assist in identifying and capturing non-property tax revenue funding sources for an Arts & Culture Center.
The city’s transient lodging tax is being collected.
- Continue to diversify city revenue sources, especially non-property tax revenue streams, by working with the finance department to increase compliance with the city’s business licenses ordinance by those who have businesses and have not paid their business license.
The office identified classes of businesses that are subject to the ordinance but have not obtained the required license. Additional work will be done in FY 2018/19, with help of new attorney.
- Assist in the implementation of new policies regarding regulatory licenses.
Not completed. With help of new attorney, further work will be done in FY 2018/19.

Police

- Provide requested legal services to finance and construct a new public safety building.
Ongoing, further work will be done in FY 2018/19.
- Continue to work with the police department’s patrol division through officer trainings, attendance at briefings, as well as accessibility of the city attorney’s office by phone and email.
Ongoing, further work will be done in FY 2018/19.
- Provide legal review of police department’s policy on body-worn cameras.
Ongoing, further work will be done in FY 2018/19.
- Provide legal review of police department’s policy on evidence retention relating to officer involved shooting incidents.
Completed.
- Present a class on search and seizure law to the Citizen’s Academy.
Completed.
- Help police department draft policy and notices to effectively implement exclusions from city property.
Completed.
- Continue to work with police to refine and improve the “No Refusal” DUII program.
Completed.
- Provide legal training to police officers on ways to identify, investigate and document impaired driving.
Ongoing, further work will be done in FY 2018/19.

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FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
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- Work with Beaverton School District to review and revise school policy on parental notification of police interviews. Once district policy is set, train police on the policy requirements.
Awaiting school district action. Otherwise completed.

Public Works

- Participate in the Willamette Water Group to establish agreements regarding an expanded regional water system.
Major agreements entered into regarding the expansion of the Willamette River intake facility and the city's purchase of a share of the facility. More agreements will be entered into in FY 2018/19.
- Ensure smooth implementation of Utility Facilities in Public Rights of Way ordinance; identify all utilities that use the rights of way and require utility licenses, business licenses and payment of applicable permit fees.
Ongoing. With help of new attorney, further work will be done in FY 2018/19.
- As directed, move forward with plan to withdraw service areas from water districts where the service area is within the Beaverton Urban Services Area.
An agreement was entered into in January and an Ordinance withdrawing substantial amount of service are within Beaverton City limits was enacted in March. Pursuant to state law, the withdrawals will take effect July 1, 2019
- Initiate informal lunches with telecommunications staff from surrounding jurisdictions to share ideas and best practices.
One lunch held. Plans are for more to take place.
- Review IGA with Clean Water Services to assure it is still appropriate for current circumstances.
Not completed. With help of new attorney, further work will be done in FY 2018/19.

Library

- Review and revise library policies as requested.
Ongoing, further work will be done in FY 2018/19.

Human Resources

- Assist in the recruitment, selection and training of an employee and labor relations manager.
Completed.

City Attorney's Office

- Continue to improve employee access to records, legal forms and information.
Ongoing, further work will be done in FY 2018/19.
- Successfully transition the prosecution team from WINCS to Journal Technologies' e-suite document manage system used for prosecuting criminal cases in the municipal court.
The prosecution office completed its portion of the WINCS replacement project early in FY 2017-18 when the prosecution module went live in August 2018. The municipal court is still working on its portion of the WINCS replacement project. The new case management software platform cannot be considered a functioning replacement for WINCS until both the "e-Prosecutor" and "e-Court" modules are up and running.
- Staff the city's award-winning B-SOBR program consistent with city support.
Ongoing, further work will be done in FY 2018/19.

FY 2018-19 ACTION PLAN:

Mayor's Office

- Assist in city efforts to address homelessness in Beaverton.
- Provide legal advice and counsel regarding street camping.
- Assist in the implementation of a rental inspection program.
- Provide legal assistance in updating city's civil infraction ordinance.
- Amend city sidewalk code to clarify property owner responsibility for maintaining safe sidewalks.
- Continue to support activities of the real estate committee.
- Review and revise as needed the city's pay day lender ordinance.
- Support the goals and implementation of Beaverton's Diversity, Equity and Inclusion Plan.

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FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
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- Complete the review and update of the city’s regulatory ordinances partially completed in FY 2015/16. These include ordinances related to parking, alarms, background checks, second hand dealers, emergency management, water service, property disposition, license revocation process, code infraction proceeding, nuisance abatement procedures; and council rules.

Community Development

- Support efforts to promote affordable housing solutions by providing legal services to BURA and the city’s redevelopment efforts.
- Support efforts to negotiate and enter into urban planning area agreements.

Finance

- Continue to diversify city revenue sources, especially non-property tax revenue streams, by working with the finance department to increase compliance with the city’s business licenses ordinance by those who have businesses and have not paid their business license.
- Assist in the implementation of new policies regarding regulatory licenses.
- Assist in the municipal court’s transition from WINCS to Journal Technologies’ e-suite document manage system.

Police

- Provide requested legal services to finance and construct a new public safety building.
- Continue to work with the police department’s patrol division through officer trainings, attendance at briefings, as well as accessibility of the city attorney’s office by phone and email.
- Provide legal review of police department’s policy on body-worn cameras.
- Provide requested legal services select and contract with a photo red light/photo speed camera vendor.
- Assist in the implementation of new photo speed program.

Public Works

- Participate in the Willamette Water Group to establish agreements regarding the Willamette Water Supply System.
- Assist in the full implementation of Utility Facilities in Public Rights of Way ordinance; identify all utilities that use the rights of way and require utility licenses, business licenses and payment of applicable permit fees.
- Provide legal services as needed to design and construct the city’s connection to the JWC north transmission line.
- Review IGA with Clean Water Services to assure it is still appropriate for current circumstances.
- Provide legal services in connection with the implementation of a non-potable water irrigation system.

Library

- Review and revise library policies as requested.

Human Resources

- Continue to provide interim human resources director until a new director is hired.
- Assist in the implementation of Oregon’s Equal Pay Act.
- Provide legal services to complete the adoption and implementation of an ADA self-evaluation and transition plan.

COMMUNITY VISION:

Examples of Beaverton Community Vision action items that the legal services program helped the city accomplish in FY 2017-18 include:

- *Community Vision Action Item #4: Increase city workforce diversity.* A staff member is on the Internal Equity Team, which was created, in part, to make recommendations to the mayor on how the City could increase the diversity of the City workforce to reflect Beaverton’s demographic profile.
- *Community Vision Action Item #5: Expand outreach to under-represented populations.* Provided legal advice on the application of the M/W/SDV/ESB policy to specific circumstances.
- *Community Vision Action Item #17: Enhance police and court facilities.* Provided public contracting and real estate acquisition services to assist the City in designing and constructing an earthquake-resilient public safety center.

CITY OF BEAVERTON, OREGON
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FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- *Community Vision Action Item #18:* Support proactive criminal justice initiatives. Participated in city’s award-winning B-SOBR program.
- *Community Vision Action Item #34:* Adopt measures to reduce or prevent homelessness. Provided legal advice and counsel relating to homelessness.
- *Community Vision Action Item #48:* *Install safe sidewalks and pedestrian lighting citywide.* Provided legal advice on the requirements of the ADA relating to streets and sidewalks and the adoption of a transition plan to document the schedule by which the city will install ADA-compliant curb ramps.
- *Community Vision Action Item #62:* Create several unique districts. Provided legal services on several projects affecting the Beaverton Central District and Old Town.
- *Community vision Action Item #64* Implement a storefront improvement program. Provided legal services relating to the storefront improvement program.
- *Community Vision Action Item #67:* Redevelop blighted properties. Served as legal counsel for the city’s redevelopment agency.
- *Community Vision Action Item #71:* Develop an arts and cultural center. Provided legal advice to assist staff in considering best route forward in developing an arts and cultural center.

PERFORMANCE MEASURES:

Cost of Service Per Hour:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Proposed
Support Staff:	\$34.84	\$46.30	\$46.57	\$49.35
Attorney:	<u>82.42</u>	<u>72.33</u>	<u>89.59</u>	<u>97.78</u>
TOTAL	\$117.26	\$118.63	\$136.16	\$147.13

Civil & Administrative Projects: The city attorney’s office provided the city council with four reports highlighting the office’s major projects for calendar year 2017. These highlights cover the significant projects that the attorneys have worked on in support of our client. In addition, city attorney staff periodically meets one-on-one with council members once or twice a month. The city attorney also meets regularly with the council president to discuss broader management issues.

Police Training: The city prosecutor regularly attends police department shift briefings and conducts a four-hour training on the legal system for all newly-hired police officers.

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

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

PROGRAM GOAL:

To provide responsive, high-quality, cost-effective records management services to the mayor, city council, city staff and all of the city's departments, agencies, boards and commissions. (*Council Goal #2: Use city resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost-effective service to the community; #8 Provide and support a highly-qualified and motivated workforce.*)

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	4.80	4.80	4.80	4.80	0.00
PERSONNEL SERVICES	\$386,345	\$419,227	\$446,076	\$484,065	\$0
MATERIALS & SERVICES	34,128	32,873	41,028	60,925	0
CAPITAL OUTLAY					
TRANSFERS	3,202	2,679	2,752	2,772	0
TOTAL	\$423,675	\$454,779	\$489,856	\$547,762	\$0

PROGRAM OBJECTIVES:

Administer a city-wide records and information management program, including:

- Training all city staff in appropriate management of public records and information and the use of the city's records management and archiving systems.
- Controlling and safeguarding the information assets of the city throughout the information lifecycle.
- Coordinating access to public records and information, whether in response to an internal request, a public records request, a subpoena or a request for discovery in connection with litigation.

PROGRESS ON FY 2017-18 ACTION PLAN:

Records Management (Archives):

- Develop a five year plan for Records Management Division.
A 2018 through 2023 five-year plan is in progress.
- Work with the information services division to evaluate and recommend whether to purchase, install and maintain the city's own version of the HPeRM records management software locally rather than by subscribing to a web-based version of hosted by a privately owned company at a current annual cost of \$59,972 for 135 named licenses.
A preliminary evaluation of the cost to purchase, install and maintain the city's own version of the HPeRM software locally shows that the first year cost of the needed hardware, software, and one year of software maintenance is nearly \$700,000. After one year, the ongoing cost would drop to about \$30,000. Given the size of the required initial investment, we are not proposing at this time to change how the city accesses HPeRM and will continue to evaluate options to reduce the cost and improve the functionality of the city's records management software.
- Work with human resources to regularly provide RM 101 training to every new employee.
Meeting with HR has been scheduled to discuss RM training with a goal to develop training opportunities and implement training to new staff at orientation and follow up training on a quarterly basis for city employees in a classroom style presentation to review public records responsibilities, records management principles, retention rules and how they apply to electronic records, e-mail and paper-based records.
- Keep staff aware of sound records management practices.
Project implementation program with Public Involvement and Communication Division (PIC) is in progress to develop outreach communication to staff. The Records Management Division takes a lead role in managing the city's information assets including archiving and retention in accordance with state regulations. It is important for employees to understand this function and their individual responsibilities as city staff. Objectives are to develop and enhance RM communications to staff and support communication for employee training opportunities.

**CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES**

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

- Work with records coordinators to regularly identify information for inclusion in HPeRM.
RM staff regularly work with records coordinators to identify electronic information and workflow process for permanent inclusion in HPeRM through transfer of files temporarily stored on network drives and then moved to HPeRM.
- Track volume of records put into HPeRM.
Volume of electronic records are regularly tracked along with number of times city staff access HPeRM.

Litigation, Discovery & Subpoenas:

- Develop an action plan and resource plan for meeting e-discovery demands in a cost-effective manner, focusing on the improvement of the city's legal hold process.
There has been one request in 2017 from the HR department through the city attorney's office for a legal hold on the city's public records. Records staff carefully monitor records involved to comply with the legal hold. No other action has been taken at this time.

Public Record Requests:

- Continue to assist the city attorney's office to coordinate responses to public records requests.
Continuing to work with city attorney's office to implement and closely follow changes in public records laws by Oregon State Legislature and respond to complex and/or requests for legal opinion. Records staff closely follow the Beaverton Public Records policy developed by the Attorney's office in December 2017.
- Implement an updated, coordinated, city-wide policy for processing public records requests.
Completed and in use.
- Recommend new fee schedule for public records to city council.
Work has not begun.
- Create a Web application for public records requests and implement an on-line payment system.
There is a web application currently on line, with a goal to update a new fee schedule and Beaverton branding (logo and color) applied. This site is regularly monitored by records management staff. RM is currently in the process of reviewing third-party cloud systems for public record request management.
- After the 2017 state legislative session concludes in July, and with help of city legal counsel, evaluate if any changes are needed regarding city policies or practices affecting public records requests.
City attorney's office produced a new public request policy inclusive of all 2017 state legislative changes – this policy is in use. Records staff respond to policy timelines and adhere to new privacy guidelines.

FY 2018-19 ACTION PLAN:

Records Management (Archives)

- Continue to manage HPeRM content to reduce archive paper storage footprint in accordance with applicable city policies and administrative rules.
- Continue to evaluate options to reduce the cost and improve the functionality of HPeRM records management software.
- Finish a five-year plan for records management division.
- Recommend a new fee schedule for public records to city council.
- Scan and destroy 500 boxes from the 1000 boxes stored at offsite storage (Harvest Court).
- Properly dispose of 200 boxes stored at the Griffith Drive Building.
- Start to relocate physical records stored at Harvest Court to Griffith Drive Building, thus eliminating the need for paper storage at Harvest Court by 2020. (To fully accomplish the elimination of storage at Harvest Court, the remaining 500 boxes will be destroyed or moved by 2020.)

Public Records Requests, Litigation, Discovery & Subpoenas

- Review and revise as needed Beaverton's public records request policy standards.
- Evaluate and, if justified, purchase third-party public records request on-line system capable of processing payments for use by records management and police.

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

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

PERFORMANCE MEASURES:

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Research and retrieval requests filled for citizens/staff (combined research + retrieval)	600	600	650	600
Number of cubic feet (boxes) destroyed per retention schedule	104,375*	83,500*	250	500
Number of real estate documents recorded in county land records per year using Simplifile, electronic recording software	71	80	80	90

*The prior years reflect number of pages. Starting FY 2017-18, the measure changed to reflect cubic feet (boxes).

COMMUNITY VISION:

Examples of Beaverton Community Vision action items that the records management program accomplished in FY 2017/18:

- *Community Vision Action Item #2:* Create a Beaverton brand and market identity. Researched and printed historic legislative information regarding Beaverton Mayors and City Councilors and Judges.
- *Community Vision Action Item #25:* Expand community involvement in schools. Provided historical records to the Beaverton Historical Society and to two local authors to help them capture the story of Beaverton for use in cultural education.

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

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENTS: CITY ATTORNEY
DEPARTMENT HEAD: BILL KIRBY	

MISSION STATEMENT:

Provide high-quality, cost-effective risk management services by making the organization safer and more resilient and safeguarding city resources from the adverse impact of loss. (*Council Goals #2: Use city resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost-effective service to the community; #5: Assure a safe and healthy community; #8: Provide and support a highly-qualified and motivated city work force.*)

Services and Trends:

Services

The Insurance Agency Fund supports the city’s risk management program, which operates under the auspices of the city attorney’s office. The risk management program identifies, analyzes, evaluates and reduces the impact of risk on the city by managing and administering (1) the city’s safety and loss-control program and (2) its insurance coverages. The risk management program assists in safeguarding the city from the adverse impact of loss by purchasing insurance, responding to and resolving claims and developing programs, plans and procedures to make the organization safer and more resilient. By reducing the frequency and severity of injuries and claims, the risk management program helps reduce the financial impact those events can have on the city.

1. Safety and loss control. The city’s safety and loss control program assists city departments by consulting on safety and occupational health concerns. The risk management program surveys operations, evaluates exposures and the effectiveness of loss controls and offers suggestions where necessary. Safety training, education and motivation point the way to a safer, more productive work place.

2. Insurance coverages. The city self-insures against its workers’ compensation risks and has auto, property and general liability coverage through CIS. The risk management program oversees all aspects of the city employee work-related injury program, including working with the third-party administrator for claims management and workers' compensation defense litigation. The risk management program receives, analyzes, and tracks all claims for auto, property or general liability claim asserted against the city. The city utilizes the services of CIS to investigate the claims, determine liability and resolve claims either through negotiation or litigation. Where appropriate, the risk management program pursues recovery of incurred losses caused by third parties.

Trends

The city’s risk management program became part of the city attorney’s office in July 2015. In October 2015, with the help of the finance department, we recommended to council that Brown and Brown Northwest (BBNW) become the city’s new insurance broker. A top priority for the risk management program is for BBNW to assist us in assessing the strengths and weaknesses of our existing risk management program and identifying opportunities and challenges for improvement. Included in the scope of work will be consideration of the pros and cons of the city self-insuring against auto and general liability claims. We will keep policymakers informed about the major findings and recommendations of the assessment. We are currently looking at options to become fully self-insured with a potential rollout in the near future. This should result in lower costs over the medium and long term. The elements of the program include loss prevention services, claims administration, legal defense, reserves and stop-loss coverage above a to-be-determined self-insured retention amount.

BUDGET HIGHLIGHTS:

The insurance agency fund’s FY 2018-19 budget is a status quo budget, intended to provide the same insurance coverages and level of risk management services as in FY 2017-18. Some deductibles were increased where it appears to make risk management and economic sense. However, we are still looking at becoming self-insured for our liability coverage. Insurance rates will increase compared to last year; percentage increase projections for insurance rates for FY 2018-19 are as follows:

- General Liability – 17% increase;
- Auto Liability – 26% increase
- Property – 10% increase
- Storage tank, Crime and Flood – 7.5% increase;
- Difference in Coverage – 7.5% increase;
- Workers’ Compensation Excess Policy –5% decrease.

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

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0010 GENERAL LIABILITY	DEPARTMENT HEAD: BILL KIRBY

PROGRAM GOAL:

To minimize exposure to auto, property and general liability losses.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.80	0.80	0.80	0.80	0.00
PERSONNEL SERVICES	\$118,602	\$115,885	\$128,850	\$131,641	\$0
MATERIALS & SERVICES	910,653	1,214,932	948,450	1,089,677	0
CAPITAL OUTLAY					
TRANSFERS	30,421	38,061	41,874	44,846	0
CONTINGENCY	0	0	51,229	28,708	0
RESERVE	0	0	1,500,000	1,500,000	0
TOTAL	\$1,059,676	\$1,368,878	\$2,670,403	\$2,794,872	\$0

Progress on FY 2017-18 Action Plan:

- Identify property claims for subrogation for 2017-18.
Risk management collected \$209,707 in no fault property claims from Jan. 1, 2017 to Dec. 31, 2017. This amount includes reimbursement from CIS for liability claims that we handled in-house.
- Continue to educate and train all departments on claims and the city's exposure to loss. A special emphasis will remain with public works and the police department.
On-going review of losses with management, loss analysis completed and reviewed at safety meetings. The number of property and liability claims were similar to the previous year.
- Continue to research the benefits of becoming fully self-insured.
The risk management team, comprised of the mayor's office, finance department and the city attorney's office, worked with the city's insurance agent to evaluate whether self-insurance against auto and general liability claims makes better sense for the city compared to purchasing auto and general liability insurance from an insurance company at a current annual cost of \$545,626. Our recommendation for FY 2018-19, is to keep the city's auto and general liability insurance in place and to continue to evaluate options to reduce the cost of insurance without assuming unreasonable risk.
- Ensure we provided the recommended data on the Agility recovery website in case of a catastrophic loss.
Work in progress. Will use Continuity of Business Operations (COOP) plan to help with inputting data.
- Become more familiar with the Enterprise Risk Management policies embodied in ISO 31000 as recommended by CIS, our primary insurer.
Work in progress. Additional work and recommendations will be sought from CIS seminars and workshops.
- Update city's risk management program policy, Resolution 3470 (1998)
No work has been done on this policy to date. Will be addressed in FY 2018/19.

FY 2018-19 Action Plan:

- Identify property claims for subrogation for 2018-19.
- Continue to educate and train all departments on claims and the city's exposure to loss. A special emphasis will remain with public works and the police department.
- Continue to research the benefits of becoming fully self-insured.
- Ensure we provided the recommended data on the Agility recovery website in case of a catastrophic loss.
- Reinstate the Risk Management Committee and meet at least 2 times a year to discuss the Risk Management Program.
- Update city's risk management program policy, Resolution 3470 (1998).

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

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0010 GENERAL LIABILITY	DEPARTMENT HEAD: BILL KIRBY

PERFORMANCE MEASURES & DISCUSSION:

Property and Liability Claims:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of general liability claims filed	50	42	40 / 35	40
Average allocated cost per liability claim	\$2,086	\$8,053	\$4,000 / \$8,272	\$4,000
Number of city property damage claims received	61	103	90 / 80	80
Claims Paid:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Damaged city property	\$99,245	\$173,108	\$125,000 / \$125,000	\$125,000
Liability claims	\$103,929	\$338,225	\$125,000 / \$225,000	\$160,000
3 rd Party property damage	\$348	\$1,150	\$2,500 / \$1,000	\$2,000

The actual number of 2016-17 liability claims totaled 42 (an average of 3.5 claims per month). This is fewer claims than we had in 2015-16. The average amount paid for the 42 claims (\$8,053) this was significantly greater than the originally projected average amount (\$3,700). As a result, the amount paid out for all liability claims in 2016-17 (\$338,225) was \$188,225 more than originally budgeted. This was a result of some employment claims. We did receive reimbursement from CIS on a significant claim.

2017-2018 is trending to be a normal year as to the number of reported claims: around 35 claims (an average of 2.9 claims per month). Unfortunately, the average cost per claim has increased so far in 2017-18. As of the end of December 2017, we had 15 new liability claims and 14 open liability claims with a payout of \$124,093 or \$8,272 per claim. If the trend continues, we anticipate the amount paid out for all liability claims in 2017-18 will be about \$225,000. This is still a bit high, but less than what we paid in 2016-17.

The number of 2016-17 property claims increased to from 61 claims to 103 (an average of 8.6 claims per month). Over half of the claims (59) were property claims that were a result of an at fault claimant. The amount paid out for all property claims also increased over the two years, from \$99,245 to \$173,108. That is \$1,681 per property claim in 2016-17.

For 2017-18, city property claims are running lower for the first six months compared to 2016-17. We are averaging 6.2 claims per month with a total payout of \$48,596 or \$1,313 per claim.

Many of the city property damage claims are a result of accidents not caused by the city (2016-17 had 59 and 2017-18 has 17 so far). The city can recover money through subrogation for these sorts of accidents involving no fault of the city. This continues to be helpful in offsetting the paid claims that were the city's fault. In 2016-17 we collected \$127,957 through subrogation and insurance company reimbursements through CIS. For 2017-18 we have collected \$34,232 through December. That represents a recovery rate of 74% of all property claim in 2016-17 and 70% for the first half of 2017-18. We also collected \$178,614 from CIS on a liability claim that we paid in-house.

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

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0014 WORKERS' COMPENSATION	PROGRAM MANAGER: BRIAN STROHL

Program Goal: To minimize the exposure to workers' compensation losses by administering and coordinating occupational health programs that adhere to laws, rules and regulations and ensure a safe and healthy work force. *(Council Goals: Provide responsive, cost-effective service to the community; Assure a safe and healthy community; Provide and support a highly-qualified and motivated City workforce.)*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.85	0.85	0.85	0.85	0.00
PERSONNEL SERVICES	\$115,039	\$118,539	\$129,388	\$130,049	\$0
MATERIALS & SERVICES	529,836	347,911	412,375	413,050	0
CAPITAL OUTLAY					
TRANSFERS	25,800	28,863	29,831	31,802	0
CONTINGENCY	0	0	217,889	149,730	0
RESERVE	0	0	500,000	500,000	0
TOTAL	\$670,675	\$495,313	\$1,289,483	\$1,224,631	\$0

Services

- Oversee all aspects of the city employee work-related injury program, including working with the third-party administrator for claims management and workers' compensation defense litigation.
- Ensure city-wide development, implementation and maintenance of safety and health programs to control and minimize hazards that could result in injury or illness to its workforce.
- Evaluate work environments, in conjunction with city departments, to review potential safety and health problems with departmental operations, procedures and facilities.
- Minimize potential risks for the city, and improve safety for the city and its residents.
- Assess and reduce public risks or liabilities associated with city programs, services and events.

Progress on FY 2017-18 Action Plan:

- Increase field-related work with the public works department and continue the ongoing training with police (defensive tactics, bike training, range, etc.) in an effort to reduce our claims count and severity.
In-field time with public works and police increased during the first half of the fiscal year. The goal remains for the second half of the fiscal year to get out regularly and participate in their activities and trainings.
- Continue to provide necessary documentation for TRISTAR for collection through Employee at Injury Program (EAIP) and the necessary reports for the OSHA 300 Log.
Extensive work has been done in an effort to collect on EAIP. TRISTAR uses a third party vendor responsible for the collection of the EAIP which has created additional work for Risk Management, but is very fruitful. Thus far from January 1, 2017 to December 31, 2017 we collected over \$49,765 through EAIP. As of December 2017, we are required to electronically submit our OSHA 300A information to OSHA. 2016 as well as 2017 have been filed.
- Hold quarterly meetings with TRISTAR to discuss problem claims and trends.
This has been done on a regular basis and other meetings/discussions take place regularly to address questionable and problem claims.
- Work with the public works director regarding the position being created for public works that may be able to assist with some risk management functions (training).
The public works director designated a specific public works employee to document training and to review and update the public works safety manual. This is an ongoing task and the assistance in this area has improved the safety culture at public works. We are also utilizing Succeed through Brown and Brown NW. This is an online training tool to help manage and record training and material safety data sheets (MSDS) (GHS).

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

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0014 WORKERS' COMPENSATION	PROGRAM MANAGER: BRIAN STROHL

- Continue to educate and train all departments on claims and the city's exposure to loss. A special emphasis will remain with public works and the police department.
This has been an ongoing effort and any chance we get to discuss safety issues and workers' compensation claims with those two departments, we do. Both departments do a good job assessing the injury and indicate if an unsafe condition exists and what suggestions they have to prevent a certain type of injury in the future.

FY 2018-19 Action Plan:

- Continue to work with the public works department and continue the ongoing training with police (defensive tactics, bike training, range, etc.) in an effort to reduce our claims count.
- Continue to provide necessary documentation for TRISTAR for collection through EAIP and the necessary reports for the OSHA 300 Log.
- Hold quarterly meetings with TRISTAR to discuss problem claims and trends.
- Work with the Public Works Department to make sure all required training is completed and that the Safety Manual is being reviewed and updated. Follow-up on how Succeed is working out for public works safety training.

Performance Measures & Discussion:

Workers' Compensation Claims Data:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Workers' compensation claims filed	32	28	30 / 26	28
Value of paid workers compensation claims	\$346,117	\$147,689	\$200,000 / \$275,000	\$200,000
Lost workdays	15	114	100 / 100	100
Experience rating modifier: Target = <1.0	.68	.86	.86 / .88	.88

The city's work related injuries for FY 2016-17 decreased from the previous year. It appears that the number of work injuries for FY 2017-18 will continue to decrease slightly from the previous year. In 2016-17, we paid ~\$5,275/claim and averaged 2.3 claims/month. In 2017-18 thus far, we are averaging \$11,550/claim and we are getting 2.0 claims/month. This amount is on the high side due to ongoing litigated/disputed workers' compensation claims. We currently have 4 claims that require legal attention. Keep in mind that the payment of claims also includes claims reported in previous years, so the true amount paid per claim is not very accurate.

On-going safety training for the employees is done on a regular basis and they are constantly made aware of our policies and what is required of them to help alleviate injuries on the job. Ergonomic evaluations continue to be done and will continue into the next fiscal year. Several variations of stand-up desk units have been purchased over the last fiscal year. A focus on reviewing and updating our safety manual for the public works department continues.

The city continues to pay for time loss through salary continuation. This procedure helps keep things simple for the injured employee as well as for payroll administration. TRISTAR assists in obtaining necessary documentation for risk management's required reports (OSHA 300). They also are very good about collecting on EAIP claims and on workers' compensation restitution. For 2016-17 we collected \$43,676 through EAIP.

Our experience rating modifier has increased (from .86 to .88) due to our claims payout and claim severity over the last several years. An experience rating modifier below 1.0 reflects that our claim payout and claim severity history is better than most of our comparable entities. We are hopeful that we will see a swing in the opposite direction in the next few years and hopefully get below .80.

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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												
	1,564,171		1,375,018		1,366,362		1,366,362	1,480,831		1,480,831			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	1,564,171		1,375,018		1,366,362		1,366,362	1,480,831		1,480,831			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	8,169		11,815		9,100		13,800	19,100		19,100			
386	3RD PARTY SUBROGATION												
	15,351		25,438		35,000		35,000	35,000		35,000			
399	REIMBURSEMENTS - OTHER												
	2,680		227,373				4,450						
756	PERS RSRV DISTRIB-NON GAAP REV												
	1,555												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
								94					
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	27,755		264,626		44,100		53,344	54,100		54,100			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	275,172		357,723		411,381		411,381	411,381		411,381			
412	TRSFERS FROM STREET FUND												
	102,180		132,834		152,760		152,760	152,760		152,760			
419	TRSFERS FROM WATER FUND												
	153,032		198,941		228,792		228,792	228,792		228,792			
421	TRSFERS FROM SEWER FUND												
	110,126		143,163		164,637		164,637	164,637		164,637			
424	TRSFERS FROM REPROGRAPHICS FUND												
	4,095		5,323		6,121		6,121	6,121		6,121			
425	TRSFERS FROM GARAGE FUND												
	31,437		40,868		46,998		46,998	46,998		46,998			
426	TRSFERS FROM ISD												
	4,432		5,761		6,625		6,625	6,625		6,625			
430	TRANSFER FROM LIBRARY FUND												
	74,630		97,019		111,572		111,572	111,572		111,572			
440	TRSFERS FR STREET LIGHTING FUND												
	4,550		5,915		6,802		6,802	6,802		6,802			
441	TRSFERS FR STORM DRAIN FUND												
	83,113		108,046		124,253		124,253	124,253		124,253			

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

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%

386 3RD PARTY SUBROGATION
 REVENUES FROM SUBGROGATING CLAIMS TO 3RD PARTIES

399 REIMBURSEMENTS - OTHER
 FY 2016-17 REFLECTS:
 INSURANCE REIMBURSEMENT EQUIPMENT DAMAGED IN BEAVERTON BUILDING WATER DAMAGE \$19,425
 INSURANCE REIMBURSEMENT VACTOR TRUCK DAMAGE \$52,800

756 PERS RSRV DISTRIB-NON GAAP REV
 RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE TO ALL FUNDS

412 TRSFERS FROM STREET FUND

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

424 TRSFERS FROM REPROGRAPHICS FUND

425 TRSFERS FROM GARAGE FUND

426 TRSFERS FROM ISD

430 TRANSFER FROM LIBRARY FUND

440 TRSFERS FR STREET LIGHTING FUND

441 TRSFERS FR STORM DRAIN FUND

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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: 40 INTERFUND TRANSFERS/LOANS

842,767	1,095,593	1,259,941	1,259,941	1,259,941	1,259,941
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TOTAL PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

2,434,693	2,735,237	2,670,403	2,679,647	2,794,872	2,794,872
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City of Beaverton - Finance
Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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

030	RISK & SAFETY OFFICER	32,694	.40	35,408	.40	37,248	.40	34,060	35,432	.40	35,432	.40
031	CITY ATTORNEY	17,578	.10	18,158	.10	18,440	.10	18,440	18,897	.10	18,897	.10
056	RECORDS MANAGER	4,030	.05	4,328	.05	4,656	.05	4,483	4,775	.05	4,775	.05
182	LEGAL SERVICES MANAGER	6,906	.10	7,573	.10	8,218	.10	7,922	8,715	.10	8,715	.10
192	ASSISTANT CITY ATTORNEY 3	10,654	.10	8,592	.10	12,247	.10	11,278	13,494	.10	13,494	.10
221	SUPPORT SPECIALIST 2	2,563	.05	2,654	.05	2,696	.05	2,706	2,796	.05	2,796	.05
299	PAYROLL TAXES AND FRINGES	44,177		39,172		45,345		41,003	45,642		47,532	

TOTAL CLASS: 05 PERSONNEL SERVICES

		118,602	.80	115,885	.80	128,850	.80	119,892	129,751	.80	131,641	.80
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	11,282		6,400		13,600		12,000	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES	3,956		3,864		5,000		4,000	5,000		5,000	
307	MEMBERSHIP FEES	800		820		850		850	900		900	
321	TRAVEL, TRAINING & SUBSISTENCE					1,000		1,000	1,000		1,000	
328	MEALS & RELATED EXPENSE			38		100		100	100		100	
330	MILEAGE REIMBURSEMENT	42		73		100		100	100		100	
341	COMMUNICATIONS EXPENSE	107										

0377

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 030 RISK & SAFETY OFFICER

- 031 CITY ATTORNEY
 POSITION ALLOCATION: TO 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
- 056 RECORDS MANAGER
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
- 182 LEGAL SERVICES MANAGER
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
- 192 ASSISTANT CITY ATTORNEY 3
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
- 221 SUPPORT SPECIALIST 2
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
- 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
 ERGONOMIC EQUIPMENT: TRAYS, KEYBOARDS, CHAIRS, MONITOR ARMS AND DESKS (STAND UP UNITS) \$6,500
 ADA ACCOMMODATIONS (EE) \$3,500
- 305 SPECIAL DEPARTMENT SUPPLIES
 AED SUPPLIES (BATTERIES, REPLACEMENT PADS), FIRST AID SUPPLIES
 MISCELLANEOUS \$5,000
- 307 MEMBERSHIP FEES
 RISK AND INSURANCE MANAGEMENT SOCIETY (RIMS) \$700
 SOCIETY (PRIMA) OREGON CHAPTER \$200
- 321 TRAVEL, TRAINING & SUBSISTENCE
 PUBLIC RISK MGT ASSOC REGIONAL CONFERENCE \$200
 OSHA CONFERENCE \$200
 CIS CONFERENCE \$200
 LODGING \$200
 MISC CONF EXPENSE \$200
- 328 MEALS & RELATED EXPENSE
 LUNCH AND DINNER BUSINESS MEETINGS \$100
- 330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$100
- 341 COMMUNICATIONS EXPENSE
 NO APPROPRIATION REQUESTED

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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
387	GENERAL LIABILITY INSURANCE												
	446,639		442,705		462,300		455,000	479,980		551,077			
388	PROPERTY INSURANCE												
	202,915		155,601		160,500		160,500	175,000		175,000			
390	PUBLIC EMPLOYEES BOND												
	600		500		500		500	500		500			
457	BVTN BLDG FLOOD DAMAGE EXPENSE												
	864		30,705										
462	ADA COMPLIANCE EXPENSE												
	3,000				3,000		3,000	3,000		3,000			
511	PROFESSIONAL SERVICES												
	36,926		62,893		54,000		54,000	56,000		56,000			
520	CITY PROPERTY DAMAGE CLAIMS												
	99,245		173,108		120,000		120,000	125,000		125,000			
521	THIRD PARTY LIABILITY CLAIMS												
	103,929		337,075		125,000		225,000	160,000		160,000			
527	THIRD PARTY PROPERTY CLAIMS												
	348		1,150		2,500		1,000	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	910,653		1,214,932		948,450		1,037,050	1,018,580		1,089,677			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
	10,211		17,408		17,181		17,181	18,663		18,663			
802	TRSFER TO GENERAL FD-ACCOUNTING												
	10,483		10,947		11,842		11,842	12,229		12,229			
816	TRSFERS TO REPROGRAPHICS FUND												
	797		525		826		826	832		832			
818	TRSFERS TO ISD-ALLOCATED												
	8,930		9,181		12,025		12,025	13,122		13,122			
TOTAL CLASS: 25 TRANSFERS													
	30,421		38,061		41,874		41,874	44,846		44,846			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					51,229			101,695		28,708			
998	RESERVE												
					1,500,000			1,500,000		1,500,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					1,551,229			1,601,695		1,528,708			

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
387	GENERAL LIABILITY INSURANCE	GENERAL LIABILITY (23% INCREASE) \$448,723 AUTO LIABILITY (25.9%) \$97,814 THREE TANKS AT PUBLIC WORKS GARAGE (7.5%) \$1,565 EXCESS CRIME (7.5%) \$2,975
388	PROPERTY INSURANCE	PROPERTY INSURANCE INCLUDING \$50M QUAKE AND FLOOD (7.5%) ADDED PROPERTIES CONSIDERED \$77,425 AUTO PHYSICAL DAMAGE (7.5%) \$13,000 NATIONAL FLOOD INSURANCE - 1 LOCATION (7.5%) \$3,575 PROPERTY INSURANCE EXCESS EARTHQUAKE (DIC) (7.5%) \$81,000
390	PUBLIC EMPLOYEES BOND	PUBLIC EMPLOYEE BLANKET BOND \$100 DEQ BONDS (4 X \$100) \$400
457	BVTN BLDG FLOOD DAMAGE EXPENSE	
462	ADA COMPLIANCE EXPENSE	MINOR ADA BUILDING/ACCESS IMPROVEMENTS AS NECESSARY \$3,000
511	PROFESSIONAL SERVICES	DMV (\$750) AND BACKGROUND CHECKS (\$10/PERSON X 125) \$2,000 AGENT OF RECORD FEES \$54,000
520	CITY PROPERTY DAMAGE CLAIMS	ESTIMATED PROPERTY CLAIMS LOSSES AND DAMAGES TO CITY OWNED PROPERTY \$125,000 SUBROGATION NOT INCLUDED IN AMOUNT PROPOSED
521	THIRD PARTY LIABILITY CLAIMS	ESTIMATED LOSSES DUE TO LIABILITY CLAIMS AGAINST THE CITY \$160,000 (\$160,000 ANNUAL AGGREGATE DEDUCTIBLE)
527	THIRD PARTY PROPERTY CLAIMS	ESTIMATED LOSSES DUE TO THIRD PARTY PROPERTY CLAIMS AGAINST THE CITY \$2,000 (LOST PROPERTY, FENCE REPAIRS, ETC.)
801	TRSFER TO GENERAL FD - OVERHEAD	ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND
802	TRSFER TO GENERAL FD-ACCOUNTING	ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND
816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
818	TRSFERS TO ISD-ALLOCATED	ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$13,122
991	CONTINGENCY - UNRESERVED	
998	RESERVE	RESERVE FOR CATASTROPHIC LOSS

City of Beaverton - Finance
 Budget Preparation - 2019
 FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION

BP WORKSHEET & JUSTIFICATION

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 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE
 1,059,676 .80 1,368,878 .80 2,670,403 .80 1,198,816 2,794,872 .80 2,794,872 .80

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
DEPT: 40 INSURANCE DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

0382

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0014 SELF-INS WORKERS COMP INS

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												
		823,131		732,347		794,183		794,183		695,631		723,031	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		823,131		732,347		794,183		794,183		695,631		723,031	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		3,909		7,309		5,300		9,300		11,600		11,600	

399 REIMBURSEMENTS - OTHER

		44,174		43,857				17,814					
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756 PERS RSRV DISTRIB-NON GAAP REV

2,477

757 MED/LIFE INS PREM REFUND DISTRIBUTION

94

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		50,560		51,166		5,300		27,208		11,600		11,600	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

421 TRSFERS FROM SEWER FUND

77,400

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

77,400

CLASS: 45 NON-REVENUE RECEIPTS

464 SELF-INS. WORKERS COMP - CITY

		529,327		505,985		490,000		490,000		490,000		490,000	
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		529,327		505,985		490,000		490,000		490,000		490,000	
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TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS

		1,403,018		1,289,498		1,289,483		1,388,791		1,197,231		1,224,631	
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BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

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

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

421 TRSFERS FROM SEWER FUND

FY 2017-18 REFLECTS FUNDING OF A WORKERS COMPENSATION CLAIM SETTLEMENT DIRECTLY LIABLE TO THE SEWER FUND.

464 SELF-INS. WORKERS COMP - CITY

CHARGES PER EMPLOYEE FOR WORKERS COMPENSATION COSTS PROCESSED THROUGH THE PAYROLL SYSTEM. MAINTAIN A \$500,000 RESERVE TO COVER THE MAXIMUM EXPOSURE ON A SEVERE INJURY CASE

- FY 2008-09 EXPERIENCE MODIFIER 1.20
- FY 2009-10 EXPERIENCE MODIFIER 1.10
- FY 2010-11 EXPERIENCE MODIFIER 1.10
- FY 2011-12 EXPERIENCE MODIFIER 1.00
- FY 2012-13 EXPERIENCE MODIFIER 0.80
- FY 2013-14 EXPERIENCE MODIFIER 0.60
- FY 2014-15 EXPERIENCE MODIFIER 0.60
- FY 2015-16 EXPERIENCE MODIFIER 0.60
- FY 2016-17 EXPERIENCE MODIFIER 1.00
- FY 2017-18 EXPERIENCE MODIFIER 1.00
- FY 2018-19 EXPERIENCE MODIFIER 1.00

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

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

030	RISK & SAFETY OFFICER	49,040	.60	53,112	.60	55,875	.60	51,090	53,152	.60	53,152	.60
031	CITY ATTORNEY	8,788	.05	9,080	.05	9,216	.05	9,217	9,449	.05	9,449	.05
056	RECORDS MANAGER	4,031	.05	4,328	.05	4,656	.05	4,483	4,775	.05	4,775	.05
182	LEGAL SERVICES MANAGER	3,453	.05	3,786	.05	4,111	.05	3,962	4,357	.05	4,357	.05
192	ASSISTANT CITY ATTORNEY 3	5,327	.05	4,296	.05	6,124	.05	5,640	6,747	.05	6,747	.05
221	SUPPORT SPECIALIST 2	2,565	.05	2,651	.05	2,696	.05	2,706	2,796	.05	2,796	.05
299	PAYROLL TAXES AND FRINGES	41,835		41,286		46,710		42,271	46,955		48,773	

TOTAL CLASS: 05 PERSONNEL SERVICES

		115,039	.85	118,539	.85	129,388	.85	119,369	128,231	.85	130,049	.85
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CLASS: 10 MATERIALS & SERVICES

321	TRAVEL, TRAINING & SUBSISTENCE	235		43		250		100	250		250	
326	CITYWIDE TRAINING	1,951		8,083		11,000		11,000	11,000		11,000	
328	MEALS & RELATED EXPENSE	45		36		150		100	100		100	
330	MILEAGE REIMBURSEMENT	48		50		75		75	100		100	
389	W/C EXCESS INSURANCE COVERAGE	110,355		117,925		119,800		108,870	119,800		119,800	
393	WORKERS COMP STATE ASSESSMENT	20,789		23,933		25,000		25,000	25,000		25,000	
395	PERFORMANCE BOND INSURANCE	4,800		6,618		6,600		3,915	4,300		4,300	
461	SPECIAL EXPENSE	1,792		472		2,500		2,500	2,500		2,500	

0385

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 030 RISK & SAFETY OFFICER
- 031 CITY ATTORNEY
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
- 056 RECORDS MANAGER
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
- 182 LEGAL SERVICES MANAGER
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
- 192 ASSISTANT CITY ATTORNEY 3
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
- 221 SUPPORT SPECIALIST 2
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
- 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
 MISC TRAVEL \$250
- 326 CITYWIDE TRAINING
 PUBLIC WORKS - ALL OSHA REQUIRED COURSES: DEFENSIVE DRIVING, CONFINED SPACE, FORKLIFT,
 BLOODBORNE PATHOGEN, COMPETENT PERSON, LOCKOUT/TAGOUT, FALL PROTECTION, ETC \$8,000
 AED, CPR, 1ST AID \$3,000
- 328 MEALS & RELATED EXPENSE
 SAFETY COMMITTEE LUNCHES AND BROWN BAGS \$100
- 330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE (WC HEARINGS AND CONFERENCES) \$100
- 389 W/C EXCESS INSURANCE COVERAGE
 WORKERS COMPENSATION EXCESS INSURANCE (\$650K RETENTION) - 10% INCREASE \$119,800
- 393 WORKERS COMP STATE ASSESSMENT
 STATE COMPENSATION ASSESSMENT; INCLUDES EMPLOYEES AND VOLUNTEERS. \$25,000
 OUR EXPERIENCE RATING IS NOW AT .88
- 395 PERFORMANCE BOND INSURANCE
 WORKERS COMPENSATION SELF-INSURANCE SURETY BOND. \$4,300
 BOND AMOUNT LOWERED TO \$300,000
- 461 SPECIAL EXPENSE
 SAFETY INCENTIVE PROGRAM AT PUBLIC WORKS, 2018 NEW PROGRAM \$2,500

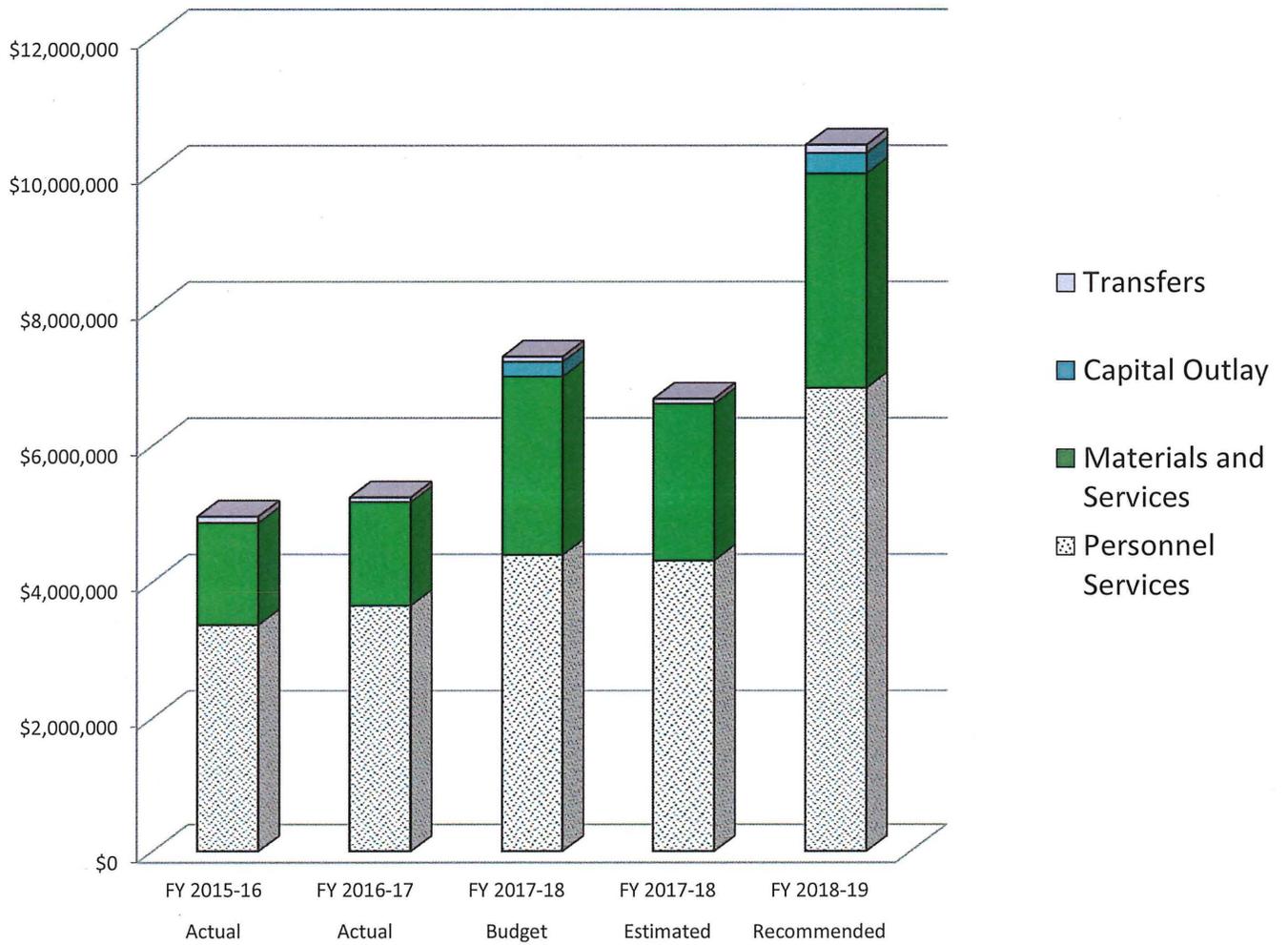
City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

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												
	43,704		43,062		47,000		40,000	50,000		50,000			
528	WORKERS COMP CLAIMS												
	346,117		147,689		200,000		325,000	200,000		200,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	529,836		347,911		412,375		516,560	413,050		413,050			
CLASS: 25 TRANSFERS													
801	TRSFR TO GENERAL FD - OVERHEAD												
	14,516		17,390		17,163		17,163	18,741		18,741			
802	TRSFR TO GENERAL FD-ACCOUNTING												
	10,483		10,947		11,842		11,842	12,229		12,229			
816	TRSFRS TO REPROGRAPHICS FUND												
	801		526		826		826	832		832			
TOTAL CLASS: 25 TRANSFERS													
	25,800		28,863		29,831		29,831	31,802		31,802			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					217,889			124,148		149,730			
998	RESERVE												
					500,000			500,000		500,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					717,889			624,148		649,730			
TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS													
	670,675	.85	495,313	.85	1,289,483	.85	665,760	1,197,231	.85	1,224,631	.85		

GENERAL FUND
COMMUNITY DEVELOPMENT 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:		General Fund					% Change Budgeted Vs. Recommended
Department:		Community Development - Summary					
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19		
Personnel Services	\$3,367,257	\$3,652,318	\$4,393,749	\$4,311,686	\$6,844,304	55.77%	
Materials and Services	1,497,178	1,518,996	2,618,973	2,301,185	3,149,138	20.24%	
Capital Outlay	-	-	217,500	-	301,050	38.41%	
Transfers	92,885	66,961	74,309	74,309	120,655	62.37%	
SUB-TOTAL	4,957,320	5,238,275	7,304,531	6,687,180	10,415,147		
Contingency			-		-		
TOTAL	\$4,957,320	\$5,238,275	\$7,304,531	\$6,687,180	\$10,463,639		
FTE's	33.65	34.50	36.00		52.75		

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

Personnel services:

FY 2018-19 reflects an increase of 16.75 FTE consisting of the transfer of 15.6 FTE in the Site Development Program from the Public Works Department to the Community Development Department, a 1.0 FTE Senior Development Project Manager for the Affordable Housing Program and a .15 FTE transfer of a Development Project Coordinator from the Community Development Block Grant Fund to the General Fund. 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 \$855,000 in funding the Affordable Housing Program.

Capital outlay:

FY 2018-19 reflect the carry forward of the E-Permitting Software appropriation from FY 2017-18 totaling \$217,500 and \$83,550 for vehicle replacements.

Transfers:

FY 2018-19 reflects an increase due to the transfer of the Site Development Program from the Public Works Department to the Community Development Department.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
DEPARTMENT HEAD: CHERYL TWETE	

MISSION STATEMENT:

Beaverton’s Community Development Department plans and facilitates a healthy, vibrant, and complete community - one that is safe and connected and provides economic prosperity and quality housing choices for all.

To serve as the city’s lead department guiding development, growth and change in our community through integrated delivery of a wide variety of services including: economic development programs, deployment of community development block grant funding, redevelopment and public-private partnerships, urban renewal, current- and long-range land use and transportation planning, and building permitting services. To strive to provide high caliber project and program delivery and exceptional customer service. To engage with our diverse neighborhoods with thoughtful outreach and participatory processes. To connect with business communities as well as the development industry to promote private sector investment, livable neighborhoods, employment growth. To provide thoughtful planning, safe physical structures and overall community improvement for Beaverton. To deliver community services in a professional, effective and welcoming manner, consistent with the Beaverton brand “The Best of Oregon.”

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	44.25	47.10	51.60	52.75	0.00
PERSONNEL SERVICES	\$4,471,660	\$5,004,876	\$6,216,566	\$6,844,304	\$0
MATERIALS & SERVICES	1,457,059	1,545,909	2,893,583	3,149,138	0
CAPITAL OUTLAY	23,893	52,136	300,210	301,050	0
TRANSFERS	124,903	124,893	139,209	120,655	0
CONTINGENCY	0	0	55,969	48,492	0
TOTAL	\$6,077,515	\$6,727,814	\$9,605,537	\$10,463,639	\$0

The Community Development Department generates the following revenue in the administration of its functions:

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Planning Dev. Rev & Annex Fees	\$288,471	\$387,911	\$380,312	\$380,000	\$0
Site Development Fees	\$1,360,542	\$2,163,767	\$1,550,000	\$1,600,000	\$0

Services and Trends:

The Community Development Department (CDD) is organized in seven divisions: administration, building, development, economic development, planning, site development (reorganized to CDD from Public Works in 2017), and transportation planning. These divisions work in collaboration with each other, drawing upon the strengths and expertise of staff within each work group. CDD also relies on and works closely with other departments within the city as well as service providers throughout the region to provide a wide array of services. In total, the Community Development Department currently has 80 full-time positions.

Within the past few years, CDD’s work has increased significantly in order to further the city’s vision, priorities, and goals while at the same time responding to increases in development activity and review. In FY 2017-18 the City of Beaverton continued to experience increases in development activity and regional growth pressures. Housing construction is not keeping up with demand and affordable housing is a big issue in our community, the county, and the region. Additionally, the sustained growth of companies within our community continues to squeeze the amount of available space for new and expanding businesses. The challenges created in the wake of these forces requires CDD to be agile. Our community is transitioning from its previous suburban character into that of a complete community with a true mixed-use downtown core in addition to healthy, quality residential neighbors and commercial centers.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

During FY 2017-2018, staff were involved in many bodies of work and projects, including, but not limited to, the following examples:

- Responding to increases in review, permitting and inspection activities that remain above pre-recession levels
- Allen Boulevard examples: opening of Bridge Meadows at Menlo, development of an Allen Boulevard District Plan, and coordination on the Public Safety Building at Hall Boulevard.
- Beaverton Central examples: opening of the BG Food Cartel food cart pod (at Rose Biggi and Millikan), breaking ground for The Rise Central (at Rose Biggi and Crescent), and executing a development ad disposition agreement (DDA) with a development team construction of a future hotel on part of the former Westgate theater site, due diligence, design, and permitting needs of the Beaverton Center for the Arts and a new public parking garage between Crescent Street and Beaverton Creek
- Cedar Hills examples: coordination, review and inspections of redevelopment of Cedar Hills Crossing, coordination on city water line installations, review of William Walker School and Cedar Hills Park.
- South Cooper Mountain examples: activities including opening of Beaverton School District’s new Mountainside High School and continuing coordination, review and inspection of development projects totaling 2,000 units (as of March 2018).
- West Five examples: adoption of the West Five Strategy (a plan for the Western Avenue Employment Area), planning and design work for improvements to Western Avenue, and services to support construction of a new Kaiser Permanente facility along Beaverton-Hillsdale Highway.
- Other notable examples: opening of Vose Elementary School, Marriott hotel development, multiple residential projects including opening of Sunset View Apartments (affordable housing), two large multi-family apartment complexes on 158th, and two proposed additional hotels.
- Work continued in updating the city’s Comprehensive Plan with adoption of an updated the Land Use element.
- Urban Service Coordination with the county, surrounding cities, and multiple service providers is underway in an effort to renew or establish Urban Service Boundary agreements, the Urban Planning Area Agreement, and multiple Urban Service Agreements.
- Implementation of the BURA Five Year Action Plan in order to guide investments of tax increment funding within the urban renewal area, especially land acquisition and private redevelopment.
- Implementation of the city’s first Housing Five-Year Action Plan.
- Operate consistently with the Consolidated Plan for Community Development Block Grant funding.
- Implementation of the Five Year Economic Development Strategy with focus on innovation and entrepreneurship activities such as the Start-up Challenge and Digital Health Collaborative.,
- Transportation efforts include adoption of the city’s first Active Transportation Plan, partnering with Public Works to update the Capital Improvement Program, with focus on sidewalk gap and improvement plans (including development of sidewalks on Menlo Drive), coordination with ODOT on improvements for Canyon Road, and continuing involvement and teamwork at the county, regional, and state level regarding transportation issues.
- First phases of the Parking Management Strategy are underway with completion expected in the next two years.
- Development Review Process Improvement Project: complete Phase Three, support transition to new electronic application system with online application submittal, payment, inspection scheduling, process tracking, and more.

CDD’s work program involves regular and substantive engagement with a wide variety of business and community stakeholders and organizations. CDD actively seek ways to enhance working relationships and customer service for the full range of our diverse community. Fundamentally, CDD strives to ensure our community’s long-term livability through a quality business environment, strong neighborhoods, well-built infrastructure and buildings, wonderful spaces and places for our community to gather, revitalization of our downtown core, and improved mobility throughout the region.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

City, Community and Department Goals, Priorities and Actions:

CDD understands its role is to contribute to the quality of life and economic stability of our entire community. Therefore, all of the *City Council Goals* are relevant to CDD’s work. And, of the *City Council Top Ten Priorities for 2018* and *Honorable Mention Priorities for 2018*, the following are efforts that CDD is involved in supporting:

Top Ten Priorities

- *Finalize street camping rules and related support services programs*
- *Publish resources to help people find housing, prevent homelessness, and recover from lack of housing*
- *Create a sidewalk fund for sidewalk construction projects*
- *Launch a residential rental inspection program*
- *Incorporate goals and objectives of the Active Transportation Plan into the City’s Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual*
- *Take a leadership role in convening regional partners to address regional issues of homelessness, annexation, and strategic land acquisitions*
- *Complete the city’s non-potable water irrigation (purple pipe) system*
- *Support diversity, equity, and inclusion in city programs, activities and services with measurable goals*
- *Create an affordable housing toolkit*

Honorable Mention Priorities

- *Develop a 50-year multi-jurisdictional resiliency plan*
- *Start work to connect the city’s water system to the Joint Water Commission North Transmission Line*
- *Develop a longer-term Transportation Capital Improvement Plan*
- *Improve communication with community partners*
- *Involve council more in development of The Round*
- *Implement the City’s Housing Plan*

2016 Beaverton Community Vision Action Items

Actions that relate to work plans across CDD, including the following examples [lead divisions noted]:

- Item #9: Support food carts.*
Maintain an equitable policy to allow food carts and other mobile eateries in strategic locations, and provide support for siting and developing citywide (with follow up education/promotion provided by Chamber). [Development]
Assist applicants through the Development Review Process [Planning, Building, and Site Development]
- Item #12: Involve neighborhoods in improvement planning.*
Pursue and implement effective outreach to various communities [Planning]
As part of the outreach for the Land Use Element update, staff attended each NAC in order to share information and solicit feedback. [Transportation and Planning]
- Item #36. Support programs that provide temporary shelters.*
Support housing-first programs through the Centralized Assessment System and regional partnerships to help people address challenges while living under shelter. [Development]
- Item #46 Strategically widen roads, add signals and turn lanes*
Through the CIP process, work with various divisions across the city to identify, prioritize, and fund projects. [Transportation]
- Item #47 Implement solutions to reduce highway, road congestion*
Coordinate with ODOT and other agencies. [Transportation]
- Item #49: Create safe routes to schools*
Work through CIP to evaluate and prioritize sidewalk gap projects to complete. Coordinate with the school districts and Washington County. [Transportation]
- Item #50: Expand paths and trails and connect to major destinations.*
Working through the CIP and with other agencies to secure funding for completion of the Crescent Connection and Beaverton Creek Trails. [Transportation]
Assist applicants through the Development Review Process [Planning, Site Development]
- Item #52 Use signals and traffic calming to improve safety*
Through the CIP process, work with various divisions across the city to identify, prioritize, and fund projects. [Transportation]

CITY OF BEAVERTON, OREGON
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FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

- Item #53* *Install bikeways along major commuter routes*
Installation of sharrows on various streets as part of the larger alternate network of bike routes. [Transportation]
Assist applicants through the Development Review Process [Planning, Site Development]
- Item #55:* *Produce updated bike route maps. Produce and promote up-to-date bike route maps.*
Completed in 2016. [Transportation]
- Item #62.* *Create several unique districts.*
Create several unique downtown districts: e.g. Creekside (with day lighted creeks); Town Square; Old Town; and Cedar Hills. [Development]
Research, Outreach and Develop District and Community Plans for a variety of areas. [Planning]
- Item #63.* *Add benches, restrooms, bike racks and fountains.*
Add benches, restrooms, bike racks and drinking fountains to key locations downtown as feasible. [Development]
- Item #64.* *Continue to expand storefront improvement program.*
Implement and promote further participation in a coordinated storefront improvement program. [Development]
Assist applicants through the Development Review Process [Planning, Building, and Site Development]
- Item #65* *Create pedestrian friendly zones*
Work with various divisions across the city to identify, analyze, and plan these zones. [Transportation]
- Item #66* *Implement parking management strategies*
Hired a parking manager then revisit, refine, and implement strategies. [Transportation]
- Item #67.* *Redevelop blighted properties.*
Implement a redevelopment strategy to facilitate the renewal of blighted properties and repurposing or relocation of structures. [Development]
- Item #68:* *Help small businesses succeed as downtown grows.*
Assistance to the Beaverton Downtown Association as well as our Small Business Partners have kept Downtown thriving. [Economic Development]
Assist applicants through the Development Review Process [Planning, Site Development]
- Item #69.* *Develop a dining, shopping and entertainment strategy.*
Update codes to allow for 18-hour mixed uses downtown, and develop a recruitment and marketing plan to expand dining, shopping and entertainment (e.g. international district, brewery blocks and pop-up restaurants). [Development, Planning]
Assist applicants through the Development Review Process [Planning, Building, and Site Development]
- Item #70.* *Increase downtown housing options.*
Add a variety of downtown housing options, with an emphasis on transit-oriented design, to increase mixed-use vibrancy. [Development, Planning]
Assist applicants through the Development Review Process [Planning, Building, and Site Development]
- Item #71.* *Develop an arts and culture center.*
Develop a destination arts and culture center through a private-public partnership. [Development]
Assist applicants through the Development Review Process [Planning, Building, and Site Development]
- Item #88* *Connect parks and green spaces with trails/bike routes*
Coordinate with THPRD toward completion of projects like the Crescent Connection and the Beaverton Creek Trail. [Transportation]
- Item #89:* *Assist and connect local businesses.*
‘Placemaking’ and ‘Small Business Development’ are two of nine strategic initiatives within the 2016 Economic Development Strategic Plan. The Business Walk has an alternating retail and business park (office and industrial) focus every six months. [Economic Development]
- Item #90:* *Market local business advantages and support programs.*
Marketing takes place through a variety of strategies: marketing materials and infographics, events, social media, and trade shows to name a few. [Economic Development]
- Item #91:* *Track industry trends and develop job creation strategies.*
The Economic Development Division’s incentives are focused on adding jobs and investment to Beaverton. The most active incentives include the Enterprise Zone, the E-Commerce Zone, and the Workforce Training Assistance Program. [Economic Development]
- Item #92:* *Assemble real estate to support economic growth.*
Assemble a real estate portfolio to support and facilitate economic growth. [Development]
- Item #94:* *Expand networking, resources for multicultural business*

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	DEPARTMENT HEAD: CHERYL TWETE

The Division funds and works with its partners to reach out into Beaverton’s diverse business community. Support of Impact Beaverton, Micro Enterprise Services of Oregon (MESO), the Hispanic Chamber, and Adelante Mujeres are examples of this support. [Economic Development]

- Item #95: Foster innovation and entrepreneurship with investment.*
The City actively supports Oregon Technology Business Center (OTBC) and its Westside Challenge, which funds five companies per year in the OTBC incubator. The Digital Health Collaborative provides co-working space, networking, and programing focused on fast growing technologies related to health care. [Economic Development]
- Action #96 Assist applicants through the Development Review Process [Planning, Site Development]*
Promote participation in internships, apprentice programs.
‘Workforce’ is one of nine strategic initiatives within the 2016 Economic Development Strategic Plan. The Division is also actively involved in sponsoring scholarships to business classes through its partners, including Adelante Mujeres and Portland Community College (PCC). [Economic Development]
- Item #100. Add shopping and entertainment near neighborhoods.*
Facilitate dining, shopping, entertainment and recreation in and around neighborhoods. [Development]
- Item #101. Create balanced housing options at all price levels.*
Develop a housing strategy and action plan to ensure balanced housing options for all needs including executives, families, seniors and a diverse workforce. [Development, Planning]
- Item #102. Integrate affordable housing in multiple neighborhoods.*
Assist applicants through the Development Review Process [Planning, Building, and Site Development]
Integrate affordable housing into diverse area neighborhoods (as opposed to clustering) and develop strategies to facilitate micro-housing on existing home lots. [Development]
- Item #103. Site high-density development near transit and services.*
Assist applicants through the Development Review Process [Planning, Building, and Site Development]
More than 250 housing units recently constructed in Old Town area of downtown taking advantage of nearby services and mass-transit. [Development]
- Item #104. Adopt strategies to address displacement in neighborhoods.*
Create a toolkit to address residential displacement in the downtown as well as citywide. [Development]

2016 Community Development Department Priorities

- Priority #1: Beaverton Central Creekside Redevelopment and The Round*
- Priority #2: Development Review Process Improvement Project*
- Priority #3: Economic Development Strategy*
- Priority #4: Complete Active Transportation Plan and Transportation Funding Strategy*
- Priority #5: Affordable Housing*

2017-2019 Community Development Department Goals

- Goal 1: Engage with the community to deliver a compelling and achievable service coordination strategy.*
- Goal 2: Create a cohesive urban downtown that provides an attractive place for people to live, work, and play.*
- Goal 3: Strengthen Beaverton’s economic base and be the go-to location for tech business growth and innovation in the region.*
- Goal 4: Provide the development community with excellent development review service – with the benefit of full electronic systems and high-caliber customer service.*
- Goal 5: Continue the transition from an auto- dominated community to a safe multi-modal transportation environment and reduce traffic congestion.*
- Goal 6: Continue on the path of being a high-performing organization – with systems that support long-term strategic purpose and procedures that are accomplished on a daily basis with ease.*
- Goal 7: Ensure the City has a variety of housing options in all neighborhoods to serve residents of all incomes, with special focus on increasing affordable housing.*

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0661 ADMINISTRATION	DEPARTMENT HEAD: CHERYL TWETE

Program Goal:

To provide leadership, coordination, and support for the city's extensive Community Development Department and its integrated divisions to plan for and facilitate a healthy, vibrant, and complete community - one that is safe and connected and provides economic prosperity and quality housing choices for all.

To lead through encouragement of responsible development, land use and building code administration, economic development program and Community Development Block Grant performance, transportation strategy development and implementation, and pursuit of funding for plans and projects that serve community development goals. To cultivate public-private partnerships and seek out new opportunities to further adopted policies and plans.

To coordinate through participation in initiatives and committees, including department head meetings, Real Estate Committee, and other internal committees as well as external efforts, e.g. Greater Portland, Inc., Metro regional commitments (such as JPACT, MPAC, etc.) Washington County Coordinating Committee, etc. To establish and maintain strong and effective relationships with citizens, neighborhoods, community and regional organizations, and to assist business and industry in their pursuit of development including workforce development. To enable stronger internal coordination through the Mayor's cross-department meetings, development review process improvement project, city service coordination meetings, downtown cross-department team, and more.

To support the formulation of comprehensive, district, project, and master development plans to assure achievement of community goals, visions, and objectives. To sustain qualified staff and motivate staff to accomplish these goals.

City, Community and Department Goals, Priorities and Actions:

Council Goals, City Council Top Ten Priorities for 2018, City Council Honorable Mention Priorities for 2018, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include all those listed in the overview of the Community Development Department.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	5.65	6.15	6.15	7.15	0.00
PERSONNEL SERVICES	\$540,543	\$663,052	\$694,649	\$840,316	\$0
MATERIALS & SERVICES	79,832	93,144	113,863	124,522	0
CAPITAL OUTLAY	0	0	217,500	217,500	0
TRANSFERS	13,820	6,969	9,908	8,316	0
TOTAL	\$634,195	\$763,165	\$1,035,920	\$1,190,654	\$0

Performance Outcomes, Program Trends and Action Plans by Program Objectives:

The Administrative Division seeks to facilitate the work of the Community Development Department, which includes the information provided in the department overview and the work described in the individual budgets for Building, BURA, Capital Development, CDBG, Development, Economic Development, Planning, Site Development, and Transportation Planning. This facilitation includes the following objectives:

Objective #1: *Manage and support staff through quality organization development*

- *Effective supervision, evaluation, and training of staff*
- *Recognize and reward excellence*
- *Lead department through Strategic Plan with vision and direction*

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0661 ADMINISTRATION	DEPARTMENT HEAD: CHERYL TWETE

Performance Outcomes and Program Trends:

- Provide management staff with the resources they need to be supportive of their staff.
- Encourage development of leaders at all levels within the organization.
- Employ skilled professionals that are managed to work together to deliver exceptional customer service and achieve City Council goals and priorities, Beaverton Community Vision Actions, department priorities, and results for the Beaverton community.

FY2018-2019 Action Plan

- Complete a CDD Guidebook.
- Implement a consistent on-boarding program.
- Continue to develop project management skills throughout the department.
- Engage in succession planning and assist internal staff to grow into roles with increasing responsibility.

Objective #2: *Provide excellent day-to-day service*

- *For community members, customers, and clients*
- *Develop effective methods of communication and efficient response times,*
- *Develop methods to assist in solutions-oriented resolution of issues as they arise*

Performance Outcomes and Program Trends:

- Establish a culture for delivering exceptional customer service.
- Continually work on improvements to the city's Development Review Process in coordination with Public Works, Finance, City Attorney's Office, Mayor's Office and other coordinating departments and agencies.
- Provide opportunities for creative thought and engagement.

FY2017-2018 Action Plan Progress

- Within the Development Review Process, provide excellent customer service to the development community with the benefit of an electronic document review system and progress toward an electronic application system.

FY2018-2019 Action Plan

- Update all application forms to current standards for branding and ADA. As applicable, provide for translated forms.
- Implement electronic plan review, and begin implementation of electronic permitting.

Objective #3: *Prepare, administer, and monitor the department budget*

- *Seek external funding, financing, and resource development*
- *Responsibly fund department and city projects, serve program goals, and supplement city sources*

Performance Outcomes and Program Trends:

- Pursue federal, state, and foundation grants, funds, and partnerships for financing.
- Research, study and develop new funding strategies.

FY2017-2018 Action Plan Progress

- Complete the Active Transportation Plan and continue to develop a Transportation Funding Strategy.

FY2018-2019 Action Plan

- Encourage staff to pursue effective funding sources (ex. Brownfields funding for site clean-up).
- Continue to develop transportation funding Strategies

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0661 ADMINISTRATION	DEPARTMENT HEAD: CHERYL TWETE

Objective #4: *Develop policies that support public priorities.*

- *Conduct the research and analysis necessary to support policy development*
- *Communicate existing policies in a clear, concise, and professional manner*

Performance Outcomes and Program Trends:

- Continue to produce comprehensive plan updates.
- Prepare revisions to the Development Code.

FY2017-2018 Action Plan Progress

- Complete the Active Transportation Plan and continue to develop a Transportation Funding Strategy.
- Land Use Comp Plan update

FY2018-2019 Action Plan

- Implement the Active Transportation Plan

Objective #5: *Actively participate in implementing the adopted plans and policies.*

- *Develop projects and programs to implement adopted plans and policies.*
- *Execute projects and programs that are supported by policy*
- *Communicate each program's purpose in a clear, concise, and professional manner*
- *Provide staff support for the Beaverton Urban Redevelopment Agency (BURA)*

Performance Outcomes and Program Trends:

- Address emergent issues in Affordable Housing and implement the city's first Housing 5-year Action Plan.
- Continue support of business development services to strengthen the competitiveness of local companies that make up the city's economic base and implement the 2016 Economic Development Strategic Plan
- Implementation of the Beaverton Central Creekside Redevelopment Plan and The Round properties, consistent with the Creekside Master Plan.
- Continue phased development with particular focus on Old Town, consistent with Beaverton's Civic Plan: Central City Strategy.
- Implement the West Five Strategy.

FY2017-2018 Action Plan Progress

- Implemented the Housing Five Year Action Plan and continued coordination on affordable housing and solutions from homelessness.
- Beaverton Central Creekside Redevelopment and The Round. Substantial construction on the Westgate property. Complete design and begin construction for the Beaverton Center for the Arts and parking structure.
- Implement the 2016 Economic Development Strategic Plan.

FY2018-2019 Action Plan

- Implement the Housing Five Year Action Plan
- Implement the 2016 Economic Development Strategic Plan.
- Continue redevelopment efforts at Beaverton Central and The Round.
- Substantial completion of construction of The Rise Beaverton Central.
- Design and approval for a hotel, the Beaverton Center for the Arts and parking structure.

Objective #6: *Coordinate on service provision*

- *Participate directly in inter-governmental, inter-district, county, regional, state, and federal efforts and activities related to community development, land use, building, construction, transportation, economic development, and redevelopment.*
- *Participate in the city's legislative agenda and team.*

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0661 ADMINISTRATION	DEPARTMENT HEAD: CHERYL TWETE

- *Provide leadership to represent Beaverton's opportunities, needs and positions.*

Performance Outcomes and Program Trends:

- Continued cultivation of strong and positive relationships with community members, neighborhood associations, civic and business organizations, special districts, regional bodies and jurisdictions, firms throughout the region, property owners, and key public and private stakeholder organizations.
- Continue to process minor annexations and work towards a more holistic services boundary approach.

FY2017-2018 Action Plan Progress

- Updated Urban Service Boundary, Urban Planning Area Agreement and Urban Service Agreements.

FY2018-2019 Action Plan

- Convene, lead and participate in programs to address affordable housing and solutions from homelessness.
- Deliver an updated Urban Service Boundary, Urban Planning Area Agreement and Urban Service Agreements.

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Administration:				
Respond to requests by Mayor's Office, Councilors and members of the public within 24 hours	98%	98%	98%	98%
Participate in external initiatives and committees	6	9	9	9
Number of external initiatives and committee meetings attended	30	45	45	45

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT
PROGRAM: 0654 ECONOMIC DEVELOPMENT	PROGRAM MANAGER: MIKE WILLIAMS

Program Goal:

To assist local companies, market the city as “Open for Business”, develop and expand economic development programs, and build the capacity of community partners to strengthen Beaverton’s business environment and economic well-being.

City, Community and Department Goals, Priorities and Actions:

Council Goals, City Council Top Ten Priorities for 2018, City Council Honorable Mention Priorities for 2018, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include many of those listed in the overview of the Community Development Department. Economic Development supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	4.00	4.00	4.00	4.00	0.00
PERSONNEL SERVICES	\$350,348	\$400,396	\$507,167	\$537,024	\$0
MATERIALS & SERVICES	586,853	612,462	915,919	735,688	0
CAPITAL OUTLAY					
TRANSFERS	16,359	6,249	9,908	9,981	0
TOTAL	\$953,560	\$1,019,107	\$1,432,994	\$1,282,693	\$0

Program Objectives:

The following objectives were adopted as part of the 2016 Five Year Economic Development Strategic Plan:

- Objective #1: Provide business retention and expansion assistance to existing Beaverton Businesses
- Objective #2: Increase Business Activity in the City through recruitment and business formation strategies
- Objective #3: Promote Placemaking that responds to market preferences of Beaverton businesses and their employees
- Objective #4: Encourage and support Small Business Development that reaches all segments of the community
- Objective #5: Promote and encourage Innovation & Entrepreneurship
- Objective #6: Focus on Branding and Marketing to reinforce our Economic Development Strategy
- Objective #7: Assist Beaverton businesses to attract and retain a reliable and talented workforce
- Objective #8: Focus economic development efforts and incentives on Target Industry Clusters
- Objective #9: Enhance Beaverton’s Economic Development Ecosystem

Progress on FY 2017-18 Action Plan:

- Placed the third cohort of the Beaverton Startup Challenge companies in the OTBC business incubator.
- The Digital Health Collaborative (DHC) saw its employment grow from 15 to 35 people over the last year. In cooperation with company sponsors and the Beaverton School District, the DHC will host the Diabetes Connect-a-Thon, in May 2018.
- Worked with other Divisions and Departments to implement the goals outlined in the Community Vision, City Marketing, and Diversity Equity and Inclusion plans.
- Increased programming of workshops, seminars, and conferences in the city that are most relevant to the Business Community. Highlights include the first annual Beaverton Business Summit in cooperation with the Beaverton Chamber.
- Continue to form strong partnerships with targeted industry associations, economic development organizations, and non-profit partners that provide much-needed technical assistance and small business assistance.
- Promoted small business creation through direct funded partnerships with MESO, the Hispanic Chamber, Adelante Mujeres and Impact Beaverton. Leveraged other small business assistance providers in the region, including SBDC, SBA, Oregon Association of Minority Entrepreneurs (OAME) and SCORE.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT
PROGRAM: 0654 ECONOMIC DEVELOPMENT	PROGRAM MANAGER: MIKE WILLIAMS

- Led a successful new promotion, Beaverton Restaurant Week, showcasing restaurants in downtown Beaverton, resulting in increased business for nearly all of the restaurants (85%) and significant social media and news coverage for Beaverton.
- Seeded the funding for a new Executive Director position for the Beaverton Downtown Association (BDA). The Director is developing a work plan of events and activities, building organizational capacity, and recruiting new board members.
- Supported four companies through the Workforce Training Assistance program. These firms are expecting to hire more than 20 full-time, Beaverton-based employees in targeted sectors such as software and hardware development.
- The Division led eleven tours of prospective restaurateurs and breweries to potential sites downtown, hired Civilis Consultants to work with downtown property owners on commercial leasing and longer-term tenancing strategies. Eight new restaurants will have opened in downtown Beaverton this fiscal year.
- Closed the \$400,000 EPA Assessment Grant in early 2018. The seven assessments funded through the grant include private properties considering redevelopment as well as the future locations of the Center for the Arts and the Public Safety Center.

FY 2018-19 Action Plan:

- Ongoing implementation of the Economic Development Strategic Plan (2016-2021).
- Provide business recruitment, retention and expansion assistance in a systematic manner.
- Implement economic development elements of the city’s Marketing Plan and the Diversity, Equity, and Inclusion (DEI) plan.
- Continue strong partnerships with our related target market trade associations, economic development organizations, and non-profit partners that provide the much needed technical assistance and small business assistance.
- Assist the BDA and help it launch itself into the top tier of Main Street initiatives in the State of Oregon.
- Develop and implement marketing strategies around strategic retail and service areas (e.g., brewpubs, taprooms and food carts) that our traded sector companies consider critical to their workforce recruitment and retention efforts.
- Continue recruitment efforts around restaurants and brewery-related businesses in Old Town. Leverage expertise and market connections from our work in Old Town to assist in restaurant recruitments for Beaverton Central.
- Provide effective and informative programming and networking opportunities that are relevant to local businesses.
- Develop a strategy around the accommodation of large employers and corporate headquarters in Beaverton through the identification, development of strategic sites.
- Promote and support Beaverton Startup Challenge Class of 2018 and support the creation of a fourth cohort (Class of 2019) to encourage entrepreneurship & innovation and strengthen the Beaverton brand as a great place to start and grow a business. Work to find new grant and service areas that complements OTBC’s current service mission.
- DHC – Grow and raise visibility of the DHC, building on the momentum of the spring 2018 Diabetes Connect-a-Thon and the specific products of the DHC companies that are working in the high-profile areas of opioid management and patient monitoring/management.
- Economic Development operates as a resource for public and private property owners for addressing brownfields issues. Technical assistance and grant writing are expected activities for the new fiscal year.
- The 2018-2019 workforce training emphasis will be on skills development in electrical and mechanical disciplines (“Mechatronics”) that leverage career technical education (CTE) initiatives at the high school and community college level.

Performance Measures	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/Actual	FY 2018-19 Proposed
Attend events and meetings with partner organizations to raise the profile of Beaverton to the business community within the region	25	52	100	100
Number of new marketing materials developed to promote the City’s economic development programs, services and accomplishments	6	10	10	10
Number of businesses visited or assisted	80	80	90	90

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT
PROGRAM: 0654 ECONOMIC DEVELOPMENT	PROGRAM MANAGER: MIKE WILLIAMS

Outcomes and Program Trends and Highlights:

Helping Beaverton Businesses

Helping companies stay and grow in Beaverton continues to be the primary function of the Economic Development Division. Working with existing businesses is a well-recognized best practice that consistently provides the highest return on investment. Effective retention and expansion requires building relationships and providing superior customer service to existing businesses and should be complimented by well-designed incentives and programs, business friendly city services, and thoughtful coordination with regional partners and service providers.

A Thriving Downtown and Main Street

Since September of 2011, the Economic Development Division has supported the Main Street Program and continues to manage it through a partnership with the Beaverton Downtown Association (BDA). The goal of the program is to ensure a successful and comprehensive downtown revitalization effort.

This fiscal year, the city will work with the BDA to implement a new Main Street approach and to focus the BDA on implementing a Main Street recognized Transformation Strategy. For the coming fiscal year, the Economic Development Division will provide strategic planning guidance, budget and budget planning assistance, work plan review, and a more targeted Main Street Seed Fund.

Signature Innovation Initiatives: OTBC and the Digital Health Collaborative (DHC)

The City of Beaverton’s signature innovation initiatives are about creating jobs, building networks and highlighting Beaverton’s tradition of being the premiere place in the region for innovative high-growth companies to start and grow. OTBC and DHC are both headed by seasoned entrepreneurs and have programs and initiatives that attract some of the top start-ups in the region.

The Oregon Technology Business Center (OTBC) is a decade-old nonprofit incubator that provides coaching, networking events, entrepreneurship programs and shared office space to start-ups. An Oregon Founders Study ranked OTBC as the highest-rated incubator in Oregon for effectiveness of its mentoring programs. The impact of OTBC has been expanded to provide support to rural entrepreneurs through its Virtual Incubation Program (VIP), an 8-week series of video conference-based courses and mentorship with funding assistance from the Oregon Community Foundation.

In 2015 the City of Beaverton teamed with OTBC to launch the \$100K Startup Challenge, jointly-funded by the city and private funders to form the Westside Startup Fund. Now in its third year, the Challenge is helping five more startups, selected through a competitive application process, kick-start their business with office space, coaching and mentoring provided by OTBC and other sponsors. Of the 15 winning companies over the past three years, 11 founders are either women (3), persons-of-color (6) or veterans (2).

The Digital Health Collaborative (DHC) was established in 2017 to serve as a “nexus point” for design and development of products in the expanding digital health sector. In addition to the small number of companies in residence at the DHC, working in the areas of medication adherence, remote patient monitoring, and health technology services. The DHC provides educational and product development opportunities to the broader digital health community through events such as the Diabetes Connect-a-Thon and access to shared equipment for product development and testing.

Restaurant Strategy Implementation

The Economic Development Division has been leading the initiative to make Beaverton Washington County’s premier restaurant destination. The Division targeted property owners in the Old Town district, which has been identified as having the most potential for locally owned restaurants that are associated with the regions ‘foodie’ culture. The effort stems from the Vision Plan as well as the Division’s outreach with traded sector companies, who have indicated that a strong restaurant scene is helpful factor in workforce recruitment. The initiative is on its second full-year and budget items for restaurant strategy are stretched across Divisions and Departments and are focused on targeted incentives for landlords and new restaurants as well as public relations expenses for events like Restaurant Week.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0662 DEVELOPMENT DIVISION	PROGRAM MANAGER: CADENCE PETROS

Program Goal:

The role of the city’s Development Division is to strategically implement the city’s development, urban revitalization, and housing goals to help build a livable and equitable community for all Beaverton residents. This program is responsible for strategically implementing the city’s redevelopment goals, with particular focus on city-owned and other sites in the downtown, citywide housing policy implementation, and managing the Community Development Block Grant program (CDBG). Primary areas of focus include development of strategies, processes, templates, protocol, and revenue generation for the city’s redevelopment and housing implementation activities; real estate and housing program development; property acquisition and management; real estate project negotiation and public private partnerships; urban renewal; and CDBG.

City, Community and Department Goals, Priorities and Actions:

Council Goals, City Council Top Ten Priorities for 2018, City Council Honorable Mention Priorities for 2018, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include many of those listed in the overview of the Community Development Department. The Development Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	6.00	7.35	6.85	8.00	0.00
PERSONNEL SERVICES	\$692,985	\$806,126	\$893,159	\$1,106,743	\$0
MATERIALS & SERVICES	587,130	452,073	809,213	1,363,574	0
CAPITAL OUTLAY					
TRANSFERS	17,420	9,170	7,706	7,762	0
TOTAL	\$1,297,535	\$1,267,369	\$1,710,078	\$2,478,079	\$0

Performance Outcomes and Program Trends by Program Objectives (services provided):

The Development Division is responsible for strategically implementing the city’s redevelopment goals, with particular focus on downtown and citywide housing policy implementation. Beaverton’s Community Vision (2010) called for creating a vibrant downtown. As part of that process, the Central Beaverton Urban Renewal Plan (2011), the Beaverton Civic Plan (2011), Creekside District Master Plan and Implementation Strategy (2014), and South Cooper Mountain Concept Plan (2014) were approved, outlining specific redevelopment activities the City, through the Development Division, should undertake to reach the goals set in the Community Vision. Specific program objectives to meet this program’s goals include:

- Objective #1:** Develop and implement strategies, processes, templates, and protocol to meet division goals.
- Objective #2:** Develop real estate and housing programs.
- Objective #3:** Acquire and manage real estate.
- Objective #4:** Actively participate in negotiating real estate projects, housing projects and public private partnerships, including the disposition of city-owned property.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0662 DEVELOPMENT DIVISION	PROGRAM MANAGER: CADENCE PETROS

Progress on FY 2017-18 Action Plan:

Objective #1: Develop and implement strategies, processes, templates, and protocol to meet division goals.

- Continued to expand and implement cross departmental Downtown Team to strategically implement city policies relevant to the downtown area.
- Continued working with Economic Development to implement a Restaurant Strategy for the downtown.
- Continued implementation of the BURA 5-Year Action Plan.
- Prepared updated BURA Annual Report.
- Prepared updated Housing Five Year Action Plan.
- Continued to lead regular BURA and URAC meetings.
- Continued to staff regular Real Estate Committee meetings
- Coordinated an inter-division team to develop a Housing Implementation Strategy for Beaverton. CDBG successfully implemented its Annual Action Plan and served those most in need in Beaverton.

Objective #2: Develop real estate and housing programs.

- Continued implementation of the Storefront Improvement Program and increased funding to support expanded grant opportunities.
- Continued implementation of Tenant Improvement Program for the city in Downtown Beaverton.
- Continued implementation of Predevelopment Grant Program for the Central Beaverton Urban Renewal District.
- Implemented \$100,000 Metro Grant to explore opportunities to prevent displacement of low cost market rental housing.

Objective #3: Acquire and manage real estate.

- Continued to actively pursue acquisition opportunities in the downtown for both redevelopment and housing purposes.
- Purchased Ludeman’s site in Beaverton Central and manage tenants in the commercial buildings on site. Demolished bighted structures in advance of redevelopment.
- Continued to strategically manage partnerships for future development of the city-owned parcel at 1st and Main.

Objective #4: Actively participate in negotiating real estate projects, housing projects, and public private partnerships, including the disposition of city-owned property.

- Executed Disposition and Development Agreement for construction of a hotel on the former Westgate Theater site.
- Rembold Properties began construction of the Rise Central on the major portion of the former Westgate Theater site.
- Worked with owners of LaScala and the Rise Old Town to attract retail tenants to those developments.
- Bridge Meadows opened its housing project on Allen and Menlo.
- Continued to advance the Beaverton Center for the Arts project and public parking garage in Beaverton Central.

FY 2018-19 Program Objectives:

Objective #1: Develop and implement strategies, processes, templates, and protocol to meet division goals.

- Work with Mayor and council to develop Housing Program Strategic Plan.
- Continue implementation of and update annually the Housing Five Year Action Plan.
- Prepare first Housing Annual Report.
- Prepare affordable housing unit production goals for council consideration.
- Continue to coordinate housing implementation team.
- Continue implementation of and update annually the BURA Five Year Action Plan.
- Continue preparation of BURA Annual Report.
- Continue to lead regular BURA and URAC meetings.
- Continue to coordinate Downtown Team efforts.
- Continue to staff regular Real Estate Committee meetings.
- Implement Real Estate Acquisition Procedures.
- Advance other revitalization efforts including public art, infrastructure improvements and placemaking to bolster area redevelopment projects.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0662 DEVELOPMENT DIVISION	PROGRAM MANAGER: CADENCE PETROS

Objective #2: Develop real estate and housing programs.

- Develop plan for and begin implementation of strategic Housing Program
- Work with regional partners to expand funding opportunities and program availability for affordable housing.
- Implement Metro Grant outcomes and establish affordable housing toolkit.
- Continue to manage Storefront Improvement Program.
- Continue to manage Tenant Improvement Program for restaurants in downtown Beaverton and expand program opportunities.
- Continue to manage Predevelopment Grant Program for the Central Beaverton Urban Renewal District.
- Continue to manage the Vertical Housing Tax Abatement Program and expand the program area.
- Complete Affirmatively Furthering Fair Housing planning and implementation effort.

Objective #3: Acquire and manage real estate.

- Continue to strategically acquire properties.
- Continue to manage and coordinate development of key city-owned parcels.

Objective #4: Actively participate in negotiating real estate projects, housing projects and public private partnerships, including the disposition of city-owned property.

- Continue to work with partners to complete development projects at the former Westgate Theater site.
- Continue negotiations for redevelopment of city owned property at First and Main.
- Strategically fund affordable housing projects and identify acquisition opportunities.
- Provide support for redevelopment opportunities that meet city goals as they arise.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Number of projects / strategies / plans worked on or programs created	24	26	39 / 39	77
Number of properties acquired	4	3	4 / 2	3
Amount of private development funds leveraged	\$37,560,478	\$20,250,000	\$10,225,000 / \$1,055,000	\$37,360
Number of Community Vision Goals Progress Achieved	New Measure	11	13 / 13	15

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0676 PLANNING DIVISION	PROGRAM MANAGER: ANNA SLATINSKY

Program Goal:

To protect and enhance the livability and economic vitality of the City of Beaverton by effectively planning for our community's future by implementing the Beaverton Community Vision, Civic Plan, Housing Action Plan and other policy directives and administering the Comprehensive Plan and the Beaverton Development Codes. To facilitate development in Beaverton that is consistent with community, regional, and state policy by processing land use applications pursuant to state-mandated timeframes and providing superior customer service.

City, Community and Department Goals, Priorities and Actions:

Council Goals, City Council Top Ten Priorities for 2018, City Council Honorable Mention Priorities for 2018, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include many of those listed in the overview of the Community Development Department. Economic Development supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	14.00	14.00	15.00	15.00	0.00
PERSONNEL SERVICES	\$1,438,261	\$1,424,596	\$1,763,698	\$1,878,212	\$0
MATERIALS & SERVICES	127,031	201,660	494,663	300,532	0
CAPITAL OUTLAY					
TRANSFERS	37,490	41,133	41,283	43,805	0
TOTAL	\$1,602,782	\$1,667,389	\$2,299,644	\$2,222,549	\$0

Program Objectives (services provided):

- Objective #1: Effectively Plan for Future Redevelopment of Key Urban Areas
- Objective #2: Promote Beaverton's Commitment to Being *Open for Business*
- Objective #3: Increase Public Engagement & Awareness
- Objective #4: Provide Leadership, Analysis and Technical Support in Local, Regional, and State Land Use Policy
- Objective #6: Maintain the Beaverton Development Code and Comprehensive Plan as 'living documents'

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
Number of annexations processed applications/parcels	4	4	4/4	4/15
Number of land use applications processed	521	550	550	550
Number of Housing Units Approved	1,568	420	3,099	1,500
Commercial/Industrial SF Approved	Not reported	Not reported	TBD	250,000

Performance Outcomes and Program Trends:

FY 2017-18 saw Planning Division tackle a significant workload bringing major projects to conclusion and kicking off new efforts. As anticipated, Current Planning had a particularly busy year primarily due to South Cooper Mountain land use application activity, while the Long Range team wrapped up some major efforts and launched new ones. Highlights include:

- Adoption of updated Land Use Element of the Comprehensive Plan; Sign Code update; and the Western Avenue Employment Area Master Plan (West Five);

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0676 PLANNING DIVISION	PROGRAM MANAGER: ANNA SLATINSKY

- Award of a \$150,000 grant from Metro to pursue the Downtown Design Study, now underway; and kickoff of the Allen Boulevard District Plan
- Land Use approvals for development of approximately 1,900 homes in South Cooper Mountain, with 1,200 more expected to be approved or under review by the end of FY 2017-18.
- Pilot of a dedicated project manager for South Cooper Mountain applications resulted in effective resolution of issues related to infrastructure provision, particularly those involving coordination among multiple property owners and developers.
- Hotel development interest is increasing, with Westgate Hotel project expected to earn land use approval in the spring and two additional hotels in the Cornell Oaks area also under review.
- Ongoing work, along with other CDD staff, with property owners and developers very early in the genesis of a project planning. Crucial when developers are deciding whether to invest significant resources in the city, and we will continue to devote time to building these relationships and providing pro-active customer service.
- Provide a long-range planning perspective to the intergovernmental agreement with Tualatin Valley Water District for the transfers of water service responsibilities within the current city limits and future annexation areas

Planning Division continues to make excellent customer service a priority, and handles a high volume of phone, email, and in-person visits – a consistent annual total of approximately 3,000 customer contacts. An important part of striving for customer service improvements is support for the Development Review Process Improvement Project. With the introduction of Bluebeam Revue, we expect to roll out implementation of electronic permitting and plan review as an option that many applicants will take advantage of.

Looking ahead to FY 2018-19, Planning Division will be focusing on the following efforts:

- Processing all land use applications within state-mandated review timelines;
- Completing the Allen Boulevard District Plan and Downtown Design Project;
- Initiation of a study to evaluate how additional housing types can be allowed in residential areas while ensuring the housing responds to the scale and form of the neighborhood;
- Roll out Major Projects Team to shepherd large, complex, and strategically important development projects through the early planning and development review process. This will be led by Planning Division and include designated staff from Site Development, Building, and Engineering.
- Significant updates to the Development Code, including implementation of West Five and Land Use Element policies, updating design standards and guidelines, establishing regulations for short-term rentals, and reviewing regulations affecting development of housing in the city, especially affordable housing;
- Nurturing strong, positive relationships with community members, neighborhood associations, civic and business organizations, special districts, regional bodies and jurisdictions, and other key public and private stakeholder organizations.
- Engagement with Tualatin Hills Park and Recreation District (THPRD), Beaverton School District, and other city partners, and work towards developing robust agreements to ensure residents and businesses are assured of receiving high-quality services.
- Support Connected Community goals in partnership with Public Works to ensure Beaverton has high-quality wireless service while minimizing aesthetic impacts to neighborhoods and establishing smooth and efficient review of infrastructure for staff and industry;
- Mapping out a strategy for annexation and community planning for the Cooper Mountain Urban Reserve Area, should the proposed Urban Growth Boundary proposal be accepted.

Land use development application fees were raised in 2017-18, which, together with an influx of very large development applications increased fee revenue. Land use development application fees are projected to provide about \$350,000 annually to partially offset the expense of the Current Planning staff who work with applicants to process their requests.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT DEPT.
PROGRAM: 0701 SITE DEVELOPMENT DIVISION	PROGRAM MANAGER: JAMES DUGGAN

Program Goal:

To provide efficient plan review, permitting, and inspection services in support of citizen, private developers, franchise utility, and city capital improvement projects. Additionally to ensure the integrity of the city's infrastructure by obtaining the maximum designed service life of public streets, storm drains, sanitary sewers, and water systems.

Council Goals that this program supports include:

- Goal #1: Preserve and enhance our sense of community*
- Goal #2: Use City resources efficiently to ensure long-term financial stability*
- Goal #3: Continue to plan for, improve and maintain the City's infrastructure*
- Goal #4: Provide responsive, cost-effective service to the community*
- Goal #5: Assure a safe and healthy community*
- Goal #6: Manage growth and respond to change consistent with maintaining a livable, full-service city*
- Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations*
- Goal #8: Provide and support a highly qualified and motivated City work force*

City Council Top Ten Priorities for 2018 that this program supports include:

- *Incorporate goals and objectives of the Active Transportation Plan into the City's Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual*
- *Complete the city's non-potable water irrigation (purple pipe) system*
- *Support diversity, equity, and inclusion in city programs, activities and services with measurable goals*

City Council Honorable Mention Priorities for 2018 that this program supports include:

- *Start work to connect the city's water system to the Joint Water Commission North Transmission Line*
- *Improve communication with community partners*

2016 Beaverton Community Vision Action Items that this program supports include:

- Action #9 Support food carts.*
- Action #50 Expand paths and trails and connect to major destinations.*
- Action #53 Install bikeways along major commuter routes.*
- Action #68 Help small businesses succeed as downtown grows.*
- Action #95 Foster innovation and entrepreneurship with investment.*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	11.60	12.60	15.60	14.60	0.00
PERSONNEL SERVICES	1,172,566	1,352,558	1,822,817	1,906,367	0
MATERIALS & SERVICES	18,754	26,913	274,610	440,100	0
CAPITAL OUTLAY	23,893	52,136	82,710	83,550	0
TRANSFERS	34,015	57,932	64,900	44,137	0
CONTINGENCY	0	0	55,969	48,492	0
TOTAL	\$1,249,228	\$1,489,539	\$2,301,006	\$2,522,646	\$0

(Effective FY 2018-19 the Site Development program transferred within the General Fund from the Public Works Department to the Community Development Department. The Requirements above for actual and budgeted reflect the Site Development Department in the Public Works Department.)

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT DEPT.
PROGRAM: 0701 SITE DEVELOPMENT DIVISION	PROGRAM MANAGER: JAMES DUGGAN

2016 Community Development Department Priorities that this program supports include:

Priority #1: Beaverton Central Creekside Redevelopment and The Round

Priority #2: Development Review Process Improvement Project

2017-2019 Community Development Department Goals that this program supports include:

Goal 1: Engage with the community to deliver a compelling and achievable service coordination strategy

Goal 4: Provide the development community with excellent development review service – with the benefit of full electronic systems and high-caliber customer service

Goal 6: Continue on the path of being a high-performing organization – with systems that support long-term strategic purpose and procedures that are accomplished on a daily basis with ease

Program Objective:

The Site Development Division reviews engineering plans and inspects construction to ensure site grading, erosion control measures, emergency fire access, floodplain modifications, and all privately-funded public improvements such as streets, utilities, and storm water management facilities conform to the City Engineering Design Manual, City Code, and land use approvals. Staff communicates and interacts with citizens, developers, consultants, other city departments and outside agencies to ensure that all development criteria are being met from the Pre-Application Conference to project permitting and construction, to final project completion and acceptance with Operations. Staff also review and approve performance bond amounts and issue permits for franchise utility work, street tree plantings/removals, and sidewalk replacement.

Progress on FY 2017-18 Action Plan:

- Plan review staff continues to make preparations for implementation of a new software system for plan review. The system will allow drawings to be submitted in digital format and also allow plan review comments and redline changes to be recorded digitally. This system is expected to enhance and expedite site development plan review by allowing better communication and more accountability to our customers. Staff has already instituted electronic plan submission for those files that are small enough to be efficiently handled via e-mail, such as minor revisions.
- Plan Review staff will also continue to coordinate with the Planning Division in land use application processing and long-range initiatives and implementation of the Civic Plan, Beaverton Urban Renewal Plan, South Cooper Mountain Plan, and the Creekside District Redevelopment Plan.
- Inspection staff will continue to work closely with the maintenance crews and engineering project managers to ensure that contractors constructing capital improvements provide the best long-term value to the city.
- After thousands of hours of division inspection staff time being expended, this year the Farmington Road Improvements from Murray to Hocken were completed.

FY 2018-19 Action Plan:

- The expected continuing increase in development activity in the coming fiscal year will again challenge this crucial work group in coordinating with Public Works. With new staff positions added and replacement staff hired, we hope to reach the levels of service we desire to provide for our customers. We have a long list and wide variety of customers including developers, contractors, other governmental jurisdictions, internal departments within the City, and the ultimate owners of the constructed infrastructure - our citizens.
- Staff will begin the use of mobile technology for infield construction documentation and inspection reports.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Site development permit applications	40	22	50 / 30	40
Right-of-way and facility permit applications	589	546	600 / 600	600
Number of applications reviewed per staff	180	185	185 / 180	182

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

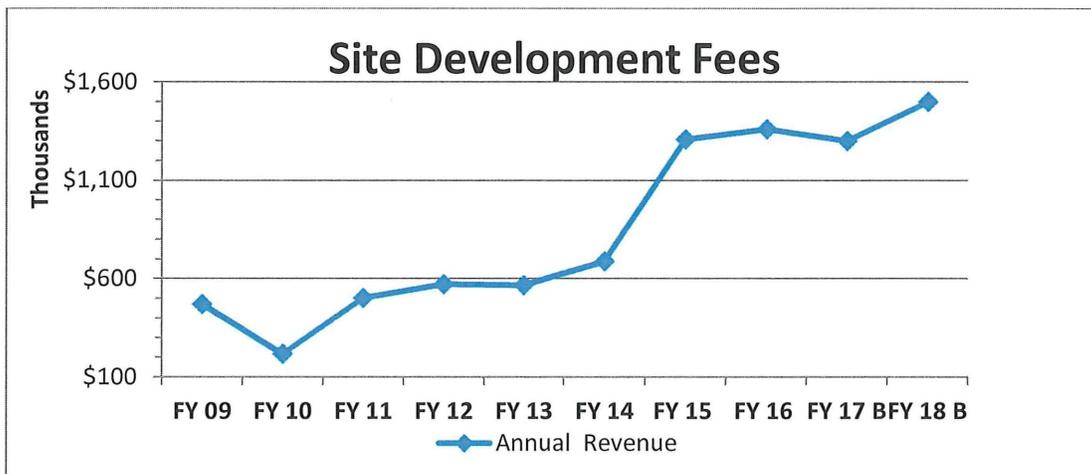
FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT DEPT.
PROGRAM: 0701 SITE DEVELOPMENT DIVISION	PROGRAM MANAGER: JAMES DUGGAN

Performance Measures (Continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Percentage of site development plan review comments returned within 4 weeks	50%	50%	70% / 60%	80%
Percentage of right-of-way and facility permits processed within 48 hours	60%	60%	70% / 60%	70%
Number of Capital Improvement Projects that require engineering inspections	15	13	15 / 11	12
Percent of development sites with fully compliant erosion control measures	85%	75%	90% / 80%	90%
Percent of inspections performed within 24 hours of request (right-of-way and site development)	70%	75%	80% / 80%	80%

Performance Outcomes and Program Trends:

The Site Development Division was transferred from the Public Works Department to the Community Development Department on September 1, 2017. That and continuing high development demands presented many challenges. The improved economy has continued to generate a much larger number of applications along with more inexperienced applicants attempting development projects. Unfortunately, the additional loss of key staff members again this year greatly reduced the plan review efficiency, permit issuance, and inspection completion while their replacements are recruited, hired, and trained. With this increased activity, along with the hiring and training of new staff members, the goal of returning initial plan review comments within four weeks did not meet the hoped for 85% goal level. However, with additional staff positions and use of professional consultants now added to the Division, the plan review processing time goal should more often be met. The Beaverton School District's bond projects continue to have a significant impact. Significant heavy construction activity that continued throughout the late fall, winter, and early spring, combined with an early wet season and significant precipitation, resulted in a much lower compliance rate for erosion control than projected. Workload related to the capital improvement program will continue to be great this year with various major street projects: SW 158th Avenue, SW Jenkins Road, SW 175th Avenue, and SW Walker Road.

Site Development staff operations are partially paid from various site development permits for plan review, processing and field inspections. The revenue trend is improving in recent years. Revenue for FY 16-17 and FY 17-18 are expressed at their budgeted (B) values.



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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	PROGRAM MANAGER: TODD JUHASZ

Program Goal:

To complement and inform all efforts within the Community Development Department’s Long-Range Planning, Current Planning, Development, Economic Development, and Transportation divisions; and to a varying degree the efforts of other departments including Public Works, Finance and the Mayor’s Office; and engage with partners at all levels of government to effectively position the city to acquire funding in order to implement the Beaverton Community Vision.

City, Community and Department Goals, Priorities and Actions:

Council Goals, City Council Top Ten Priorities for 2018, City Council Honorable Mention Priorities for 2018, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include many of those listed in the overview of the Community Development Department. The Transportation Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.00	3.00	4.00	4.00	0.00
PERSONNEL SERVICES	\$276,957	\$358,148	\$535,076	\$575,642	\$0
MATERIALS & SERVICES	57,459	159,657	285,315	184,722	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	5,799	3,440	5,504	6,654	0
TOTAL	\$340,215	\$521,245	\$825,895	\$767,018	\$0

Program Objective (services provided):

Transportation is inherently cross-departmental, cross-disciplinary, and cross-jurisdictional. All of the typical growth-related factors for a dynamic suburban community, such as Beaverton, (business retention and expansion, job growth, housing availability for all incomes, access to essential services for low-income and non-English speaking populations, health, education, safety, elderly quality of life, environmental quality, and so forth) have unique transportation needs, and oftentimes relate to each other to some degree. Furthermore, for transportation, an equally complex vertical relationship exists across levels of government – local, district, county, regional, state, and federal. Because of these complex relationships, Congress passed legislation in the 1960’s that required regional transportation planning in order for local jurisdictions to receive federal funds. At a strictly functional level, the establishment of a Transportation Planning Program fulfills this Congressional mandate. Therefore, it is important that the city has a robust transportation planning function that is distinguished from, yet has a close relation with, transportation engineering.

The Transportation Planning Program provides essential professional expertise related to long-range transportation policy, planning, programs, and projects; and is in a unique position to take on responsibilities such as advise the Mayor and City Council on legislative matters of regional and statewide significance, ensure long-range plans have a transportation network that improves mobility and accessibility for all users, to develop long-range funding strategies for transportation infrastructure, and to advise on streetscape designs to ensure that Beaverton’s public spaces and transportation right-of-way, is safe and enhances quality of life. Conversely, the Transportation Engineering Section of the Public Works Department fulfills the technical aspects of transportation planning, including but not limited to: traffic flow, signals, lighting, signs, markings, paving, maintenance, neighborhood traffic calming, and traffic analysis.

The Transportation Planning Program provides services related to policy, planning, programs and projects.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	PROGRAM MANAGER: TODD JUHASZ

Objective #1: Policy

- Serve as an appointed member of the Westside Transportation Alliance Board of Directors
- Serve as staff to the Mayor at the Metro Policy Advisory Committee, and serve as the alternate representative for the cities of Washington County on Metro’s Transportation Policy Advisory Committee
- Represent the City of Beaverton at the Washington County Coordinating Committee’s Technical Advisory Committee, Metro Technical Advisory Committee, Regional Transportation Plan (RTP) Update Advisory Committees, RTP Finance Subcommittee, Metro’s Equity Strategy, and Transportation for America
- Track relevant legislative issues through the Oregon Transportation Forum, Regional Transportation Advisory Committee (RTAC), and through the state legislative process.
- Provide advice on policies related to the operation of connected and autonomous vehicles citywide while working with partners to ensure that street design and technologies are compatible among jurisdictions (state, county, and COB).
- Advise the Mayor and City Council on transportation matters of regional and statewide significance
- Lead the city’s transportation funding program (e.g., Transportation Investment Analysis)
- Lead updates to the state-mandated Comprehensive Plan Transportation Element
- Serve as the liaison to TriMet as relates to surface transportation issues

Objective #2: Planning

- Lead updates to the state-mandated Transportation System Plan (TSP)
- Advise on other long-range planning efforts (South Cooper Mountain, Downtown Revitalization Team, Civic Plan, Creekside Master Plan, Washington County Transportation System Plan updates, Metro Regional Transportation Plan (RTP) update, etc.)
- To lead future planning efforts that include the development of last mile service solutions, development of urban design solutions in Old Town and Beaverton Central, the development of a countywide transit masterplan, autonomous and connected vehicles strategy, enhanced transit plan that serves the City of Beaverton and expansion of TriMet service boundaries to ensure that the Cooper Mountain area is adequately served.
- Develop baseline parking utilization rates, revamp municipal code to adequately support parking enforcement, fine collection, processing through the court system. Gain support for paid parking within the Old Town and Central Beaverton, determining fee collection methods, processing through Finance. Develop a parking, operations, and enforcement plan for the new Arts and Culture center garage.
- Complete the in-process Active Transportation Plan for the City of Beaverton that will take into account Safe Routes to School, provide context sensitive design solutions, and identify safe and direct routes for bicyclists and pedestrians of all abilities
- Complete Phase 2 of the City’s Transportation Investment Analysis- Statistically valid opinion and price sensitivity analyses to various, proposed transportation fees.
- Track and manage revised rules as relates to the National Marine Fisheries Service’s Biological Opinion (BiOp) and probable FEMA enforcement.
- Amend the TSP via ordinance to include the City’s Active Transportation Plan (ATP), ensure that the Engineering Design Manual (EDM) update incorporates language changes to ensure consistency with the ATP, develop funding strategies to help pay for priority bicycle, pedestrian and crosswalk projects.
- Continue the right-of-way acquisition process with ODOT, complete roadway design, engineering and pre-construction for the Canyon Road Streetscape project.
- With Washington County and Hillsboro, study the feasibility of adding high capacity transit (HCT) to TV Highway (OR 8) and to Beaverton Hillsdale Highway (OR 10)
- Continue to fund sidewalk gap projects through the MSTIP 3e process and CIP process.
- Develop and implement a free bike rack pilot program for interested business owners within Central Beaverton and Old Town.
- Complete street design and construction of the Western Avenue area roadway network as outlined in the West 5 Strategy
- Continue to work across departments to formulate a colocation plan for telecommunication carriers plans for the rollout of 5g Network service.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	PROGRAM MANAGER: TODD JUHASZ

Objective #3: Programs

- Work with Tualatin Hills Park and Recreation District (THPRD) to execute an IGA(s) with improved collaboration on park and recreation programs, especially for trails
- Lead the Capital Improvement Program
- Track outside funding programs including, but not limited to: Oregon's Statewide Transportation Improvement Program, Metro's Transportation Improvement Program, ODOT's Transportation and Growth Management (TGM) Program, Connect Oregon, RTO, Construction Excise Tax, and Washington County's Major Streets Improvement Program (MSTIP)
- Serve as the liaison to the city's Bicycle Advisory Committee and related efforts
- Manage the city's Safe Routes to Schools Program in coordination with the Beaverton School District
- Serve as lead staff for the city's Transportation Demand Management Program in cooperation with the Washington County Transportation Alliance
- Manage the Oregon Department of Environmental Quality's mandated annual employee commute survey
- Run the annual Bike Beaverton event
- With the Economic Development Division, plan the 2016 Westside Economic Alliance (WEA) bike ride in Beaverton
- Continue to serve on the Downtown Team

Objective #4: Projects

- Lead the implementation phase and interagency coordination with the Oregon Department of Transportation (ODOT) for the Canyon Road Safety and Streetscape Enhancement Project
- Institute a bike rack pilot program for the provision of free bike racks within the Creekside and Old Town areas with help from the Economic Development Division
- Continue to fill sidewalk gaps using city generated funds, MSTIP 3e Program, or through other funding mechanisms.
- Sought approval for and worked with consultant on the design and construction of Menlo sidewalk gaps
- Complete preliminary feasibility analysis of extending Millikan Way to Lombard and the Beaverton Transit Center. Such analysis will include environmental, wetland, and a preliminary ROW requirements and cost estimates
- Seek final, four-party agreement on cost sharing to improve and signalize the intersection of the US 26 off-ramp and Cedar Hills Boulevard
- Advise staff on site specific projects and development proposals related to The Round, NIKE, the 114th/115th, Walker Road improvements, and South Cooper Mountain, and so forth
- Development and adoption of a connected vehicle strategy for the City of Beaverton
- Expand TriMet service boundaries into South Cooper Mountain and expand service to the area
- Start technical analysis on the City of Beaverton's 2018 TSP update
- Make the case and seek Council approval for new transportation funding sources

Progress on FY 2017-18 Action Plan:

- Completed the City of Beaverton Active Transportation Plan
- Reached agreement on Washington County's High Growth Bond MOU and IGA as a mechanism for cost-sharing to complete infrastructure within the South Cooper Mountain development area
- Developed and implemented the South Cooper Mountain Transportation System Development Charge
- Applied for and received funding for the completion of a citywide Transportation Safety Action Plan
- Completed a Transportation Safety Action Plan for the City of Beaverton
- Completed a last mile study for Washington County with particular focus on the City of Beaverton
- Upgraded the Capital Improvement Program
- Successfully developed a pedestrian and bicycle improvement plan for TV Highway/ Canyon Road and partnered with Washington County, and Hillsboro to be funded through ODOT's State Transportation Improvement Program (STIP) Program (currently the top project on the 100% draft list)
- Gained agreement on a cost sharing plan for safety and streetscape improvements for Canyon Road between Hocken and East streets with the Oregon Department of Transportation (Charter approved, IGA approved)

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	PROGRAM MANAGER: TODD JUHASZ

- Received approval from the State Traffic Engineer for a new signalized pedestrian crossing at Rose Biggi @ Canyon Road
- Advised on RTP subcommittees in support of the 2018 RTP update (performance, safety, finance, active transportation , transit, equity)
- Held a successful Bike Beaverton event in 2017
- Resolved issues surrounding the development of a collector street to serve the new high school and commercial area in the South Cooper Mountain area
- Helped shape Metro’s current position on the distribution of Regional Flexible Funds (RFFA) funds to the region

FY 2018-19 Action Plan:

The following initiatives of the FY 2018-19 Action Plan include, but are not limited to:

- Continue to represent and advocate for Beaverton at Metro, Washington County, and other regional committees
- Continue to serve on the core staff team to further refine the Capital Improvement Program process
- Seek additional funding for the Crescent Connection Trail
- Continue to track important legislative issues
- Determine ways to find additional funding for Canyon Road
- Provide ongoing project management to complete Canyon Road design and construction
- Refine the South Cooper Mountain Transportation System Development Charge Report as needed to account for low and affordable income housing within the South Cooper Mountain development area
- Complete the Transportation Investment Analysis Part 2 to support the implementation of new local revenue sources
- Assist with implementation of the South Cooper Mountain action plan
- Participate in efforts related to Downtown parking management
- Institute a bike parking program for Old Town and the Creekside District
- Refine and start construction of streetscape improvement on Canyon Road between Hocken and East streets
- Start preliminary engineering on pedestrian and bicycle improvements along TV Highway to be funded through STIP
- Further explore the development of a last mile shuttle to serve Beaverton in partnership with TriMet
- Continue to assist Washington County and the Beaverton School District on the development of Safe Routes to School Action Plans and develop a financially constrained project list

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Project Based:				
Number of projects / strategies / plans in planning phase	5	5	17	17
Number of projects / strategies / plans completed	5	9	7	12
Amount of external funds secured	\$75,000	\$40,000	\$2,000,000	\$500,000

Performance Outcomes and Program Trends:

Nationally, statewide, and regionally, the outlook for new transportation infrastructure funding is mixed. At the federal level, it is unclear whether the administration will increase transportation spending. All indications are that a continuing resolution passed by Republican majorities in the House and Senate will keep funding road projects at the same level, while surface transportation funding is likely to see cuts based on stated intentions of the Trump administration. While it would be great news if the Trump administration were to follow through on a proposed \$100 trillion infrastructure program to be funded through the private sector, it is unlikely that all of the infrastructure needs of the state would be met except through the construction of new roads or bridges that can be commoditized and paid for through user tolls.

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

FUND: 001 GENERAL	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0738 TRANSPORTATION PLANNING	PROGRAM MANAGER: TODD JUHASZ

With the passage of HB 2017, the transportation funding picture is much brighter at the state and county level. With the passage of House Bill 2017 as well as the Washington County Vehicle Registration Fee, the City should see increased revenue through 2027 as outlined in Table 1 below:

Table 1. Forecast of Beaverton's Share of New State and County Revenue

Revenue Source	FY 2017-18 (\$)	FY 2018-19 (\$)	FY 2026-27 (\$)	Annual Average 2018-2027 (\$)
State Transportation Package (HB 2017)	644,700 (partial year)	1,401,800	3,043,800	2,000,385
Washington County Vehicle Registration Fee	-	1,590,000	3,450,000	2,410,000
Total	644,700	2,991,800	6,493,500	4,410,385

In addition to the increase in state and county revenue, there is a regional agreement for Metro to float a bond measure to voters in support of unspecified regional transportation projects in the year 2020. A standing committee of senior transportation professionals from around the region convene each month to shape polling and a package of transportation projects that will resonate with voters.

Within Washington County, the current MSTIP cycle will fund projects such as: 1) filling sidewalk gaps on arterials and collectors within ¼ mile of transit stops; 2) the Denney Road extension; and 3) the realignment and extension of Millikan Way from Watson to Lombard.

On the local front, we will continue to seek grant funding for active transportation projects, for the completion of planned Western Avenue infrastructure improvements, and for completion of the 2018 TSP update. With limited local funding for new projects, we will continue to work on completing the active transportation network, safety improvements, the completion of safe routes to school projects, and others. In addition, we will be seeking Council approval of a mix of new transportation funding sources and will begin work on attempting to build consensus on a paid parking program in the Old Town and Creekside areas of the city.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

022	CDD OPERATIONS MANAGER													
	38,007	1.00	83,770	1.00	89,714	1.00	70,129	89,696	96,509	1.00	96,509	1.00		
023	SR DEVELOPMENT PROJECT MANAGER													
	185,245	2.00	198,531	3.00	293,848	3.00	232,375	295,423	309,049	3.00	384,999	4.00		
024	DEVELOPMENT PROJECT MANAGER													
	59,688	1.00	64,189	1.00	67,235	1.00	53,093	67,254	68,933	1.00	68,933	1.00		
025	DEVELOPMENT PROJECT COORDINATOR													
	67,773	1.00	97,806	1.35	101,761	1.35	79,491	101,780	119,028	1.50	119,028	1.50		
041	COMMUNITY DEVELOPMENT DIRECTOR													
	141,202	.95	143,840	.95	146,518	.95	115,532	146,523	150,184	.95	150,184	.95		
0416 053	SENIOR ENGINEER													
									228,273	2.00	228,273	2.00		
059	DEVELOPMENT DIVISION MANAGER													
	117,729	1.00	120,987	1.00	123,237	1.00	97,176	123,246	126,324	1.00	126,324	1.00		
076	OFFICE SUPERVISOR													
	57,936	.90	59,020	.90	60,121	.90	52,958	70,699	71,710	.90	71,710	.90		
081	PLANNING MANAGER													
	99,569	2.00	155,762	2.00	196,552	2.00	130,585	184,242	194,034	2.00	194,034	2.00		
084	PROJECT ENGINEER 1													
									152,251	1.60	152,251	1.60		
085	PROJECT MANAGER 1													
									78,307	1.00	78,307	1.00		
090	ECONOMIC DEVELOPMENT MANAGER													
	90,102	1.00	108,686	1.00	111,351	1.00	87,793	111,345	114,128	1.00	114,128	1.00		
091	PROJECT COORDINATOR													
	63,189	2.00	81,397	2.00	135,969	2.00	106,108	135,974	146,322	2.00	146,322	2.00		
105	SENIOR PLANNER													
	153,621	2.00	108,789	2.00	240,431	3.00	208,511	252,552	268,970	3.00	268,970	3.00		
119	ENG. CONST. INSPECTOR LEAD													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
									70,552	1.00	70,552	1.00		
123	ENGINEERING TECH 2													
									187,916	3.00	187,916	3.00		
124	ENGINEERING CONST INSPECTOR													
									301,391	4.00	301,391	4.00		
143	SENIOR FIELD INSPECTOR - ENG													
									69,346	1.00	69,346	1.00		
167	PRINCIPAL PLANNER													
	122,208	1.00	86,951	1.00	110,925	1.00	86,917	110,469	114,128	1.00	114,128	1.00		
180	ASSOCIATE PLANNER													
	380,718	6.00	456,387	6.00	478,197	7.00	335,885	441,194	521,753	7.00	521,753	7.00		
181	ASSISTANT PLANNER													
	119,965	2.00	130,957	2.00	132,373	2.00	106,935	141,949	142,370	2.00	142,370	2.00		
186	PROGRAM COORDINATOR													
	74,852	2.00	60,264	1.00	71,480	1.50	51,242	73,132	99,348	1.50	99,348	1.50		
190	BUSINESS DEVELOPMENT LIAISON													
	74,011	1.00	93,975	1.00	96,476	1.00	76,078	96,490	98,905	1.00	98,905	1.00		
221	SUPPORT SPECIALIST 2													
	196,676	3.80	231,437	4.30	255,720	4.30	206,167	254,231	290,088	5.30	290,088	5.30		
225	PERMIT TECHNICIAN													
									60,662	1.00	60,662	1.00		
226	PLANNING TECHNICIAN													
	25,895	1.00	42,512	1.00	29,634		30,243	30,243						
257	PRINCIPAL PLANNER - TRANS.													
	104,805	1.00	109,304	1.00	111,351	1.00	87,793	111,345	114,128	1.00	114,128	1.00		
272	SENIOR TRANSPORTATION PLANNER													
	76,527	1.00	81,855	1.00	87,855	1.00	70,686	89,559	94,561	1.00	94,561	1.00		
275	TEMPORARY EMPLOYEES													
	106,143		3,888		17,680		17,675	19,170	17,934		17,934			
299	PAYROLL TAXES AND FRINGES													
	1,011,396		1,132,011		1,435,321		1,053,777	1,365,170	2,317,333		2,461,250			

0417

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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: 05 PERSONNEL SERVICES

3,367,257 33.65 3,652,318 34.50 4,393,749 36.00 3,357,149 4,311,686 6,624,437 51.75 6,844,304 52.75

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

2,380 2,333 3,400 3,167 3,000 4,200 4,200

303 OFFICE FURNITURE & EQUIPMENT

6,084 4,501 6,970 3,634 7,061 7,975 7,975

304 DEPARTMENT EQUIPMENT EXPENSE

162 200 50 3,000 3,000

305 SPECIAL DEPARTMENT SUPPLIES

4,607 1,607 2,950 1,745 1,745 5,045 5,045

307 MEMBERSHIP FEES

67,657 64,268 70,050 62,558 57,178 75,347 73,857

308 PERIODICALS & SUBSCRIPTIONS

647 330 1,475 768 937 1,435 1,285

316 ADVERTISING, RECORDING & FILING

8,335 10,466 13,500 6,346 10,050 13,300 10,300

317 COMPUTER EQUIPMENT

6,299 4,235 4,024 3,731 3,731 2,553 2,553

318 COMPUTER SOFTWARE

24,135 55,180 32,150 7,394 32,765 26,191 35,091

321 TRAVEL, TRAINING & SUBSISTENCE

47,646 50,568 55,350 57,048 63,765 82,320 79,320

325 COMMUNITY EVENTS EXPENSE

47,120 28,926 42,100 32,426 40,249 46,920 41,100

328 MEALS & RELATED EXPENSE

6,000 6,225 6,850 6,789 8,950 10,350 10,350

330 MILEAGE REIMBURSEMENT

2,372 2,196 2,800 2,384 3,975 4,200 4,200

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
341	COMMUNICATIONS EXPENSE													
	4,981		6,568		8,980		7,482	8,980	20,988		21,768			
361	UNIFORMS & SPECIAL CLOTHING													
									3,000		3,000			
377	PUBLIC RELATIONS EXPENSE													
	16,497		6,800		26,000		7,080	23,500	44,000		29,000			
378	WORKFORCE ASSISTANCE EXPENSE													
	56,925		30,893		50,000		39,200	40,000	75,000		50,000			
412	ELECTRIC AUTO CHG STATION EXP													
	1,563													
414	EPA BROWN FIELDS GRANT EXPENSE													
	122,929		35,296		138,626		102,933	118,626						
421	STREET FURNITURE EXPENSE													
					6,000			6,000						
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES													
					423,975		409,064	420,000	380,750		370,750			
461	SPECIAL EXPENSE													
	243,820		272,666		2,000		429	1,000	2,000		1,800			
470	WC VISITORS ASSN GRANT EXPENSE													
	6,632													
481	OTHER EXPENSES													
	2,183		1,596		2,320		2,144	2,320	3,004		3,044			
506	AFFORDABLE HOUSING PROGRAM													
			128,890		461,110		131,161	461,110	1,710,000		955,000			
507	TENANT IMPROVEMENT PROGRAM													
									85,000					
509	ACQUISITION DUE DILIGENCE EXP													
			86,171		75,000		97,687	90,000	50,000		50,000			
511	PROFESSIONAL SERVICES													
	524,121		576,199		999,693		662,832	763,193	1,369,000		1,184,000			
516	BUSINESS STOREFRONT IMPROV EXP													

0419

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	23,803		78,692		75,000		73,300	75,000	125,000		125,000			
519	DEV. FEASIBILITY ASSISTANCE													
	270,247		63,799		105,000		55,000	55,000	75,000		75,000			
523	BOARDS & COMMISSIONS EXPENSES													
	33		591		3,450		689	3,000	2,500		2,500			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,497,178		1,518,996		2,618,973		1,776,991	2,301,185	4,228,078		3,149,138			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
									83,550		83,550			
675	COMPUTER SOFTWARE PACKAGES													
					217,500				217,500		217,500			
TOTAL CLASS: 15 CAPITAL OUTLAY														
					217,500				301,050		301,050			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	92,885		66,961		74,309		47,799	74,309	76,518		76,518			
817	TRSFERS TO GARAGE FUND													
									44,137		44,137			
TOTAL CLASS: 25 TRANSFERS														
	92,885		66,961		74,309		47,799	74,309	120,655		120,655			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996	RESERVE - EQUIPMENT REPLACEMT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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	
											48,492		48,492		
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												48,492		48,492	
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT															
	4,957,320	33.65	5,238,275	34.50	7,304,531	36.00	5,181,939	6,687,180	11,322,712	51.75	10,463,639	52.75			

0421

**COMMUNITY DEVELOPMENT
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
22	CDD OPERATIONS MANAGER	1.00	1.00					1.00
23	SR DEVELOPMENT PROJECT MANAGER	3.00	3.00					3.00
24	DEVELOPMENT PROJECT MANAGER	1.00	1.00					1.00
25	DEVELOPMNT PROJECT COORDINATOR	1.35	1.35					1.35
41	COMMUNITY DEVELOPMENT DIRECTOR	0.95	0.95					0.95
53	SENIOR ENGINEER	0.00	0.00					0.00
59	DEVELOPMENT DIVISION MANAGER	1.00	1.00					1.00
76	OFFICE SUPERVISOR	0.90	0.90					0.90
81	PLANNING MANAGER	2.00	2.00					2.00
84	PROJECT ENGINEER 1	0.00	0.00					0.00
85	PROJECT MANAGER 1	0.00	0.00					0.00
90	ECONOMIC DEVELOPMENT MANAGER	1.00	1.00					1.00
91	PROJECT COORDINATOR	2.00	2.00					2.00
105	SENIOR PLANNER	2.00	3.00					3.00
119	ENG. CONST. INSPECTOR LEAD	0.00	0.00					0.00
123	ENGINEERING TECH 2	0.00	0.00					0.00
124	ENGINEERING CONST INSPECTOR	0.00	0.00					0.00
143	SENIOR FIELD INSPECTOR - ENG	0.00	0.00					0.00
167	PRINCIPAL PLANNER	1.00	1.00					1.00
180	ASSOCIATE PLANNER	6.00	7.00					7.00
181	ASSISTANT PLANNER	2.00	2.00					2.00
186	PROGRAM COORDINATOR	1.00	1.50					1.50
190	BUSINESS DEVELOPMENT LIAISON	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	4.30	4.30					4.30
225	PERMIT TECHNICIAN	0.00	0.00					0.00
226	PLANNING TECHNICIAN	1.00	0.00					0.00
257	PRINCIPAL PLANNER - TRANS.	1.00	1.00					1.00
272	SENIOR TRANSPORTATION PLANNER	1.00	1.00					1.00
	Total	34.50	36.00	0.00	0.00	0.00	0.00	36.00

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
22	CDD OPERATIONS MANAGER	1.00					1.00
23	SR DEVELOPMENT PROJECT MANAGER	3.00	1.00 ^a				4.00
24	DEVELOPMENT PROJECT MANAGER	1.00					1.00
25	DEVELOPMNT PROJECT COORDINATOR	1.35		0.15 ^b			1.50
41	COMMUNITY DEVELOPMENT DIRECTOR	0.95					0.95
53	SENIOR ENGINEER	0.00		2.00 ^c			2.00
59	DEVELOPMENT DIVISION MANAGER	1.00					1.00
76	OFFICE SUPERVISOR	0.90					0.90
81	PLANNING MANAGER	2.00					2.00
84	PROJECT ENGINEER 1	0.00		1.60 ^c			1.60
85	PROJECT MANAGER 1	0.00		1.00 ^c			1.00
90	ECONOMIC DEVELOPMENT MANAGER	1.00					1.00
91	PROJECT COORDINATOR	2.00					2.00
105	SENIOR PLANNER	3.00					3.00
119	ENG. CONST. INSPECTOR LEAD	0.00		1.00 ^c			1.00
123	ENGINEERING TECH 2	0.00		3.00 ^c			3.00
124	ENGINEERING CONST INSPECTOR	0.00		4.00 ^c			4.00
143	SENIOR FIELD INSPECTOR - ENG	0.00		1.00 ^c			1.00
167	PRINCIPAL PLANNER	1.00					1.00
180	ASSOCIATE PLANNER	7.00					7.00
181	ASSISTANT PLANNER	2.00					2.00
186	PROGRAM COORDINATOR	1.50					1.50
190	BUSINESS DEVELOPMENT LIAISON	1.00					1.00
221	SUPPORT SPECIALIST 2	4.30		1.00 ^c			5.30
225	PERMIT TECHNICIAN	0.00		1.00 ^c			1.00
226	PLANNING TECHNICIAN	0.00					0.00
257	PRINCIPAL PLANNER - TRANS.	1.00					1.00
272	SENIOR TRANSPORTATION PLANNER	1.00					1.00
	Total	36.00	1.00	15.75	0.00	0.00	52.75

^a FY 18-19 proposes a new Sr. Development Project Manager (Housing Manager) in the Development Division.

^b FY 18-19 reallocates the Development Project Coordinator from 65% in CDBG and 35% in the General Fund - Community Development Department to 50% in CDBG and 50% in General Fund - Community Development Dept.

^c FY 18-19 transfers the Site Development Division's 15.6 FTEs within the General Fund from the Public Works Department to the Community Development Department.

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

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

022	CDD OPERATIONS MANAGER												
	38,007	1.00	83,770	1.00	89,714	1.00	89,696	96,509	1.00	96,509	1.00		
041	COMMUNITY DEVELOPMENT DIRECTOR												
	141,202	.95	143,840	.95	146,518	.95	146,523	150,184	.95	150,184	.95		
076	OFFICE SUPERVISOR												
	57,936	.90	59,020	.90	60,121	.90	70,699	71,710	.90	71,710	.90		
221	SUPPORT SPECIALIST 2												
	140,079	2.80	171,694	3.30	181,656	3.30	180,574	233,057	4.30	233,057	4.30		
299	PAYROLL TAXES AND FRINGES												
	163,319		204,728		216,640		212,956	276,872		288,856			

TOTAL CLASS: 05 PERSONNEL SERVICES

	540,543	5.65	663,052	6.15	694,649	6.15	700,448	828,332	7.15	840,316	7.15		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	2,380		2,333		3,400		3,000	4,200		4,200			
303	OFFICE FURNITURE & EQUIPMENT												
	2,237		1,170		850		1,190	850		850			
304	DEPARTMENT EQUIPMENT EXPENSE												
	162				200		50	200		200			
305	SPECIAL DEPARTMENT SUPPLIES												
	805		536		700		650	700		700			
307	MEMBERSHIP FEES												
	4,260		5,300		5,300		5,300	5,585		5,585			
308	PERIODICALS & SUBSCRIPTIONS												
	364		330		575		540	575		575			
317	COMPUTER EQUIPMENT												
			2,525										
318	COMPUTER SOFTWARE												
			27,494										

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 022 CDD OPERATIONS MANAGER
- 041 COMMUNITY DEVELOPMENT DIRECTOR
 POSITION IS FUNDED .05 FTE IN BUILDING FUND
- 076 OFFICE SUPERVISOR
 POSITION FUNDED .10 FTE IN BUILDING FUND
- 221 SUPPORT SPECIALIST 2
 FY 16-17 REFLECTS NEW .50 FTE SUPPORT SPECIALIST 2 POSITION.
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE GENERAL FUND FROM THE
 PUBLIC WORKS DEPT. SITE DEVELOPMENT PROGRAM TO THE COMMUNITY DEVELOPMENT DEPT.
 ADMIN AND SUPPORT PROGRAM.
- 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 DEPARTMENT GENERAL FUND POSITIONS
- 303 OFFICE FURNITURE & EQUIPMENT
 DUAL MONITOR ARMS (FOR 1 STAFF) \$350
 VARIABLE HEIGHT WORK SURFACE (FOR ONE STAFF) \$500
- 304 DEPARTMENT EQUIPMENT EXPENSE
 CALCULATORS, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES
 MISCELLANEOUS EXPENSES NOT COVERED IN 301, I.E. BATTERIES
 BOTTLED WATER FOR PERMIT CENTER LOBBY (DISPENSER PLUS 5-GALLON WATER BOTTLES
 DELIVERED)
- 307 MEMBERSHIP FEES
 AMERICAN PLANNING ASSOCIATION (DIRECTOR; OPERATIONS MANAGER) \$925
 URBAN LAND INSTITUTE (8 STAFF - FROM ADMIN, DEVELOPMENT, TRANSPORTATION PLANNING) \$1,260
 URBAN LAND INSTITUTE SILVER SPONSORSHIP (YEAR 3 OF 3-YEAR SPONSORSHIP) \$3,000
 COUNCIL OF DEVELOPMENT FINANCE AGENCIES \$400
- 308 PERIODICALS & SUBSCRIPTIONS
 DAILY JOURNAL OF COMMERCE \$250
 PORTLAND BUSINESS JOURNAL \$125
 PERIODICALS, BOOKS, ETC. \$200
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	9,219		12,539		9,150		10,150	12,000		11,000			
328	MEALS & RELATED EXPENSE												
	1,476		2,199		2,000		4,000	4,500		4,500			
330	MILEAGE REIMBURSEMENT												
	553		425		500		400	500		500			
341	COMMUNICATIONS EXPENSE												
	2,474		1,428		1,368		1,368	1,368		1,368			
481	OTHER EXPENSES												
	2,183		1,596		2,320		2,320	3,004		3,044			
511	PROFESSIONAL SERVICES												
	53,719		35,269		87,500		82,500	102,000		92,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	79,832		93,144		113,863		111,468	135,482		124,522			
CLASS: 15 CAPITAL OUTLAY													
675	COMPUTER SOFTWARE PACKAGES												
					217,500			217,500		217,500			
TOTAL CLASS: 15 CAPITAL OUTLAY													
					217,500			217,500		217,500			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	13,820		6,969		9,908		9,908	8,316		8,316			
TOTAL CLASS: 25 TRANSFERS													
	13,820		6,969		9,908		9,908	8,316		8,316			
TOTAL PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT													
	634,195	5.65	763,165	6.15	1,035,920	6.15	821,824	1,189,630	7.15	1,190,654	7.15		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
321	TRAVEL, TRAINING & SUBSISTENCE	AMERICAN PLANNING ASSOCIATION (APA) ANNUAL CONFERENCE IN SAN FRANCISCO (1 STAFF) \$2,755 URBAN LAND INSTITUTE CONFERENCE IN BOSTON (2 STAFF) \$6,510 MISCELLANEOUS TRAINING FOR 8 ADMIN DIVISION STAFF \$1,735
328	MEALS & RELATED EXPENSE	MEALS RELATED TO TRAINING, INTER-JURISDICTIONAL MEETINGS, BUSINESS MEETINGS, ETC. \$4,000 MEALS RELATED TO DEVELOPMENT REVIEW PROCESS PHASE 4 MEETINGS AND WORKSHOPS \$500
330	MILEAGE REIMBURSEMENT	MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL
341	COMMUNICATIONS EXPENSE	CELL PHONE CHARGES FOR 2 STAFF AT \$114 PER MONTH \$1,368 (CDD DIRECTOR AND OPERATIONS MANAGER)
481	OTHER EXPENSES	ORGANIZATIONAL DEVELOPMENT STAFF MEETINGS AND TEAM BUILDING EXPENSE FOR CDD, BUILDING AND CDBG (76.1 FTE @ \$40/FTE)
511	PROFESSIONAL SERVICES	TEMPORARY HELP HIRED THROUGH GALT FOUNDATION FOR STAFF ABSENCES \$2,000 DEVELOPMENT REVIEW PROCESS IMPLEMENTATION (E-PERMITTING) - CONSULTANT PROJECT MGR \$45,000 DEVELOPMENT REVIEW PROCESS TRAINING FOR TECHNOLOGY IMPLEMENTATION (E-PERMITTING) \$15,000 DEVELOPMENT REVIEW PROCESS PHASE 4 \$20,000 CDD ORGANIZATIONAL DEVELOPMENT & TEAM BUILDING; FACILITATOR FOR MANAGEMENT RETREATS; HOGAN ASSESSMENTS \$10,000
675	COMPUTER SOFTWARE PACKAGES	E-PERMITTING SOFTWARE (E-PERMITTING AND PLAN REVIEW) BLUEBEAM REVU (ELECTRONIC PLAN MARKUP SOFTWARE)
816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS FUNDING FOR THE FOLDER/INSERTER MACHINE TO BE USED FOR MAILING LAND USE NOTICES.

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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

090	ECONOMIC DEVELOPMENT MANAGER												
	90,102	1.00	108,686	1.00	111,351	1.00	111,345	114,128	1.00	114,128	1.00		
091	PROJECT COORDINATOR												
	63,189	2.00	81,397	2.00	135,969	2.00	135,974	146,322	2.00	146,322	2.00		
190	BUSINESS DEVELOPMENT LIAISON												
	74,011	1.00	93,975	1.00	96,476	1.00	96,490	98,905	1.00	98,905	1.00		
275	TEMPORARY EMPLOYEES												
	21,268												
299	PAYROLL TAXES AND FRINGES												
	101,778		116,338		163,371		153,746	169,662		177,669			

TOTAL CLASS: 05 PERSONNEL SERVICES

	350,348	4.00	400,396	4.00	507,167	4.00	497,555	529,017	4.00	537,024	4.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	460		1,392		750								
305	SPECIAL DEPARTMENT SUPPLIES												
	1,036		282		750		45	45		45			
307	MEMBERSHIP FEES												
	45,915		46,295		50,050		38,210	51,190		49,700			
308	PERIODICALS & SUBSCRIPTIONS												
	74				200		280	360		360			
317	COMPUTER EQUIPMENT												
	1,182												
318	COMPUTER SOFTWARE												
	23,522		25,390		28,000		30,500	26,191		35,091			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 090 ECONOMIC DEVELOPMENT MANAGER
- 091 PROJECT COORDINATOR
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY AND BEING FILLED AT A LOWER STEP AND 1 FTE WORKING .80 FTE HOURS.
- 190 BUSINESS DEVELOPMENT LIAISON
- 275 TEMPORARY EMPLOYEES
 TEMPORARY HELP TO ASSIST WITH ECONOMIC DEVELOPMENT PROJECTS.
- 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
- 305 SPECIAL DEPARTMENT SUPPLIES
 SPECIAL DEPARTMENT SUPPLIES SUCH AS MAPS, TITLE REPORTS, COURIER SERVICES, TRANSLATION, BEAVERTON 4 BUSINESS AWARDS PLAQUES
- 307 MEMBERSHIP FEES
 OREGON ECONOMIC DEVELOPMENT ASSOCIATION \$800
 INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL \$600
 GREATER PORTLAND, INC. \$30,000
 TECHNOLOGY ASSOCIATION OF OREGON. \$1,500
 OREGON BIOSCIENCE ASSOCIATION. \$850
 WESTSIDE ECONOMIC ALLIANCE. \$9,000
 OREGON ENTREPRENEURS NETWORK \$5,000
 NATIONAL ASSOCIATION OF OFFICE AND INDUSTRIAL PROPERTIES \$450
 INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC) \$400
 COMMERCIAL REAL ESTATE WOMEN (CREW) \$350
 STATE SCIENCE AND TECHNOLOGY INSTITUTE MEMBERSHIP \$750
- 308 PERIODICALS & SUBSCRIPTIONS
 PORTLAND BUSINESS JOURNAL DIGITAL (FOUR DIGITAL SUBSCRIPTIONS)
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 MICROSOFT DYNAMICS CRM SUBSCRIPTION (X6) \$7,491
 COSTAR \$8,800
 ESRI BUSINESS ANALYST \$4,300
 COSTAR TENANT \$3,200
 VERTICAL EMAIL \$400
 COSTAR COMPS \$2,000
 D & B HOVER \$8,900

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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
321	TRAVEL, TRAINING & SUBSISTENCE												
	15,746		14,341		14,500		22,115	16,650		16,650			
325	COMMUNITY EVENTS EXPENSE												
	44,121		27,174		38,900		37,900	43,900		38,900			
328	MEALS & RELATED EXPENSE												
	1,587		1,481		1,600		1,700	1,700		1,700			
330	MILEAGE REIMBURSEMENT												
	647		502		800		1,000	1,000		1,000			
341	COMMUNICATIONS EXPENSE												
	1,005		1,539		1,768		1,768	1,992		1,992			
377	PUBLIC RELATIONS EXPENSE												
	15,000		6,800		24,500		22,500	42,500		27,500			
378	WORKFORCE ASSISTANCE EXPENSE												
	56,925		30,893		50,000		40,000	75,000		50,000			
414	EPA BROWN FIELDS GRANT EXPENSE												
	122,929		35,296		138,626		118,626						
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES												
					423,975		420,000	380,750		370,750			
461	SPECIAL EXPENSE												
	217,934		271,025										
470	WC VISITORS ASSN GRANT EXPENSE												
	6,632												

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
 - REGISTRATION: INTERNATIONAL ECONOMIC DEVELOPMENT LEADERSHIP CONFERENCE (1 STAFF) \$650
 - REGISTRATION: OTHER CONFERENCES (EX-IM BANK, BUSINESS OREGON TRADE MISSION, GREATER PORTLAND INC BEST PRACTICES, ETC., SITE VISITS, RECRUITMENT.) \$3,000
 - REGISTRATION: ENVIRONMENTAL PROTECTION AGENCY BROWNFIELDS CONFERENCE (1 STAFF) \$250
 - REGISTRATION: BEND VENTURE CONFERENCE \$650
 - REGISTRATION: OREGONBIO EVENTS \$300
 - REGISTRATION: MAIN STREET NATIONAL CONFERENCE (1 STAFF) \$800
 - JP MORGAN HEALTHCARE CONFERENCE \$500
 - TRAVEL AND SUBSISTENCE FOR STAFF TO ATTEND THESE CONFERENCES \$8,500
 - PROFESSIONAL TRAINING EXPENSES \$2,000
- 325 COMMUNITY EVENTS EXPENSE
 - DOWNTOWN ASSOCIATION AND OTHER COMMERCIAL CORRIDOR SEED FUND. \$12,000
 - CITYWIDE IMPLEMENTATION AND PROGRAMMING OF MAIN STREET PROGRAM; TECHNICAL ASSISTANCE SUPPORT TO MICROENTERPRISE SERVICES OF OREGON, BEST HQ, BEAVERTON HISPANIC CENTER, BEAVERTON CHAMBER OF COMMERCE, AND SMALL BUSINESS DEVELOPMENT CENTER; RETAIL TENANT RECRUITMENT PROGRAM \$7,500
 - MISCELLANEOUS BUSINESS EVENT SPONSORSHIP (TECHNOLOGY ASSOCIATION OF OREGON, BUSINESS OREGON, WESTSIDE ECONOMIC ALLIANCE, MICROENTERPRISE SERVICE OF OREGON, ADELANTE MUJERS, BEST HQ, SMALL BUSINESS DEVELOPMENT CENTER, SMALL BUSINESS ASSOCIATION, ETC.) \$6,000
 - MICROENTERPRISE SERVICES OF OREGON LOAN LOSS RESERVE. \$5,000
 - OREGON ASSOCIATION OF MINORITY ENTREPRENEURS (OAME) \$400
 - SIGNATURE EVENTS FOR KEY INITIATIVES RESTAURANTS AND INNOVATION (OTBC/DHC) \$3,000
 - CHAMBER BUSINESS SUMMIT SPONSORSHIP \$5,000
- 328 MEALS & RELATED EXPENSE
 - MEALS AND EXPENSES FOR BUSINESS RETENTION/RECRUITMENT AND PARTNER MEETINGS
- 330 MILEAGE REIMBURSEMENT
 - MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING
- 341 COMMUNICATIONS EXPENSE
 - CELL PHONE CHARGES FOR 3 STAFF @ \$166 PER MONTH \$1,992
- 377 PUBLIC RELATIONS EXPENSE
 - PROMOTION OF SHOPPING AND RETAIL NEAR NEIGHBORHOODS (FOOD CARTS, BREWERIES, RESTAURANTS) \$12,000
 - PROGRAM UPDATES, COLLATERAL PRINTING, NEWSLETTER, SURVEY, PROMOTIONAL ITEMS, FOLDERS, MARKETING MATERIALS FOR ECONOMIC DEVELOPMENT PROGRAMS \$2,500
 - RESTAURANT WEEK PROMOTION EXPENSES \$8,000
 - SOCIAL MEDIA MATCHING GRANTS FOR SMALL BUSINESS PROMOTION \$5,000
- 378 WORKFORCE ASSISTANCE EXPENSE
 - SKILLS TRAINING AND STRATEGIC WORKFORCE PARTNERSHIPS: FY 18-19 FOCUS ON CONNECTING COMPANIES AND SCHOOL DISTRICT CAREER TECHNICAL EDUCATION PROGRAMS WITH PORTLAND COMMUNITY COLLEGE'S NEW MECHATRONICS CURRICULUM AT WILLOW CREEK
- 414 EPA BROWN FIELDS GRANT EXPENSE
 - BROWNFIELD ASSESSMENT GRANT ENDS 6/30/2018
- 438 ECON DEVELOPMENT STRATEGIC OPPORTUNITIES
 - OREGON TECHNOLOGY BUSINESS CENTER (OTBC) ANNUAL OPERATIONS SUPPORT \$160,000
 - BEAVERTON TECHNOLOGY START-UP CHALLENGE \$50,000
 - DIGITAL HEALTH COLLABORATIVE LEASE PAYMENTS \$95,750
 - BEAVERTON DOWNTOWN ASSOCIATION EXECUTIVE DIRECTOR (REMAINDER OF SALARY AND BENEFITS PAID BY BEAVERTON DOWNTOWN ASSOCIATION) \$50,000
 - EXPANSION AND RECRUITMENT INCENTIVES FOR STRATEGIC TRADED SECTOR BUSINESSES AND RESTAURANTS \$15,000
- 461 SPECIAL EXPENSE
 - NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 470 WC VISITORS ASSN GRANT EXPENSE
 - NO APPROPRIATIONS REQUESTED FOR FY 18-19

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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
511	PROFESSIONAL SERVICES												
	21,472		115,718		141,500		140,000	152,000		142,000			
516	BUSINESS STOREFRONT IMPROV EXP												
	10,666		34,334										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	586,853		612,462		915,919		874,644	793,278		735,688			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	16,359		6,249		9,908		9,908	9,981		9,981			
TOTAL CLASS: 25 TRANSFERS													
	16,359		6,249		9,908		9,908	9,981		9,981			
TOTAL PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM													
	953,560	4.00	1,019,107	4.00	1,432,994	4.00	1,382,107	1,332,276	4.00	1,282,693	4.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES
 CONSULTANTS FOR RESTAURANT STRATEGY IMPLEMENTATION (IN COORDINATION WITH DEV DIV) \$20,000
 CORPORATE HEADQUARTER/LARGE EMPLOYER REAL ESTATE STRATEGY \$16,000
 IMPACT BEAVERTON CONTRACT WITH THE BEAVERTON CHAMBER OF COMMERCE. \$95,000
 SPONSOR WORKFORCE / JOB SEEKER PROGRAM TRAINING AND BUSINESS EDUCATION WORKSHOPS \$6,000
 CUSTOMER RELATIONSHIP MANAGEMENT TRAINING AND CONFIGURATION \$5,000

516 BUSINESS STOREFRONT IMPROV EXP
 NO APPROPRIATIONS REQUESTED FOR FY 18-19. MOVED TO DEVELOPMENT DIVISION (001-70-0662).

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: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0656 SUSTAINABILITY

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												
		18,937	1.00										
275	TEMPORARY EMPLOYEES												
		32,093											
299	PAYROLL TAXES AND FRINGES												
		17,133											

TOTAL CLASS: 05 PERSONNEL SERVICES

68,163 1.00

CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES												
		1,838											
307	MEMBERSHIP FEES												
		6,350											
317	COMPUTER EQUIPMENT												
		1,154											
321	TRAVEL, TRAINING & SUBSISTENCE												
		814											
328	MEALS & RELATED EXPENSE												
		8											
412	ELECTRIC AUTO CHG STATION EXP												
		1,563											
461	SPECIAL EXPENSE												
		25,046											
511	PROFESSIONAL SERVICES												
		22,100											

TOTAL CLASS: 10 MATERIALS & SERVICES

58,873

CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
		1,997											

TOTAL CLASS: 25 TRANSFERS

1,997

TOTAL PROGRAM: 0656 SUSTAINABILITY

129,033 1.00

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0656 SUSTAINABILITY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

186 PROGRAM COORDINATOR
 FY 16-17 REFLECTS TRANSFER OF THE SUSTAINABILITY PROGRAM TO THE MAYOR'S OFFICE, DEPT. 10.

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

305 SPECIAL DEPARTMENT SUPPLIES

307 MEMBERSHIP FEES

317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE
 PROGRAM MOVED TO MAYORS OFFICE

328 MEALS & RELATED EXPENSE

412 ELECTRIC AUTO CHG STATION EXP

461 SPECIAL EXPENSE

511 PROFESSIONAL SERVICES

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

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0662 DEVELOPMENT DIVISION

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

023	SR DEVELOPMENT PROJECT MANAGER												
	185,245	2.00	198,531	3.00	207,450	2.00	209,452	212,632	2.00	288,582	3.00		
024	DEVELOPMENT PROJECT MANAGER												
	59,688	1.00	64,189	1.00	67,235	1.00	67,254	68,933	1.00	68,933	1.00		
025	DEVELOPMENT PROJECT COORDINATOR												
	67,773	1.00	97,806	1.35	101,761	1.35	101,780	119,028	1.50	119,028	1.50		
059	DEVELOPMENT DIVISION MANAGER												
	117,729	1.00	120,987	1.00	123,237	1.00	123,246	126,324	1.00	126,324	1.00		
186	PROGRAM COORDINATOR												
	55,915	1.00	60,264	1.00	71,480	1.50	73,132	99,348	1.50	99,348	1.50		
221	SUPPORT SPECIALIST 2												
					18,421		16,144						
275	TEMPORARY EMPLOYEES												
	2,390		3,888										
299	PAYROLL TAXES AND FRINGES												
	204,245		260,461		303,575		310,555	341,138		404,528			

TOTAL CLASS: 05 PERSONNEL SERVICES

	692,985	6.00	806,126	7.35	893,159	6.85	901,563	967,403	7.00	1,106,743	8.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	233		802		798		1,300	2,915		2,915			
305	SPECIAL DEPARTMENT SUPPLIES												
	271		281		500		300	300		300			
307	MEMBERSHIP FEES												
	1,072		308		3,000		1,968	2,502		2,502			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 023 SR DEVELOPMENT PROJECT MANAGER
 FY 16-17 REFLECTS NEW 1 FTE SR. DEVELOPMENT PROJECT MANAGER POSITION FOR PARKING AND ASSET MANAGEMENT FUNDED 25% BY GENERAL FUND AND 75% AS A TRANSFER FROM BURA TO THE CITY'S GENERAL FUND.
 FY 17-18 REFLECTS 1 FTE SR. DEVELOPMENT PROJECT MANAGER TRANSFERRING TO THE TRANSPORTATION PROGRAM 0738.
 FY 18-19 REFLECTS ADDING 1 FTE SR. DEVELOPMENT PROJECT MANAGER FOR THE AFFORDABLE HOUSING PROGRAM
- 024 DEVELOPMENT PROJECT MANAGER
- 025 DEVELOPMENT PROJECT COORDINATOR
 FY 16-17 REFLECTS THE TRANSFER OF 35% OF THE CDBG DEVELOPMENT PROJECT COORDINATOR POSITION TO THE GENERAL FUND'S CDD DEVELOPMENT DIVISION.
- 059 DEVELOPMENT DIVISION MANAGER
- 186 PROGRAM COORDINATOR
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)
- 221 SUPPORT SPECIALIST 2
 FY 17-18 REFLECTS NEW .50 FTE SUPPORT SPECIALIST 2 POSITION TO CREATE A 1 FTE SS2 POSITION THAT IS BUDGETED 50% IN CDBG FUND AND 50% IN GENERAL FUND - CDD DEVELOPMENT DIVISION.
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)
- 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
- 303 OFFICE FURNITURE & EQUIPMENT
 OFFICE CHAIR FOR NEW FTE (HOUSING MANAGER) \$650
 ELECTRIC HEIGHT ADJUSTABLE BASE (3 STAFF AT \$415 EA) \$1,245
 DUAL MONITOR ARMS (3 STAFF AT \$340 EA) \$1,020
- 305 SPECIAL DEPARTMENT SUPPLIES
 PROJECT MANAGEMENT SUPPLIES
- 307 MEMBERSHIP FEES
 PROJECT MANAGEMENT INSTITUTE \$208
 OREGON OPPORTUNITY NETWORK (HOUSING) \$1,000
 HOUSING ALLIANCE \$650
 PLANETIZEN \$144
 MISCELLANEOUS HOUSING MEMBERSHIPS \$500

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0662 DEVELOPMENT DIVISION

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				500		17	300		150			
316	ADVERTISING,RECORDING & FILING				500		50	300		300			
317	COMPUTER EQUIPMENT				775		645	2,553		2,553			
318	COMPUTER SOFTWARE			1,492									
321	TRAVEL,TRAINING & SUBSISTENCE		9,742	6,896	7,000		8,000	10,000		10,000			
325	COMMUNITY EVENTS EXPENSE		669	1,312	2,000		1,649	1,000		1,000			
328	MEALS & RELATED EXPENSE		829	808	750		750	750		750			
330	MILEAGE REIMBURSEMENT		50	107	200		100	200		200			
341	COMMUNICATIONS EXPENSE		885	1,675	2,080		2,080	2,424		2,904			
377	PUBLIC RELATIONS EXPENSE			1,497									
506	AFFORDABLE HOUSING PROGRAM			128,890	461,110		461,110	1,710,000		955,000			
507	TENANT IMPROVEMENT PROGRAM							85,000					
509	ACQUISITION DUE DILIGENCE EXP			86,171	75,000		90,000	50,000		50,000			
511	PROFESSIONAL SERVICES		288,498	115,174	75,000		75,000	135,000		135,000			
516	BUSINESS STOREFRONT IMPROV EXP		13,137	44,358	75,000		75,000	125,000		125,000			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
308	PERIODICALS & SUBSCRIPTIONS REAL ESTATE AND HOUSING RELATED BOOKS AND PERIODICALS
316	ADVERTISING,RECORDING & FILING PUBLIC NOTICES, ADVERTISEMENTS, ETC.
317	COMPUTER EQUIPMENT LAPTOP FOR HOUSING MANAGER \$1,443 LAPTOP DOCK FOR HOUSING MANAGER \$160 27 INCH MONITORS FOR HOUSING MANGER (X2) \$550 DESK PHONE FOR HOUSING MANAGER \$400
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL,TRAINING & SUBSISTENCE URBAN LAND INSTITUTE CONFERENCE; LOCAL REAL ESTATE FINANCE CLASSES/SEMINARS \$5,000 HOUSING CONFERENCES \$2,500 PROPERTY MANAGEMENT SEMINAR \$500 LEADERSHIP AND MANAGEMENT CONFERENCES (ADDITIONAL TRAINING NEEDED DUE TO INCREASED AREAS OF RESPONSIBILITY, INCLUDING HOUSING AND PROPERTY MANAGEMENT) \$2,000
325	COMMUNITY EVENTS EXPENSE DEVELOPER ROUNDTABLES, HOUSING OPEN HOUSE, COMMUNITY ENGAGEMENT AND OUTREACH FOR REAL ESTATE AND INCENTIVE PROGRAM ACTIVITIES
328	MEALS & RELATED EXPENSE LUNCHTIME MEETINGS WITH EXTERNAL STAKEHOLDERS
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 4 PHONES AT \$202 PER MONTH \$2,424 (DIVISION MANAGER, TWO SENIOR DEVELOPMENT MANAGERS, ONE PROJECT COORDINATOR) CELL PHONE CHARGES FOR NEW HOUSING MANAGER @ \$40 PER MONTH \$480
377	PUBLIC RELATIONS EXPENSE THIS EXPENSE HAS BEEN MOVED TO THE PUBLIC INVOLVEMENT DIVISION
506	AFFORDABLE HOUSING PROGRAM AFFORDABLE HOUSING ACQUISITION \$150,000 AFFORDABLE HOUSING DEVELOPMENT \$250,000 SYSTEM DEVELOPMENT CHARGE GRANT OR LOAN \$100,000 COMPLIANCE AND MONITORING \$25,000 HOUSING PLAN DEVELOPMENT \$20,000 PILOT PRESERVATION PROJECTS \$300,000 COMMUNITY ENGAGEMENT \$10,000 COMMUNITY HOUSING FUND \$100,000
507	TENANT IMPROVEMENT PROGRAM NO APPROPRIATION REQUESTED FOR FY 18-19
509	ACQUISITION DUE DILIGENCE EXP OPPORTUNITY ACQUISITION CITYWIDE
511	PROFESSIONAL SERVICES PHASE 2 DOWNTOWN PLACEMAKING ACTIVITIES \$80,000 REAL ESTATE RELATED PROFESSIONAL SERVICES \$35,000 UTILITY UNDERGROUNDING / RIGHT OF WAY ABOVE GROUND UTILITY STUDY (SHARED WITH BURA) \$20,000
516	BUSINESS STOREFRONT IMPROV EXP STOREFRONT IMPROVEMENT PROGRAM.DESIGN GRANTS \$20,000 THREE IMPROVEMENT GRANTS (JOINT FUNDED WITH BURA) \$105,000

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0662 DEVELOPMENT DIVISION

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
519	DEV. FEASIBILITY ASSISTANCE												
	270,247		63,799		105,000		55,000	75,000		75,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	587,130		452,073		809,213		772,969	2,203,244		1,363,574			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	17,420		9,170		7,706		7,706	7,762		7,762			
TOTAL CLASS: 25 TRANSFERS													
	17,420		9,170		7,706		7,706	7,762		7,762			
TOTAL PROGRAM: 0662 DEVELOPMENT DIVISION													
	1,297,535	6.00	1,267,369	7.35	1,710,078	6.85	1,682,238	3,178,409	7.00	2,478,079	8.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

519 DEV. FEASIBILITY ASSISTANCE
PREDEVELOPMENT GRANT PROGRAM (JOINT FUNDED WITH BURA)

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

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0676 PLANNING DIVISION

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

081	PLANNING MANAGER												
	99,569	2.00	155,762	2.00	196,552	2.00	184,242	194,034	2.00	194,034	2.00		
105	SENIOR PLANNER												
	153,621	2.00	108,789	2.00	240,431	3.00	252,552	268,970	3.00	268,970	3.00		
167	PRINCIPAL PLANNER												
	122,208	1.00	86,951	1.00	110,925	1.00	110,469	114,128	1.00	114,128	1.00		
180	ASSOCIATE PLANNER												
	362,681	5.00	381,357	5.00	401,961	6.00	363,305	441,916	6.00	441,916	6.00		
181	ASSISTANT PLANNER												
	119,965	2.00	130,957	2.00	132,373	2.00	141,949	142,370	2.00	142,370	2.00		
221	SUPPORT SPECIALIST 2												
	56,597	1.00	59,743	1.00	55,643	1.00	57,513	57,031	1.00	57,031	1.00		
226	PLANNING TECHNICIAN												
	25,895	1.00	42,512	1.00	29,634		30,243						
275	TEMPORARY EMPLOYEES												
	50,392						1,190						
299	PAYROLL TAXES AND FRINGES												
	447,333		458,525		596,179		547,415	632,982		659,763			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,438,261	14.00	1,424,596	14.00	1,763,698	15.00	1,688,878	1,851,431	15.00	1,878,212	15.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	1,100		1,137		3,600		3,600	1,400		1,400			
305	SPECIAL DEPARTMENT SUPPLIES												
	525		508		500		500	500		500			
307	MEMBERSHIP FEES												
	2,940		4,730		5,000		5,000	5,000		5,000			
308	PERIODICALS & SUBSCRIPTIONS												
	66				200		100	200		200			
316	ADVERTISING, RECORDING & FILING												
	8,335		10,466		13,000		10,000	13,000		10,000			
317	COMPUTER EQUIPMENT												
	1,747		1,710		1,379		1,216						
318	COMPUTER SOFTWARE												
					4,150		2,265						

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0676 PLANNING DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

081	PLANNING MANAGER FY 16-17 REFLECT DECREASE DUE TO POSITION VACANCY AND BEING FILLED AT A LOWER STEP. FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING YEAR.
105	SENIOR PLANNER FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY. FY 17-18 REFLECTS NEW 1 FTE SENIOR PLANNER.
167	PRINCIPAL PLANNER FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY.
180	ASSOCIATE PLANNER FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PLANNING TECH POSITION TO 1 FTE ASSOCIATE PLANNER POSITION.
181	ASSISTANT PLANNER
221	SUPPORT SPECIALIST 2
226	PLANNING TECHNICIAN FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PLANNING TECH POSITION TO 1 FTE ASSOCIATE PLANNER POSITION.
275	TEMPORARY EMPLOYEES NO APPROPRIATION REQUIRED
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 ERGONOMIC CHAIR, ELECTRIC ADJUSTABLE HEIGHT SURFACE, DUAL MONITOR ARMS (1 STAFF)
305	SPECIAL DEPARTMENT SUPPLIES VIDEO TAPES, AUDIO CASSETTES FOR RECORDING PUBLIC HEARINGS, ETC.
307	MEMBERSHIP FEES AMERICAN PLANNING ASSOCIATION MEMEBERSHIP (11 STAFF) AMERICAN INSTITUTE OF CERTIFIED PLANNERS (6 STAFF)
308	PERIODICALS & SUBSCRIPTIONS UPDATED PLANNING MATERIALS, APA ZONING PRACTICE, PLANNING COMMISSION JOURNAL SUBSCRIPTION.
316	ADVERTISING, RECORDING & FILING MAILINGS FOR COMPREHENSIVE PLAN CHANGES, URBAN SERVICE BOUNDARY MEETINGS, PUBLIC HEARING NOTICES, ETC.
317	COMPUTER EQUIPMENT
318	COMPUTER SOFTWARE

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 0676 PLANNING DIVISION

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	7,858		11,290		16,700		12,000	20,900		18,900			
325	COMMUNITY EVENTS EXPENSE												
	42		120		200		200	200		200			
328	MEALS & RELATED EXPENSE												
	1,220		984		1,500		1,500	2,000		1,800			
330	MILEAGE REIMBURSEMENT												
	230		42		100		75	100		100			
341	COMMUNICATIONS EXPENSE												
	508		1,491		2,884		2,884	3,132		3,132			
461	SPECIAL EXPENSE												
	840		1,641		2,000		1,000	2,000		1,800			
511	PROFESSIONAL SERVICES												
	101,587		166,950		440,000		210,000	295,000		255,000			
523	BOARDS & COMMISSIONS EXPENSES												
	33		591		3,450		3,000	2,500		2,500			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	127,031		201,660		494,663		253,340	345,932		300,532			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	37,490		41,133		41,283		41,283	43,805		43,805			
TOTAL CLASS: 25 TRANSFERS													
	37,490		41,133		41,283		41,283	43,805		43,805			
TOTAL PROGRAM: 0676 PLANNING DIVISION													
	1,602,782	14.00	1,667,389	14.00	2,299,644	15.00	1,983,501	2,241,168	15.00	2,222,549	15.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0676 PLANNING DIVISION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
321	TRAVEL, TRAINING & SUBSISTENCE	NATIONAL AMERICAN PLANNING ASSOCIATION CONFERENCE IN SAN FRANCISCO, CA (2 STAFF) \$6,000 OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE IN BEND, OR (6 STAFF) \$6,000 LEGAL ISSUES IN PLANNING WORKSHOP (10 STAFF) \$1,500 GRAPHIC COMMUNICATION TRAINING (5 STAFF) \$2,400 OTHER CONFERENCES AND DELEGATIONS TO VISIT NW CITIES \$2,000 MISCELLANEOUS TRAININGS AND WEBINARS \$1,000
325	COMMUNITY EVENTS EXPENSE	COMMUNITY ENGAGEMENT FOR STUDIES AND DEVELOPMENT CODE UPDATES
328	MEALS & RELATED EXPENSE	BREAKFAST OR LUNCHTIME MEETINGS WITH EXTERNAL STAKEHOLDERS; OVERTIME MEALS.
330	MILEAGE REIMBURSEMENT	MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING.
341	COMMUNICATIONS EXPENSE	CELL PHONE CHARGES FOR 5 STAFF @ \$261 PER MONTH \$3,132 (PRINCIPAL PLANNER, PLANNING MGR, 3 SR. PLANNERS)
461	SPECIAL EXPENSE	OPEN HOUSE AND MARKETING EXPENSES RELATED TO SPECIAL PLANNING STUDIES
511	PROFESSIONAL SERVICES	DOWNTOWN DESIGN PROJECT \$90,000 ALLEN BOULEVARD DISTRICT PLAN IMPLEMENTATION \$15,000 BOUNDARY OPTIONS IMPLEMENTATION \$20,000 ONLINE DEVELOPMENT CODE STRATEGY \$30,000 TRAFFIC IMPACT ANALYSIS FOR DEVELOPMENT CODE CHANGES \$20,000 CONTRACT PLANNING ASSISTANCE \$60,000 MULTICULTURAL ENGAGEMENT \$20,000 FY 17-18 METRO GRANT REIMBURSEMENT \$150,000 ESTIMATED
523	BOARDS & COMMISSIONS EXPENSES	PLANNING COMMISSION RECOGNITION EVENT \$2,000 MISCELLANEOUS TRAINING \$250 MISCELLANEOUS EXPENSES \$250
816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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

053	SENIOR ENGINEER							228,273	2.00	228,273	2.00		
084	PROJECT ENGINEER 1							152,251	1.60	152,251	1.60		
085	PROJECT MANAGER 1							78,307	1.00	78,307	1.00		
119	ENG. CONST. INSPECTOR LEAD							70,552	1.00	70,552	1.00		
123	ENGINEERING TECH 2							187,916	3.00	187,916	3.00		
124	ENGINEERING CONST INSPECTOR							301,391	4.00	301,391	4.00		
143	SENIOR FIELD INSPECTOR - ENG							69,346	1.00	69,346	1.00		
225	PERMIT TECHNICIAN							60,662	1.00	60,662	1.00		
299	PAYROLL TAXES AND FRINGES							732,864		757,669			

TOTAL CLASS: 05 PERSONNEL SERVICES

1,881,562 14.60 1,906,367 14.60

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT							2,810		2,810			
304	DEPARTMENT EQUIPMENT EXPENSE							2,800		2,800			
305	SPECIAL DEPARTMENT SUPPLIES							3,000		3,000			
307	MEMBERSHIP FEES							3,675		3,675			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 053 SENIOR ENGINEER
 EFFECTIVE FY 2018-19 THE SITE DEVELOPMENT DIVISION TRANSFERRED WITHIN THE GENERAL FUND FROM THE PUBLIC WORKS DEPARTMENT TO THE COMMUNITY DEVELOPMENT DEPARTMENT.
- 084 PROJECT ENGINEER 1
- 085 PROJECT MANAGER 1
- 119 ENG. CONST. INSPECTOR LEAD
- 123 ENGINEERING TECH 2
- 124 ENGINEERING CONST INSPECTOR
- 143 SENIOR FIELD INSPECTOR - ENG
- 225 PERMIT TECHNICIAN
- 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
 REPLACE OFFICE CHAIRS (2 STAFF AT \$650 EA) \$1,300
 ADJUSTABLE HEIGHT WORK SURFACE (2 STAFF AT \$415 EA) \$830
 DUAL MONITOR ARMS (2 STAFF AT \$340 EA) \$680
- 304 DEPARTMENT EQUIPMENT EXPENSE
 LEVELS FOR ADA RAMPS (4)
 BROOMS FOR ADA (8)
 MISCELLANEOUS EQUIPMENT NEEDS THAT ARISE
- 305 SPECIAL DEPARTMENT SUPPLIES
 BATTERIES
 MISCELLANEOUS SUPPLIES AND MATERIALS
- 307 MEMBERSHIP FEES
 ASSOCIATION OF STATE FLOODPLAIN MANAGERS (2 STAFF AT \$125 EA) \$250
 PROFESSIONAL ENGINEERS REGISTRATIOLN (3 AT \$190 EA) \$570
 AMERICAN SOCIETY OF CIVIL ENGINEERS (3 AT \$270 EA) \$810
 AMERICAN PUBLIC WORKS ASSOCIATION (1 AT \$175 EA) \$175
 WATER SYSTEM AND WASTEWATER OPERATORS CERTIFICATES LEVEL 1 (8 AT \$140 EA) \$1,120
 EROSION CONTROL CERTIFICATES (5 AT \$150 EA) \$750

0447

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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	
321	TRAVEL, TRAINING & SUBSISTENCE								12,875		12,875			
328	MEALS & RELATED EXPENSE								400		600			
341	COMMUNICATIONS EXPENSE								11,040		11,340			
361	UNIFORMS & SPECIAL CLOTHING								3,000		3,000			
511	PROFESSIONAL SERVICES								400,000		400,000			
TOTAL CLASS: 10 MATERIALS & SERVICES									439,600		440,100			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES								83,550		83,550			
TOTAL CLASS: 15 CAPITAL OUTLAY									83,550		83,550			
CLASS: 25 TRANSFERS														
817	TRSFERS TO GARAGE FUND								44,137		44,137			
TOTAL CLASS: 25 TRANSFERS									44,137		44,137			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996	RESERVE - EQUIPMENT REPLACEMT								48,492		48,492			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES									48,492		48,492			
TOTAL PROGRAM: 0701 SITE DEVELOPMENT DIVISION									2,497,341	14.60	2,522,646	14.60		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
 - PROFESSIONAL DEVELOPMENT HOURS REQUIRED (3 STAFF AT \$500 EA) \$1,500
 - ODOT TRAINING CERTIFICATION (5 STAFF AT \$225 EA) \$1,125
 - ODOT TRAINING BRIDGE INSPECTIONS (4 STAFF AT \$125 EA) \$500
 - EROSION CONTROL TRAINING (8 STAFF AT \$100 EA) \$800
 - AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (4 STAFF AT \$600 EA) \$2,400
 - CONSTRUCTION INSPECTION TRAINING (IN LAS VEGAS) (2 STAFF AT \$2,000 EA) \$4,000
 - AMERICAN PUBLIC WORKS ASSOCIATION/NW PUBLIC WORK INSTITUTE (2 STAFF AT \$1,275 EA) \$2,550
- 328 MEALS & RELATED EXPENSE
 - MEALS FOR STAFF MEETINGS AND BUSINESS MEETINGS; PARKING FOR JURISDICTIONAL MEETINGS \$600
- 341 COMMUNICATIONS EXPENSE
 - IPAD AIR CARDS FOR 10 IPADS @ \$400 PER MONTH \$4,800
 - CELL PHONE CHARGES FOR 10 STAFF @ \$520 PER MONTH \$6,240
 - NEW PHONES FOR 3 STAFF MEMBERS \$300
- 361 UNIFORMS & SPECIAL CLOTHING
 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS AND SAFETY EQUIPMENT
- 511 PROFESSIONAL SERVICES
 - ENGINEERING CONSTRUCTION INSPECTIONS CONSULTANT \$300,000
 - PLAN REVIEW RETAINER SERVICES \$100,000

- 641 VEHICLES
 - 3 - REPLACEMENT VEHICLES FOR NOS. 2-651, 2-653 AND 2-654, (2002 FORD RANGERS) WITH FORD F150 PICKUPS INCLUDES VEHICLE (\$25,000), BED COVER (\$2,300), LED SAFETY LIGHTING (\$400), AND TITLE (\$150) @ \$27,850 EACH \$83,550

- 817 TRSFERS TO GARAGE FUND

- 996 RESERVE - EQUIPMENT REPLACEMT

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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

053	SENIOR ENGINEER												
	107,299	1.00	109,304	1.00	167,026	2.00	157,175						
084	PROJECT ENGINEER 1												
	92,418	1.60	138,670	1.60	154,317	1.60	143,835						
085	PROJECT MANAGER 1												
					18,466	1.00	18,466						
119	ENG. CONST. INSPECTOR LEAD												
	93,447	1.00	87,840	1.00	88,678	1.00	87,886						
123	ENGINEERING TECH 2												
	171,170	3.00	172,329	4.00	230,220	3.00	209,143						
124	ENGINEERING CONST INSPECTOR												
	193,170	4.00	283,244	4.00	298,448	4.00	265,373						
143	SENIOR FIELD INSPECTOR - ENG												
					45,945	1.00	19,678						
221	SUPPORT SPECIALIST 2												
	51,434	1.00	53,739	1.00	54,534	1.00	40,857						
225	PERMIT TECHNICIAN												
					24,676	1.00	31,858						
275	TEMPORARY EMPLOYEES												
	83,684	2,632				47,531	759						
299	PAYROLL TAXES AND FRINGES												
	379,944	504,800				692,976	587,246						

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,172,566	11.60	1,352,558	12.60	1,822,817	15.60	1,562,276						
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,851	1,684				3,000	1,000						
303	OFFICE FURNITURE & EQUIPMENT												
	3,620	4,253				15,800	13,503						
304	DEPARTMENT EQUIPMENT EXPENSE												
	1,400	2,441				1,000	600						
305	SPECIAL DEPARTMENT SUPPLIES												
					2,500	2,000							

0450

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 053 SENIOR ENGINEER
 FY 17-18 REFLECTS 1 FTE SENIOR ENGINEER POSITION ESTABLISHED MID-YEAR WITH THE FIRST SUPPLEMENTAL BUDGET.
 FY 18-19 REFLECTS SITE DEVELOPMENT DIVISION TRANSFERRED FROM DEPT. 85 PUBLIC WORKS DEPT. TO DEPT. 70 COMMUNITY DEVELOPMENT DEPT.
- 084 PROJECT ENGINEER 1
 1 FTE PROJ ENGR 1 POSITION ALLOCATED: 60% 001-85-0701 AND 10% IN EACH OF THE FOLLOWING: 101-72-0735, 501-72-0740, 502-72-0740, 513-72-0740.
- 085 PROJECT MANAGER 1
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 POSITION TO 1 FTE PROJECT MANAGER 1 POSITION.
- 119 ENG. CONST. INSPECTOR LEAD
- 123 ENGINEERING TECH 2
 FY 16-17 REFLECTS NEW 1 FTE ENGINEERING TECH 2 POSITION, APPROVED BY CITY COUNCIL 12/08/15
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 POSITION TO 1 FTE PROJECT MANAGER 1 POSITION.
- 124 ENGINEERING CONST INSPECTOR
- 143 SENIOR FIELD INSPECTOR - ENG
 FY 17-18 REFLECTS 1 FTE SR. FIELD INSPECTOR - ENGINEERING POSITION ESTABLISHED MID-YEAR WITH THE FIRST SUPPLEMENTAL BUDGET.
- 221 SUPPORT SPECIALIST 2
- 225 PERMIT TECHNICIAN
 FY 17-18 REFLECTS 1 FTE PERMIT TECHNICIAN POSITION ESTABLISHED MID-YEAR WITH THE FIRST SUPPLEMENTAL BUDGET.
- 275 TEMPORARY EMPLOYEES
 NO APPROPRIATION REQUESTED
- 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
 FY 18-19 REFLECTS SITE DEVELOPMENT DIVISION TRANSFERRED FROM DEPT. 85 PUBLIC WORKS DEPT. TO DEPT. 70 COMMUNITY DEVELOPMENT DEPT.
- 303 OFFICE FURNITURE & EQUIPMENT
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 305 SPECIAL DEPARTMENT SUPPLIES

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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												
	1,654		1,610		1,985		1,985						
317	COMPUTER EQUIPMENT												
	3,473		6,918		24,515		7,000						
318	COMPUTER SOFTWARE												
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,016		2,864		20,200		8,000						
328	MEALS & RELATED EXPENSE												
			250				125						
341	COMMUNICATIONS EXPENSE												
	1,518		5,285		360		2,000						
361	UNIFORMS & SPECIAL CLOTHING												
	222		1,608		2,250		2,250						
511	PROFESSIONAL SERVICES												
					153,000		153,000						
525	PMTS TO OTHER GOVERNMENT AGENCIES												
					50,000		50,000						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	18,754		26,913		274,610		241,463						
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	23,893		52,136		82,710		78,759						
TOTAL CLASS: 15 CAPITAL OUTLAY													
	23,893		52,136		82,710		78,759						
CLASS: 25 TRANSFERS													
804	TRSFR - OPERATIONS ADMIN												
	18,252		21,704		22,879		22,879						
817	TRSFERS TO GARAGE FUND												
	15,763		36,228		42,021		42,021						
TOTAL CLASS: 25 TRANSFERS													
	34,015		57,932		64,900		64,900						
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					55,969								
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					55,969								
TOTAL PROGRAM: 0701 SITE DEVELOPMENT DIVISION													
	1,249,228	11.60	1,489,539	12.60	2,301,006	15.60	1,947,398						

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 85 PUBLIC WORKS - OPERATIONS
PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

307 MEMBERSHIP FEES

317 COMPUTER EQUIPMENT

318 COMPUTER SOFTWARE
NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE

328 MEALS & RELATED EXPENSE

341 COMMUNICATIONS EXPENSE

361 UNIFORMS & SPECIAL CLOTHING

511 PROFESSIONAL SERVICES

525 PMTS TO OTHER GOVERNMENT AGENCIES

641 VEHICLES

804 TRSFR - OPERATIONS ADMIN
ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

817 TRSFRS TO GARAGE FUND
ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR VEHICLE REPLACEMENT

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0738 TRANSPORTATION PLANNING

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

023	SR DEVELOPMENT PROJECT MANAGER				86,398	1.00	85,971	96,417	1.00	96,417	1.00		
180	ASSOCIATE PLANNER												
	18,037	1.00	75,030	1.00	76,236	1.00	77,889	79,837	1.00	79,837	1.00		
257	PRINCIPAL PLANNER - TRANS.												
	104,805	1.00	109,304	1.00	111,351	1.00	111,345	114,128	1.00	114,128	1.00		
272	SENIOR TRANSPORTATION PLANNER												
	76,527	1.00	81,855	1.00	87,855	1.00	89,559	94,561	1.00	94,561	1.00		
275	TEMPORARY EMPLOYEES												
					17,680		17,980	17,934		17,934			
299	PAYROLL TAXES AND FRINGES												
	77,588		91,959		155,556		140,498	163,815		172,765			

TOTAL CLASS: 05 PERSONNEL SERVICES

	276,957	3.00	358,148	3.00	535,076	4.00	523,242	566,692	4.00	575,642	4.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	2,054				972		971						
305	SPECIAL DEPARTMENT SUPPLIES												
	132				500		250	500		500			
307	MEMBERSHIP FEES												
	7,120		7,635		6,700		6,700	7,395		7,395			
308	PERIODICALS & SUBSCRIPTIONS												
	143												
317	COMPUTER EQUIPMENT												
	2,216				1,870		1,870						
318	COMPUTER SOFTWARE												
	613		804										
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,267		5,502		8,000		11,500	9,895		9,895			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 023 SR DEVELOPMENT PROJECT MANAGER
 FY 17-18 REFLECTS 1 FTE SR. DEVELOPMENT PROJECT MANAGER TRANSFERRING TO THE
 TRANSPORTATION PROGRAM 0738 FROM THE DEVELOPMENT PROGRAM 0662.
- 180 ASSOCIATE PLANNER
- 257 PRINCIPAL PLANNER - TRANS.
- 272 SENIOR TRANSPORTATION PLANNER
- 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
- 303 OFFICE FURNITURE & EQUIPMENT
 NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 305 SPECIAL DEPARTMENT SUPPLIES
 MAPS, TITLE REPORTS, COURIER SERVICES.
- 307 MEMBERSHIP FEES
 OREGON AMERICAN PLANNING ASSOCIATION (2 STAFF) \$220
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (1 STAFF) \$500
 WESTSIDE TRANSPORTATION ALLIANCE ANNUAL DUES \$5,000
 TRANSPORTATION FOR AMERICA MEMBERSHIP \$1,250
 OREGON TRANSPORTATION FORUM \$375
 PACIFIC INTERMOUNTAIN PARKING AND TRANSPORTATION ASSOCIATION MEMBERSHIP \$50
- 308 PERIODICALS & SUBSCRIPTIONS
 NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 RAILVOLUTION CONFERENCE IN PITTSBURGH (1 STAFF) \$2,500
 PACIFIC INTERMOUNTAIN PARKING AND TRANSPORTATION ASSOCIATION CONFERENCE \$500
 LEADERSHIP BEAVERTON \$875
 OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE (3 STAFF) \$2,100
 PROJECT MANAGEMENT TRAINING (1 STAFF) \$1,100
 OREGON ACTIVE TRANSPORTATION SUMMIT \$420
 INSTITUTE FOR TRANSPORTATION ENGINEERS QUAD CONFERENCE (2 STAFF) \$2,400
 (INCREASE IN 321 DUE TO ADDITIONAL STAFF)

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0738 TRANSPORTATION PLANNING

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
325	COMMUNITY EVENTS EXPENSE												
	2,288		320		1,000		500	1,820		1,000			
328	MEALS & RELATED EXPENSE												
	880		753		1,000		1,000	1,000		1,000			
330	MILEAGE REIMBURSEMENT												
	892		1,120		1,200		2,400	2,400		2,400			
341	COMMUNICATIONS EXPENSE												
	109		435		880		880	1,032		1,032			
377	PUBLIC RELATIONS EXPENSE												
					1,500		1,000	1,500		1,500			
421	STREET FURNITURE EXPENSE												
					6,000		6,000						
511	PROFESSIONAL SERVICES												
	36,745		143,088		255,693		255,693	285,000		160,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	57,459		159,657		285,315		288,764	310,542		184,722			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	5,799		3,440		5,504		5,504	6,654		6,654			
TOTAL CLASS: 25 TRANSFERS													
	5,799		3,440		5,504		5,504	6,654		6,654			
TOTAL PROGRAM: 0738 TRANSPORTATION PLANNING													
	340,215	3.00	521,245	3.00	825,895	4.00	817,510	883,888	4.00	767,018	4.00		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	4,957,320	33.65	5,238,275	34.50	7,304,531	36.00	6,687,180	11,322,712	51.75	10,463,639	52.75		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
325	COMMUNITY EVENTS EXPENSE	OREGON ACTIVE TRANSPORTATION SUMMIT (2 BICYCLE ADVISORY COMMITTEE MEMBERS) \$840 REGIONAL TRANSPORTATION ADVISORY COMMITTEE RETREAT, JPACT BREAKFAST, METRO LEADERSHIP FORUM, ETC. \$160
328	MEALS & RELATED EXPENSE	MEALS FOR LOCAL MEETINGS, T4A BREAKFAST, JPACT RETREAT.
330	MILEAGE REIMBURSEMENT	MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING
341	COMMUNICATIONS EXPENSE	CELL PHONE CHARGE FOR 2 CELL PHONES @ \$86 PER MONTH \$1,032 (TRANSPORTATION DIVISION MANAGER AND PARKING DEMAND MANAGERS)
377	PUBLIC RELATIONS EXPENSE	OPEN HOUSES, LITERATURE IN SUPPORT OF PROGRAMS
421	STREET FURNITURE EXPENSE	NO APPROPRIATIONS REQUESTED FOR FY 18-19 FY 2017-18 REFLECTS BIKE RACK PILOT PROGRAM
511	PROFESSIONAL SERVICES	LAST MILE NEEDS AND SOLUTIONS STUDY \$50,000 PARKING FEES AND FINES STUDY \$10,000 AUTONOMOUS AND CONNECTED VEHICLE/CITIES MASTER PLAN \$100,000
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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0654-05-090	ECONOMIC DEVELOPMENT	1.00	2,080			111,345				111,345	43,788	155,133
001-70-0654-05-091	PROJECT COORDINATOR	2.00	4,160			135,974				135,974	65,783	201,757
001-70-0654-05-190	BUSINESS DEVELOPMENT LIAISON	1.00	2,080			96,490				96,490	44,175	140,665
	ECONOMIC DEVELOPMENT	4.00	8,320			343,809				343,809	153,746	497,555
001-70-0661-05-022	CDD OPERATIONS MANAGER	1.00	2,080			89,696				89,696	53,851	143,547
001-70-0661-05-041	COMMUNITY DEVELOPMENT	0.95	1,976			146,524				146,523	69,372	215,895
001-70-0661-05-076	OFFICE SUPERVISOR	0.90	1,908	108		64,746	5,724		231	70,699	29,800	100,499
001-70-0661-05-221	SUPPORT SPECIALIST 2	3.30	6,913			171,573			9,000	180,574	59,933	240,507
0458	DEPARTMENT ADMIN & SUPPORT	6.15	12,877	108		472,539	5,724		9,231	487,492	212,956	700,448
001-70-0662-05-023	SR DEVELOPMENT PROJECT	2.00	4,200			209,452				209,452	111,470	320,922
001-70-0662-05-024	DEVELOPMENT PROJECT MANAGER	1.00	1,561			67,254				67,254	46,139	113,393
001-70-0662-05-025	DEVELOPMENT PROJECT	1.35	2,810			100,522			1,260	101,780	56,055	157,835
001-70-0662-05-059	DEVELOPMENT DIVISION MANAGER	1.00	2,080			123,246				123,246	61,437	184,683
001-70-0662-05-186	PROGRAM COORDINATOR	1.50	2,408			73,134				73,132	28,678	101,810
001-70-0662-05-221	SUPPORT SPECIALIST 2		706			15,935			208	16,144	6,776	22,920
	DEVELOPMENT DIVISION	6.85	13,765			589,542			1,468	591,008	310,555	901,563
001-70-0676-05-081	PLANNING MANAGER	2.00	3,996			180,483			3,759	184,242	67,498	251,740
001-70-0676-05-105	SENIOR PLANNER	3.00	5,960			252,552				252,552	131,388	383,940
001-70-0676-05-167	PRINCIPAL PLANNER	1.00	2,080			110,469				110,469	51,278	161,747
001-70-0676-05-180	ASSOCIATE PLANNER	6.00	10,118	140		352,067	7,548		3,690	363,305	167,650	530,955
001-70-0676-05-181	ASSISTANT PLANNER	2.00	4,263	80		135,212	3,930		2,807	141,949	73,524	215,473
001-70-0676-05-221	SUPPORT SPECIALIST 2	1.00	2,150			57,513				57,513	43,038	100,551
001-70-0676-05-226	PLANNING TECHNICIAN		1,384			29,887			356	30,243	12,938	43,181

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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0676-05-275	TEMPORARY EMPLOYEES		44			1,190				1,190	101	1,291
	PLANNING DIVISION	15.00	29,995	220		1,119,373	11,478		10,612	1,141,463	547,415	1,688,878
001-70-0738-05-023	SR DEVELOPMENT PROJECT	1.00	1,944			85,971				85,971	36,291	122,262
001-70-0738-05-180	ASSOCIATE PLANNER	1.00	2,080	30		76,239	1,650			77,889	28,240	106,129
001-70-0738-05-257	PRINCIPAL PLANNER - TRANS.	1.00	2,080			111,345				111,345	39,085	150,430
001-70-0738-05-272	SENIOR TRANSPORTATION	1.00	2,120			89,559				89,559	33,584	123,143
001-70-0738-05-275	TEMPORARY EMPLOYEES		1,040	2		17,928	52			17,980	3,298	21,278
	TRANSPORTATION PLANNING	4.00	9,264	32		381,042	1,702			382,744	140,498	523,242
	**** DEPARTMENT TOTAL ****	36.00	74,221	360		2,906,305	18,904		21,311	2,946,516	1,365,170	4,311,686

0459

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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0654-05-090	ECONOMIC DEVELOPMENT	1.00	2,080			114,128				114,128	48,871	162,999
001-70-0654-05-091	PROJECT COORDINATOR	2.00	4,160			146,322				146,322	78,537	224,859
001-70-0654-05-190	BUSINESS DEVELOPMENT LIAISON	1.00	2,080			98,905				98,905	50,261	149,166
	ECONOMIC DEVELOPMENT	4.00	8,320			359,355				359,355	177,669	537,024
001-70-0661-05-022	CDD OPERATIONS MANAGER	1.00	2,080			96,509				96,509	60,806	157,315
001-70-0661-05-041	COMMUNITY DEVELOPMENT	0.95	1,977			150,184				150,184	76,763	226,947
001-70-0661-05-076	OFFICE SUPERVISOR	0.90	1,944	108		66,203	5,516			71,710	32,632	104,342
001-70-0661-05-221	SUPPORT SPECIALIST 2	4.30	8,943			224,777			8,280	233,057	118,655	351,712
0460	DEPARTMENT ADMIN & SUPPORT	7.15	14,944	108		537,673	5,516		8,280	551,460	288,856	840,316
001-70-0662-05-023	SR DEVELOPMENT PROJECT	3.00	5,880			288,582				288,582	173,947	462,529
001-70-0662-05-024	DEVELOPMENT PROJECT MANAGER	1.00	1,560			68,933				68,933	50,796	119,729
001-70-0662-05-025	DEVELOPMENT PROJECT	1.50	3,120			117,228			1,800	119,028	68,789	187,817
001-70-0662-05-059	DEVELOPMENT DIVISION MANAGER	1.00	2,080			126,324				126,324	68,277	194,601
001-70-0662-05-186	PROGRAM COORDINATOR	1.50	3,120			99,348				99,348	42,719	142,067
	DEVELOPMENT DIVISION	8.00	15,760			700,415			1,800	702,215	404,528	1,106,743
001-70-0676-05-081	PLANNING MANAGER	2.00	4,160			190,434			3,600	194,034	90,451	284,485
001-70-0676-05-105	SENIOR PLANNER	3.00	6,240			268,970				268,970	159,352	428,322
001-70-0676-05-167	PRINCIPAL PLANNER	1.00	2,080			114,128				114,128	57,268	171,396
001-70-0676-05-180	ASSOCIATE PLANNER	6.00	12,560	60		433,576	3,144		5,196	441,916	222,117	664,033
001-70-0676-05-181	ASSISTANT PLANNER	2.00	4,160	110		136,797	5,573			142,370	83,560	225,930
001-70-0676-05-221	SUPPORT SPECIALIST 2	1.00	2,080			57,031				57,031	47,015	104,046
	PLANNING DIVISION	15.00	31,280	170		1,200,936	8,717		8,796	1,218,449	659,763	1,878,212

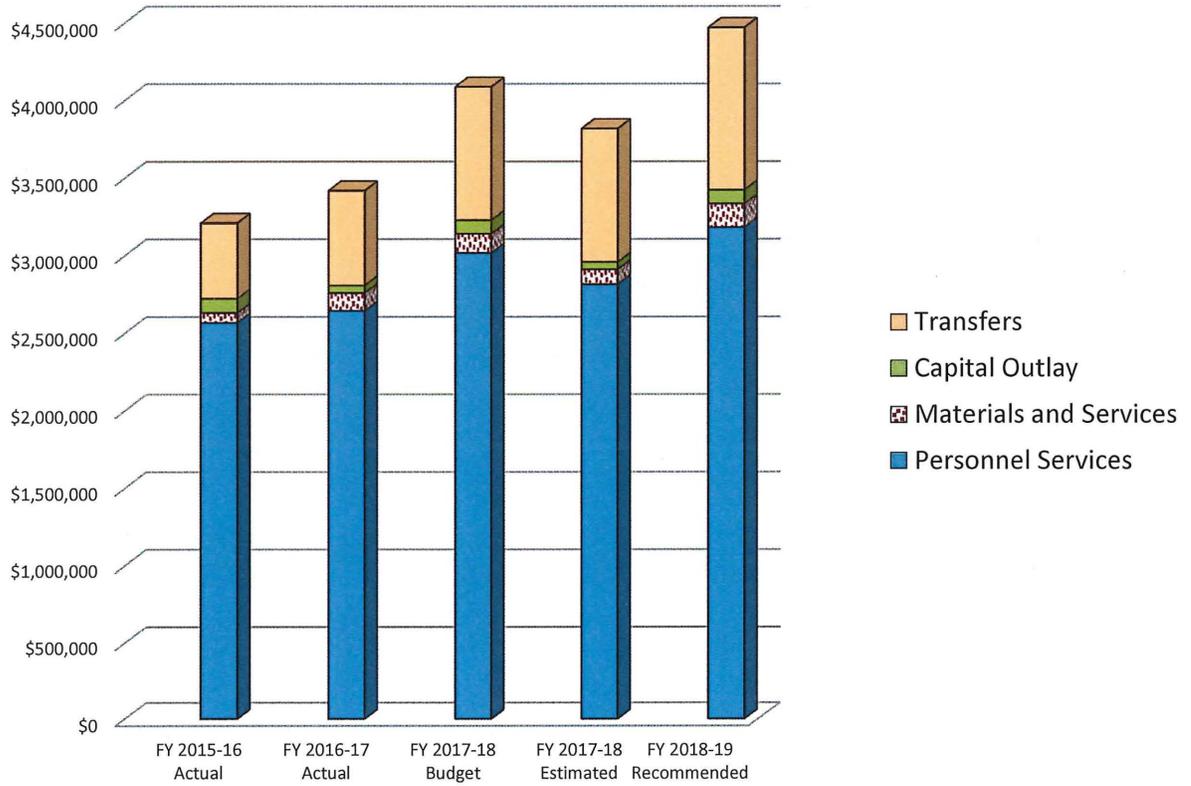
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0701-05-053	SENIOR ENGINEER	2.00	4,160			228,273				228,273	132,841	361,114
001-70-0701-05-084	PROJECT ENGINEER 1	1.60	3,328			152,251				152,251	91,718	243,969
001-70-0701-05-085	PROJECT MANAGER 1	1.00	2,080			74,707			3,600	78,307	21,343	99,650
001-70-0701-05-119	ENG. CONST. INSPECTOR LEAD	1.00	2,080	100		65,596	4,686		270	70,552	54,178	124,730
001-70-0701-05-123	ENGINEERING TECH 2	3.00	6,240	150		180,623	6,483		810	187,916	149,879	337,795
001-70-0701-05-124	ENGINEERING CONST INSPECTOR	4.00	8,320	340		283,040	17,271		1,080	301,391	205,918	507,309
001-70-0701-05-143	SENIOR FIELD INSPECTOR - ENG	1.00	2,080			69,346				69,346	53,957	123,303
001-70-0701-05-225	PERMIT TECHNICIAN	1.00	2,080	50		58,551	2,111			60,662	47,835	108,497
	SITE DEVELOPMENT DIVISION	14.60	30,368	640		1,112,387	30,551		5,760	1,148,698	757,669	1,906,367
001-70-0738-05-023	SR DEVELOPMENT PROJECT	1.00	2,080			96,417				96,417	52,392	148,809
001-70-0738-05-180	ASSOCIATE PLANNER	1.00	2,080	30		78,145	1,692			79,837	32,178	112,015
001-70-0738-05-257	PRINCIPAL PLANNER - TRANS.	1.00	2,080			114,128				114,128	44,344	158,472
001-70-0738-05-272	SENIOR TRANSPORTATION	1.00	2,080			94,561				94,561	38,952	133,513
001-70-0738-05-275	TEMPORARY EMPLOYEES		1,040			17,934				17,934	4,899	22,833
0461	TRANSPORTATION PLANNING	4.00	9,360	30		401,185	1,692			402,877	172,765	575,642
	**** DEPARTMENT TOTAL ****	52.75	110,032	948		4,311,951	46,476		24,636	4,383,054	2,461,250	6,844,304

BUILDING OPERATING 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	Building Operating					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
Personnel Services	\$2,567,304	\$2,644,326	\$3,016,725	\$2,813,898	\$3,181,584	5.46%
Materials and Services	63,644	115,264	123,761	96,623	151,779	22.64%
Capital Outlay	92,278	47,893	87,500	47,750	88,500	1.14%
Transfers	486,233	610,285	859,263	859,263	1,046,588	21.80%
SUB-TOTAL	\$3,209,459	\$3,417,768	\$4,087,249	\$3,817,534	\$4,468,451	
Contingency			1,514,396		2,040,707	
Reserve for equip.			190,250		88,107	
TOTAL	\$3,209,459	\$3,417,768	\$5,791,895	\$3,817,534	\$6,597,265	
FTE's	22.35	22.35	22.35		22.35	

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

Personnel services:

The Recommended Budget 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 an anticipated increase in credit card transaction fees of \$8K and an increase in professional services for E-Plan and E-Permitting review \$26K

Capital Outlay:

No significant change

Transfers:

FY 2018-19 reflects an increase of additional transfers to the General Fund due to the subsidy during the economic downturn from FY 2005-06 to FY 2013-14.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	PROGRAM MANAGER: BRAD ROAST

Program Goal:

To support the Community Development Department’s mission to facilitate, promote and plan for a safe and prosperous community by comprehensively preserving and enhancing development, a healthy economy, and sustainable growth of the city. To ensure compliance with mandated State Building Code standards, City development regulations and provide excellent customer service for the development community and occupants of buildings within the City of Beaverton.

City, Community and Department Goals, Priorities and Actions:

Council Goals, City Council Top Ten Priorities for 2018, City Council Honorable Mention Priorities for 2018, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include many of those listed in the overview of the Community Development Department. The Building Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	22.35	22.35	22.35	22.35	0.00
PERSONNEL SERVICES	\$2,567,304	\$2,644,326	\$3,016,725	\$3,181,584	\$0
MATERIALS & SERVICES	63,644	115,264	123,761	151,779	0
CAPITAL OUTLAY	92,278	47,893	87,500	88,500	0
TRANSFERS	486,233	610,285	859,263	1,046,588	0
CONTINGENCY	0	0	1,704,646	2,128,814	0
TOTAL	\$3,209,459	\$3,417,768	\$5,791,895	\$6,597,265	\$0

Funding Sources:

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$1,955,554	\$2,030,043	\$1,853,820	\$1,863,910	\$0
Building Permit Fees	1,246,608	1,376,464	1,760,000	2,098,000	0
Plan Check Fee Commercial	821,053	699,598	640,000	795,000	0
Plan Check Fee Residential	44,032	76,999	133,000	155,000	0
Plan Check Fee Fire Safety	435,835	380,667	420,000	510,000	0
Plumbing & Mechanical	251,127	250,758	420,000	515,000	0
Electrical Inspection Fees	350,450	356,744	450,000	550,000	0
Sewer Inspection Fees	1,770	1,575	6,375	6,555	0
Miscellaneous Revenue	133,073	98,738	108,700	103,800	0

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	PROGRAM MANAGER: BRAD ROAST

Program Goal:

To ensure that construction of buildings, structures, and private sewer and water systems are safe for use and occupancy from fire, structural collapse, unsanitary conditions, electrical hazards, premature failure, and substandard construction through reasonable enforcement of the State Building Codes and coordination with other city and government agencies. To ensure plan review and inspection services are provided in a timely manner, thereby minimizing construction delays due to mandated services provided by this division and provide excellent customer service.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.85	1.85	1.85	1.85	0.00
PERSONNEL SERVICES	\$271,472	\$278,570	\$290,466	\$302,320	\$0
MATERIALS & SERVICES	55,789	103,268	100,872	136,749	0
CAPITAL OUTLAY	92,278	47,893	87,500	88,500	0
TRANSFERS	486,233	610,285	859,263	1,046,588	0
CONTINGENCY	0	0	1,704,646	2,128,814	0
TOTAL	\$905,772	\$1,040,016	\$3,042,747	\$3,702,971	\$0

Program Objective (services provided):

Objective #1: Provide Building Permit Counter Services

Outcomes: to ensure customers are provided with prompt and accurate service in a courteous and respectful manner; to process permit applications within 24 hours of receipt; to provide plan review and inspection staff with the information needed to perform their job; to ensure customers feel welcome and their needs are understood by staff.

Measured by: the annual number of permit applications received; and the number of permit applications processed within 24 hours of receipt.

Key Indicators: plan review and inspection staff receives complete and accurate permit information; customer service surveys provide positive feedback; and recognition of the cultural diversity of customers and staff performance that assists customers with English as a second language (through cultural diversity awareness, translation services, multi-lingual forms, handouts, etc.).

Objective #2: Perform Plan Reviews

Outcomes: to ensure customers are provided with prompt, friendly, and accurate plan reviews that reflect code requirements; to provide prompt communication with customers so they are informed as to the time frames and requirements throughout the plan review process; customers feel their needs are welcomed and understood by staff; the inspection staff and customers are provided with accurate code reviews and information so the project can be constructed and inspected with minimal corrections and/or changes; plans are reviewed within the target time frames for the Building Division; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards.

Measured by: the number of plan review applications received; the number of plan reviews initiated within the target time frames for the Building Division; the number of over-the-counter plan reviews performed; and the number of Temporary Tenant Improvement Permits issued (to help expedite the construction process).

Key Indicators: the number of issues for customers and/or inspection staff related to incorrect or missing plan review information are minimized; plan revisions related to code-needed clarifications are minimized; customers find the plan review process to be easily understood and flexible; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.). Staff operate with flexibility to work with customers to find solutions within the code.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	PROGRAM MANAGER: BRAD ROAST

Objective #3: Perform Field Inspections

Outcomes: customers are provided with prompt and accurate inspections that clearly communicate the inspection results; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards; inspections are performed in less than 24 hours of request.

Measured by: the number of inspection requests received; the number of inspections performed within 24 hours of request; the number of inspections performed per inspector per day.

Key Indicators: the number of issues for customers related to inspections not performed within 24 hours of request are minimized; occupancy and use of buildings are allowed within customer's needs and expectations; customers feel their needs are welcomed and understood by staff; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.).

Additional Objectives (services provided):

- Actively engage in the Development Review Process Planning and Implementation.
- Coordinate the operation of the CDD computer permit tracking system and management of an electronic plan review system.
- Enhance use of technology to maximize efficiency.
- Assign property addresses for new development and verification of existing properties when requested.
- Verify the applicability of State and regional regulations for development of property adjacent to wetland, floodplain, and sensitive watercourses.
- Ensure compliance regulations enacted to promote consistency in the administration and application of the State Building Codes.
- Coordinate with the Planning Division and Site Development Division as well as other City divisions and agencies on issuance of building permits and certificates of occupancy to ensure applicable laws and ordinances from other cities and outside agencies are satisfied.

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of inspections per year	26,995	22,681	27,400 / 24,300	25,300
Value of new building construction	\$144,063,028	\$208,121,955	\$203,000,000 / \$243,008,000	\$278,050,000
Number of plan reviews per year	1,386	1,489	1,475 / 1,426	1,454

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	PROGRAM MANAGER: BRAD ROAST

Progress on FY 2017-18 Action Plan:

- Implement the public web address search function of the CDD permit system (To be included as part of the permit tracking, electronic permit/plan submittal system).
- Participate in the Development Review Process update (Phase 2). This includes: a comprehensive evaluation of technologies available for permit tracking, electronic permit/plan submittal and review; automated field inspections systems; instituting an outreach effort for open communication with the development community and customer service training and enhancement. (Ongoing)
- Continue implementation of the CDD collaborative management system.
- Continue producing annual report and recommendations for supporting the Building Division Operating Fund.
- Continue to update the comprehensive matrix of permit and development fees for comparison of city fee structure with other jurisdictions.
- Continue to explore affordable options to create and complete multi-lingual forms and handouts. (Ongoing. The division prioritized documents needing multi-lingual translation to be included in the project as funding is available.)
- Participate as needed in developing a comprehensive Housing Strategy. Beaverton Community Vision Action 106
- Develop informational handout on code items related to brewery businesses. Beaverton Community Vision Action 9 (Completed)
- Promote use of informational handout on code items developed for food cart businesses. Beaverton Community Vision Action 69 (Ongoing)
- Promote informational handout on code items related to accessory dwelling units. Beaverton Community Vision Actions 70, 101 and 102 (Ongoing)
- Facilitate plan review through enhanced coordination with Planning and Site Development for complex and/or unusual issues.
- Participate as needed in supporting 2017 City Council Top Priority for the Housing Plan with focus on Senior and Affordable housing.
- Participate as needed in supporting 2017 City Council Top Priority for Affordable Housing Tool box: Create a rich development tool box for low-income housing.
- Participate as needed in supporting 2017 City Council Priority Implement the Rental Housing Inspection Program
- Rapidly respond with needed information to support 2017 City Council Priority to Expand to an Extreme Weather Shelter (Completed)

FY 2018-19 Action Plan:

- Continue implementation of the CDD collaborative management system.
- Continue producing annual report and recommendations for supporting the Building Division Operating Fund.
- Continue to update the comprehensive matrix of permit and development fees for comparison of city fee structure with other jurisdictions.
- Continue to explore affordable options to create and complete multi-lingual forms and handouts. (Ongoing. The division prioritized documents needing multi-lingual translation to be included in the project as funding is available.)
- Participate as needed in developing a comprehensive Housing Strategy. Beaverton Community Vision Action 106
- Participate in the Development Review Process update (Phase 2). This includes: a comprehensive evaluation of technologies available for permit tracking, electronic permit/plan submittal and review; automated field inspections systems; instituting an outreach effort for open communication with the development community and customer service training and enhancement.
- Facilitate plan review through enhanced coordination with Planning and Site Development for complex and/or unusual issues. Continue promoting job start meetings, mid-project status meetings, and pre-occupancy meetings.
- Participate as needed in supporting 2017 City Council Top Priority for the Housing Plan with focus on Senior and Affordable housing.
- Participate as needed in supporting 2017 City Council Top Priority for Affordable Housing Tool box: Create a rich development tool box for low-income housing.
- Participate as needed in supporting 2017 City Council Priority Implement the Rental Housing Inspection Program

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	PROGRAM MANAGER: BRAD ROAST

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Percentage of inspections conducted within 24 hours of request (building, mechanical, plumbing, and electrical)	99%	99%	99%	99%
Percentage of plan reviews conducted within the Division's targeted time frames	98%	98%	99%	99%

Performance Outcomes and Program Trends:

To consistently provide building, plumbing, mechanical, electrical, and fire and life safety services so that: (1) inspections occur less than 24 hours from the date they are requested; and (2) plan reviews are conducted within the Division's targeted time frames, thereby reducing construction delays.

The Building Division has a dedicated and professional staff who are passionate about proper administration of the State Building Code and providing efficient service to our customers. The Division is keenly aware of the two distinct customer segments we serve. The Division strives to provide collaborative and progressive development review services for the construction and development industry, while also keeping in mind the needs of our secondary (and most important) customers, those who will live, work, and use these buildings and structures. Because public safety is the primary purpose of proper code administration, the Division must ensure plans and inspections properly reflect the minimum requirements of the State Building Code.

The State Building Code establishes the standards for the public's safety, and those standards are not always easy for the customer to meet. The Division, however, supports the performance-based nature of the State Building Code by providing flexibility in the process and frequently approves alternative methods to achieve the intent of the Code. The Division is an avid supporter of code administration consistency amongst jurisdictions in the metropolitan area. This includes continual involvement in the four-county (Washington, Clackamas, Multnomah and Clark) Building Officials Code Consistency Group. This assembly of experienced code administrators share e-mails and attend monthly meetings to address issues in response to customer needs/comments on code-related issues. The efforts of this group has resulted in greater consistency in code administration in the region.

As development in Beaverton continues to be very active, the Building Division works closely with developers and contractors to meet the needs of their particular construction schedule when possible. The division often issues phased permits on new construction either at the request of the customer or suggests it as a path to get construction started when unexpected design review process delays occur.

As part of the Design Review Process (Phase 2), the Division has been active in helping to develop and implement the process for electronic document review using software (Bluebeam) purchased in FY 17-18. Electronic document review saves customers time and money by allowing them to submit documents electronically. It also allows staff to collaborate more efficiently and effectively both with the development community and across internal development divisions.

The Division is expected to see the retirement of two experienced staff members in early FY 18-19 (Building Official and Commercial Plans Examiner). In order to mitigate the impact to our customer service, additional extra-help employee and professional services resources have been requested to assist with the workload during the hiring and transition process.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0664 ADMINISTRATION	PROGRAM MANAGER: BRAD ROAST

The Division continues to look for ways to provide the business community with code-related information specific to businesses commonly requiring permits. The Division has created informational handouts for food service, daycares, nail/beauty salon, and warehouse/manufacturing/storage businesses which cover the most important code items a business needs to have when looking to open or expand. These handouts are used by both the Building and Economic Development Divisions when helping customers.

In addition to creating informational handouts for the business community, the Division also recognizes the importance of providing educational information to homeowners so the permitting process is smooth and transparent. Currently, our City website has informational documents for homeowners ranging from typical deck details to converting a garage to habitable space. This information is in hard-copy form in a kiosk exclusively for homeowners in the 4th floor lobby.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0665 PLAN REVIEW AND PERMITS	PROGRAM MANAGER: BRAD ROAST

Program Goal:

To process permit applications and plans for new construction and alterations of single-family, multi-family, and commercial buildings. To conduct a thorough review of plans for compliance with the State Building Code within acceptable time frames and assist customers in navigating the city's development review process.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	8.75	8.75	8.75	8.75	0.00
PERSONNEL SERVICES	\$904,326	\$883,174	\$1,080,594	\$1,146,602	\$0
MATERIALS & SERVICES	2,821	3,349	3,320	2,345	0
CAPITAL OUTLAY TRANSFERS					
TOTAL	\$907,147	\$886,523	\$1,083,914	\$1,148,947	\$0

Program Objective (services provided):

Objective #1: Provide Building Permit Counter Services

Outcomes: to ensure customers are provided with prompt and accurate service in a courteous and respectful manner; to process permit applications within 24 hours of receipt; to provide plan review and inspection staff with the information needed to perform their job; to ensure customers feel their needs are welcomed and understood by staff.

Measured by: the annual number of permit applications received; and the number of permit applications processed within 24 hours of receipt.

Key Indicators: plan review and inspection staff receives complete and accurate permit information; customer service surveys provide positive feedback; and recognition of the cultural diversity of customers and staff performance that assists customers with English as a second language (through cultural diversity awareness, multi-lingual forms, handouts, etc.).

Objective #2: Perform Plan Reviews

Outcomes: to ensure customers are provided with prompt, friendly, and accurate plan reviews that reflect the code requirements; to provide prompt communication with customers so they are informed as to the time frames and requirements throughout the plan review process; customers feel their needs are welcomed and understood by staff; the inspection staff and customers are provided with accurate code reviews and information so the project can be constructed and inspected with minimal corrections and/or changes; plans are reviewed within the target time frames for the Building Division; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards.

Measured by: the number of plans reviewed within the target time frames for the Building Division; the number of plan review applications received; the number of over-the counter plan reviews performed.

Key Indicators: the number of issues for customers and/or inspection staff related to incorrect or missing plan review information are minimized; plan revisions related to code-needed clarifications are minimized; customers find the plan review process to be easily understood and flexible; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.). Single-family plan reviews are conducted within the 10-working day turnaround time to minimize construction delays. Commercial alteration plan reviews are conducted within the 15-working day turnaround time to minimize construction delays. New commercial plan reviews are conducted within the 30-working day turnaround time to minimize construction delays.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0665 PLAN REVIEW AND PERMITS	PROGRAM MANAGER: BRAD ROAST

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Single-Family Plan Review				
Number of reviews per year	133	148 / 165	215 / 200	235
Number of plan revisions requiring review per year (new, alterations and additions)	54	93	100 / 135	100
Commercial Alteration Plan Review				
Number of reviews per year	687	726	650 / 625	600
Number of plan revisions requiring review per year	309	330	310 / 280	300
Commercial Plan Review				
Number of reviews per year	15	22	25 / 21	19
Number of plan revisions requiring review per year	170	153	170 / 165	140
Single-Family Plan Review				
Percentage of plans reviews initiated within target timeframe of 10 working days of application to begin the review (target is 99%)	98%	99%	99% / 99%	98%
Number of single-family alteration plan reviews approved over the counter	25	29	20 / 20	20
Commercial Alteration Plan Review				
Percentage of plans reviews initiated within target timeframe of 15 working days of application to begin the review (target is 95%)	98%	98%	99% / 98%	99%
Number of commercial alteration plan reviews approved over the counter	477	498	410 / 462	450
Commercial Plan Review				
Percentage of plans reviews initiated within target timeframe of 30 working days of application to begin the review (target is 95%)	98%	98%	99% / 98%	98%

Where the complexity of a project is such that it cannot be approved over the counter, staff offer temporary TI permits to help construction schedules. The temporary TI permits may not be able to be offered at the initial permit submittal, but often can occur after an initial plan review has been completed so the contractor can be made aware of code items that affect the project.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0665 PLAN REVIEW AND PERMITS	PROGRAM MANAGER: BRAD ROAST

Performance Outcomes and Program Trends:

Currently, there have been preliminary development applications submitted for over 2,000 lots (most are in the South Cooper Mountain area). While new lot availability will not start until the end of FY 17-18, FY 18-19 and beyond has the potential for a flood of lot development. This development potential supports a projection of 130 new single-family homes for FY 2017-18.

Multi-family development is expected to continue at a strong pace into FY 18-19. Low vacancy rates and continued housing market demand support continued growth in multi-family buildings which includes a trend towards multi-story (3-5 story) buildings over grade level or below grade parking.

The City is expected to see the continued trend towards construction of larger and more complex buildings into FY 18-19, with significant projects such as the: Westgate Hotel; Public Safety Building; Beaverton Center for the Arts; William Walker Elementary School replacement; and several multi-story apartment projects. This supports FY 18-19 revenue projections that are expected to reach a record setting \$4.6 million.

The Building Division maintains target timeframes for initiating plan reviews. In most cases, once a plan review has been completed, the applicant needs to respond to code issues with revised documents. There can be one or more back-checks of the revised documents depending on how complete the initial plans are and the responses to the code issues. Once the plans are approved and all other city department/division approvals have been obtained by the applicant, the building permit will be issued. Where possible, the Division uses phased permits (such as foundation permits), over-the-counter plan reviews and temporary permits to assist the development community. The Building Division will also continue to utilize consultant plan review services to maintain plan review target timeframes.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0666, 0667, 0668 INSPECTIONS	PROGRAM MANAGER: BRAD ROAST

Program Goal:

To provide building, mechanical (heating, ventilation, and air conditioning), plumbing, electrical, fire sprinkler, and alarm inspections within acceptable time frames established by the development community for construction regulated by the State-adopted specialty codes, thereby assisting in keeping construction projects proceeding with a minimum of delays due to required inspections. To provide high quality, accurate inspections to afford users and occupants of buildings and structures with safe and hazard-free use. To provide resources to maintain inspection levels (15 to 18 inspections per inspector is accepted industry performance measure for an average inspection day) that promote quality and accurate inspections, thereby ensuring safer buildings and structures.

Building Inspection 0666

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	5.75	5.75	5.75	5.75	0.00
PERSONNEL SERVICES	\$731,990	\$746,956	\$805,891	\$838,791	\$0
MATERIALS & SERVICES	944	2,118	6,670	3,330	0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$732,934	\$749,074	\$812,561	\$842,121	\$0

Plumbing & Mechanical 0667

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$364,624	\$400,683	\$452,322	\$459,692	\$0
MATERIALS & SERVICES	2,154	1,792	3,455	2,460	0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$366,778	\$402,475	\$455,777	\$462,152	\$0

Electrical Plan Review & Inspection 0668

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$294,892	\$334,943	\$387,452	\$434,179	\$0
MATERIALS & SERVICES	1,936	4,737	9,444	6,895	0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$296,828	\$339,680	\$396,896	\$441,074	\$0

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0666, 0667, 0668 INSPECTIONS	PROGRAM MANAGER: BRAD ROAST

Program Objective (services provided):

Objective: Perform Field Inspections

Outcomes: Customers are provided with prompt and accurate inspections that clearly communicate the inspection results; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards; inspections are performed in less than 24 hours of request.

Measured by: the number of inspections performed within 24 hours of request; the number of inspection requests received; the number of inspections performed per inspector per day.

Key Indicators: The number of issues for customers related to inspections not performed within 24 hours of request are minimized; occupancy and use of buildings are allowed within customers' needs and expectations; customers feel their needs are welcomed and understood by staff; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.).

Additional Objectives (services provided):

- Coordinate the operation of the CDD computer permit tracking system and management of an electronic plan review system.
- Enhance use of technology to maximize efficiency.
- Assign property addresses for new development and verification of existing properties when requested.
- Verify the applicability of State and regional regulations for development of property adjacent to wetland, floodplain, and sensitive watercourses.
- Ensure compliance regulations enacted to promote consistency in the administration and application of the State Building Codes.
- Coordinate with the Planning Division and Site Development Division as well as other city divisions and agencies on issuance of building permits and certificates of occupancy to ensure applicable laws and ordinances from other cities and outside agencies are satisfied.

Perform inspections, which are customer-friendly, positive, and responsive to citizens and businesses.

Perform high quality, accurate inspections of building, plumbing, mechanical, electrical, and fire and life safety projects for compliance with the State of Oregon Specialty Codes.

Provide inspection service within acceptable time frames established by the development community and State statutes.

Provide the resources for training and cross-training to maintain inspector certifications, and enable inspectors to hold several certifications for higher quality and more efficient inspections, keep abreast of current developments in the construction trades, partner with the development community to provide high quality, timely, and accurate inspections, thereby assisting in keeping construction projects proceeding with a minimum of delays.

Workload Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Building & Mechanical Inspection Program #0666:				
Number of inspection requests	12,662	13,100/11,177	13,300 / 12,100	12,800
Number of commercial and multi-family inspection requests	7,103	7,300/6,572	7,250 / 6,950	7,050
Number of residential inspection requests	5,559	5,800/4,605	6,050 / 5,150	5,750
Plumbing Inspection & Plan Review Program #0667:				
Number of inspection requests	5,962	5,200/4,708	6,600 / 5,200	5,400
Electrical Inspection & Plan Review Program #0667:				
Number of inspection requests	8,371	7,400/6,796	7,500 / 7,000	7,100

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0666, 0667, 0668 INSPECTIONS	PROGRAM MANAGER: BRAD ROAST

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Building & Mechanical Inspection Program #0666:				
Number of inspections conducted in less than 24 hours of request	12,535	11,177	13,167 / 11,797	12,672
Number of inspections per year, per inspector	2,532 ^{2,3}	2,235	2,660 / 2,395	2,534
Number of inspections per day, per inspector	14 ^{2,3}	13 ⁴	15 / 14 ⁴	15 ⁴
Plumbing Inspection & Plan Review Program #0667:				
Number of inspections conducted in less than 24 hours of request	5,902	4,708	6,534 / 5,148	5,346
Number of inspections per year, per inspector	2,384 ¹	1,883	2,640 / 2,059	2,138
Number of inspections per day, per inspector	14 ¹	11	15 / 12	12
Electrical Inspection & Plan Review Program #0668:				
Number of inspections conducted in less than 24 hours of request	8,287	6,796	7,425 / 6,930	7,029
Number of inspections per year, per inspector	3,348 ¹	2,718	3,000 / 2,772	2,811
Number of inspections per day, per inspector	19 ¹	16	17 / 16	16

(¹) Indicates the result of adding one additional staff (from 2 to 3) revising the number of average daily inspections per day in each of the Plumbing and Electrical programs that occurred beginning in late September and early October FY 2015-16.

(²) Indicates the result of adding one additional staff (from 4 to 5) revising the number of average daily inspections per day in the Building/Mechanical program that occurred beginning in April FY 2014-15 affecting the numbers posted in FY 15-16.

(³) Indicates numbers that do not include a percentage of electrical and plumbing inspections completed by building/mechanical inspectors with residential electrical and plumbing certifications. After these numbers are included, the adjusted numbers are 8 percent for FY 15-16 which changes the average daily inspections performed to 17 for FY 15-16.

(⁴) Indicates an average 8 percent of electrical and plumbing inspections completed by building/mechanical inspectors. Actual inspection numbers were slightly lower than projected for FY 16-17 for a daily average of 14. We forecast for a daily average 15 per building/mechanical inspector for the remainder of FY 17-18 and 16 projected for FY 18-19.

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

FUND: 105 BUILDING OPERATING	DEPARTMENT: COMMUNITY DEVELOPMENT
PROGRAM: 0666, 0667, 0668 INSPECTIONS	PROGRAM MANAGER: BRAD ROAST

Performance Outcomes and Program Trends:

Resources are provided to conduct 100 percent of the inspections requested for the users and occupants of buildings and structures with the potential of safe and hazard-free use.

Continue to conduct 99 percent of requested inspections within 24 hours to reduce the costs of construction delays and customer inconvenience due to required inspections.

A slight increase in inspection activity for FY 18-19 is supported by: projected increase in new single-family home permit activity; continued market demand for multi-family/mixed use housing; a new school and commercial projects as well as the anticipated steady tenant improvement permit activity.

Original projections for inspection levels for FY 17-18 have been adjusted to reflect many projects that have or will start later than expected. This resulted in adjusting inspection loads for FY 17-18 down slightly. Some contributing factors are no anticipated pipe bursting CIP projects for FY 17-18, construction delays caused by poor weather, and other factors beyond the Division's control. In addition, as the City grows vertically, large and complex multiple-story projects require more time per inspection, resulting in a decrease in the total number of inspections, but increase in workload. With the amount of new single family residential, commercial, and multifamily permits just issued or ready for issuance, projections from early spring 2018 through FY 18-19 are very positive and inspection services are anticipated to stay within industry standards (15-18 average maximum inspections per inspector per day).

Excluding inclement weather days, inspection services is meeting the performance measure of conducting 99 percent of inspections within a 24-hour period of being requested. Inspection services will be able to continue to meet this performance measure by maintaining appropriate staffing levels, having the inspection supervisor perform field inspections as needed, as well as having access to on-call inspection staff to maintain staffing levels when staff is not available due to time off for vacations, training, or illness.

The State Building Codes Division has launched a series of inspection cross-training courses which are available at varying times throughout each calendar year. Cross-training enables staff to perform multiple types of inspections at a single location, allows for better use of the city's personnel resources, and provide optimum customer service. One staff member has successfully completed an online course for a residential building/mechanical and is now certified. Another staff member has completed a residential plumbing cross-training program and is now certified. Additional cross-training is proposed for several other staff members in FY 18-19.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING 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

-1,955,554 -2,030,043 -1,853,820 -1,853,820 -1,853,820 -1,993,910 -1,863,910

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-1,955,554 -2,030,043 -1,853,820 -1,853,820 -1,853,820 -1,993,910 -1,863,910

CLASS: 20 PERMITS & FEES

333 BUILDING PERMITS FEES

-1,246,608 -1,376,464 -1,760,000 -1,173,191 -1,800,000 -2,060,000 -2,060,000

334 PLAN CHECK FEE - COMMERCIAL

-821,053 -699,598 -640,000 -492,186 -590,000 -795,000 -795,000

0477 335 PLAN CHECK FEE - RESIDENT

-44,032 -76,999 -133,000 -91,278 -97,400 -155,000 -155,000

336 PLAN CHECK FEE - FIRE SAFE

-435,835 -380,667 -420,000 -241,400 -345,000 -510,000 -510,000

338 INSPECTION FEES - PLUMBING

-251,127 -250,758 -420,000 -215,117 -365,000 -515,000 -515,000

341 INSPECTION FEES - ELECTRICAL

-350,450 -356,744 -450,000 -332,354 -480,000 -550,000 -550,000

358 SEWER INSPECTION FEES

-1,770 -1,575 -6,375 -2,140 -3,615 -6,555 -6,555

602 MISCELLANEOUS SMALL PERMIT FEES

-38,000 -38,000

TOTAL CLASS: 20 PERMITS & FEES

-3,150,875 -3,142,805 -3,829,375 -2,547,666 -3,681,015 -4,629,555 -4,629,555

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-15,114 -23,913 -28,700 -24,514 -35,500 -41,800 -41,800

389 MISCELLANEOUS REVENUES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING 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
	-57,191		-65,961		-80,000		-82,886	-105,000	-62,000		-62,000			
399	REIMBURSEMENTS - OTHER													
			-200											
756	PERS RSRV DISTRIB-NON GAAP REV													
	-51,896													
757	MED/LIFE INS PREM REFUND DISTRIBUTION													
	-8,872		-8,664				-6,109	-6,109						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-133,073		-98,738		-108,700		-113,509	-146,609	-103,800		-103,800			
TOTAL DEPARTMENT: 03 REVENUE														
	-5,239,502		-5,271,586		-5,791,895		-4,514,995	-5,681,444	-6,727,265		-6,597,265			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

027	SR. STRUCTURAL PLANS EXAMINER	82,999	1.00	89,827	1.00	96,476	1.00	76,078	96,490	98,905	1.00	98,905	1.00	
041	COMMUNITY DEVELOPMENT DIRECTOR	7,430	.05	7,572	.05	7,713	.05	6,080	7,713	7,903	.05	7,903	.05	
073	BUILDING OFFICIAL	107,299	1.00	109,304	1.00	111,351	1.00	87,793	111,345	114,128	1.00	114,128	1.00	
076	OFFICE SUPERVISOR	6,437	.10	6,557	.10	6,682	.10	5,884	7,858	7,971	.10	7,971	.10	
118	ELECTRICAL INSPECTOR LEAD	70,750	1.00	75,725	1.00	87,340	1.00	65,022	85,491	95,437	1.00	95,437	1.00	
120	PLANS EXAMINER 2	250,266	3.00	246,625	3.00	258,131	3.00	203,946	259,183	266,905	3.00	266,905	3.00	
121	BUILDING INSPECTOR	414,144	5.00	432,086	5.00	447,169	5.00	353,496	450,743	465,554	5.00	465,554	5.00	
127	PLUMBING INSPECTOR LEAD	92,209	1.00	94,231	1.00	100,274	1.00	79,783	100,814	103,328	1.00	103,328	1.00	
128	ELECTRICAL INSPECTOR	138,852	2.00	147,123	2.00	161,961	2.00	99,696	142,223	167,187	2.00	167,187	2.00	
129	PLUMBING INSPECTOR	136,047	2.00	161,958	2.00	175,499	2.00	135,626	173,132	177,592	2.00	177,592	2.00	
142	SENIOR PLANS EXAMINER	92,982	1.00	94,719	1.00	96,476	1.00	76,078	96,490	98,905	1.00	98,905	1.00	
144	SENIOR FIELD INSPECTOR - BLDG	100,874	1.00	102,775	1.00	104,701	1.00	81,441	100,832	107,327	1.00	107,327	1.00	
150	STRUCTURAL PLANS EXAMINER	61,127	1.00	74,641	1.00	79,812	1.00	64,325	81,766	88,312	1.00	88,312	1.00	
221	SUPPORT SPECIALIST 2	9,608	.20	10,324	.20	10,857	.20	8,453	10,694	11,512	.20	11,512	.20	
225	PERMIT TECHNICIAN													

0479

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	132,801	3.00	105,449	3.00	195,117	3.00	89,053	111,375	163,456	3.00	163,456	3.00		
275	TEMPORARY EMPLOYEES													
	22,386		15,145		48,529		20,541	45,536	81,381		81,381			
299	PAYROLL TAXES AND FRINGES													
	841,093		870,265		1,028,637		735,065	932,213	1,082,492		1,125,781			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	2,567,304	22.35	2,644,326	22.35	3,016,725	22.35	2,188,360	2,813,898	3,138,295	22.35	3,181,584	22.35		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	1,697		1,514		2,100		1,895	2,100	2,100		2,100			
303	OFFICE FURNITURE & EQUIPMENT													
	1,359		540		1,450		1,451	1,450	1,190		1,190			
0480 304	DEPARTMENT EQUIPMENT EXPENSE													
	1,284		1,517		2,125		297	1,750	1,925		1,925			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,275		756		800		94	650	800		800			
307	MEMBERSHIP FEES													
	1,977		6,484		3,432		1,665	3,872	4,130		4,130			
308	PERIODICALS & SUBSCRIPTIONS													
	4,611		1,154		10,350		5,449	10,350	3,700		3,700			
317	COMPUTER EQUIPMENT													
	5,662		35,473								15,000			
321	TRAVEL, TRAINING & SUBSISTENCE													
	8,982		16,967		22,968		12,831	18,500	18,715		18,715			
328	MEALS & RELATED EXPENSE													
	147		71		175		74	125	175		175			
330	MILEAGE REIMBURSEMENT													
	54		93		125		49	50	125		125			
341	COMMUNICATIONS EXPENSE													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	4,295		7,387		8,796		6,547	8,796	8,724		8,724			
342	DATA COMMUNICATION EXPENSE													
			9,651		8,160		5,038	7,200	6,240		6,240			
361	UNIFORMS & SPECIAL CLOTHING													
	641		840		1,410		720	1,410	1,575		1,575			
371	EQUIPMENT OPER & MAINT EXPENSE													
	350				370			370	380		380			
377	PUBLIC RELATIONS EXPENSE													
	1,000		1,500		2,000		1,000	2,000	2,000		2,000			
406	BANK SERVICE FEES													
	26,290		31,317		27,000		25,899	33,000	35,000		35,000			
511	PROFESSIONAL SERVICES													
	4,020				32,500		6,000	5,000	50,000		50,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	63,644		115,264		123,761		69,009	96,623	136,779		151,779			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	92,278		47,893		50,000		47,750	47,750	51,000		51,000			
675	COMPUTER SOFTWARE PACKAGES													
					37,500				37,500		37,500			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	92,278		47,893		87,500		47,750	47,750	88,500		88,500			
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													
	317,605		413,812		404,014		336,678	404,014	436,951		698,063			
816	TRSFERS TO REPROGRAPHICS FUND													
	9,044		7,578		8,807		4,326	8,807	7,762		7,762			
817	TRSFERS TO GARAGE FUND													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	40,029		43,062		49,673		25,144	49,673	52,952		52,952			
818	TRSFERS TO ISD-ALLOCATED													
	119,555		145,833		182,009		151,674	182,009	195,395		195,395			
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
					92,148		76,790	92,148	46,074		46,074			
836	TRSFER TO GF, BVTN BLDG DEBT SVC													
					122,612		102,177	122,612	46,342		46,342			
TOTAL CLASS: 25 TRANSFERS														
	486,233		610,285		859,263		696,789	859,263	785,476		1,046,588			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					1,514,396				2,490,108		2,040,707			
0482	996	RESERVE - EQUIPMENT REPLACEMT												
					190,250				88,107		88,107			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					1,704,646				2,578,215		2,128,814			
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	3,209,459	22.35	3,417,768	22.35	5,791,895	22.35	3,001,908	3,817,534	6,727,265	22.35	6,597,265	22.35		

**BUILDING OPERATING FUND
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
27	SR. STRUCTURAL PLANS EXAMINER	1.00	1.00					1.00
41	COMMUNITY DEVELOPMENT DIRECTOR	0.05	0.05					0.05
73	BUILDING OFFICIAL	1.00	1.00					1.00
76	OFFICE SUPERVISOR	0.10	0.10					0.10
118	ELECTRICAL INSPECTOR LEAD	1.00	1.00					1.00
120	PLANS EXAMINER 2	3.00	3.00					3.00
121	BUILDING INSPECTOR	5.00	5.00					5.00
127	PLUMBING INSPECTOR LEAD	1.00	1.00					1.00
128	ELECTRICAL INSPECTOR	2.00	2.00					2.00
129	PLUMBING INSPECTOR	2.00	2.00					2.00
142	SENIOR PLANS EXAMINER	1.00	1.00					1.00
144	SENIOR FIELD INSPECTOR - BLDG	1.00	1.00					1.00
150	STRUCTURAL PLANS EXAMINER	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	0.20	0.20					0.20
225	PERMIT TECHNICIAN	3.00	3.00					3.00
	Total	22.35	22.35	0.00	0.00	0.00	0.00	22.35

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
27	SR. STRUCTURAL PLANS EXAMINER	1.00					1.00
41	COMMUNITY DEVELOPMENT DIRECTOR	0.05					0.05
73	BUILDING OFFICIAL	1.00					1.00
76	OFFICE SUPERVISOR	0.10					0.10
118	ELECTRICAL INSPECTOR LEAD	1.00					1.00
120	PLANS EXAMINER 2	3.00					3.00
121	BUILDING INSPECTOR	5.00					5.00
127	PLUMBING INSPECTOR LEAD	1.00					1.00
128	ELECTRICAL INSPECTOR	2.00					2.00
129	PLUMBING INSPECTOR	2.00					2.00
142	SENIOR PLANS EXAMINER	1.00					1.00
144	SENIOR FIELD INSPECTOR - BLDG	1.00					1.00
150	STRUCTURAL PLANS EXAMINER	1.00					1.00
221	SUPPORT SPECIALIST 2	0.20					0.20
225	PERMIT TECHNICIAN	3.00					3.00
	Total	22.35	0.00	0.00	0.00	0.00	22.35

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING 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	1,955,554	2,030,043	1,853,820	1,853,820	1,993,910	1,863,910
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL		1,955,554	2,030,043	1,853,820	1,853,820	1,993,910	1,863,910

CLASS: 20 PERMITS & FEES

333	BUILDING PERMITS FEES	1,246,608	1,376,464	1,760,000	1,800,000	2,060,000	2,060,000
334	PLAN CHECK FEE - COMMERCIAL	821,053	699,598	640,000	590,000	795,000	795,000
335	PLAN CHECK FEE - RESIDENT	44,032	76,999	133,000	97,400	155,000	155,000
336	PLAN CHECK FEE - FIRE SAFE	435,835	380,667	420,000	345,000	510,000	510,000
338	INSPECTION FEES - PLUMBING	251,127	250,758	420,000	365,000	515,000	515,000
341	INSPECTION FEES - ELECTRICAL	350,450	356,744	450,000	480,000	550,000	550,000
358	SEWER INSPECTION FEES	1,770	1,575	6,375	3,615	6,555	6,555
602	MISCELLANEOUS SMALL PERMIT FEES					38,000	38,000
TOTAL CLASS: 20 PERMITS & FEES		3,150,875	3,142,805	3,829,375	3,681,015	4,629,555	4,629,555

CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	15,114	23,913	28,700	35,500	41,800	41,800
389	MISCELLANEOUS REVENUES	57,191	65,961	80,000	105,000	62,000	62,000
399	REIMBURSEMENTS - OTHER		200				
756	PERS RSRV DISTRIB-NON GAAP REV	51,896					

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

333 BUILDING PERMITS FEES

FY 15-16 IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 183 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 16-17 ESTIMATED IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 460 MULTI FAMILY UNITS AND 17 NEW COMMERCIAL BUILDINGS
 FY 17-18 ESTIMATED IS BASED UPON 75 SINGLE FAMILY RESIDENTIAL UNITS, 400 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 18-19 PROPOSED IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

334 PLAN CHECK FEE - COMMERCIAL

335 PLAN CHECK FEE - RESIDENT

336 PLAN CHECK FEE - FIRE SAFE

338 INSPECTION FEES - PLUMBING

341 INSPECTION FEES - ELECTRICAL

358 SEWER INSPECTION FEES

602 MISCELLANEOUS SMALL PERMIT FEES

FEES FROM MISCELLANEOUS SMALL PERMITS
 THIS REVENUE WAS PREVIOUSLY ACCOUNTED FOR IN ACCOUNT 389

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%

389 MISCELLANEOUS REVENUES

ADMINISTRATION FEE FOR COLLECTING:
 METRO CONSTRUCTION EXCISE TAX
 THPRD SYSTEM DEVELOPMENT FEES
 SCHOOL CONSTRUCTION EXCISE TAX

399 REIMBURSEMENTS - OTHER

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING 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
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	8,872		8,664				6,109						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	133,073		98,738		108,700		146,609	103,800		103,800			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	5,239,502		5,271,586		5,791,895		5,681,444	6,727,265		6,597,265			
TOTAL DEPARTMENT: 03 REVENUE													
	5,239,502		5,271,586		5,791,895		5,681,444	6,727,265		6,597,265			

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0664 BLDG DIVISION 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

041	COMMUNITY DEVELOPMENT DIRECTOR												
	7,430	.05	7,572	.05	7,713	.05	7,713	7,903	.05	7,903	.05		
073	BUILDING OFFICIAL												
	107,299	1.00	109,304	1.00	111,351	1.00	111,345	114,128	1.00	114,128	1.00		
076	OFFICE SUPERVISOR												
	6,437	.10	6,557	.10	6,682	.10	7,858	7,971	.10	7,971	.10		
142	SENIOR PLANS EXAMINER												
	23,245	.25	23,680	.25	24,121	.25	24,123	24,724	.25	24,724	.25		
144	SENIOR FIELD INSPECTOR - BLDG												
	25,217	.25	25,694	.25	26,176	.25	25,208	26,829	.25	26,829	.25		
221	SUPPORT SPECIALIST 2												
	9,608	.20	10,324	.20	10,857	.20	10,694	11,512	.20	11,512	.20		
299	PAYROLL TAXES AND FRINGES												
	92,236		95,439		103,566		101,970	104,976		109,253			

TOTAL CLASS: 05 PERSONNEL SERVICES

	271,472	1.85	278,570	1.85	290,466	1.85	288,911	298,043	1.85	302,320	1.85		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,697		1,514		2,100		2,100	2,100		2,100			
304	DEPARTMENT EQUIPMENT EXPENSE												
	85		592		100			100		100			
305	SPECIAL DEPARTMENT SUPPLIES												
	41		8		150			150		150			
307	MEMBERSHIP FEES												
	1,290		1,320		1,422		1,422	1,675		1,675			
308	PERIODICALS & SUBSCRIPTIONS												
	1,876		98		645		645	800		800			
317	COMPUTER EQUIPMENT												
	5,662		35,473							15,000			

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 041 COMMUNITY DEVELOPMENT DIRECTOR
 POSITION IS ALLOCATED .95 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.
- 073 BUILDING OFFICIAL
- 076 OFFICE SUPERVISOR
 POSITION IS ALLOCATED .90 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.
- 142 SENIOR PLANS EXAMINER
- 144 SENIOR FIELD INSPECTOR - BLDG
- 221 SUPPORT SPECIALIST 2
 POSITION FUNDED 80% IN GENERAL FUND - CDD ADMIN FUND (0661).
- 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
 GENERAL OFFICE SUPPLIES (21 STAFF AT \$100 EACH).
- 304 DEPARTMENT EQUIPMENT EXPENSE
 MISC TOOLS, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES
 LABELS, INK STAMPS, ARCHITECT/ENGINEER SCALES, ETC.
- 307 MEMBERSHIP FEES
 INTERNATIONAL CODE COUNCIL (ICC)
 OREGON BUILDING OFFICIALS ASSOCIATION (OBOA)
 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
 NATIONAL FIRE SPRINKLER ASSOCIATION (NFSA)
 OREGON PERMIT TECHNICIAN ASSOCIATION (OPTA)
 OREGON AUTOMATIC FIRE ALARM ASSOCIATION (OAFAA)
 AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC)
 STRUCTURAL ENGINEERS ASSOCIATION OF OREGON (SEAO) STATE REQUIRED BUILDING OFFICIAL CERTIFICATION (REQUIRED FOR NEW BUILDING OFFICIALS)
- 308 PERIODICALS & SUBSCRIPTIONS
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.
- 317 COMPUTER EQUIPMENT
 ELECTRONIC PLAN REVIEW TABLET FOR USE WITH BLUEBEAM ELECTRONIC REVIEW PROGRAM \$15,000

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0664 BLDG DIVISION 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
321	TRAVEL, TRAINING & SUBSISTENCE												
	8,982		14,244		17,404		16,000	14,355		14,355			
328	MEALS & RELATED EXPENSE												
	147		71		125		125	125		125			
330	MILEAGE REIMBURSEMENT												
	54		93		100		50	100		100			
341	COMMUNICATIONS EXPENSE												
	4,295		7,387		8,796		8,796	8,724		8,724			
342	DATA COMMUNICATION EXPENSE												
			9,651		8,160		7,200	6,240		6,240			
371	EQUIPMENT OPER & MAINT EXPENSE												
	350				370		370	380		380			
377	PUBLIC RELATIONS EXPENSE												
	1,000		1,500		2,000		2,000	2,000		2,000			
406	BANK SERVICE FEES												
	26,290		31,317		27,000		33,000	35,000		35,000			
511	PROFESSIONAL SERVICES												
	4,020				32,500		5,000	50,000		50,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	55,789		103,268		100,872		76,708	121,749		136,749			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	92,278		47,893		50,000		47,750	51,000		51,000			
675	COMPUTER SOFTWARE PACKAGES												
					37,500			37,500		37,500			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	92,278		47,893		87,500		47,750	88,500		88,500			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
	317,605		413,812		404,014		404,014	436,951		698,063			
816	TRSFERS TO REPROGRAPHICS FUND												
	9,044		7,578		8,807		8,807	7,762		7,762			
817	TRSFERS TO GARAGE FUND												
	40,029		43,062		49,673		49,673	52,952		52,952			
818	TRSFERS TO ISD-ALLOCATED												
	119,555		145,833		182,009		182,009	195,395		195,395			

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
321	TRAVEL, TRAINING & SUBSISTENCE OBOA ANNUAL BUSINESS MEETING (4 SENIOR STAFF) TRAINING, TRAVEL, FOOD AND LODGING (16 CERTIFIED STAFF) REGISTRATION FOR OBOA QUARTERLY BUSINESS MEETINGS (4 STAFF) BUILDING/MECHANICAL, PLUMBING AND/OR ELECTRICAL INSPECTOR TRAINING COURSE (2 STAFF) TRAINING, TRAVEL, FOOD AND LODGING (2 PERMIT TECHNICIANS)
328	MEALS & RELATED EXPENSE MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC.
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 14 INSPECTORS AT \$727 PER MONTH \$8,724
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 13 COMMUNICATION DEVICES AT \$480 EACH
371	EQUIPMENT OPER & MAINT EXPENSE MAINTENANCE COSTS AND CONTRACTS FOR PLAN PERFORATOR
377	PUBLIC RELATIONS EXPENSE OBOA PUBLIC OUTREACH PROMOTING THE VALUE OF BUILDING CODE ADMINISTRATION CDD DEVELOPMENT REVIEW PROCESS CUSTOMER SERVICE ENHANCEMENTS
406	BANK SERVICE FEES ANNUAL TRANSACTION FEES FOR PERMITS PAID BY CREDIT CARD. \$35,000
511	PROFESSIONAL SERVICES CONTRACT PLANS REVIEW SERVICES \$23,500 DEVELOPMENT REVIEW PROCESS IMPROVEMENT PHASE 4 \$13,250 TECHNOLOGY IMPLEMENTATION E-PERMITTING AND E-PLAN REVIEW \$13,250
641	VEHICLES 2 - REPLACEMENT VEHICLES FOR NO. 2-652 (2002 FORD RANGER) AND NO. 2-655 (2003 FORD RANGER) (COST INCLUDES COMPUTER CHARGER AND SAFETY LIGHTING) AT \$25,500 EACH \$51,000
675	COMPUTER SOFTWARE PACKAGES E-PERMITTING SOFTWARE (E-PERMITTING AND PLAN REVIEW) BLUEBEAM REVU (ELECTRONIC PLAN MARKUP SOFTWARE)
801	TRSFER TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$436,951 REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL) \$261,112
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 SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND. \$135,847; ALLOCATION OF PARTIAL BUSINESS ANALYST PROGRAMMER FOR THE BRAD SYSTEM SUPPORT \$59,548

0491

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0664 BLDG DIVISION 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
835	TRSFR TO GF, BVTN BLDG OPERATIONS				92,148		92,148	46,074		46,074			
836	TRSFR TO GF, BVTN BLDG DEBT SVC				122,612		122,612	46,342		46,342			
TOTAL CLASS: 25 TRANSFERS													
	486,233		610,285		859,263		859,263	785,476		1,046,588			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED				1,514,396			2,490,108		2,040,707			
996	RESERVE - EQUIPMENT REPLACEMT				190,250			88,107		88,107			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					1,704,646			2,578,215		2,128,814			
TOTAL PROGRAM: 0664 BLDG DIVISION ADMINISTRATION													
	905,772	1.85	1,040,016	1.85	3,042,747	1.85	1,272,632	3,871,983	1.85	3,702,971	1.85		

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 835 TRSFR TO GF, BVTN BLDG OPERATIONS
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND 17-18 (46,074/YR)
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$61,306/YR.)

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR BUILDING FUND VEHICLES.

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

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

027	SR. STRUCTURAL PLANS EXAMINER												
	82,999	1.00	89,827	1.00	96,476	1.00	96,490	98,905	1.00	98,905	1.00		
120	PLANS EXAMINER 2												
	250,266	3.00	246,625	3.00	258,131	3.00	259,183	266,905	3.00	266,905	3.00		
142	SENIOR PLANS EXAMINER												
	69,737	.75	71,039	.75	72,355	.75	72,367	74,181	.75	74,181	.75		
150	STRUCTURAL PLANS EXAMINER												
	61,127	1.00	74,641	1.00	79,812	1.00	81,766	88,312	1.00	88,312	1.00		
225	PERMIT TECHNICIAN												
	132,801	3.00	105,449	3.00	195,117	3.00	111,375	163,456	3.00	163,456	3.00		
275	TEMPORARY EMPLOYEES												
							10,535	34,206		34,206			
299	PAYROLL TAXES AND FRINGES												
	307,396		295,593		378,703		328,697	405,418		420,637			

TOTAL CLASS: 05 PERSONNEL SERVICES

	904,326	8.75	883,174	8.75	1,080,594	8.75	960,413	1,131,383	8.75	1,146,602	8.75		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	400		540		1,450		1,450						
304	DEPARTMENT EQUIPMENT EXPENSE												
	122		9		125		50	125		125			
305	SPECIAL DEPARTMENT SUPPLIES												
	900		748		300		300	300		300			
307	MEMBERSHIP FEES												
	412		1,564		240		680	920		920			
308	PERIODICALS & SUBSCRIPTIONS												
	987		488		1,205		1,205	1,000		1,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

	2,821		3,349		3,320		3,685	2,345		2,345			
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TOTAL PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

	907,147	8.75	886,523	8.75	1,083,914	8.75	964,098	1,133,728	8.75	1,148,947	8.75		
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BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

027	SR. STRUCTURAL PLANS EXAMINER
120	PLANS EXAMINER 2
142	SENIOR PLANS EXAMINER
150	STRUCTURAL PLANS EXAMINER
225	PERMIT TECHNICIAN FY 16-17 AND FY 17-18 REFLECT DECREASE DUE TO 1 FTE PERMIT TECH POSITION VACANCY. FY 18-19 INCREASE REFLECTS 1 FTE PERMIT TECH POSITION BUDGETED TO BE FILLED FULL TIME.
275	TEMPORARY EMPLOYEES PEAK TIME EXTRA HELP FOR FIRE ALARM, FIRE SPRINKLER, AND STRUCTURAL FIRE LIFE SAFETY AND MECHANICAL PLAN REVIEW, ETC.
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
304	DEPARTMENT EQUIPMENT EXPENSE REPLACEMENT CALCULATORS, HEAVY DUTY STAPLERS, ETC.
305	SPECIAL DEPARTMENT SUPPLIES ARCHITECT/ENGINEER SCALES AND REPLACE WORN OUT INK STAMPS, ETC.
307	MEMBERSHIP FEES INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION RENEWAL (4 STAFF) INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (2 STAFF) STATE CERTIFICATION EXAM (1 STAFF)
308	PERIODICALS & SUBSCRIPTIONS REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0666 BUILDING INSPECTION

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

121	BUILDING INSPECTOR												
	414,144	5.00	432,086	5.00	447,169	5.00	450,743	465,554	5.00	465,554	5.00		
144	SENIOR FIELD INSPECTOR - BLDG												
	75,657	.75	77,081	.75	78,525	.75	75,624	80,498	.75	80,498	.75		
275	TEMPORARY EMPLOYEES												
	14,517		13,213		22,861		22,819	22,865		22,865			
299	PAYROLL TAXES AND FRINGES												
	227,672		224,576		257,336		239,054	258,085		269,874			

TOTAL CLASS: 05 PERSONNEL SERVICES

	731,990	5.75	746,956	5.75	805,891	5.75	788,240	827,002	5.75	838,791	5.75		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	270		351		1,000		800	800		800			
305	SPECIAL DEPARTMENT SUPPLIES												
	150				150		150	150		150			
307	MEMBERSHIP FEES												
			1,315		610		610	580		580			
308	PERIODICALS & SUBSCRIPTIONS												
	307		137		4,300		4,300	1,000		1,000			
361	UNIFORMS & SPECIAL CLOTHING												
	217		315		610		610	800		800			

TOTAL CLASS: 10 MATERIALS & SERVICES

	944		2,118		6,670		6,470	3,330		3,330			
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TOTAL PROGRAM: 0666 BUILDING INSPECTION

	732,934	5.75	749,074	5.75	812,561	5.75	794,710	830,332	5.75	842,121	5.75		
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BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 0666 BUILDING INSPECTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 121 BUILDING INSPECTOR
- 144 SENIOR FIELD INSPECTOR - BLDG
- 275 TEMPORARY EMPLOYEES
PEAK TIME EXTRA HELP FOR BUILDING, MECHANICAL, FIRE SPRINKLER AND ALARM INSPECTIONS, ETC.
- 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
REPLACEMENT HAND TOOLS (TAPE MEASURES, STAPLES, LEVELS, FLASHLIGHTS, ETC.) BELT PACKS FOR INSPECTION TOOLS, SAFETY EQUIPMENT REQUIRED FOR INSPECTIONS, WD-40 OR SIMILAR MISCELLANEOUS TOOLS AND EQUIPMENT, AND REPLACEMENT PHONES AS NEEDED, COMPUTER CASES, INSPECTION VEHICLE COMPUTER WORKSTATION, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES
INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTION, ARCHITECT/ENGINEER SCALES, ETC.
- 307 MEMBERSHIP FEES
INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAMS (2 STAFF)
STATE CERTIFICATION EXAM (2 STAFF)
- 308 PERIODICALS & SUBSCRIPTIONS
REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.
- 361 UNIFORMS & SPECIAL CLOTHING
SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, PROTECTIVE EYEWEAR

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

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													
127	PLUMBING INSPECTOR LEAD												
	92,209	1.00	94,231	1.00	100,274	1.00	100,814	103,328	1.00	103,328	1.00		
129	PLUMBING INSPECTOR												
	136,047	2.00	161,958	2.00	175,499	2.00	173,132	177,592	2.00	177,592	2.00		
275	TEMPORARY EMPLOYEES												
	7,869				13,464			10,758		10,758			
299	PAYROLL TAXES AND FRINGES												
	128,499		144,494		163,085		146,800	161,809		168,014			
TOTAL CLASS: 05 PERSONNEL SERVICES													
	364,624	3.00	400,683	3.00	452,322	3.00	420,746	453,487	3.00	459,692	3.00		
CLASS: 10 MATERIALS & SERVICES													
303	OFFICE FURNITURE & EQUIPMENT												
	492							595		595			
304	DEPARTMENT EQUIPMENT EXPENSE												
	305		119		400		400	400		400			
305	SPECIAL DEPARTMENT SUPPLIES												
	100				100		100	100		100			
307	MEMBERSHIP FEES												
	155		1,130		530		530	565		565			
308	PERIODICALS & SUBSCRIPTIONS												
	895		274		2,000		2,000	400		400			
361	UNIFORMS & SPECIAL CLOTHING												
	207		269		425		425	400		400			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	2,154		1,792		3,455		3,455	2,460		2,460			
TOTAL PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP													
	366,778	3.00	402,475	3.00	455,777	3.00	424,201	455,947	3.00	462,152	3.00		

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

127 PLUMBING INSPECTOR LEAD

129 PLUMBING INSPECTOR

275 TEMPORARY EMPLOYEES
 PEAK TIME EXTRA HELP FOR PLUMBING INSPECTIONS AND PLAN REVIEW, ETC.

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
 PLAN REVIEW TABLE

304 DEPARTMENT EQUIPMENT EXPENSE
 REPLACEMENT HAND TOOLS (TAPE MEASURES, STAPLERS, FLASHLIGHTS, PRESSURE GAUGES, ETC.), TRUCK ORGANIZERS, SAFETY EQUIPMENT REQUIRED FOR INSPECTIONS, WD 40, MISCELLANEOUS TOOLS AND EQUIPMENT, REPLACEMENT CELL PHONES AND ACCESSORIES, COMPUTER CASES, ETC.

305 SPECIAL DEPARTMENT SUPPLIES
 INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTIONS, ARCHITECT/ENGINEER SCALES, ETC.

307 MEMBERSHIP FEES
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (1 STAFF)
 NATIONAL IAPMO MEMBERSHIP FEES (1 STAFF)
 LOCAL IAPMO MEMBERSHIP FEES (3 STAFF)
 STATE CERTIFICATION EXAM (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.

361 UNIFORMS & SPECIAL CLOTHING
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC.

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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

118	ELECTRICAL INSPECTOR LEAD	70,750	1.00	75,725	1.00	87,340	1.00	85,491	95,437	1.00	95,437	1.00
128	ELECTRICAL INSPECTOR	138,852	2.00	147,123	2.00	161,961	2.00	142,223	167,187	2.00	167,187	2.00
275	TEMPORARY EMPLOYEES			1,932		12,204		12,182	13,552		13,552	
299	PAYROLL TAXES AND FRINGES	85,290		110,163		125,947		115,692	152,204		158,003	

TOTAL CLASS: 05 PERSONNEL SERVICES

		294,892	3.00	334,943	3.00	387,452	3.00	355,588	428,380	3.00	434,179	3.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	467							595		595	
304	DEPARTMENT EQUIPMENT EXPENSE	502		446		500		500	500		500	
305	SPECIAL DEPARTMENT SUPPLIES	84				100		100	100		100	
307	MEMBERSHIP FEES	120		1,155		630		630	390		390	
308	PERIODICALS & SUBSCRIPTIONS	546		157		2,200		2,200	500		500	
321	TRAVEL, TRAINING & SUBSISTENCE			2,723		5,564		2,500	4,360		4,360	
328	MEALS & RELATED EXPENSE					50			50		50	
330	MILEAGE REIMBURSEMENT					25			25		25	
361	UNIFORMS & SPECIAL CLOTHING	217		256		375		375	375		375	

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 118 ELECTRICAL INSPECTOR LEAD
- 128 ELECTRICAL INSPECTOR
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING PART OF THE YEAR.
- 275 TEMPORARY EMPLOYEES
 PEAK TIME EXTRA HELP FOR ELECTRICAL PLAN REVIEW AND INSPECTION, ETC.
- 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
 PLAN REVIEW TABLE
- 304 DEPARTMENT EQUIPMENT EXPENSE
 REPLACEMENT HAND TOOLS, BELT PACKS, TOWELS, CELL PHONES FOR INSPECTIONS, COMPUTER CASES, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES
 INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTIONS, ARCHITECT/ENGINEER SCALES, ETC.
- 307 MEMBERSHIP FEES
 IAEI MEMBERSHIP RENEWALS (3 STAFF)
- 308 PERIODICALS & SUBSCRIPTIONS
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRAINING, TRAVEL, FOOD AND LODGING (8 CERTIFIED STAFF)
 IAEI CODE CONFERENCE (3 STAFF)
 BUILDING/MECHANICAL AND/OR PLUMBING INSPECTOR TRAINING COURSE (2 STAFF)
- 328 MEALS & RELATED EXPENSE
 MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY).
- 330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY).
- 361 UNIFORMS & SPECIAL CLOTHING
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC.

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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: 10 MATERIALS & SERVICES													
	1,936		4,737		9,444		6,305	6,895		6,895			
TOTAL PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP													
	296,828	3.00	339,680	3.00	396,896	3.00	361,893	435,275	3.00	441,074	3.00		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	3,209,459	22.35	3,417,768	22.35	5,791,895	22.35	3,817,534	6,727,265	22.35	6,597,265	22.35		
TOTAL FUND: 105 BUILDING OPERATING FUND													
	3,209,459	22.35	3,417,768	22.35	5,791,895	22.35	3,817,534	6,727,265	22.35	6,597,265	22.35		

BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0664-05-041	COMMUNITY DEVELOPMENT	0.05	104			7,712				7,713	3,650	11,363
105-70-0664-05-073	BUILDING OFFICIAL	1.00	2,080			111,345				111,345	61,152	172,497
105-70-0664-05-076	OFFICE SUPERVISOR	0.10	212	12		7,194	636		26	7,858	3,311	11,169
105-70-0664-05-142	SENIOR PLANS EXAMINER	0.25	520			24,123				24,123	13,150	37,273
105-70-0664-05-144	SENIOR FIELD INSPECTOR - BLDG	0.25	520			25,208				25,208	14,625	39,833
105-70-0664-05-221	SUPPORT SPECIALIST 2	0.20	416			10,695				10,694	6,082	16,776
	BLDG DIVISION ADMINISTRATION	1.85	3,852	12		186,276	636		26	186,941	101,970	288,911
105-70-0665-05-027	SR. STRUCTURAL PLANS EXAMINER	1.00	2,080			96,490				96,490	53,896	150,386
105-70-0665-05-120	PLANS EXAMINER 2	3.00	6,240	50		256,031	3,152			259,183	133,968	393,151
105-70-0665-05-142	SENIOR PLANS EXAMINER	0.75	1,560			72,368				72,367	39,443	111,810
105-70-0665-05-150	STRUCTURAL PLANS EXAMINER	1.00	2,080			78,166			3,600	81,766	21,244	103,010
105-70-0665-05-225	PERMIT TECHNICIAN	3.00	4,240	81		108,194	3,181			111,375	76,711	188,086
105-70-0665-05-275	TEMPORARY EMPLOYEES		320			10,535				10,535	882	11,417
0504	BLDG PLAN REVIEW & PERMITS	8.75	16,520	131		621,784	6,333		3,600	631,716	326,144	957,860
105-70-0666-05-121	BUILDING INSPECTOR	5.00	10,480	140		433,341	8,852		8,550	450,743	193,248	643,991
105-70-0666-05-144	SENIOR FIELD INSPECTOR - BLDG	0.75	1,560			75,624				75,624	43,883	119,507
105-70-0666-05-275	TEMPORARY EMPLOYEES		680			22,819				22,819	1,923	24,742
	BUILDING INSPECTION	5.75	12,720	140		531,784	8,852		8,550	549,186	239,054	788,240
105-70-0667-05-127	PLUMBING INSPECTOR LEAD	1.00	2,160	10		99,850	694		270	100,814	65,035	165,849
105-70-0667-05-129	PLUMBING INSPECTOR	2.00	4,160	20		171,356	1,236		540	173,132	81,765	254,897
	PLUMBING PLAN REVIEW & INSP	3.00	6,320	30		271,206	1,930		810	273,946	146,800	420,746
105-70-0668-05-118	ELECTRICAL INSPECTOR LEAD	1.00	1,964	10		84,585	636		270	85,491	50,173	135,664

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
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0668-05-128	ELECTRICAL INSPECTOR	2.00	3,715	10		141,106	577		540	142,223	64,492	206,715
105-70-0668-05-275	TEMPORARY EMPLOYEES		360			12,182				12,182	1,027	13,209
	ELECTRICAL PLAN REVIEW & INSP	3.00	6,039	20		237,873	1,213		810	239,896	115,692	355,588
	**** DEPARTMENT TOTAL ****	22.35	45,451	333		1,848,923	18,964		13,796	1,881,685	929,660	2,811,345

0505

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
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0664-05-041	COMMUNITY DEVELOPMENT	0.05	103			7,903				7,903	4,044	11,947
105-70-0664-05-073	BUILDING OFFICIAL	1.00	2,080			114,128				114,128	67,160	181,288
105-70-0664-05-076	OFFICE SUPERVISOR	0.10	216	12		7,354	608			7,971	3,624	11,595
105-70-0664-05-142	SENIOR PLANS EXAMINER	0.25	520			24,724				24,724	14,712	39,436
105-70-0664-05-144	SENIOR FIELD INSPECTOR - BLDG	0.25	540			26,829				26,829	16,393	43,222
105-70-0664-05-221	SUPPORT SPECIALIST 2	0.20	417			10,792			720	11,512	3,320	14,832
	BLDG DIVISION ADMINISTRATION	1.85	3,876	12		191,730	608		720	193,067	109,253	302,320
105-70-0665-05-027	SR. STRUCTURAL PLANS EXAMINER	1.00	2,080			98,905				98,905	61,553	160,458
105-70-0665-05-120	PLANS EXAMINER 2	3.00	6,240	50		263,609	3,296			266,905	148,626	415,531
105-70-0665-05-142	SENIOR PLANS EXAMINER	0.75	1,560			74,181				74,181	44,125	118,306
105-70-0665-05-150	STRUCTURAL PLANS EXAMINER	1.00	2,080			84,712			3,600	88,312	25,778	114,090
105-70-0665-05-225	PERMIT TECHNICIAN	3.00	6,320	40		161,854	1,602			163,456	137,681	301,137
105-70-0665-05-275	TEMPORARY EMPLOYEES		1,039			34,206				34,206	2,874	37,080
	BLDG PLAN REVIEW & PERMITS	8.75	19,319	90		717,467	4,898		3,600	725,965	420,637	1,146,602
105-70-0666-05-121	BUILDING INSPECTOR	5.00	10,480	140		447,858	9,146		8,550	465,554	218,766	684,320
105-70-0666-05-144	SENIOR FIELD INSPECTOR - BLDG	0.75	1,620			80,498				80,498	49,190	129,688
105-70-0666-05-275	TEMPORARY EMPLOYEES		680			22,865				22,865	1,918	24,783
	BUILDING INSPECTION	5.75	12,780	140		551,221	9,146		8,550	568,917	269,874	838,791
105-70-0667-05-127	PLUMBING INSPECTOR LEAD	1.00	2,160	10		102,346	712		270	103,328	73,714	177,042
105-70-0667-05-129	PLUMBING INSPECTOR	2.00	4,160	20		175,784	1,268		540	177,592	93,398	270,990
105-70-0667-05-275	TEMPORARY EMPLOYEES		320			10,758				10,758	902	11,660
	PLUMBING PLAN REVIEW & INSP	3.00	6,640	30		288,888	1,980		810	291,678	168,014	459,692

0506

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

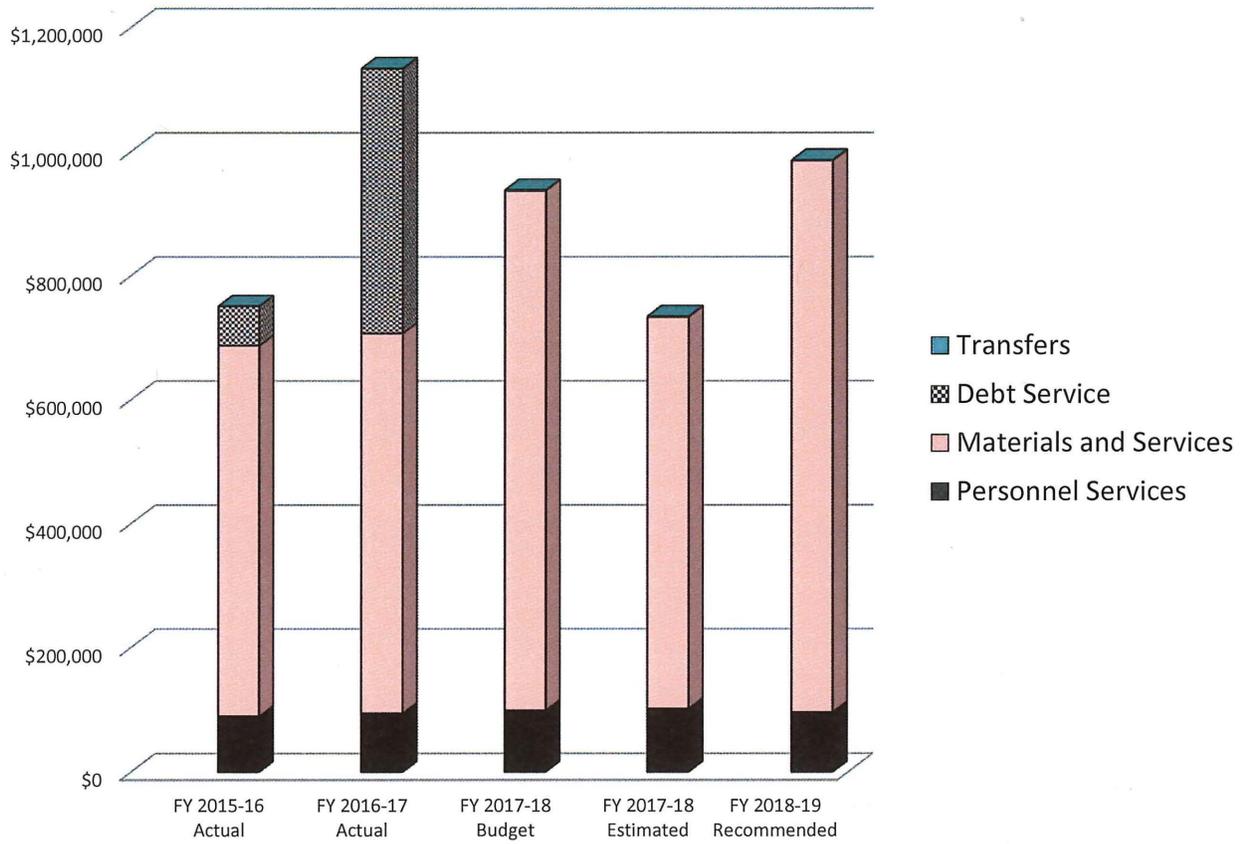
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ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0668-05-118	ELECTRICAL INSPECTOR LEAD	1.00	2,080	10		94,487	680		270	95,437	59,785	155,222
105-70-0668-05-128	ELECTRICAL INSPECTOR	2.00	4,160	20		165,463	1,184		540	167,187	97,090	264,277
105-70-0668-05-275	TEMPORARY EMPLOYEES		400			13,552				13,552	1,128	14,680
	ELECTRICAL PLAN REVIEW & INSP	3.00	6,640	30		273,502	1,864		810	276,176	158,003	434,179
	**** DEPARTMENT TOTAL ****	22.35	49,255	302		2,022,808	18,496		14,490	2,055,803	1,125,781	3,181,584

0507

COMMUNITY DEVELOPMENT BLOCK GRANT

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:	Community Development Block Grant					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$89,352	\$94,055	\$98,631	\$101,413	\$95,915	-2.75%
Materials and Services	597,447	612,542	837,939	631,411	888,960	6.09%
Debt Service	63,166	426,075	-	-	-	#DIV/0!
Transfers	568	812	826	826	832	0.73%
SUB-TOTAL	\$750,533	\$1,133,484	\$937,396	\$733,650	\$985,707	
Contingency - Reserve			0		0	
TOTAL	\$750,533	\$1,133,484	\$937,396	\$733,650	\$985,707	
FTE's	<u>1.00</u>	<u>1.15</u>	<u>1.15</u>	<u></u>	<u>1.00</u>	

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

Personnel Services:

FY 2018-19 reflects transferring a .15 FTE Development Project Manager position from the Community Development Block Grant Fund to the General Fund. 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.

Debt Service

No significant change.

Transfers:

No significant change.

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

FUND: 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

Program Goal:

The City has received an annual CDBG entitlement from Housing and Urban Development, HUD, since 1994. The entitlement requires five year objectives be outlined in a document known as the Consolidated Plan (Con Plan). The Con Plan is based upon input from Beaverton residents, stakeholders, and staff as well as needs data collected using traditional sources like the census. While the Con Plan drives CDBG funding decisions, an Annual Action Plan is the implementation tool. A Consolidated Annual Performance Evaluation Report (CAPER) is the tool that captures how the program did measured against Annual Action Plan objectives. Fiscal year 18-19, known as CDBG Program Year 18 (PY18), is the fourth year of the city's 2015-2020 Consolidated Plan. The Con Plan and Annual Action Plan are developed in collaboration with Washington County, and as of PY16 the City of Beaverton completes a stand-alone CAPER. CDBG funding is subject to serving low/moderate income populations, defined as being at or below 80% AMI and meeting National Objectives.

Each year CDBG program objectives align with other city goals and priorities tied to housing, public services, and economic development.

City Council Goals that this program supports include:

- Goal #1: Preserve and enhance our sense of community;*
- Goal #2: Use City resources efficiently to ensure long-term financial stability;*
- Goal #4: Provide responsive, cost-effective service to the community;*
- Goal #5: Assure a safe and healthy community;*
- Goal #6: Manage growth and respond to change consistent with maintaining a livable, full-service city;*
- Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations;*
- Goal #8: Provide and support a highly qualified and motivated City work force.*

City Council Top Priorities that this program supports are:

- Create an affordable housing toolkit*

City Council Honorable Mentions that this program supports are:

- Implement the City's Housing Plan*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.00	1.15	1.15	1.00	0.00
PERSONNEL SERVICES	\$89,352	\$94,055	\$98,631	\$95,915	\$0
MATERIALS & SERVICES	597,447	612,542	837,939	888,960	0
CAPITAL OUTLAY					
DEBT SERVICE	63,166	426,075	0	0	0
TRANSFERS	568	812	826	832	0
TOTAL	\$750,533	\$1,133,484	\$937,396	\$985,707	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	134,025	146,350	39,094	34,094	0
Federal Grants	299,688	912,178	809,663	838,013	0
Miscellaneous	463,167	114,049	88,639	113,600	0

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

FUND: 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

Relevant 2018 Beaverton Community Vision Actions Items for the Development Division this program supports are:

- Item #34: Adopt measures to reduce and prevent homelessness.*
Provide funding to homeless shelters and supportive services, as well as affordable home ownership and residential rehab services.
- Item #36: Support programs that provide temporary shelters.*
Provide funding to support homeless shelters.
- Item #67: Redevelop blighted properties.*
Implement a redevelopment strategy to facilitate the renewal of blighted properties and repurposing or relocation of structures.
- Item #68: Help small businesses succeed as downtown grows.*
Use microfinance funding to assist micro and small businesses owned by low and moderate income residents.
- Item #70: Increase downtown housing options.*
Add a variety of downtown housing options, with an emphasis on transit-oriented design, to increase mixed-use vibrancy.
- Item #101: Create balanced housing options at all price levels.*
Develop a housing strategy and action plan to ensure balanced housing options for all needs including executives, families, seniors and a diverse workforce.
- Item #102: Integrate affordable housing in multiple neighborhoods.*
Integrate affordable housing into diverse area neighborhoods (as opposed to clustering) and develop strategies to facilitate micro-housing on existing home lots.

2017 Community Development Department Priorities for this program supports are:

- Goal 7: Ensure the City has a variety of housing options in all neighborhoods to serve residents of all incomes, with special focus on increasing affordable housing.*

Program Objectives:

- Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements. These include but are not limited to: Affirmatively Furthering Fair Housing Plans, Consolidated Plans, and Annual Action Plans.
- Objective #2: Administer CDBG program activities to maximize efficiency and comply with federal requirements. This includes managing objectives to performance, conducting desk and at-site compliance reviews of CDBG subrecipients, completing federal reporting, responding to HUD and City auditors, and submitting an annual Consolidated Annual Performance and Evaluation Report (CAPER).
- Objective #3: Provide funding through loans and grants to nonprofit partners (subrecipients) to meet identified objectives, and fulfill desired community outcomes.
- Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives, including the National Community Development Association, the Regional Fair Housing Collaborative, the Housing and Supportive Services Network, the Coalition of Housing Advocates, the Continuum of Care Board, and the Community Connect Advisory Committee.

Progress on FY 2017-18 Programmatic Objectives

- Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements.**
 - Staff initiated Affirmatively Furthering Fair Housing planning effort and 2020-2025 Consolidated Plan planning process; also developed Annual Action Plan for FY 2018-19.

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

FUND: 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

Objective #2: Administer CDBG program activities to comply with federal requirements, meet identified objectives, and fulfill desired community outcomes.

- Staff implemented grant-management software, ZoomGrants to streamline the subrecipient grant process from application to closeout.

Objective #3: Provide funding through loans and grants to nonprofit partners (subrecipients) to meet identified objectives and fulfill desired community outcomes. Five-year Consolidated Plan Objectives:

- Serve 150 households/500 persons with emergency rent
- Provide 190 persons with youth and family shelter services
- Serve 435 persons with supportive services
- Support affordable homeownership adding 10 more units
- Provide 160 units of rehabilitation and accessibility improvements
- Provide technical assistance services to 275 persons desiring to develop a small business, keep a small business sustainable, or increase small business capacity
- CDBG deployed over \$1M to subrecipients in FY 2017-18 for public services, housing rehab, affordable home ownership and microenterprise.
- All PY17 Annual Action Plan objectives are HIGHLY LIKELY TO BE MET. In addition, at the end of PY 17 CDBG staff will very likely have met the following Con Plan objectives, two years ahead of schedule.
 - Homeless Prevention
 - Supportive Services
 - Affordable Homeownership
- Housing Rehab and Microenterprise Technical Assistance activities will be met by the end of year five of the Consolidated Plan.

Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives.

- CDBG staff joined the national board of the National Community Development Association
- Staff participated on the Regional Fair Housing Collaborative, the Housing and Supportive Services Network, the Coalition of Housing Advocates, the Continuum of Care Board, and the Community Connect Advisory Committee.

CDBG FY 2018-19 Program Objectives:

Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements.

- Staff will work with Washington County and the City of Hillsboro to complete the Affirmatively Furthering Fair Housing plan and 2020-2025

Objective #2: Administer CDBG program to maximize efficiency and comply with federal requirements.

- Continue to implement Zoom Grants to increase program efficiency
- Integrate CDBG into larger Housing Program efforts for seamless integration of activities
- Complete CDBG Handbook

Objective #3: Provide funding through loans and grants to nonprofit partners (subrecipients) to meet identified objectives and fulfill desired community outcomes. Five-year Consolidated Plan Objectives:

- Serve 150 households/500 persons with emergency rent
- Provide 190 persons with youth and family shelter services
- Serve 435 persons with supportive services
- Support affordable homeownership adding 10 more units
- Provide 160 units of rehabilitation and accessibility improvements
- Provide technical assistance services to 275 persons desiring to develop a small business, keep a small business sustainable, or increase small business capacity

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

FUND: 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives.

- Continue participation on the national board of the National Community Development Association
- Continue participating on the Regional Fair Housing Collaborative, the Housing and Supportive Services Network, the Coalition of Housing Advocates, the Continuum of Care Board, and the Community Connect Advisory Committee.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Number of Beaverton households assisted through the rehabilitation programs	15	37	45	35
Number of first time Beaverton persons receiving business development technical assistance	31	55	85	50
Number of Beaverton residents served by CDBG funded public services programs	569	1,044	793	200
Number of first time homebuyers assisted	3	3	3	2

Performance Outcomes and Program Trends:

- While the CDBG national appropriation has been announced at \$3.3B, HUD has yet to complete its entitlements' formula allocations. The city will likely receive its allocation by June 2018; based on the higher than anticipated appropriation and Beaverton's poverty level, the city's allocation could exceed \$650,000.
- Continue to improve metrics requirements of CDBG subrecipients.
- Take advantage of Program Income opportunities to increase the amount of CDBG funds available annually to meet Consolidated Plan objectives.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 106 COMMUNITY DEV. BLOCK GRANT 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													
	-134,025		-146,350		-39,094		-39,094	-39,094	-73,555		-34,094			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
	-134,025		-146,350		-39,094		-39,094	-39,094	-73,555		-34,094			
CLASS: 15 INTERGOVERNMENTAL REVENUE														
327	GRANTS - FEDERAL													
	-299,688		-912,178		-809,663			-571,650	-755,968		-838,013			
TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE														
	-299,688		-912,178		-809,663			-571,650	-755,968		-838,013			
0314	CLASS: 35 MISCELLANEOUS REVENUES													
382	SALE OF CITY PROPERTY													
	-316,000													
384	INVESTMENT INTEREST EARNINGS													
	-650		-1,744		-800		-737	-800	-400		-400			
389	MISCELLANEOUS REVENUES													
	-81,647		-39,105		-14,639		-54,697	-83,000	-40,000		-40,000			
392	CDBG SECTION 108 RENTAL INCOME													
	-64,870		-73,200		-73,200		-61,000	-73,200	-73,200		-73,200			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-463,167		-114,049		-88,639		-116,434	-157,000	-113,600		-113,600			
TOTAL DEPARTMENT: 03 REVENUE														
	-896,880		-1,172,577		-937,396		-155,528	-767,744	-943,123		-985,707			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

025 DEVELOPMENT PROJECT COORDINATOR

72,781 1.00 50,915 .65 51,895 .65 41,039 51,915 40,869 .50 40,869 .50

186 PROGRAM COORDINATOR

6,879 .50 1,058 9,209 29,869 .50 29,869 .50

221 SUPPORT SPECIALIST 2

26,246 .50 18,418 15,937 16,141

275 TEMPORARY EMPLOYEES

2,100

299 PAYROLL TAXES AND FRINGES

14,471 16,894 21,439 18,835 24,148 23,637 25,177

TOTAL CLASS: 05 PERSONNEL SERVICES

89,352 1.00 94,055 1.15 98,631 1.15 76,869 101,413 94,375 1.00 95,915 1.00

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

26 7

307 MEMBERSHIP FEES

1,040 1,980 1,500 1,500 1,500 1,500

316 ADVERTISING, RECORDING & FILING

151 253 300 326 300 300 300

318 COMPUTER SOFTWARE

7,000 7,000 6,500 6,500 6,500 6,500

321 TRAVEL, TRAINING & SUBSISTENCE

3,576 4,314 4,400 3,055 4,400 4,600 4,600

328 MEALS & RELATED EXPENSE

11 120 120

330 MILEAGE REIMBURSEMENT

32 124 100 188 300 300 300

377 PUBLIC RELATIONS EXPENSE

0515

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
					300			300	300		300			
380	CDBG PUBLIC SERVICES FUNDING GRANTS													
					119,495		119,000	119,000	224,538		108,333			
381	BUILDING EXPENSE													
	1,554		1,221		39,094		2,559	5,000			34,094			
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS													
	96,623		120,181											
416	UNCOMMITTED GRANT FUNDS													
					203,188				55,328		227,786			
461	SPECIAL EXPENSE													
	353,986		201,250		181,291		220,000	203,600	203,827		202,536			
511	PROFESSIONAL SERVICES													
	5,000		2,000		6,271		2,000	7,000	15,000		15,000			
0516 513	CDBG ACCESSIBILITY MINOR REHAB													
	21,037		134,019		135,000		139,000	143,511	212,203		173,731			
517	CDBG ECON DEVELOPMENT EXPENSE													
	114,422		140,182		140,000		140,000	140,000	115,400		113,860			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	597,447		612,542		837,939		632,628	631,411	839,916		888,960			
CLASS: 20 DEBT SERVICE														
709	CDBG SECTION 108 PRINCIPAL													
	40,000		405,000											
751	CDBG SECTION 108 INTEREST													
	23,166		21,075											
TOTAL CLASS: 20 DEBT SERVICE														
	63,166		426,075											
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	568		812		826		342	826	832		832			
TOTAL CLASS: 25 TRANSFERS														
	568		812		826		342	826	832		832			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
998 RESERVE														
									8,000					
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
									8,000					
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	750,533	1.00	1,133,484	1.15	937,396	1.15	709,839	733,650	943,123	1.00	985,707	1.00		

0517

CDBG FUND
FY 2017-18 ADOPTED

Code Position Title		Actual	Adopted	New	Transfer	Reclass	Deleted	Ending
		FY 16-17	FY 17-18					FY 17-18
25	DEVELOPMNT PROJECT COORDINATOR	0.65	0.65					0.65
186	PROGRAM COORDINATOR	0.00	0.50					0.50
221	SUPPORT SPECIALIST 2	0.50	0.00					0.00
	Total	1.15	1.15	0.00	0.00	0.00	0.00	1.15

FY 2018-19 PROPOSED

Code Position Title		Adopted	New	Transfer	Reclass	Deleted	Ending
		FY 17-18					FY 18-19
25	DEVELOPMNT PROJECT COORDINATOR	0.65		(0.15) ^a			0.50
186	PROGRAM COORDINATOR	0.50					0.50
221	SUPPORT SPECIALIST 2	0.00					0.00
	Total	1.15	0.00	(0.15)	0.00	0.00	1.00

^a FY 18-19 reallocates the Development Project Coordinator from 65% in CDBG and 35% in the General Fund - Community Development Department to 50% in CDBG and 50% in General Fund - Community Development Dept.

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 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												
		134,025	146,350		39,094		39,094	73,555		34,094			

TOTAL CLASS: 05	BEGINNING WORKING CAPITAL	134,025	146,350		39,094		39,094	73,555		34,094			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL												
		299,688											

TOTAL CLASS: 15	INTERGOVERNMENTAL REVENUE	299,688											
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY												
		316,000											

384	INVESTMENT INTEREST EARNINGS												
		650	1,744		800		800	400		400			

389	MISCELLANEOUS REVENUES												
		81,647	39,105		14,639		83,000	40,000		40,000			

392	CDBG SECTION 108 RENTAL INCOME												
		64,870	73,200		73,200		73,200	73,200		73,200			

TOTAL CLASS: 35	MISCELLANEOUS REVENUES	463,167	114,049		88,639		157,000	113,600		113,600			
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TOTAL PROGRAM: 0000	UNRESTRICTED	896,880	260,399		127,733		196,094	187,155		147,694			
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BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL
UNSPENT BALANCE OF SECTION 108 CHILD CARE CENTER PROGRAM

327 GRANTS - FEDERAL
BEGINNING FY 2016-17 THE ANNUAL GRANT REVENUE IS RECORDED IN EACH PROGRAM YEAR;
FY 2016-17 PROGRAM 6023
FY 2017-18 PROGRAM 6024

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%

389 MISCELLANEOUS REVENUES
LOAN REPAYMENTS AND HOUSING REHAB PROGRAM INCOME

392 CDBG SECTION 108 RENTAL INCOME
LEASE INCOME FROM CHILD CARE CENTER
FY 2015-16 \$1,935 FOR JULY & AUG THEN \$6,100 FOR TEN MONTHS
FY 2016-17 \$6,100 PER MONTH
FY 2017-18 \$6,100 PER MONTH
FY 2018-19 \$6,100 PER MONTH

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 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

025	DEVELOPMENT PROJECT COORDINATOR												
	72,781	1.00	50,915	.65	51,895	.65	51,915	40,869	.50	40,869	.50		
186	PROGRAM COORDINATOR												
					6,879	.50	9,209	29,869	.50	29,869	.50		
221	SUPPORT SPECIALIST 2												
			26,246	.50	18,418		16,141						
275	TEMPORARY EMPLOYEES												
	2,100												
299	PAYROLL TAXES AND FRINGES												
	14,471		16,894		21,439		24,148	23,637		25,177			

TOTAL CLASS: 05 PERSONNEL SERVICES

	89,352	1.00	94,055	1.15	98,631	1.15	101,413	94,375	1.00	95,915	1.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	26		7										
307	MEMBERSHIP FEES												
	1,040		1,980		1,500		1,500	1,500		1,500			
316	ADVERTISING, RECORDING & FILING												
	151		253		300		300	300		300			
318	COMPUTER SOFTWARE												
			7,000		7,000		6,500	6,500		6,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
	3,576		4,314		4,400		4,400	4,600		4,600			
328	MEALS & RELATED EXPENSE												
			11					120		120			
330	MILEAGE REIMBURSEMENT												
	32		124		100		300	300		300			
377	PUBLIC RELATIONS EXPENSE												
					300		300	300		300			
461	SPECIAL EXPENSE												
	61												
511	PROFESSIONAL SERVICES												
	5,000		2,000		6,271		7,000	15,000		15,000			

0521

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 025 DEVELOPMENT PROJECT COORDINATOR
 FY 16-17 REFLECTS THE TRANSFER OF 35% OF DEVELOPMENT PROJECT COORDINATOR POSITION TO THE GENERAL FUND - CDD'S DEVELOPMENT DIVISION 0662.
- 186 PROGRAM COORDINATOR
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)
- 221 SUPPORT SPECIALIST 2
 FY 16-17 REFLECTS A NEW .50 FTE SUPPORT SPECIALIST 2 POSITION.
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)
- 275 TEMPORARY EMPLOYEES
 NO APPROPRIATIONS REQUESTED
- 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
 NO APPROPRIATIONS REQUESTED
- 307 MEMBERSHIP FEES
 NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION.
 NORTHWEST ASSOCIATION OF COMMUNITY DEVELOPMENT MANAGERS.
- 316 ADVERTISING, RECORDING & FILING
 REQUIRED PUBLIC NOTICES FOR CDBG ACTIVITIES.
- 318 COMPUTER SOFTWARE
 ANNUAL SUBSCRIPTION FOR ZOOMGRANTS. \$6,500
 (REPORTING AND INVOICING APPLICATION FOR CDBG GRANT PROGRAMS)
- 321 TRAVEL, TRAINING & SUBSISTENCE
 HUD-RELATED TRAININGS.
 NORTHWEST ASSOCIATION OF COMMUNITY DEVELOPMENT MANAGERS ANNUAL CONFERENCE.
- 328 MEALS & RELATED EXPENSE
 PARKING EXPENSES FOR CDBG-RELATED EVENTS
- 330 MILEAGE REIMBURSEMENT
 MILEAGE RELATED TO LOCAL TRAVEL.
- 377 PUBLIC RELATIONS EXPENSE
 PROGRAM OUTREACH MATERIALS AND SUPPLIES.
- 461 SPECIAL EXPENSE
 NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 511 PROFESSIONAL SERVICES
 FAIR HOUSING ACTIVITIES (HOTLINE, TRAININGS, EDUCATIONAL MATERIALS) \$5,000
 CONSOLIDATED PLAN PREPARATION SERVICES \$10,000

0522

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 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: 10 MATERIALS & SERVICES

9,886 15,689 19,871 20,300 28,620 28,620

CLASS: 25 TRANSFERS

816 TRSFRS TO REPROGRAPHICS FUND

568 812 826 826 832 832

TOTAL CLASS: 25 TRANSFERS

568 812 826 826 832 832

TOTAL PROGRAM: 0611 ADMINISTRATION

99,806 1.00 110,556 1.15 119,328 1.15 122,539 123,827 1.00 125,367 1.00

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6001 CDBG PRIOR PROGRAM 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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

38,958 38,472 38,472 38,472

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

38,958 38,472 38,472 38,472

TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

38,958 38,472 38,472 38,472

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

REIMBURSEMENT FOR ADMIN PROGRAM (TOTAL ADMIN EXPENSE LESS TOTAL PROGRAM INCOME) \$11,767; REIMBURSEMENT FOR BUSINESS DEVELOPMENT LOAN EXPENSE IN PROGRAM 6001 \$26,705

REIMBURSEMENT FOR ADMIN PROGRAM (TOTAL ADMIN EXPENSE LESS TOTAL PROGRAM INCOME) \$11,767; REIMBURSEMENT FOR BUSINESS DEVELOPMENT LOAN EXPENSE IN PROGRAM 6001 \$26,705

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6001 CDBG PRIOR PROGRAM 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

383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS
 9,123

416 UNCOMMITTED GRANT FUNDS
 38,472

461 SPECIAL EXPENSE
 113,425

513 CDBG ACCESSIBILITY MINOR REHAB
 20,000 38,472

517 CDBG ECON DEVELOPMENT EXPENSE
 26,705

TOTAL CLASS: 10 MATERIALS & SERVICES

122,548	20,000	38,472	38,472	26,705
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TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

122,548	20,000	38,472	38,472	26,705
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BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS SEE MAYOR'S DEPARTMENT COMMUNITY SERVICES PROGRAM (#001-10-0529)
416	UNCOMMITTED GRANT FUNDS
461	SPECIAL EXPENSE PROUD GROUND HOMEOWNERSHIP.
513	CDBG ACCESSIBILITY MINOR REHAB NO APPROPRIATIONS REQUESTED
517	CDBG ECON DEVELOPMENT EXPENSE MICRO ENTERPRISE DEVELOPMENT SUPPORT. \$26,705



BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

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 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

398,001 8,511 8,511

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

398,001 8,511 8,511

TOTAL PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

398,001 8,511 8,511

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL
PROGRAM YEAR 22 GRANT FUNDS



BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

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

383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS												
	87,500												
416	UNCOMMITTED GRANT FUNDS												
					8,511								
461	SPECIAL EXPENSE												
	240,000		25,000										
513	CDBG ACCESSIBILITY MINOR REHAB												
	21,037						8,511						
517	CDBG ECON DEVELOPMENT EXPENSE												
	114,422												
TOTAL CLASS: 10 MATERIALS & SERVICES													
	462,959		25,000		8,511		8,511						

CLASS: 20 DEBT SERVICE

709	CDBG SECTION 108 PRINCIPAL												
			363,000										
751	CDBG SECTION 108 INTEREST												
			10,001										
TOTAL CLASS: 20 DEBT SERVICE													
			373,001										
TOTAL PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16													
	462,959		398,001		8,511		8,511						

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS LIMITED TO NO MORE THAN 15% OF CDBG ANNUAL ALLOCATION.
416	UNCOMMITTED GRANT FUNDS
461	SPECIAL EXPENSE AFFORDABLE HOMEOWNERSHIP.
513	CDBG ACCESSIBILITY MINOR REHAB HOUSING REHAB GRANTS. (WE MAY SPREAD THIS TO INCLUDE LOANS, PREDICATED UPON APPLICATIONS FOR CDBG FUNDING.)
517	CDBG ECON DEVELOPMENT EXPENSE MICROENTERPRISE TECHNICAL ASSISTANCE.
709	CDBG SECTION 108 PRINCIPAL
751	CDBG SECTION 108 INTEREST

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

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 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

475,219 120,786 84,539 1,291 36,247

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

475,219 120,786 84,539 1,291 36,247

TOTAL PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

475,219 120,786 84,539 1,291 36,247

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

FY 17-18 ESTIMATED:

OF THE TOTAL EXPENSE \$119,000 IN PROGRAM 6023, \$34,461 WILL BE FIRST PAID BY THE PROGRAM INCOME (119,000 - 34,461 = 84,539).

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

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

380	CDBG PUBLIC SERVICES FUNDING GRANTS				119,495		119,000				36,247		
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS		120,181										
461	SPECIAL EXPENSE		176,000		1,291			1,291					
513	CDBG ACCESSIBILITY MINOR REHAB		114,019										
517	CDBG ECON DEVELOPMENT EXPENSE		140,182										
TOTAL CLASS: 10 MATERIALS & SERVICES			550,382		120,786		119,000	1,291			36,247		
TOTAL PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17			550,382		120,786		119,000	1,291			36,247		

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380	CDBG PUBLIC SERVICES FUNDING GRANTS FY 17-18 NEW OBJECT CODE CREATED TO DIFFERENTIATE FROM SOCIAL SERVICE GRANTS EXPENSE
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS MAXIMUM 15% OF THE CURRENT PROGRAM YEAR AWARD PLUS PREVIOUS YEAR'S PROGRAM INCOME = 145,580.
461	SPECIAL EXPENSE
513	CDBG ACCESSIBILITY MINOR REHAB
517	CDBG ECON DEVELOPMENT EXPENSE

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

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 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

641,894 478,600 116,205 163,294

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

641,894 478,600 116,205 163,294

TOTAL PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

641,894 478,600 116,205 163,294

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

FY 2017-18 BUDGETED:

TOTAL EXPENSE IN PROGRAM 6024 (\$611,205)

PLUS THE DIFFERENCE BETWEEN PROGRAM INCOME AND TOTAL ADMIN EXPENSE (\$30,689)

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

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

380 CDBG PUBLIC SERVICES FUNDING GRANTS

116,205 72,086

416 UNCOMMITTED GRANT FUNDS

156,205

461 SPECIAL EXPENSE

180,000

203,600

91,208

513 CDBG ACCESSIBILITY MINOR REHAB

135,000

135,000

517 CDBG ECON DEVELOPMENT EXPENSE

140,000

140,000

TOTAL CLASS: 10 MATERIALS & SERVICES

611,205

478,600

116,205

163,294

TOTAL PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

611,205

478,600

116,205

163,294

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380	CDBG PUBLIC SERVICES FUNDING GRANTS FY 17-18 NEW OBJECT CODE CREATED TO DIFFERENTIATE FROM SOCIAL SERVICE GRANTS EXPENSE CAPPED AT 15 PERCENT OF ALLOCATION PLUS LAST YEAR'S PROGRAM INCOME.
416	UNCOMMITTED GRANT FUNDS
461	SPECIAL EXPENSE PROUD GROUND (HOME OWNERSHIP).
513	CDBG ACCESSIBILITY MINOR REHAB OWNERSHIP AND TENANT REHABILITATION GRANTS/LOANS FOR CRITICAL REPAIRS, ACCESSIBILITY IMPROVEMENTS AND WEATHERIZATION.
517	CDBG ECON DEVELOPMENT EXPENSE SUPPORT FOR LOCAL MICROENTERPRISE ORGANIZATIONS.

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 03 REVENUE
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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 INTERGOVERNMENTAL REVENUE
 327 GRANTS - FEDERAL

600,000 600,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

600,000 600,000

TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

600,000 600,000

TOTAL DEPARTMENT: 03 REVENUE

896,880 1,172,577 937,396 767,744 943,123 985,707

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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

380 CDBG PUBLIC SERVICES FUNDING GRANTS

108,333

416 UNCOMMITTED GRANT FUNDS

55,328

227,786

461 SPECIAL EXPENSE

202,536

111,328

513 CDBG ACCESSIBILITY MINOR REHAB

173,731

173,731

517 CDBG ECON DEVELOPMENT EXPENSE

115,400

87,155

TOTAL CLASS: 10 MATERIALS & SERVICES

655,328

600,000

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

998 RESERVE

8,000

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

8,000

TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

663,328

600,000

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380 CDBG PUBLIC SERVICES FUNDING GRANTS

416 UNCOMMITTED GRANT FUNDS
OF THIS UNCOMMITTED GRANT FUNDS, \$40,000 IS INTENDED FOR THE MAINTENANCE & IMPROVEMENT
PROJECTS FOR THE CDBG PROPERTY AT LONG HORN.

461 SPECIAL EXPENSE

513 CDBG ACCESSIBILITY MINOR REHAB

517 CDBG ECON DEVELOPMENT EXPENSE

998 RESERVE
FOR REPAIRS AND MAINTENANCE OF THE LONG HORN PROPERTY

BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 6100 CDBG SEC 108/CHILDCARE 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													
381	BUILDING EXPENSE												
	1,554		1,221		39,094		5,000					34,094	
461	SPECIAL EXPENSE												
	500		250										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	2,054		1,471		39,094		5,000					34,094	
CLASS: 20 DEBT SERVICE													
709	CDBG SECTION 108 PRINCIPAL												
	40,000		42,000										
751	CDBG SECTION 108 INTEREST												
	23,166		11,074										
TOTAL CLASS: 20 DEBT SERVICE													
	63,166		53,074										
TOTAL PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER													
	65,220		54,545		39,094		5,000					34,094	
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	750,533	1.00	1,133,484	1.15	937,396	1.15	733,650	943,123	1.00	985,707	1.00		
TOTAL FUND: 106 COMMUNITY DEV. BLOCK GRANT													
	750,533	1.00	1,133,484	1.15	937,396	1.15	733,650	943,123	1.00	985,707	1.00		

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

381 BUILDING EXPENSE
DRAINAGE REPAIR AND PLAYGROUND.

461 SPECIAL EXPENSE
BANKING AND CUSTODIAL ACCOUNT SERVICES.

709 CDBG SECTION 108 PRINCIPAL
PRINCIPAL PAYMENT SECTION 108 LOAN PROGRAM
IN FY 2014-15, PAID BY THE ENTITLEMENT GRANT FUNDS IN PROGRAM 6001.
PAYOFF LOAN OCTOBER 1, 2016 USING \$316,000 CDBG PROGRAM INCOME AND FUNDS REMAINING IN THE
RESERVE ACCOUNT. THE RESERVE ACCOUNT HAS A BALANCE OF \$15,000 FOR MAINTENANCE

751 CDBG SECTION 108 INTEREST
WITH PAYOFF ONLY INTEREST IS REDUCED.

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
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.65	1,353			49,573			2,340	51,915	13,463	65,378
106-70-0611-05-186	PROGRAM COORDINATOR	0.50	348			9,209				9,209	3,911	13,120
106-70-0611-05-221	SUPPORT SPECIALIST 2		705			15,933			207	16,141	6,774	22,915
	ADMINISTRATION	1.15	2,406			74,715			2,547	77,265	24,148	101,413
	**** DEPARTMENT TOTAL ****	1.15	2,406			74,715			2,547	77,265	24,148	101,413

0547

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
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.50	1,040			39,069			1,800	40,869	11,905	52,774
106-70-0611-05-186	PROGRAM COORDINATOR	0.50	1,040			29,869				29,869	13,272	43,141
	ADMINISTRATION	1.00	2,080			68,938			1,800	70,738	25,177	95,915
	**** DEPARTMENT TOTAL ****	1.00	2,080			68,938			1,800	70,738	25,177	95,915

0548

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:	Capital Development					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Material & Services	\$0	\$398,066	\$0	\$0	-	#DIV/0!
Capital Outlay	\$881,703	\$917,085	\$36,113,069	\$4,420,432	19,351,330	-46.41%
Transfers	\$32,291	\$0	83,899	83,899	-	-100.00%
SUB-TOTAL	\$913,994	\$1,315,151	\$36,196,968	\$4,504,331	19,351,330	
Contingency - Reserve			3,034,221		16,157,401	
TOTAL	\$913,994	\$1,315,151	\$39,231,189	\$4,504,331	35,508,731	
FTE's	-	-	-	-	-	

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

Capital outlay:

FY 2018-19 reflects decrease of \$17 million for the Public Safety Center as the project enters into a more accurate construction time line.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 301 CAPITAL DEVELOPMENT	DEPARTMENT: COMMUNITY DEVELOPMENT
DEPARTMENT HEAD: CHERYL TWETE	

Program Goal:

The Capital Development Fund provides for acquisition and development of civic, cultural and Capital Improvement Program (CIP) project facilities. Activities funded include: (1) acquisition of properties that are of strategic value to the city's vision and plans; (2) project design and construction; and (3) outreach regarding proposed projects.

Relevant Council Goals that this fund supports are:

- Goal #1: Preserve and enhance our sense of community*
- Goal #2: Use City resources efficiently to ensure long-term financial stability*
- Goal #3: Continue to plan for, improve and maintain the City's infrastructure*
- Goal #4: Provide responsive, cost-effective service to the community*
- Goal #5: Assure a safe and healthy community*
- Goal #6: Manage growth and respond to change consistent with maintaining a livable, full-service city*
- Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations*

City Council Priorities for 2018 that this fund supports include:

- *Create a sidewalk fund for sidewalk construction projects*
- *Incorporate goals and objectives of the Active Transportation Plan into the City's Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual*
- *Create affordable housing toolkit*
- *Develop a longer term Transportation Capital Improvement Plan*

Capital Improvement programs affiliated with this fund:

- 3509 Public Safety Center
- 3513 Property Acquisition Program
- 3514 Old Town Parking Garage
- 3518 Canyon Road Alternative Bike Network
- 3519 Canyon Road Intersection Improvement
- 3520 Downtown Beaverton Wayfinding Project
- 3521 Beaverton Center for the Arts
- 3522 City Park Fountain Improvements

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION					
MATERIALS & SERVICES	\$0	\$398,066	\$0	\$0	\$0
CAPITAL OUTLAY	881,703	917,085	36,113,069	19,351,330	0
TRANSFERS	32,291	0	83,899	0	0
DEBT SERVICE					
CONTINGENCY	0	0	3,034,221	16,157,401	0
TOTAL	\$913,994	\$1,315,151	\$39,231,189	\$35,508,731	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$243,020	\$242,514	\$36,232,882	\$34,404,660	\$0
Miscellaneous Revenues	126,753	156,929	374,564	476,986	0
Transfer from General Fund	786,735	2,148,763	2,623,743	627,085	0
Bond Sale Proceeds	0	34,999,828	0	0	0

The amount in the contingency category represents unappropriated excess of resources over expenditure requirements. Refer to Statement of Financial Policies for the use of this fund.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 301 CAPITAL DEVELOPMENT	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

2016 Beaverton Community Vision Actions that this fund supports include:

- Item #1: Expand neighborhood and district branding.*
Support the Downtown Beaverton Wayfinding Project.
- Item #12: Involve neighborhoods in improvement planning.*
Community involvement is part of project development including, but not limited to, the following programs: Public Safety Center, Downtown Beaverton Wayfinding Project, and Beaverton Center for the Arts.
- Item #47: Implement solutions to reduce highway, road congestion.*
Examples include the Canyon Road Alternative Bike Network and Canyon Road Intersection Improvement programs.
- Item #50: Expand paths and trails and connect to major destinations.*
An example is the Canyon Road Alternative Bike Network.
- Item #52: Use signals and traffic calming to improve safety.*
An example is the Canyon Road Intersection Improvement.
- Item #53: Install bikeways along major commuter routes.*
An example is the Canyon Road Alternative Bike Network and installation of sharrows on various streets as part of the larger alternate network of bike routes.
- Item #63: Add benches, restrooms, bike racks and fountains.*
Identify and plan for installation at key locations a recognizable, vibrant, walkable mixed-use downtown as feasible.
- Item #71: Develop an arts and culture center.*
Programming, design, due diligence, and fund-raising are ongoing for a Beaverton Center for the Arts located at The Round.
- Item #92. Assemble real estate to support economic growth.*
Assemble a real estate portfolio to support and facilitate economic growth.
- Item #100. Add shopping and entertainment near neighborhoods.*
Facilitate dining, shopping, entertainment and recreation in and around neighborhoods.
- Item #101. Create balanced housing options at all price levels.*
Develop a housing strategy and action plan to ensure balanced housing options for all needs including executives, families, seniors and a diverse workforce.
- Item #102. Integrate affordable housing in multiple neighborhoods.*
Integrate affordable housing into diverse area neighborhoods (as opposed to clustering) and develop strategies to facilitate micro-housing on existing home lots.
- Item #103. Site high-density development near transit and services.*
More than 250 housing units recently constructed in Old Town area of downtown taking advantage of nearby services and mass-transit

2017 Community Development Department Priorities this program supports include:

- Priority #1: Beaverton Central Creekside Redevelopment and The Round*
- Priority #3: Economic Development Strategy Implementation*
- Priority #4: Complete Active Transportation Plan and Transportation Funding Strategy*
- Priority #5: Affordable Housing Development*

Fund Objectives:

- Objective #1: Continue to implement the Civic Plan Central City Strategy
- Objective #2: Continue to implement the Creekside District Master Plan
- Objective #3: Acquire real estate that is strategic to Civic and Creekside plan implementation
- Objective #4: Facilitate creation of plans and designs for real property and public facilities
- Objective #5: Provide opportunities for the community to learn about and provide feedback on proposed projects.
- Objective #6: Prepare projects for transition to development and construction

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 301 CAPITAL DEVELOPMENT	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

Program Objectives:

To support due diligence, project design, acquisition, and construction of public projects. Specific program descriptions are provided in within the ‘FY 2017-2018 Action Plan’ section, below.

Progress on the FY 2017-18 Action Plan

- 3509 Public Safety Center (Ongoing)
- 3513 Property Acquisition Program (Ongoing)
- 3518 Canyon Road Alternative Bike Network (Ongoing)
- 3519 Canyon Road Intersection Improvement (Ongoing)
- 3521 Beaverton Center for the Arts (Ongoing – programming, fund raising, and design)
- 3522 City Park Fountain Improvements (Ongoing)

FY 2018-19 Action Plan

Listed by Program and affiliated Capital Improvement Program project number with name and project description:

Capital Development Fund projects for FY 2018-19 are listed below along with relevance to Community Development Department and Public Works Priorities, Capital Improvement Program Priorities, Beaverton Community Vision Actions, the Civic Plan, and the Creekside District Master Plan as follows:

- 3509 Public Safety Center (Ongoing – due diligence, acquisition, programming, and design)
Support due diligence, project design, and construction for a new Police Station with Emergency Management. In November 2016, Beaverton voters approved a ballot measure to construct a modern, earthquake resistant police and emergency management building. Beaverton’s public safety center will consolidate police services, move police facilities out of a flood zone, and meet residents’ needs for the next 30 years:
 - Build to critical-facility standards
 - Private areas for crime victims and juveniles
 - Onsite storage for property and evidence—eliminating need for offsite rented space
 - Flexible design for future growth
 - Community meeting rooms
 - Emergency Operations Center, with modern equipment, that is ready for emergency response during major wind, storm, flood and other events
- 3513 Property Acquisition Program (Ongoing – identification and evaluation of properties, due diligence, negotiations, purchase agreements, close of sales.) Acquire properties that are of strategic value to the city’s vision and plans.
- 3518 Canyon Road Alternative Bike Network (Completed – design and construction) Support due diligence, project design, and construction
Various bike and sidewalk improvements on Millikan Way (Hocken - Lombard), Hocken Avenue (Millikan - Canyon) and Broadway (Canyon - 117th). The City committed to completing this project as part of the MTIP application for the Canyon Road improvements contained in CIP 3519A. Funded 50% General Fund and 50% Street Fund. Tied to CIP 3519A Canyon Road Intersection Improvements MTIP.
- 3519A Canyon Road Intersection Improvement (Ongoing - design)
To support due diligence, project design, and construction
This Metro Transportation Improvement Plan project is intended to address safety, connectivity, and accessibility issues on 4,900 feet of Canyon Road (OR8) between SW Hocken Avenue and SW Short Street. The project will upgrade intersections at Hocken Avenue and Cedar Hills Boulevard as well as reconstruct Canyon Road from west of Hocken Avenue to Short Street. Improvements include sidewalks, pedestrian crossings, lighting, and signalization. The sidewalk crossing on Beaverton Creek may also be widened. The project requires extensive coordination with ODOT, the agency that has jurisdiction of Canyon Road. A bike route alternative to Canyon Road is contained in CIP 3518. Improvements to Hocken Avenue on the south side of Canyon Road are included in CIP 3408. CIP 3408 has been incorporated into CIP 3519A. Funded 50% General Fund and 50% Street Fund.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 301 CAPITAL DEVELOPMENT	DEPARTMENT: COMMUNITY DEVELOPMENT
	DEPARTMENT HEAD: CHERYL TWETE

- 3521 Beaverton Center for the Arts (Ongoing –design, and permitting)
To support due diligence, project design, and construction
The inter-departmental project team is led by the Development Division of the Community Development Department and Center for the Arts staff to support the community vision idea of a permanent home for arts and culture in Beaverton. The Beaverton Center for the Arts (BCA) is a proposed public private partnership to develop a multifunctional arts facility, with a 550 seat theater, educational space, art gallery, and meeting/event space. In FY 2018-19, the project team will complete design and development review for the BCA while the Arts Program staff and Beaverton Arts Foundation work to raise the private funds necessary to commence construction.

- 3522 City Park Fountain Improvements (Ongoing – select consultant and begin design)
To support project design and construction
Repair and replace elements within the fountain and relocate the underground plumbing and controls within an existing vault to an above ground structure located adjacent to the fountain. Funding for construction is deferred beyond FY 18-19.

The revenue and expenses for each project are separately budgeted in the Capital Projects Fund. Many of the revenue sources are inter-fund transfers or grants. There are likely references to some of these projects in those other funds.

Performance Outcomes and Program Trends:

FY 2017-18 was another significant year for development in Beaverton. Our community continues its transition from its previous suburban character into that of a complete community with a true mixed-use downtown core and healthy, quality residential neighborhoods and commercial centers. The city is instrumental in facilitating this transformation and many of the projects included in the capital development fund support that effort.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT 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	-243,020		-242,514		-36,232,882		-36,232,882	-36,232,882	-34,404,660		-34,404,660			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-243,020		-242,514		-36,232,882		-36,232,882	-36,232,882	-34,404,660		-34,404,660			
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY PROPERTY	-11,472		-27,161		-13,664		-13,664	-13,664	-13,664		-13,664		-13,664	
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382 SALE OF CITY PROPERTY	-114,205							-8,002	-48,022		-48,022		-48,022	
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384 INVESTMENT INTEREST EARNINGS	-1,076		-119,768		-360,900		-334,013	-488,700	-415,300		-415,300		-415,300	
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389 MISCELLANEOUS REVENUES			-10,000											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-126,753		-156,929		-374,564		-347,677	-510,366	-476,986		-476,986		-476,986	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND	-750,952		-1,985,005		-702,750		-251,263	-509,250	-915,000		-215,000		-215,000	
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412 TRSFERS FROM STREET FUND	-35,783		-163,758		-512,750		-234,758	-248,250	-115,000		-115,000		-115,000	
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442 TRANSFER FROM THE TLT FUND					-1,408,243		-53,312	-1,408,243	-297,085		-297,085		-297,085	
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-786,735		-2,148,763		-2,623,743		-539,333	-2,165,743	-1,327,085		-627,085		-627,085	
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CLASS: 45 NON-REVENUE RECEIPTS

451 BOND SALE PROCEEDS														
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT 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
			-34,999,828											
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
			-34,999,828											
TOTAL DEPARTMENT: 03 REVENUE														
	-1,156,508		-37,548,034		-39,231,189		-37,119,892	-38,908,991	-36,208,731		-35,508,731			

0555

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

497	DEBT ISSUANCE COST													
			98,568											
498	UNDERWRITERS DISCOUNT, BOND													
			299,498											
TOTAL CLASS: 10 MATERIALS & SERVICES			398,066											

CLASS: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISTION(LAND/BLDG)													
	494,867		105,680		390,000		390,200	455,000	361,000		161,000			
652	RIGHT-OF-WAY AND EASEMENT COST								200,000		200,000			
	51,444		1,730		500,000									
682	CONSTRUCTION								15,383,023		14,933,023			
	245,510		252,866		31,867,668		564,160	570,726						
683	CONST DESIGN & ENGR INSPECTION								4,107,307		4,057,307			
	89,882		556,809		3,355,401		2,363,244	3,394,706						
TOTAL CLASS: 15 CAPITAL OUTLAY			917,085		36,113,069		3,317,604	4,420,432	20,051,330		19,351,330			

CLASS: 25 TRANSFERS

807	TRSFER TO GENERAL FUND													
	32,291				83,899		83,899	83,899						
TOTAL CLASS: 25 TRANSFERS					83,899		83,899	83,899						

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED													
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
					3,034,221						16,157,401		16,157,401	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					3,034,221						16,157,401		16,157,401	
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	913,994		1,315,151		39,231,189		3,401,503	4,504,331	36,208,731		35,508,731			

0557

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
 DEPT: 03 REVENUE
 PROGRAM: 3513 PROPERTY ACQUISITION 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 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		210,729	158,615	382,360	382,360	14,426	14,426						

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL		210,729	158,615	382,360	382,360	14,426	14,426						
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY PROPERTY												
		11,472	27,161	13,664	13,664	13,664	13,664						

382	SALE OF CITY PROPERTY												
		114,205			8,002	48,022	48,022						

384	INVESTMENT INTEREST EARNINGS												
		1,076	2,264	3,400	3,400	400	400						

TOTAL CLASS: 35 MISCELLANEOUS REVENUES		126,753	29,425	17,064	25,066	62,086	62,086						
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
		316,000	300,000		62,000	300,000	100,000						

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS		316,000	300,000		62,000	300,000	100,000						
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TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM		653,482	488,040	399,424	469,426	376,512	176,512						
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BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
DEPT: 03 REVENUE
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

381 RENTAL OF CITY PROPERTY

ANNUAL LEASE ON LASCALA PROPERTY: GROUND LEASE FOR 75 YEARS PLUS 24 RENEWAL OPTION
PARKING LOT LEASE ORIGINALLY @ \$2,699 IN OCTOBER 2015, GROWING AT 2% EVERY YEAR
FY 2016-17 INCLUDES TWO ANNUAL LEASE PAYMENTS FOR JANUARY 2016 AND JANUARY 2017

382 SALE OF CITY PROPERTY

REFLECTS PROCEEDS FROM THE CONTRACT SALE OF 1ST & ANGEL PROPERTY FOR THE RISE OLD TOWN
APARTMENT BUILDING COMPLEX SOLD TO REIMBOLD. THE CONTRACT PAYMENTS STARTED IN MAY 2018
AND WILL CONTINUE TO MAY 2025, UNLESS THE PURCHASER ELECTS TO PAY OFF THE CONTRACT
BALANCE EARLY.

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%

411 TRSFERS FROM GENERAL FUND

TRANSFER TO PROVIDE FUNDING FOR THE CITY'S PROPERTY ACQUISITION PROGRAM \$100,000
NO TRANSFER FOR FY 2017-18 WAS REQUESTED.
FY 2017-18 ESTIMATE REFLECTS AN ADDITIONAL APPROPRIATION TO PAY OFF THE UMREIN LAND
PURCHASE CONTRACT IN FY 2017-18. THE SELLER HAS REPEATEDLY REQUESTED CONTRACT
PAYMENTS IN ADVANCE OF THE CONTRACT PAYMENT DUE DATES.

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 3513 PROPERTY ACQUISITION 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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISTION(LAND/BLDG)												
		494,867		105,680		390,000		455,000		361,000		161,000	

TOTAL CLASS: 15 CAPITAL OUTLAY

		494,867		105,680		390,000		455,000		361,000		161,000	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED												
						9,424				15,512		15,512	

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

						9,424				15,512		15,512	
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TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

		494,867		105,680		399,424		455,000		376,512		176,512	
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BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISITION(LAND/BLDG)
INSTALLMENT PAYMENTS ON THE \$385,000 UMREIN PROPERTY PURCHASE CONTRACT:
FY 2014-15 DOWN PAYMENT ON PROPERTY SALE \$67,000 AND 1ST INSTALLMENT PAYMENT \$89,680
FY2015-16 2ND OF 4 INSTALLMENT PAYMENTS \$89,680
FY2017-18 3RD OF 4 INSTALLMENT PAYMENTS \$89,680 PLUS ANTICIPATED DRAWS ON THE 4TH
INSTALLMENT \$80,679
FY 2018-19 4TH AND FINAL INSTALLMENT \$61,000
FY2015-16 ALSO INLCUDES
1ST AND MAIN PROPERTY PURCHASE FROM THE BLOCK GRANT FUND \$316,000
CLOSING COSTS ON THE UMREIN PROPERTY PURCHASE \$11,736
FY 2017-18 ALSO INCLUDES THE PURCHASE OF THE CHURCH PROPERTY NEXT TO THE NEW PUBLIC SAFETY
BUILDING SITE TOTALING \$302,795
FY 2018-19 APPROPRIATION FOR LAND THAT MAY BECOME AVAILABLE FOR ACQUISITION \$100,000

991 CONTINGENCY - UNRESERVED

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

2,521 3,696 324,250 76,500 115,000 115,000

412 TRSFERS FROM STREET FUND

3,700 3,161 324,250 76,500 115,000 115,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

6,221 6,857 648,500 153,000 230,000 230,000

TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

6,221 6,857 648,500 153,000 230,000 230,000

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

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

652 RIGHT-OF-WAY AND EASEMENT COST

500,000 200,000 200,000

683 CONST DESIGN & ENGR INSPECTION

6,221 6,857 148,500 153,000 30,000 30,000

TOTAL CLASS: 15 CAPITAL OUTLAY

6,221 6,857 648,500 153,000 230,000 230,000

TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

6,221 6,857 648,500 153,000 230,000 230,000

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

652 RIGHT-OF-WAY AND EASEMENT COST

683 CONST DESIGN & ENGR INSPECTION
CITY STAFF ENGINEERING EXPENSES - LOCAL MATCH FOR \$3.4 MILLION GRANT
?? IN FY 18-19

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
 DEPT: 03 REVENUE
 PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

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				1,099,326		1,099,326	1,469,198		1,469,198			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
					1,099,326		1,099,326	1,469,198		1,469,198			
CLASS: 35 MISCELLANEOUS REVENUES													
389	MISCELLANEOUS REVENUES			10,000									
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
				10,000									
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND			1,500,000									
442	TRANSFER FROM THE TLT FUND				1,408,243		1,408,243	297,085		297,085			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
				1,500,000	1,408,243		1,408,243	297,085		297,085			
TOTAL PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS													
				1,510,000	2,507,569		2,507,569	1,766,283		1,766,283			

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

389 MISCELLANEOUS REVENUES

411 TRSFERS FROM GENERAL FUND

BUDGET AMENDMENT PACKAGE 2 (FY 16-7)

TRANSFER IN FROM THE GENERAL FUND AS A LOAN TO BE REPAYED FROM THE LODGING TAX FUND OR FROM THE PROCEEDS OF A FUTURE SPECIAL REVENUE BOND ISSUE FOR THE CONSTRUCTION OF THE ARTS AND CULTURE CENTER. THE \$1.5 MILLION DOLLAR LOAN FUNDING WILL BE USED FOR THE ARCHITECTURAL DESIGN CONTRACT FOR THE ARTS AND CULTURE CENTER

442 TRANSFER FROM THE TLT FUND

FUNDING FROM THE TRANSIENT LODGING TAX FUND FOR THE PRE-CONSTRUCTION COSTS OF THE BEAVERTON CENTER FOR THE ARTS BUILDING TO BRING THE PROJECT UP TO THE CONSTRUCTION BID DOCUMENTS PHASE

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

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

682 CONSTRUCTION

525,668 160,226 313,401 313,401

683 CONST DESIGN & ENGR INSPECTION

410,674 1,981,901 878,145 1,452,882 1,452,882

TOTAL CLASS: 15 CAPITAL OUTLAY

410,674 2,507,569 1,038,371 1,766,283 1,766,283

TOTAL PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

410,674 2,507,569 1,038,371 1,766,283 1,766,283

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

682 CONSTRUCTION
PREDEVELOPMENT EXPENSES INCLUDING TRAFFIC, LAND USE, NATURAL RESOURCES AND PERMITS

683 CONST DESIGN & ENGR INSPECTION
FY 2017-18 AND FY 2018-19 CONSISTS OF:
ARCHITECTURAL AND ENGINEERING CONTRACT INCLUDING REIMBURSABLES
OWNERS REPRESENTATIVE, AND SKANSKA PREDEVELOPMENT FEE
FY 2016-17 REFLECTS:
APPROPRIATION FOR THE ARCHITECTURAL SERVICES CONTRACT TO DESIGN THE ARTS AND CULTURE
CENTER PROJECT FUNDED BY A \$1.5 MILLION DOLLAR LOAN FROM THE GENERAL 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:	BURA General Fund					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Materials and Services	\$183,478	\$1,678,915	\$1,888,644	\$1,401,591	\$1,555,250	-17.65%
Transfers	569,719	245,022	453,187	1,434,907	1,319,350	191.13%
SUB-TOTAL	\$753,197	\$1,923,937	\$2,341,831	\$2,836,498	\$2,874,600	
Contingency			3,845,190		4,410,843	
TOTAL	753,197	1,923,937	\$6,187,021	2,836,498	\$7,285,443	
FTE's	-	-	-	-	-	

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

Materials and services:

In FY 2018-19, BURA plans a substantial reduction in the storefront improvement program (\$250K) and in the tenant improvement program (\$140K) to conserve resources for the parking garage's future construction.

Transfers:

FY 2018-19 reflects increased usage of the "day-light" loan instrument to fund projects in order to conserve the Line of Credit proceeds for the parking garage's future construction.

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:	BURA Capital Project Fund					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Capital Outlay	\$510,000	\$1,983,086	\$6,255,000	\$1,164,427	\$1,014,334	-83.78%
Debt Service	\$0	\$0	\$0	-	-	#DIV/0!
Transfers	\$0	\$0	\$0	-	-	#DIV/0!
SUB-TOTAL	510,000	1,983,086	6,255,000	1,164,427	\$1,014,334	
Contingency			-		-	
TOTAL	510,000	1,983,086	6,255,000	1,164,427	\$1,014,334	
FTE's	-	-	-	-	-	

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

Capital Outlay:

FY 2017-18 Estimated reflects a reduction in the parking garage construction program to be more in line with the estimated actual construction time line. FY 2018-19 reflects continuing funding for the parking garage's design to the construction bid specification stage (\$260,000) and funding for the FY 2018-19 contract payment on the Ludeman's Property Purchase (\$504,334) and future potential land acquisitions (\$250,000).

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:		BURA Debt Service Fund					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended	
Debt Service	\$510,000	\$214,910	\$311,000	\$1,304,927	\$1,170,834	276.47%	
SUB-TOTAL	\$510,000	\$214,910	\$311,000	\$1,304,927	\$1,170,834		
Contingency			-		-		
TOTAL	510,000	214,910	\$311,000	1,304,927	\$1,170,834		
FTE's	-	-	-	-	-		

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

Debt Service:

FY 2017-18 Estimated and FY 2018-19 reflect increased usage of the "day-light" loan instrument from the City's General Fund to fund capital projects and land acquisitions in order to conserve on the Line of Credit proceeds for the parking garage's future construction.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	DEPARTMENT: COMMUNITY DEVELOPMENT
DEPARTMENT HEAD: CHERYL TWETE	

Program Goal:

The role of the Beaverton Urban Redevelopment Agency (BURA) is to direct and engage in rehabilitation and redevelopment activities necessary to protect the public, health and welfare of the city, especially the vitality of the city's central business district. The BURA program is consistent with the following City Council Goals, 2018 City Council Priorities, the Community Development Department Strategic Goals, the Beaverton Community Visioning Action Items, and the Central Beaverton Urban Renewal Plan Goals:

City Council Goals that this program supports include:

- Goal #1: Preserve and enhance our sense of community*
- Goal #2: Use City resources efficiently to ensure long-term financial stability*
- Goal #3: Continue to plan for, improve and maintain the City's infrastructure*
- Goal #4: Provide responsive, cost-effective service to the community*
- Goal #5: Assure a safe and healthy community*
- Goal #6: Manage growth and respond to change consistent with maintaining a livable, full-service city*
- Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations*
- Goal #8: Provide and support a highly qualified and motivated City work force*

City Council Top Priorities that this program supports are:

- *Create an affordable housing toolkit*

City Council Priorities this program supports are:

- *Implement City's Housing Plan*
- *Involve Council more in development of The Round*

The Beaverton Urban Redevelopment Agency (BURA) budget consists of three funds that are combined in this table to illustrate a comprehensive view of the agency's activities. The three funds are: General Fund, Capital Projects Fund and Debt Service Fund. BURA is considered a blended component unit of the city for financial reporting purposes.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES	183,478	1,678,915	1,888,644	1,555,250	0
CAPITAL OUTLAY	510,000	1,983,086	6,255,000	1,014,334	0
DEBT SERVICE	510,000	214,910	311,000	1,170,834	0
TRANSFERS	569,719	245,022	453,187	1,319,350	0
CONTINGENCY	0	0	3,845,190	4,410,843	0
TOTAL	\$1,773,197	\$4,121,933	\$12,753,021	\$9,470,611	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$1,126,527	\$1,880,963	\$3,135,920	\$3,443,146	\$0
Property Taxes	1,495,581	2,025,879	3,021,401	3,659,997	0
Loan from City of Beaverton	510,000	183,086	0	1,014,334	0
Interfund Transfers	510,000	214,911	311,000	1,170,834	0
Miscellaneous Revenue	12,052	31,114	29,700	182,300	0
Line of Credit	0	2,921,900	6,255,000	0	0

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	DEPARTMENT: COMMUNITY DEVELOPMENT
DEPARTMENT HEAD: CHERYL TWETE	

The voter-approved Central Beaverton Urban Renewal Plan’s Goals are to:

- I. Inform, communicate, and seek engagement for decision making to reflect community values and priorities
- II. Add value to our city by increasing property values through community investments that contribute to a healthy economy
- III. Support businesses of all sizes in creating and retaining jobs to attract a diverse local workforce
- IV. Promote redevelopment that fits the character of the Beaverton Community Vision
- V. Expand the existing transportation system to promote a safe, interconnected walking, biking, transit, and street network
- VI. Increase housing in the urban renewal district
- VII. Promote development of community, public arts, and culture in the urban renewal district to provide destinations that support a vibrant center for the community

2016 Beaverton Community Vision Action Items that this program supports include:

Action #62 Create several unique districts

The BURA boundary includes four unique sub districts (Old Town, Transit Oriented, Commercial Office and Retail, and Employment Area) and are core to determining BURA program resources and prioritization as identified in the BURA Five-Year Action Plan.

Action #64 Continue to expand storefront improvement program

Storefront improvement is an important and successful program that BURA will continue to implement and promote further participation in a coordinated effort with the City.

Action #67 Redevelop blighted properties

A primary BURA goal is to assist with redevelopment of blighted properties within its boundary, promoting and leveraging private redevelopment. Land acquisition and committing funding to new affordable housing units are examples of program investments to assist with redevelopment of blighted properties. Continued efforts will focus on land acquisition opportunities within the district.

Action #70 Increase downtown housing options

In the past three years, approximately 250 new housing units have been completed in the Old Town sub district, spanning the spectrum of affordable, market rate, and live-work units. An additional 230 units (of which 15 are affordable units) are under construction on the Westgate site in the Transit-Oriented sub district. Continued efforts will focus on housing opportunities in the urban renewal sub-districts.

Action #104 Adopt strategies to address displacement in neighborhoods

Anti-displacement of residents and businesses are an important subject matter for BURA and a coordinated effort with the City is in process including creating a toolkit to address residential displacement.

Community Development Department Goals that this program supports include:

Goal 2: Create a cohesive urban downtown that provides an attractive place for people to live, work, and play

Goal 5: Continue the transition from an auto-oriented dominated community to a safe multi-modal transportation environment and reduce traffic congestion

Goal 7: Ensure the City has a variety of housing options in all neighborhoods to serve residents of all incomes, with special focus on increasing affordable housing

Program Objectives (services provided):

In order to achieve the objectives of the Plan’s goals, projects will be undertaken by the BURA, and implementation will proceed in accordance with applicable federal, state (ORS 457), county, and city laws, policies, and procedures. BURA may undertake projects directly or may provide funding for projects undertaken by other public or private parties; BURA may fund these projects in part or in whole. Other funding may be obtained from development partners, federal and state grant funding, or other private or public sources. The City’s General Fund provides most of the funding for the staff supporting BURA.

Objective #1: Incentive Programs

Financial and technical assistance for property and/or business owners in the District to improve existing structures, investigate barriers to development or rehabilitation, and encourage additional investment in community facilities

- Development Opportunity Strategy Program
- Storefront Program
- Tenant Improvement Program

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	DEPARTMENT: COMMUNITY DEVELOPMENT
DEPARTMENT HEAD: CHERYL TWETE	

Objective #2: Joint Investment

Financial assistance for property and business owners to encourage quality rehabilitation, preservation, development, or redevelopment that supports the goals listed above, including central Beaverton revitalization and job retention/creation

- Predevelopment Assistance
- Development Financing
- Land Acquisition and Management
- Affordable Housing

Objective #3: Community Identity

Improvements to public spaces and right-of-ways to improve attractiveness and create conditions necessary to recruit new businesses and private investment

- Gateways and Wayfinding
- Streetscape Improvements
- Creek Enhancements
- Placemaking & Public Art

Objective #4: Transportation and Infrastructure Improvements

Improvements to public right-of-ways and infrastructure with the intention of decreasing block size; reducing traffic congestion; and increasing connectivity, universal accessibility, safety, parking structures, utility upgrades, and access to multi-modal options to and within the Urban Renewal Area

- Transportation Connectivity
- Sidewalk Infill
- Parking
- Utility Upgrades

Objective #5: Other

- Administrative Overhead
- Professional Services
- Plans and Studies
- Audit Services
- Miscellaneous
- Contingency

Objective #6: Debt Services and Oversight

The bonding agencies that provide the service of selling bonds require funding, as does the Finance Department for financial oversight, and project staff to implement projects. This funding will pay for those necessary services.

- Debt Service Fees
- Debt Service Payments
- Inter-Agency Transfer

Progress on FY 2017-18 Action Plan:

- Managed the previously approved \$19 million Line of Credit and Tax Increment Financing sources for BURA funding opportunities
- Acquired three strategic properties located within the Beavertown Road area
- Completed design development and began the construction documents and land use process for the Beaverton Central public parking garage
- Construction began on the Rise Central to develop a portion of the Westgate site for two mixed-use buildings of 230 units (15 affordable housing units) and 6,000 square feet of commercial space
- Negotiated a Disposition and Development Agreement with developer of a 120-room urban, business-class hotel and separate restaurant on the Westgate site. Land use and other permits have been submitted for construction.
- In partnership with the city's General Fund, continued funding a Storefront Improvement Program
- Continued funding and expanding the Tenant Improvement Program in support of the City's Restaurant Strategy

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	DEPARTMENT: COMMUNITY DEVELOPMENT
DEPARTMENT HEAD: CHERYL TWETE	

- In partnership with the city’s General Fund, continued funding the Predevelopment Grant Program
- Participated in the Western Avenue Employment Area Strategy Study
- Completed the second BURA Annual Report
- Updated the Five-Year BURA Action Plan, which guides budget expenditures, program development, decision-making process, reporting tools and urban renewal funding toolkit opportunities in the next five years
- Participated in identifying Capital Improvement Program Priorities
- Hired a Parking Manager who will assist in designing and implementing parking management strategies in the downtown area
- Provided funding to support the Western Avenue Strategy street design improvements
- Participated with other state redevelopment agencies in preparation for future state legislative bills
- Improved the BURA website
- Participated in the Downtown Design Project

FY 2018-19 Action Plan:

- Begin construction on a 120-room urban, business-class hotel and restaurant on the Westgate site
- Pursue land acquisition for strategic short, medium and long-term projects
- Support affordable housing activities
- Implement and update the Five-Year BURA Action Plan
- Update BURA Annual Report, with continued reporting to BURA Board, URAC, taxing jurisdictions, and community; maintaining financial transparency
- Participate with other state redevelopment agencies to continue improving the urban renewal tool
- Design and publish a BURA Handbook available to BURA Board, URAC, the community, and interested parties
- Continue to improve the BURA website to be current, navigable and user-friendly for all interested parties
- Complete construction drawings and all permitting of the Beaverton Central public parking garage
- Continue to actively participate in the Westgate mixed-use residential development project while under construction
- Begin implementing streetscape improvements within Old Town and Beaverton Central areas
- Continue planning and implementing parking strategies, including exploring future public parking options
- Continue marketing the Storefront, Tenant Improvement, and Predevelopment Grant Program to strengthening the district’s business and community vitality
- Provide Predevelopment Assistance to district project(s)
- Support place making, public art, gateways and wayfinding within the district
- Provide support for transportation connectivity and utility upgrades
- Pursue state and federal funding to accomplish BURA plan goals
- Manage internal staff team to inform and enhance BURA’s short and long-term goals
- In coordination with the city, continue discussing residential and business anti-displacement measures and mitigation that could arise due to urban redevelopment investments
- Coordinate and assist area businesses and property owners with improvements and redevelopment

The following performance measures are from the BURA FY15-16 Annual Report:

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Increase in Urban Renewal Tax Increment (Estimated Previous Year to Projected)	\$1,476,792	\$2,002,390	\$2,128,654 / \$3,017,873	\$3,245,112
New Housing Units Completed (based on certificate of occupancy)	117	131	115 / 0	230
Value of New Construction (based on certificate of occupancy)	\$16.5M	\$29M	\$39.2M / \$13M	\$103.5M

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	DEPARTMENT: COMMUNITY DEVELOPMENT
DEPARTMENT HEAD: CHERYL TWETE	

Changes in Assessed Valuation – Beaverton Central Urban Renewal District

	Total Assessed Valuation - BURA	Year to Year Increase	Percent Change Year to Year	Cumulative Increase (Decrease) over Base Year	Percent Change Over Base Year	Tax Increment Revenue Received	Cumulative Tax Increment Revenue
FY 2011-12 (Base Year)	\$782,804,336						
FY 2012-13	\$788,610,799	\$5,806,463	0.7%	\$5,806,463	0.7%	\$86,881	\$86,881
FY 2013-14	\$800,929,828	\$12,319,029	1.6%	\$18,125,492	2.3%	\$285,134	\$372,015
FY 2014-15	\$833,269,953	\$32,340,125	4.0%	\$50,465,617	6.5%	\$770,085	\$1,142,867
FY 2015-16	\$884,701,194	\$51,431,241	6.2%	\$101,896,858	13.0%	\$1,495,236	\$2,638,103
FY 2016-17	\$921,495,446	\$36,794,252	4.2%	\$138,691,110	17.7%	\$2,025,052	\$4,663,155
FY 2017-18 Projected	\$947,028,304	\$25,532,858	2.8%	\$176,472,423	21.0%	\$2,747,537	\$7,410,692
FY 2018-19 Budgeted	\$984,909,436	\$37,881,132	4.0%	\$202,105,100	25.82%	\$3,655,997	\$8,319,152

Performance Outcomes and Program Trends:

BURA revenue continues to exceed projections, which will positively impact the number of projects BURA is able to accomplish in the next several years. New construction within the district continues and doesn't appear to be slowing. The mixed use development on the Westgate site alone will add 230 additional units, of which 15 will be affordable units. It is expected those units will come on line FY2018-19. A recent set of projections from BURA's economic advisor shows a very positive trend line of tax increment over the life of the district. This will become incorporated into the next update to the Five-Year Action Plan.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL 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

-1,126,527	-1,880,963	-3,135,920	-3,135,920	-3,135,920	-3,343,146	-3,443,146
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-1,126,527	-1,880,963	-3,135,920	-3,135,920	-3,135,920	-3,343,146	-3,443,146
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

-345	-826	-1,000	-1,662	-2,000	-2,000	-2,000
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501 DIVISION OF TAX INCREMENT REV

-1,489,797	-2,013,969	-3,012,401	-2,957,627	-3,012,401	-3,647,997	-3,647,997
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0578

502 DIV OF TAX INCR REV PRIOR YRS

-5,439	-11,084	-8,000	-8,379	-10,000	-10,000	-10,000
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TOTAL CLASS: 10 TAXES

-1,495,581	-2,025,879	-3,021,401	-2,967,668	-3,024,401	-3,659,997	-3,659,997
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY PROPERTY

-30,073	-46,423	-95,100	-95,100
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384 INVESTMENT INTEREST EARNINGS

-11,796	-31,012	-29,500	-41,660	-72,700	-87,000	-87,000
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389 MISCELLANEOUS REVENUES

-256	-102	-200	-177	-200	-200	-200
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-12,052	-31,114	-29,700	-71,910	-119,323	-182,300	-182,300
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CLASS: 45 NON-REVENUE RECEIPTS

460 LINE OF CREDIT PROCEEDS BURA

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL 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
			-1,121,900											
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
			-1,121,900											
TOTAL DEPARTMENT: 03 REVENUE														
	-2,634,160		-5,059,856		-6,187,021		-6,175,498	-6,279,644	-7,185,443		-7,285,443			

0579

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

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
307	MEMBERSHIP FEES													
	500		500		750		435	750	750		750		750	
316	ADVERTISING, RECORDING & FILING													
					500		338	500	500		500		500	
321	TRAVEL, TRAINING & SUBSISTENCE													
					5,000			5,000	5,000		5,000		5,000	
387	GENERAL LIABILITY INSURANCE													
													4,000	
388	PROPERTY INSURANCE													
													7,000	
0850 0880 480	PROPERTY TAX EXPENSE													
							12,667	12,667	20,000		20,000		20,000	
497	DEBT ISSUANCE COST													
			71,900											
506	AFFORDABLE HOUSING PROGRAM													
			200,000		200,000				200,000		300,000			
507	TENANT IMPROVEMENT PROGRAM													
	10,754		38,720		410,467		169,500	410,467	185,000		270,000			
509	ACQUISITION DUE DILIGENCE EXP													
			83,009		200,000		42,855	100,000	150,000		150,000			
511	PROFESSIONAL SERVICES													
	11,419		5,732		51,000		47,961	51,000	46,000		46,000			
516	BUSINESS STOREFRONT IMPROV EXP													
	30,414		102,297		306,727		288,813	306,207	50,000		50,000			
518	PROPERTY MANAGEMENT EXPENSE													
					110,000		111,993	110,000	50,000		150,000			
519	DEV. FEASIBILITY ASSISTANCE													
	130,391		1,176,757		400,000		118,807	400,000	347,000		347,000			
551	RENTS AND LEASES													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

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
					4,200		3,929	5,000		5,000			5,000	
559	STREETSCAPE ENHANCEMENT EXPENSE													
					200,000					200,000			200,000	
TOTAL CLASS: 10 MATERIALS & SERVICES														
	183,478		1,678,915		1,888,644		797,298	1,401,591		1,259,250			1,555,250	
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													
	59,719		30,111		139,435		116,196	127,228		146,854			146,854	
816	TRSFERS TO REPROGRAPHICS FUND													
					2,752		900	2,752		1,662			1,662	
839	TRANSFER TO BURA DEBT SVC FUND													
	510,000		214,911		311,000		101,832	1,304,927		1,040,834			1,170,834	
TOTAL CLASS: 25 TRANSFERS														
	569,719		245,022		453,187		218,928	1,434,907		1,189,350			1,319,350	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					3,845,190					4,736,843			4,410,843	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					3,845,190					4,736,843			4,410,843	
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY														
	753,197		1,923,937		6,187,021		1,016,226	2,836,498		7,185,443			7,285,443	

0581

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 902 BURA CAPITAL PROJECT 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: 45 NON-REVENUE RECEIPTS

453 LOAN FRM CITY OF BEAVERTON

	-510,000		-183,086					-1,164,427		-884,334			-1,014,334	
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460 LINE OF CREDIT PROCEEDS BURA

			-1,800,000		-6,255,000									
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

	-510,000		-1,983,086		-6,255,000			-1,164,427		-884,334			-1,014,334	
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TOTAL DEPARTMENT: 03 REVENUE

	-510,000		-1,983,086		-6,255,000			-1,164,427		-884,334			-1,014,334	
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0582

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 902 BURA CAPITAL PROJECT FUND DEPT: 95 URBAN RENEWAL AGENCY

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISTION(LAND/BLDG)													
	510,000		1,800,491		1,600,000		523,686	552,230	754,334		754,334			
682	CONSTRUCTION													
					4,225,000		79,421	552,230	120,000		250,000			
683	CONST DESIGN & ENGR INSPECTION													
			182,595		330,000		446,759	59,967	10,000		10,000			
686	CRESCENT ST IMPROVEMENT EXP													
					100,000									

TOTAL CLASS: 15 CAPITAL OUTLAY

	510,000		1,983,086		6,255,000		1,049,866	1,164,427	884,334		1,014,334			
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	510,000		1,983,086		6,255,000		1,049,866	1,164,427	884,334		1,014,334			
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0583

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 904 BURA DEBT SERVICE 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: 40 INTERFUND TRANSFERS/LOANS

444 TRSFR FROM BURA GENERAL FUND

	-510,000		-214,911		-311,000		-101,832	-1,304,927	-1,040,834		-1,170,834			
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-510,000		-214,911		-311,000		-101,832	-1,304,927	-1,040,834		-1,170,834			
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TOTAL DEPARTMENT: 03 REVENUE

	-510,000		-214,911		-311,000		-101,832	-1,304,927	-1,040,834		-1,170,834			
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0584

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 904 BURA DEBT SERVICE FUND DEPT: 95 URBAN RENEWAL AGENCY

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: 20 DEBT SERVICE

710 BURA LOC INTEREST

			31,824		311,000		101,832	140,500	156,500		156,500			
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748 REPMT SHORT TERM LOAN FROM COB

	510,000		183,086					1,164,427	884,334		1,014,334			
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TOTAL CLASS: 20 DEBT SERVICE

	510,000		214,910		311,000		101,832	1,304,927	1,040,834		1,170,834			
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	510,000		214,910		311,000		101,832	1,304,927	1,040,834		1,170,834			
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0585

BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

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 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		1,126,527		1,880,963		3,135,920		3,135,920		3,343,146		3,443,146	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,126,527		1,880,963		3,135,920		3,135,920		3,343,146		3,443,146	
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		345		826		1,000		2,000		2,000		2,000	

501	DIVISION OF TAX INCREMENT REV												
		1,489,797		2,013,969		3,012,401		3,012,401		3,647,997		3,647,997	

502	DIV OF TAX INCR REV PRIOR YRS												
		5,439		11,084		8,000		10,000		10,000		10,000	

TOTAL CLASS: 10 TAXES

		1,495,581		2,025,879		3,021,401		3,024,401		3,659,997		3,659,997	
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY PROPERTY												
								46,423		95,100		95,100	

384	INVESTMENT INTEREST EARNINGS												
		11,796		31,012		29,500		72,700		87,000		87,000	

389	MISCELLANEOUS REVENUES												
		256		102		200		200		200		200	

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		12,052		31,114		29,700		119,323		182,300		182,300	
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CLASS: 45 NON-REVENUE RECEIPTS

460	LINE OF CREDIT PROCEEDS BURA												
				1,121,900									

BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES

501 DIVISION OF TAX INCREMENT REV
 THIS ACCOUNT RECORDS THE AMOUNT OF TAX INCREMENT REVENUES THAT ARE APPORTIONED TO THE BEAVERTON URBAN REDEVELOPMENT AGENCY FROM EACH EACH TAXING DISTRICT WITHIN THE CITY. THIS IS ALSO REFERRED TO AS THE "DIVISION OF TAX"

502 DIV OF TAX INCR REV PRIOR YRS
 THIS ACCOUNT RECORDS THE AMOUNT OF DELINQUENT TAX INCREMENT REVENUES THAT WERE NOT COLLECTED IN PREVIOUS TAX YEARS.

381 RENTAL OF CITY PROPERTY
 MONTHLY RENTAL INCOME FROM BURA OWNED PROPERTIES
 FY 2017-18 ESTIMATED (PROPERTIES OWNED 6 MONTHS)
 CURIOSITIES BUILDING - \$32,467
 UNION LIGHTING BUILDING - \$7,527
 5 OFFICES A TO E \$6,429
 FY 2018-19 PROPERTY RENTAL INCOME
 CURIOSITIES BUILDING \$66,000
 UNION LIGHTING BUILDING \$15,300
 5 OFFICES A TO E \$13,800

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%

389 MISCELLANEOUS REVENUES

460 LINE OF CREDIT PROCEEDS BURA
 FY 2016-17 REFLECTS LINE OF CREDIT PROCEEDS FUNDING FOR THE FOR CREEKSIDE DEVELOPMENT IN THE AMOUNT OF \$1,050,000 AND \$91,700 FOR BOND ISSUANCE COST ON ESTABLISHING THE \$19 MILLION LINE OF CREDIT BORROWING INSTRUMENT - TOTAL \$1,121,700
 FY 2017-18 AND FY 2018- 19 REFLECTS NO ANTICIPATED BORROWING FOR BURA GENERAL FUND OPERATIONS

BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL 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

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

1,121,900

TOTAL PROGRAM: 0000 UNRESTRICTED

2,634,160 5,059,856 6,187,021 6,279,644 7,185,443 7,285,443

TOTAL DEPARTMENT: 03 REVENUE

2,634,160 5,059,856 6,187,021 6,279,644 7,185,443 7,285,443

BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 0691 BURA-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: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	500		500		750		750		750		750		
316	ADVERTISING,RECORDING & FILING				500		500		500		500		
321	TRAVEL,TRAINING & SUBSISTENCE				5,000		5,000		5,000		5,000		
387	GENERAL LIABILITY INSURANCE										4,000		
388	PROPERTY INSURANCE										7,000		
480	PROPERTY TAX EXPENSE						12,667		20,000		20,000		
497	DEBT ISSUANCE COST		71,900										
506	AFFORDABLE HOUSING PROGRAM		200,000		200,000				200,000		300,000		
507	TENANT IMPROVEMENT PROGRAM		10,754	38,720	410,467		410,467		185,000		270,000		
509	ACQUISITION DUE DILIGENCE EXP		83,009		200,000		100,000		150,000		150,000		
511	PROFESSIONAL SERVICES		11,419	5,732	51,000		51,000		46,000		46,000		
516	BUSINESS STOREFRONT IMPROV EXP		30,414	102,297	306,727		306,207		50,000		50,000		
518	PROPERTY MANAGEMENT EXPENSE				110,000		110,000		50,000		150,000		
519	DEV. FEASIBILITY ASSISTANCE		130,391	1,176,757	400,000		400,000		347,000		347,000		
551	RENTS AND LEASES				4,200		5,000		5,000		5,000		
559	STREETSCAPE ENHANCEMENT EXPENSE				200,000				200,000		200,000		

TOTAL CLASS: 10 MATERIALS & SERVICES

183,478	1,678,915	1,888,644	1,401,591	1,259,250	1,555,250
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BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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307	MEMBERSHIP FEES ASSOCIATION OF OREGON REDEVELOPMENT AGENCIES (AORA)	
316	ADVERTISING, RECORDING & FILING	
321	TRAVEL, TRAINING & SUBSISTENCE PARKING, REAL ESTATE FINANCE AND DEVELOPMENT, AND URBAN RENEWAL TRAINING AND CONFERENCES	
387	GENERAL LIABILITY INSURANCE FY 18-19 REFLECTS INSURANCE LIABILITY COSTS FOR THE LUDEMAN'S PROPERTIES \$4,000	
388	PROPERTY INSURANCE FY 18-19 REFLECTS INSURANCE LIABILITY COSTS FOR THE LUDEMAN'S PROPERTIES \$7,000	
480	PROPERTY TAX EXPENSE PROPERTY TAXES ON THE LUDEMAN'S PROPERTY PURCHASE FOR THE BUILDINGS ON THE TWO PARCELS THAT ARE LEASED TO 3RD PARTIES \$20,000	
497	DEBT ISSUANCE COST	
506	AFFORDABLE HOUSING PROGRAM AFFORDABLE HOUSING ACQUISITION AND DEVELOPMENT LOANS AND GRANTS.	
507	TENANT IMPROVEMENT PROGRAM DESIGN GRANTS \$10,000 CATALYTIC CONVERSION IMPROVEMENT GRANT \$100,000 NEW IMPROVEMENT GRANTS \$160,000	
509	ACQUISITION DUE DILIGENCE EXP BEAVERDAM PROPERTIES OLD TOWN PARKING SITE ACQUISITION OTHER OLD TOWN AND BEAVERTON CENTRAL OPPORTUNITY ACQUISITIONS	
511	PROFESSIONAL SERVICES AUDIT SERVICES \$6,000 OLD TOWN PARKING LOCATION STUDY \$20,000 UTILITY UNDERGROUNDING / RIGHT OF WAY ABOVE GROUND UTILITY STUDY \$20,000	
516	BUSINESS STOREFRONT IMPROV EXP STOREFRONT DESIGN AND IMPROVEMENT GRANTS	
518	PROPERTY MANAGEMENT EXPENSE EXPENSES FOR MANAGING VARIOUS PROPERTIES ACQUIRED AND/OR MANAGED BY BURA (INSURANCE, UTILITIES, FENCING, GENERAL MAINTENANCE, TAXES)	
519	DEV. FEASIBILITY ASSISTANCE CANTERBURY DDA \$150,000 PREDEVELOPMENT GRANT PROGRAM \$75,000 WESTERN AVENUE STREET DESIGN AND RIGHT OF WAY ACQUISITION \$122,000	
551	RENTS AND LEASES BEST HQ GROUND LEASE	
559	STREETSCAPE ENHANCEMENT EXPENSE CRESCENT STREET CONNECTION AND PLAZA	

BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 0691 BURA-ADMINISTRATION

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: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD												
	59,719		30,111		139,435		127,228	146,854		146,854			
816	TRSFERS TO REPROGRAPHICS FUND												
					2,752		2,752	1,662		1,662			
839	TRANSFER TO BURA DEBT SVC FUND												
	510,000		214,911		311,000		1,304,927	1,040,834		1,170,834			

TOTAL CLASS: 25 TRANSFERS

	569,719		245,022		453,187		1,434,907	1,189,350		1,319,350			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED												
					3,845,190			4,736,843		4,410,843			

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					3,845,190			4,736,843		4,410,843			
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TOTAL PROGRAM: 0691 BURA-ADMINISTRATION

	753,197		1,923,937		6,187,021		2,836,498	7,185,443		7,285,443			
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	753,197		1,923,937		6,187,021		2,836,498	7,185,443		7,285,443			
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TOTAL FUND: 901 BURA GENERAL FUND

	753,197		1,923,937		6,187,021		2,836,498	7,185,443		7,285,443			
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BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 801 TRSFR TO GENERAL FD - OVERHEAD
 OVERHEAD TRANSFER TO FOR GENERAL FUND SUPPORT
 FY 2016-17:
 10% OF DEVELOPMENT DIVISON MANAGER \$18,468
 10% OF SENIOR DEVELOPMENT PROJECT MANAGER \$17,123
 75% OF NEW SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING \$91,697
 FY 2018-19 PROPOSED:
 10% OF DEVELOPMENT DIVISON MANAGER \$19,179
 10% OF SENIOR DEVELOPMENT PROEJCT MANAGER \$17,678
 75% OF SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING \$109,997
- 816 TRSFERS TO REPROGRAPHICS FUND
- 839 TRANSFER TO BURA DEBT SVC FUND
 FY 15-16: "DAY LIGHT" ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR THE PURCHASE OF LOT 2 AT THE ROUND FOR THE PARKING GARAGE - \$510,000
 FY 16-17:
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$183,086
 INTEREST ON LINE OF CREDIT \$31,824
 FY 2017-18 REVISED BUDGET:
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$612,197
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE THE LUDEMAN'S PROPERTY \$552,230
 INTEREST ON LINE OF CREDIT \$140,500
 FY 2018-19 BUDGET
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$260,000
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE THE LUDEMAN'S PROPERTY \$504,334
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR POTENTIAL PROPERTY ACQUISTIONS \$250,000
 INTEREST ON LINE OF CREDIT \$156,500
- 991 CONTINGENCY - UNRESERVED
 BUDGET AMENDMENT: \$820,000 REVISION TO THE APPROPRIATION TO FUND BEAV CENTRAL GARAGE.

BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

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: 45 NON-REVENUE RECEIPTS

453 LOAN FRM CITY OF BEAVERTON

510,000	183,086		1,164,427	884,334	1,014,334
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460 LINE OF CREDIT PROCEEDS BURA

1,800,000	6,255,000
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

510,000	1,983,086	6,255,000	1,164,427	884,334	1,014,334
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TOTAL PROGRAM: 0000 UNRESTRICTED

510,000	1,983,086	6,255,000	1,164,427	884,334	1,014,334
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TOTAL DEPARTMENT: 03 REVENUE

510,000	1,983,086	6,255,000	1,164,427	884,334	1,014,334
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BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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453 LOAN FRM CITY OF BEAVERTON
 "DAYLIGHT" ONE DAY LOAN PROCEEDS FROM THE CITY'S GENERAL FUND TO FUND CAPITAL PROJECTS
 FY 15-16 ACTUAL - PURCHASE OF LOT 2 AT THE ROUND FOR PARKING GARAGE PROJECT 6501 \$510,000
 FY 16-17 ACTUAL PROJECT 6501 PARKING GARAGE LOT 2 DESIGN & ENGINEERING \$183,086
 FY 17-18 REVISED BUDGET:
 PROJECT 6501 PARKING GARAGE DESIGN \$612,197
 PROJECT 6503 LAND ACQUISITION PROGRAM LUDEMANS'S PROPERTY PURCHASE \$552,230
 FY 18-19 BUDGET:
 PROJECT 6501 PARKING GARAGE DESIGN \$260,000
 PROJECT 6503 LAND ACQUISITION PROGRAM:
 LUDEMANS'S PROPERTY PURCHASE \$504,334
 POTENTIAL PROPERTY ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$250,000

460 LINE OF CREDIT PROCEEDS BURA
 FY 2016-17 ACTUAL:
 WESTGATE PROPERTY REIMBURSE CITY FOR METRO BUY OUT \$1,800,000
 FY 2017-18 BUDGET
 PROJECT 6503 GENERAL LAND ACQUISITION PROGRAM:
 POTENTIAL PROPERTY PURCHASES ON BEAVERDAM ROAD \$1,600,000
 PROJECT 6501 LOT 2 PARKING GARAGE \$4,665,000
 FY 2017-18 REVISED BUDGET; THE FUNDING NEEDED FOR THE CAPITAL PROJECTS IS RECOMMENDED TO
 BE FUNDED BY DAY LOANS FROM THE CITY'S GENERAL FUND. SEE ACCOUNT NUMBER 453 ABOVE
 FY 2018-19 NO DRAWDOWNS ON LINE OF CREDIT EXPECTED

BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 6501 PARKING GARAGE LOT 2

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

651 PROPERTY ACQUISTION(LAND/BLDG)
 510,000 491

682 CONSTRUCTION

4,225,000 552,230 120,000 250,000

683 CONST DESIGN & ENGR INSPECTION
 182,595

330,000 59,967 10,000 10,000

686 CRESCENT ST IMPROVEMENT EXP

100,000

TOTAL CLASS: 15 CAPITAL OUTLAY

510,000 183,086 4,655,000 612,197 130,000 260,000

TOTAL PROGRAM: 6501 PARKING GARAGE LOT 2

510,000 183,086 4,655,000 612,197 130,000 260,000

BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND
DEPT: 95 URBAN RENEWAL AGENCY
PROGRAM: 6501 PARKING GARAGE LOT 2

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651	PROPERTY ACQUISTION(LAND/BLDG)
682	CONSTRUCTION DESIGN FEES, OTHER PREDEVELOPMENT COSTS, REPLACEMENT PARKING
683	CONST DESIGN & ENGR INSPECTION DESIGN COSTS CRESCENT AVENUE STREET DESIGN PROJECT (SHARED WITH TLT FUND)
686	CRESCENT ST IMPROVEMENT EXP NO APPROPRIATIONS REQUESTED IN FY 18-19

BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISTION(LAND/BLDG)												
			1,800,000		1,600,000		552,230		754,334				754,334

TOTAL CLASS: 15 CAPITAL OUTLAY

			1,800,000		1,600,000		552,230		754,334				754,334
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TOTAL PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

			1,800,000		1,600,000		552,230		754,334				754,334
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

		510,000	1,983,086		6,255,000		1,164,427		884,334				1,014,334
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TOTAL FUND: 902 BURA CAPITAL PROJECT FUND

		510,000	1,983,086		6,255,000		1,164,427		884,334				1,014,334
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BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND
DEPT: 95 URBAN RENEWAL AGENCY
PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISITION(LAND/BLDG)
APPROPRIATIONS FOR PROPERTY PURCHASE ACQUISITIONS:
FY 2016-17 ACTUAL REIMBURSE THE CTIY OF BEAVERTON TO BUY OUT METRO INTEREST IN THE
WESTGATE PROPERTY \$1,800,000
FY 2017-18 REVISED ESTIMATE
FIRST INSTALLMENT ON THE LUDEMAN'S \$2,375,000 LAND PURCHASE CONTRACT \$523,686
REMAINING APPROPRIATION FOR LAND ACQUISITION \$28,544
FY 2018-19 BUDGET
2ND OF FIVE ANNUAL PAYMENTS ON THE \$2,375,000 LUDEMAN'S PURCHASE CONTRACT \$504,334
APPROPRIATION FOR POTENTIAL LAND ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$250,000

BP WORKSHEET & JUSTIFICATION

FUND: 904 BURA DEBT SERVICE 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: 40 INTERFUND TRANSFERS/LOANS

444	TRSFR FROM BURA GENERAL FUND												
		510,000	214,911		311,000		1,304,927	1,040,834		1,170,834			

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		510,000	214,911		311,000		1,304,927	1,040,834		1,170,834			
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TOTAL PROGRAM: 0000 UNRESTRICTED

		510,000	214,911		311,000		1,304,927	1,040,834		1,170,834			
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TOTAL DEPARTMENT: 03 REVENUE

		510,000	214,911		311,000		1,304,927	1,040,834		1,170,834			
--	--	---------	---------	--	---------	--	-----------	-----------	--	-----------	--	--	--

BP WORKSHEET & JUSTIFICATION

FUND: 904 BURA DEBT SERVICE FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

444 TRSFR FROM BURA GENERAL FUND

RECORD TRANSFER IN FROM THE BURA GENERAL FUND FOR DEBT SERVICE TO REPAY:

FY15-16:

DAYLIGHT LOAN FROM THE CITY GENERAL FUND TO PURCHASE LOT 2 PROJECT 6501 \$510,000

FY 16-17:

LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$183,086

INTEREST ON THE LINE OF CREDIT \$31,824

FY 17-18 REVISED BUDGET:

LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$612,197

LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$552,230

INTEREST ON THE LINE OF CREDIT \$140,500

FY 2018-19:

LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$260,000

LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$504,334

LOAN FROM THE CITY GENERAL FUND FOR THE POTENTIAL LAND ACQUISITIONS \$250,000

INTEREST ON THE LINE OF CREDIT \$156,500

BP WORKSHEET & JUSTIFICATION

FUND: 904 BURA DEBT SERVICE FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

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: 20 DEBT SERVICE
 710 BURA LOC INTEREST

31,824 311,000 140,500 156,500 156,500

748 REPMT SHORT TERM LOAN FROM COB
 510,000 183,086

1,164,427 884,334 1,014,334

TOTAL CLASS: 20 DEBT SERVICE

510,000 214,910 311,000 1,304,927 1,040,834 1,170,834

TOTAL PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

510,000 214,910 311,000 1,304,927 1,040,834 1,170,834

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

510,000 214,910 311,000 1,304,927 1,040,834 1,170,834

TOTAL FUND: 904 BURA DEBT SERVICE FUND

510,000 214,910 311,000 1,304,927 1,040,834 1,170,834

BP WORKSHEET & JUSTIFICATION

FUND: 904 BURA DEBT SERVICE FUND
 DEPT: 95 URBAN RENEWAL AGENCY
 PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

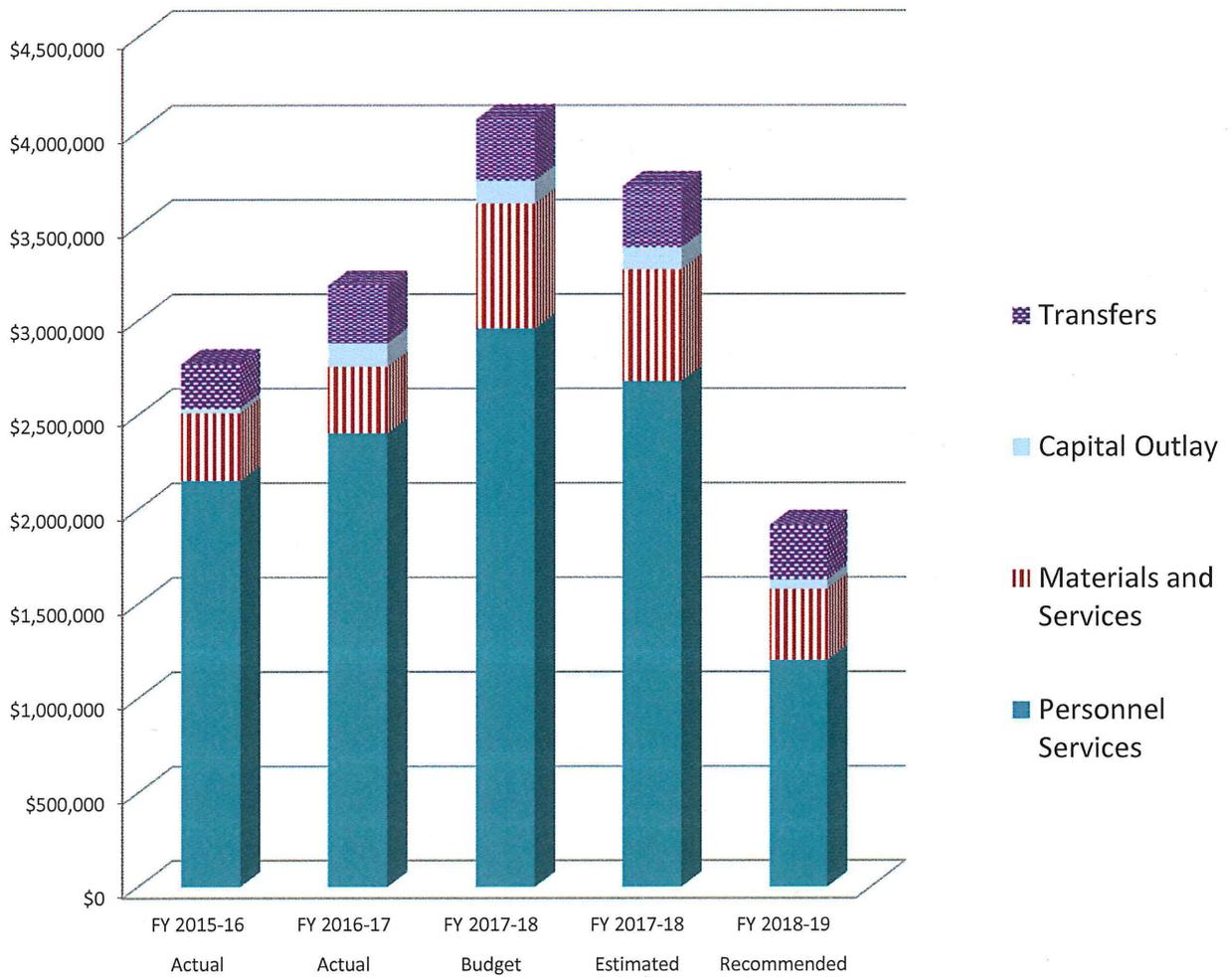
OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

710 BURA LOC INTEREST
 FY 2016-17 ACTUAL
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$21,775
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$10,049
 FY 2017-18 REVISED BUDGET
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$100,000
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - 40,500
 FY 2018-19 BUDGET
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$116,000
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$40,500

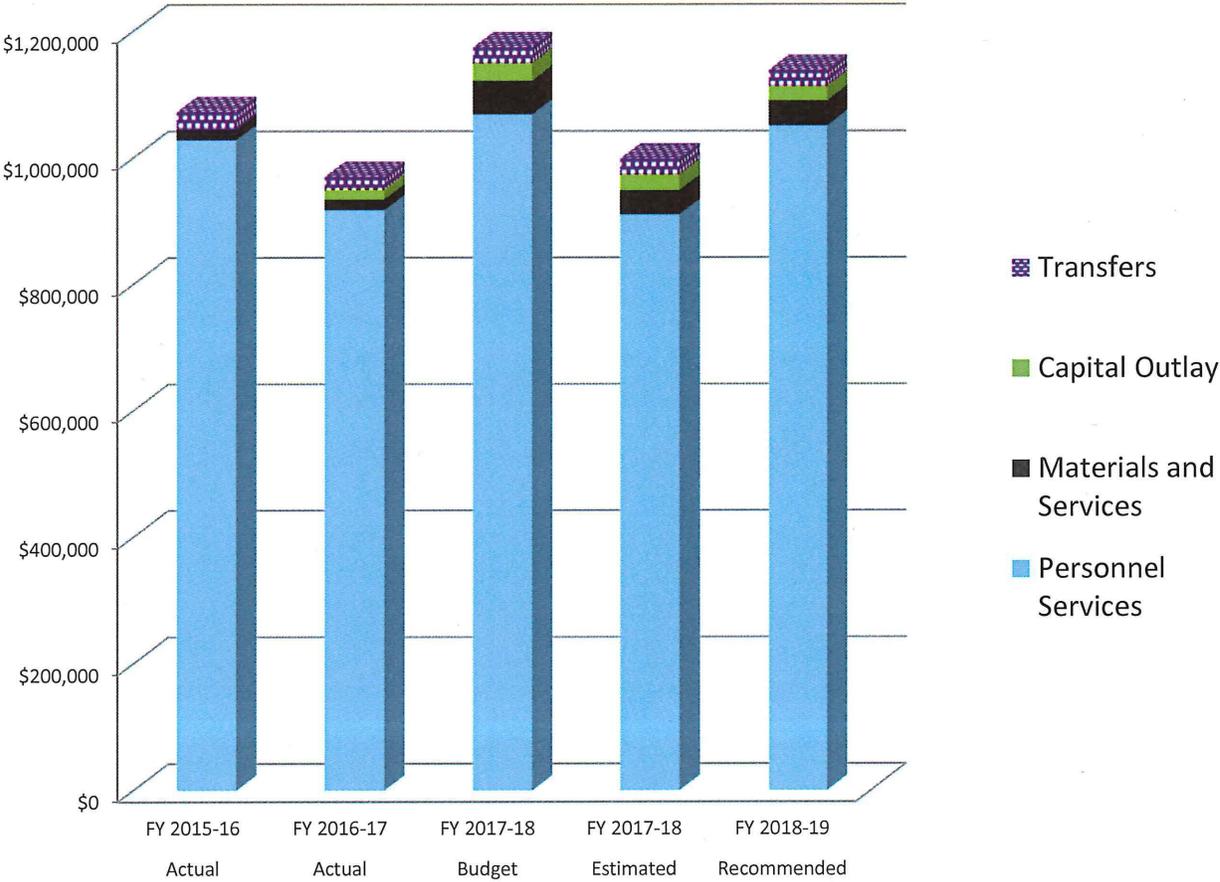
748 REPMT SHORT TERM LOAN FROM COB
 FY 15-16: "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR THE PURCHASE OF LOT 2
 AT THE ROUND FOR THE PARKING GARAGE - \$510,000
 FY 16-17:
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$183,086
 INTEREST ON LINE OF CREDIT \$31,824
 FY 2017-18 REVISED BUDGET:
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$612,197
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE THE LUDEMAN'S PROPERTY \$552,230
 FY 2018-19 PROPOSED:
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$260,000
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE LUDEMAN'S PROPERTY \$504,334
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE PROPERTY THAT MAY BECOME
 AVAILABLE DURING THE YEAR \$250,000



GENERAL FUND
PUBLIC WORKS - OPERATIONS
RECOMMENDED FY 18-19



GENERAL FUND
CAPITAL DEVELOPMENT - ENGINEERING
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:		Public Works - Operations - 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	\$2,152,665	\$2,403,644	\$2,957,539	\$2,678,699	\$1,201,623	-59.37%	
Materials and Services	356,893	352,219	661,870	591,457	376,050	-43.18%	
Capital Outlay	23,893	125,335	121,765	116,490	50,150	-58.81%	
Transfers	236,768	304,269	325,124	325,124	288,915	-11.14%	
SUB-TOTAL	\$2,770,219	\$3,185,467	\$4,066,298	\$3,711,770	\$1,916,738		
Contingency			-		-		
Reserve for Trees			127,678		165,878		
Reserve for equip.			214,821		183,113		
TOTAL	\$2,770,219	\$3,185,467	\$4,408,797	\$3,711,770	\$2,265,729		
FTE's	22.85	23.85	26.85		11.00		

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

Personnel services:

FY 2018-19 reflects a decrease of 15.85 FTE consisting of transferring 15.6 FTE in the Site Development Program from the Public Works Department to the Community Development Department and transferring 0.25 FTE Inventory Control Technician to the Garage Fund. 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 due to transferring the Site Development Program from the Public Works Department to the Community Development Department.

Capital outlay:

FY 2018-19 reflects a decrease due to transferring the Site Development Program from the Public Works Department to the Community Development Department.

Transfers:

FY 2018-19 reflects a decrease due to transferring the Site Development Program from the Public Works Department to the Community Development Department.

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: **Capital Development - Engineering**

CLASS	Actual	Actual	Budget	Estimated	Recommended	% Change
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$1,028,378	\$917,508	\$1,068,729	\$910,483	\$1,050,643	-1.69%
Materials and Services	15,757	17,015	53,120	38,019	39,405	-25.82%
Capital Outlay	0	14,767	27,000	24,230	22,000	-18.52%
Transfers	28,853	20,910	25,624	25,624	25,898	1.07%
SUB-TOTAL	1,072,988	970,200	1,174,473	998,356	1,137,946	
Contingency			-		-	
Reserve for equipment			32,184		11,815	
TOTAL	\$1,072,988	\$970,200	\$1,206,657	\$998,356	\$1,149,761	
FTE's	8.10	8.10	8.10		8.10	

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

Personnel services:

The Recommended Budget 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 Professional Services compared to FY 2017-18 levels.

Capital outlay:

FY 2018-19 reflects a reduction equipment purchases when compared to FY 2017-18.

Transfers:

No significant change

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

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0772 LANDSCAPE MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Program Goal:

To provide attractive, low maintenance landscape areas that demonstrate the City's commitment to well-maintained and well-managed facilities. Maintain City Park and the Beaverton Round Plazas as resources that attract citizens and visitors to enjoy the amenities in the area.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	11.25	11.25	11.25	11.00	0.00
PERSONNEL SERVICES	\$980,099	\$1,051,086	\$1,134,722	\$1,201,623	\$0
MATERIALS & SERVICES	338,139	325,306	387,260	376,050	0
CAPITAL OUTLAY	0	73,199	39,055	50,150	0
TRANSFERS	202,753	246,337	260,224	288,915	0
CONTINGENCY	0	0	286,530	348,991	0
TOTAL	\$1,520,991	\$1,695,928	\$2,107,791	\$2,265,729	\$0

Program Objective:

The Landscape section provides consistently high quality landscape and tree maintenance on a variety of city-owned properties including building and facility landscapes, wetlands, storm drainage channels, and water facility landscapes. Employees in this section are responsible for the care and maintenance of the city's hanging flower baskets during the summer months, a city-wide Vector Control Program for mosquito control associated with controlling the spread of West Nile Virus and a Graffiti Abatement Program.

This division plays a critical role in a variety of elements of the Beaverton Community Vision Goal Areas related to open spaces and other public lands including:

Goal Area: Build Community

- Target: Improve "look and feel" city wide
#10, Organize community clean-up days in neighborhoods, #11, Create "adopt a street" and "adopt a park" opportunities, #12, Involve neighborhoods in improvement planning, #13, Use of art and landscaping to beautify Beaverton

Goal Area: Provide High Quality Public Services

- Target: Maintain a safe and resilient community
#22, Use environmental design to reduce property crime

Goal Area: Create a Vibrant Downtown

- Create a recognizable, vibrant, walkable mixed-use downtown
#63, Add benches, restrooms, bike racks and fountains

INVENTORY SUMMARY

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Acres of Developed Property	89.4	89.0*	93.1	93.2
Acres of Undeveloped Property	33.5	33.8	33.8	34.6
Acres of Pedestrian Paths (including path and borders)	12.4	12.4	13.6	13.6

*Reduction in acreage due to property being redeveloped and maintained by a private entity.

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

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0772 LANDSCAPE MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

DEVELOPED LANDSCAPES

	Number of Acres FY 2015-16	Number of Acres FY 2016-17	Number of Acres FY 2017-18	Number of Acres FY 2018-19
Street Right-of-Way Landscapes	43.6	43.6	47.3	47.4
Facilities Landscapes	44.3	43.8	44.2	44.2
Neighborhood Street Islands	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
Total	89.5	89.0	93.1	93.2

UNDEVELOPED LANDSCAPES

	Number of Acres FY 2015-16	Number of Acres FY 2016-17	Number of Acres FY 2017-18	Number of Acres FY 2018-19
City Property	13.1	13.5	13.5	14.2
Street Rights-of-Way	<u>20.4</u>	<u>20.4</u>	<u>20.4</u>	<u>20.4</u>
Total	33.5	33.9	33.9	34.6

Program Objective:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
To provide maintenance for City owned properties and right-of-ways (acres)	135.3	135.2	140.5	141.34
To provide efficient and effective customer service, completing requests for service within one week	800 requests	800 requests	800 requests	800 requests

Progress on FY 2017-18 Action Plan:

- Crews continued to maintain the grounds of city properties, facilities and public rights of way all having landscape or vegetative amenities at a level which provides an esthetically pleasing appearance and protects the city's investment according to an annual maintenance plan.
- Crews continued to provide assistance to various other city departments on landscape related matters.
- The annual work plan continued to focus on water conservation at sites which have irrigation systems to reduce water usage through the installation of various water conservation related irrigation equipment and conducting water usage audits at various sites.
- The city's vector control program continued to monitor and treat various sites for the abatement of mosquito and other pests.
- Staff continued to work with the community and surrounding jurisdictions to prevent and abate graffiti and related vandalism.
- Efforts have been made to remove invasive noxious nonnative plant materials in city maintained landscapes and replace with native plant species.
- Efforts continued in the initial launch of the city's Adopt-A-Road program which has allowed for a more attractive and litter free environment in various parts of the city.

FY 2018-19 Action Plan:

- Crews will continue to maintain the grounds of city properties, facilities and public rights of way all having landscape or vegetative amenities at a level which provides an esthetically pleasing appearance and protects the city's investment according to an annual maintenance plan.
- Crews will continue to provide assistance to various other city departments on landscape related matters.

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

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0772 LANDSCAPE MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

- The annual work plan will continue to focus on water conservation at sites which have irrigation systems to reduce water usage through the installation of various water conservation related irrigation equipment and conducting water usage audits at various sites and through the use of native plant materials.
- The city’s vector control program will continue to monitor and treat various sites for the abatement of mosquitos and other various pests and continue its cooperative efforts with both the state and county departments of health.
- Staff will continue to work with the community and surrounding jurisdictions to prevent and abate graffiti and related vandalism and continue to work with the Police Department to help apprehend and prosecute those involved with these crimes.
- Crews will work toward improvements to the city’s “Integrated Pest Management Plan” in an effort to reduce pesticide use.
- Efforts will be made to expand the cities adopt a road program with both citizen and business volunteers.
- Efforts will be made to re-landscape some areas to reduce the amount of grass areas to help reduce water consumption and staff time needed to maintain these sites.

Performance Measures:	FY2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Cost per square foot	\$0.26	\$0.30	\$0.29	\$0.29
Estimated number of landscape activities completed within one week	643	552	800	800
Number of facilities treated for mosquito control	3,000	3,000	3,028	3,028
Estimated number of graffiti cases abated	1,321	1,473	2,000	2,000

Performance Outcomes and Program Trends:

Grounds surrounding city facilities, developed and undeveloped property, and street right-of-ways are maintained to a satisfactory level. Activities include mowing, fertilizing, vegetation and insect control and meeting City Code requirements. Requests for service include investigation and correction of issues related to city maintained landscapes and new private development.

Landscape service levels provide acceptable maintenance for the preservation and enhancement of city landscapes and rights-of-way. Efforts to establish higher standards for the maintenance of properties owned by other public entities within the city remain a goal. Improvement of undeveloped street right-of-way and other undeveloped properties the city owns has increased the need for formal landscape care. Efforts will continue to be made during the FY 18-19 to improve the efficiency of city irrigation systems reducing the amount of water consumed reducing overall expenditures.

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

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0703 ENGINEERING SERVICES	PROGRAM MANAGER: FLOYD HARRINGTON

MISSION STATEMENT:

To provide timely and high quality engineering services for the operation, replacement and expansion of the public transportation and traffic systems (including street lighting); and for potable water, sanitary sewer, storm drainage systems infrastructure.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	8.10	8.10	8.10	8.10	0.00
PERSONNEL SERVICES	\$1,028,378	\$917,508	\$1,068,729	\$1,050,643	\$0
MATERIALS & SERVICES	15,757	17,015	53,120	39,405	0
CAPITAL OUTLAY	0	14,767	27,000	22,000	0
TRANSFERS	28,853	20,910	25,624	25,898	0
CONTINGENCY	0	0	32,184	11,815	0
TOTAL	\$1,072,988	\$970,200	\$1,206,657	\$1,149,761	\$0

Program Goal:

The purpose of the Engineering Services program is to deliver high quality engineering, CADD design, land surveying, and administrative support services in support of implementing the Capital Improvement Plan and to provide technical support/advice to the Public Works Department.

Program Objective:

Within Engineering Services there are various disciplines and functions: capital projects engineering and infrastructure planning, land surveying and legal descriptions; CADD services to produce engineering drawings, specifications, and other technical drawings; and clerical support services. Engineering services supports many of the physical development items in the Community Visioning Plan especially the following:

- *Community Vision Action #46: Strategically widen roads, add signals and turn lanes*
- *Community Vision Action #47: Implement solutions to reduce traffic congestion*
- *Community Vision Action #48: Install safe sidewalks and pedestrian lighting citywide*
- *Community Vision Action #49: Create safe routes to schools*
- *Community Vision Action #50: Expand paths and trails and connect to major destinations*
- *Community Vision Action #51: Install or improve crosswalks citywide*
- *Community Vision Action #53: Install bikeways along major commuter routes*
- *Community Vision Action #54: Upgrade trails to include lighting & better connectivity*
- *Community Vision Action #79: Enhance stormwater treatment facilities and processes*
- *Community Vision Action #88: Connect parks and green spaces with trails/bike routes*
- *Community Vision Action #99: Improve pedestrian connections in neighborhoods*

Progress on FY 2017-18 Action Plan:

Engineering Services continues to provide in-house survey, design, drafting and project management for a variety of capital improvement projects. In addition, Engineering Services manages multiple engineering consultants and contractors also working on city capital improvement projects.

FY 2018-19 Action Plan:

Twelve (12) projects to be designed in-house all or in part include:

- Denney Rd Shared-Use Path (CIP 3410)
- Menlo Dr. (Allen Blvd – Fairmount Dr.) Sidewalks (CIP 3106A)
- Cedar Hills Blvd/Dawson Way/Westgate Dr. Intersection Realignment (CIP 3321)
- Hyland Area Waterline Replacements (CIP 4111)

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

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0703 ENGINEERING SERVICES	PROGRAM MANAGER: FLOYD HARRINGTON

- Settler Way Utility Replacements, Phase 2 (CIP 4118B)
- 144th Ave Flood Remediation & Habitat Restoration (CIP 8130)
- Pipe Creek Debris Screen Replacements (CIP 8114)
- CIPP (cured in place pipe) Storm Pipe Rehabilitation, Phase 2 (CIP 8122B)
- Utility Rehabilitation at Dover Ln Near Oleson Rd (Dover South) (CIP 8098A)
- Sellwood Subdivision Utility Replacements (CIP 6095)
- 130th Ave (Hart Rd – Allen Blvd) Traffic Calming (CIP 5108)
- Hall Blvd Fiber Connection (CIP 3413)

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Projected/Revised	Proposed
Number of CIP projects	40	30	35 / 52	50
Number of large CIP projects completed (large projects are more than \$100,000)	8	6	10 / 13	8
Average days to complete construction drawings for large CIP projects	120	120	120 / 120	120
Number of small CIP projects completed (small projects are less than \$100,000)	8	2	4 / 2	1
Average days to complete construction drawings for small CIP projects	75	75	75 / 75	45
Time required to complete as-built drawings	6 mos.	6 mos.	6 mos. / 6 mos.	4 mos.

Program Outcomes and Program Trends:

In FY 2018-19 staff will continue to adjust the balance between the work accomplished by staff versus the work accomplished by private consultants in order to complete the most projects within available funding. There are ten project managers (9 in Engineering and 1 in Public Works) that are responsible for the 3 phases of construction: design, acquisition of right of way, and construction. In any fiscal year, a project may have some or all of the phases under way. A project manager can handle 3-4 projects per year in addition to other staff responsibilities resulting in a project work load of between 30 and 40 projects per year. City staff will accomplish approximately 24 percent of the design and survey work (12 of 50 projects). The remainder of the work (76%) will be by consultant.

Work by City staff equates to 6 projects per CADD designer. The remainder will be accomplished by a contract with private engineering firms. Of the 50 projects proposed for FY 2018-19, staff anticipates that 12 of the projects (or 24 percent) will be constructed or under construction. Of these 12 projects, staff anticipates that one (8%) will be accomplished by city forces and the remainder by contract with private construction firms. In FY 2018-19 there is sufficient funding from the various funding sources to fund the planned 50 capital improvement projects; however, the following projections should be noted:

- The increase in the state and county transportation funding will be sufficient to maintain a Pavement Condition Index (PCI) of 72 for Arterials and Collectors and a PCI of 77 for Minor collectors and Local streets. The additional funding will not be sufficient to maintain streets in their current condition and fund ADA ramp improvements as well as Sidewalk Gap filling projects.
- Funding from Metro, State and Federal grants has all but disappeared. The last State or Federal grant was received in 2013. In addition, larger funding matches by the City are needed to have a competitive project proposal.
- Funding for sidewalk, path and bike lane projects continues to be insufficient to meet demands while maintaining a satisfactory level of street rehabilitation and ADA ramp replacement.
- Funding from CWS for the replacement of sanitary sewer laterals has disappeared; however, the City completed one (1) utility replacement in an older subdivision in FY 17-18 and hopes to complete two (2) such projects in FY 18-19.
- The number of projects that can be funded and managed continues to be at the upper limit of staff availability. Two project managers will be added in FY 2018-19 (an increase of 25%); however, the number of projects has also increased by 43%. In FY 2018-19 there will be seven (7) roadway projects under design and/or construction which includes three (3) sidewalk/path projects. There is insufficient staff to manage additional sidewalk projects. This is problematic because the MSTIP3e Sidewalk Gap Filling project could be started if there was one additional staff.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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

049 PROG COORDINATOR -PUBLIC WORKS

59,939 1.00 64,205 1.00 69,569 1.00 53,398 68,090 75,413 1.00 75,413 1.00

053 SENIOR ENGINEER

107,299 1.00 109,304 1.00 167,026 2.00 87,793 157,175

063 PUBLIC WORKS SUPRVISR-ARBORIST

52,880 .70 54,194 .70 59,605 .70 50,474 64,661 52,021 .70 52,021 .70

084 PROJECT ENGINEER 1

92,418 1.60 138,670 1.60 154,317 1.60 112,598 143,835

085 PROJECT MANAGER 1

18,466 1.00 2,702 18,466

112 PUBLIC WORKS MANAGER 3

31,642 .30 32,807 .30 33,406 .30 26,403 33,403 35,552 .30 35,552 .30

119 ENG. CONST. INSPECTOR LEAD

93,447 1.00 87,840 1.00 88,678 1.00 61,173 87,886

123 ENGINEERING TECH 2

171,170 3.00 172,329 4.00 230,220 3.00 156,602 209,143

124 ENGINEERING CONST INSPECTOR

193,170 4.00 283,244 4.00 298,448 4.00 187,480 265,373

143 SENIOR FIELD INSPECTOR - ENG

45,945 1.00 19,678

166 LANDSCAPE TECHNICIAN

314,365 6.00 355,359 7.00 374,852 7.00 290,797 365,805 329,951 6.00 329,951 6.00

170 PUBLIC WORKS LEAD

61,220 1.00 61,220 1.00

188 INVENTORY CONTROL TECHNICIAN

12,534 .25 13,757 .25 14,802 .25 12,205 15,672

215 UTILITY WORKER

102,552 3.00 76,917 2.00 79,530 2.00 55,538 75,177 83,029 2.00 83,029 2.00

221 SUPPORT SPECIALIST 2

0613

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	51,434	1.00	53,739	1.00	54,534	1.00	24,436	40,857							
225	PERMIT TECHNICIAN														
					24,676	1.00	19,774	31,858							
274	SEASONAL WORKFORCE														
	35,726		53,988		71,000		43,855	51,008	68,000		68,000				
275	TEMPORARY EMPLOYEES														
	83,684		11,293		47,531		759	759							
299	PAYROLL TAXES AND FRINGES														
	750,405		895,998		1,124,934		737,998	1,029,853	480,858		496,437				

TOTAL CLASS: 05 PERSONNEL SERVICES

	2,152,665	22.85	2,403,644	23.85	2,957,539	26.85	1,923,985	2,678,699	1,186,044	11.00	1,201,623	11.00			
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE														
	1,851		1,684		3,000		810	1,000							
303	OFFICE FURNITURE & EQUIPMENT														
	3,620		4,253		15,800		2,728	13,503							
304	DEPARTMENT EQUIPMENT EXPENSE														
	5,961		9,142		12,160		10,656	10,100	9,200		9,200				
305	SPECIAL DEPARTMENT SUPPLIES														
	3,946		2,016		5,500		3,770	5,000	3,000		3,000				
307	MEMBERSHIP FEES														
	2,189		2,583		3,485		1,982	3,185	1,500		1,500				
317	COMPUTER EQUIPMENT														
	3,473		7,698		24,515		4,412	7,000							
318	COMPUTER SOFTWARE														
							20								
321	TRAVEL, TRAINING & SUBSISTENCE														
	7,889		6,275		25,200		11,298	12,300	5,000		5,000				
328	MEALS & RELATED EXPENSE														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	558		636				125	125	200		200			
341	COMMUNICATIONS EXPENSE													
	1,518		5,285		360			2,000						
351	UTILITIES EXPENSE													
	179,599		126,254		170,000		104,054	140,000	170,000		150,000			
361	UNIFORMS & SPECIAL CLOTHING													
	8,741		9,480		9,750		5,830	8,250	7,500		7,500			
382	GROUNDS MAINTENANCE													
	4,766		5,145		10,000		3,105	9,600	10,000		10,000			
419	CHEMICAL & LABORATORY SUPPLIES													
	12,875		9,606		17,000		12,393	13,000	16,000		16,000			
420	LANDSCAPE MAINTENANCE													
	56,785		74,688		70,000		56,572	60,000	70,000		70,000			
421	STREET FURNITURE EXPENSE													
	3,696		2,999		8,000		7,390	7,500	7,000		7,000			
423	GRAFFITI REMOVAL EXPENSE													
	742		2,177		5,650		2,868	4,175	5,000		5,000			
424	CITY PARK FACILITY MAINT EXP													
	12,064		17,055		20,000		13,562	24,000	20,000		20,000			
425	DUMPING EXPENSES													
	9,640		17,204		12,000		12,387	16,000	16,000		16,000			
436	THE ROUND PLAZA MAINT EXPENSE													
	6,309		15,685		10,000		5,269	15,500	18,000		18,000			
461	SPECIAL EXPENSE													
					150		58	150	150		150			
511	PROFESSIONAL SERVICES													
	29,475		30,837		187,000		190,277	187,000	35,000		35,000			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
					50,000			50,000						
551	RENTS AND LEASES													
	1,196		1,517		2,300		1,696	2,069	2,500		2,500			

0615

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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

	356,893		352,219		661,870		451,262	591,457	396,050		376,050			
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CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

	23,893		92,255		121,765		117,426	116,490	50,150		50,150			
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681 IMPROVEMENTS

			33,080											
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TOTAL CLASS: 15 CAPITAL OUTLAY

	23,893		125,335		121,765		117,426	116,490	50,150		50,150			
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CLASS: 25 TRANSFERS

0616 804 TRSFR - OPERATIONS ADMIN

	129,171		168,720		184,263		153,553	184,263	166,888		166,888			
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817 TRSFRS TO GARAGE FUND

	107,597		135,549		140,861		91,978	140,861	122,027		122,027			
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TOTAL CLASS: 25 TRANSFERS

	236,768		304,269		325,124		245,531	325,124	288,915		288,915			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

990 RESERVE - TREE PRESERVATION

					127,678				165,878		165,878			
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996 RESERVE - EQUIPMENT REPLACEMT

					214,821				183,113		183,113			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					342,499				348,991		348,991			
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TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

	2,770,219	22.85	3,185,467	23.85	4,408,797	26.85	2,738,204	3,711,770	2,270,150	11.00	2,265,729	11.00		
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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

046 PRINCIPAL ENGINEER

12,972 .10 13,217 .10 13,463 .10 10,522 13,263 13,804 .10 13,804 .10

068 ENGINEERING ASSOCIATE

67,204 1.00 72,269 1.00 77,470 1.00 33,473 50,755 68,086 1.00 68,086 1.00

085 PROJECT MANAGER 1

77,465 1.00 56,599 72,986 83,364 1.00 83,364 1.00

113 ENGINEERING TECH 3

180,535 3.00 167,034 3.00 205,116 3.00 126,626 170,556 209,910 3.00 209,910 3.00

123 ENGINEERING TECH 2

56,254 1.00 60,016 1.00 47,210 59,843 64,550 1.00 64,550 1.00

146 SURVEYOR (PLS)

78,010 1.00 78,348 1.00 78,595 1.00 60,743 76,359 82,466 1.00 82,466 1.00

175 PROJECT ENGINEER 2

110,217 1.00 113,335 1.00 115,633 1.00 90,363 111,345 118,518 1.00 118,518 1.00

221 SUPPORT SPECIALIST 2

56,272 1.00

250 PROJECT MANAGER 2

99,961 1.00 88,010 1.00

274 SEASONAL WORKFORCE

27,200

275 TEMPORARY EMPLOYEES

67,155 19,703 25,360 14,272 33,952 17,178 17,178

299 PAYROLL TAXES AND FRINGES

356,052 309,338 388,411 251,449 321,424 378,571 392,767

TOTAL CLASS: 05 PERSONNEL SERVICES

1,028,378 8.10 917,508 8.10 1,068,729 8.10 691,257 910,483 1,036,447 8.10 1,050,643 8.10

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

0617

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
	1,920		1,510		3,000		1,172	2,000	2,500		2,500			
303	OFFICE FURNITURE & EQUIPMENT													
	451		400		2,660		2,352	2,660	29,080		4,080			
304	DEPARTMENT EQUIPMENT EXPENSE													
	202		3,100		4,555		24	2,000	4,965		2,965			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,967		1,861		3,925		1,430	2,600	4,150		4,150			
307	MEMBERSHIP FEES													
	541		397		1,250		679	1,100	1,360		1,360			
308	PERIODICALS & SUBSCRIPTIONS													
	287		306		400		61	300	400		400			
314	OUTSIDE REPRODUCTION EXPENSES													
	949		782		1,500		376	1,000	1,500		1,000			
316	ADVERTISING, RECORDING & FILING													
	98		97		1,500				1,500		400			
317	COMPUTER EQUIPMENT													
	1,401		883						200		200			
318	COMPUTER SOFTWARE													
			613				175		4,300		4,300			
321	TRAVEL, TRAINING & SUBSISTENCE													
	3,655		899		8,500		1,052	3,000	10,800		10,800			
325	COMMUNITY EVENTS EXPENSE													
					500				500					
328	MEALS & RELATED EXPENSE													
	70		170		700		150	200	700		300			
341	COMMUNICATIONS EXPENSE													
	1,824		2,008											
342	DATA COMMUNICATION EXPENSE													
					1,440				1,440					
361	UNIFORMS & SPECIAL CLOTHING													
	39		1,119		900		1,254	1,159	1,950		1,950			

0618

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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													
	318		1,085		2,290		3,183	2,000	24,000		2,000			
511	PROFESSIONAL SERVICES													
	2,035		1,785		20,000		15,550	20,000	3,000		3,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	15,757		17,015		53,120		27,458	38,019	92,345		39,405			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
					27,000		24,230	24,230	57,700					
671	EQUIPMENT													
			14,767								22,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
			14,767		27,000		24,230	24,230	57,700		22,000			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	21,025		12,336		17,614		9,590	17,614	16,633		16,633			
817	TRSFERS TO GARAGE FUND													
	2,324		5,786		5,010		5,526	5,010	7,065		7,065			
818	TRSFERS TO ISD-ALLOCATED													
	5,504		2,788		3,000		2,500	3,000	2,200		2,200			
TOTAL CLASS: 25 TRANSFERS														
	28,853		20,910		25,624		17,616	25,624	25,898		25,898			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996	RESERVE - EQUIPMENT REPLACEMT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
					32,184				33,815		11,815			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					32,184				33,815		11,815			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	1,072,988	8.10	970,200	8.10	1,206,657	8.10	760,561	998,356	1,246,205	8.10	1,149,761	8.10		

0620

**PUBLIC WORKS
(GENERAL FUND)
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
49	PROG COORDINATOR -PUBLIC WORKS	1.00	1.00					1.00
53	SENIOR ENGINEER	1.00	2.00					2.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.70	0.70					0.70
84	PROJECT ENGINEER 1	1.60	1.60					1.60
85	PROJECT MANAGER 1	0.00	1.00					1.00
112	PUBLIC WORKS MANAGER 3	0.30	0.30					0.30
119	ENG. CONST. INSPECTOR LEAD	1.00	1.00					1.00
123	ENGINEERING TECH 2	4.00	3.00					3.00
124	ENGINEERING CONST INSPECTOR	4.00	4.00					4.00
143	SENIOR FIELD INSPECTOR - ENG	0.00	1.00					1.00
166	LANDSCAPE TECHNICIAN	7.00	7.00					7.00
170	PUBLIC WORKS LEAD	0.00	0.00					0.00
188	INVENTORY CONTROL TECHNICIAN	0.25	0.25					0.25
215	UTILITY WORKER	2.00	2.00					2.00
221	SUPPORT SPECIALIST 2	1.00	1.00					1.00
225	PERMIT TECHNICIAN	0.00	1.00					1.00
	Total	23.85	26.85	0.00	0.00	0.00	0.00	26.85

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
49	PROG COORDINATOR -PUBLIC WORKS	1.00					1.00
53	SENIOR ENGINEER	2.00		(2.00) ^a			0.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.70					0.70
84	PROJECT ENGINEER 1	1.60		(1.60) ^a			0.00
85	PROJECT MANAGER 1	1.00		(1.00) ^a			0.00
112	PUBLIC WORKS MANAGER 3	0.30					0.30
119	ENG. CONST. INSPECTOR LEAD	1.00		(1.00) ^a			0.00
123	ENGINEERING TECH 2	3.00		(3.00) ^a			0.00
124	ENGINEERING CONST INSPECTOR	4.00		(4.00) ^a			0.00
143	SENIOR FIELD INSPECTOR - ENG	1.00		(1.00) ^a			0.00
166	LANDSCAPE TECHNICIAN	7.00			(1.00) ^b		6.00
170	PUBLIC WORKS LEAD	0.00			1.00 ^b		1.00
188	INVENTORY CONTROL TECHNICIAN	0.25		(0.25) ^c			0.00
215	UTILITY WORKER	2.00					2.00
221	SUPPORT SPECIALIST 2	1.00		(1.00) ^a			0.00
225	PERMIT TECHNICIAN	1.00		(1.00) ^a			0.00
	Total	26.85	0.00	(15.85)	0.00	0.00	11.00

^a FY 18-19 transfers the Site Development Division's 15.6 FTEs within the General Fund from the Public Works Department to the Community Development Department.

^b FY 18-19 reclassifies a Landscape Tech position to a Public Works Lead position.

^c FY 18-19 reallocates the Inventory Control Technician position from being split between General Fund, Street Fund, Water Fund, Sewer Fund, and the Storm Drain Fund to 100% in the Garage Fund.

**CAPITAL DEVELOPMENT - ENGINEERING
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
46	PRINCIPAL ENGINEER	0.10	0.10					0.10
68	ENGINEERING ASSOCIATE	1.00	1.00					1.00
85	PROJECT MANAGER 1	0.00	1.00					1.00
113	ENGINEERING TECH 3	3.00	3.00					3.00
123	ENGINEERING TECH 2	1.00	1.00					1.00
146	SURVEYOR (PLS)	1.00	1.00					1.00
175	PROJECT ENGINEER 2	1.00	1.00					1.00
250	PROJECT MANAGER 2	1.00	0.00					0.00
	Total	8.10	8.10	0.00	0.00	0.00	0.00	8.10

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
46	PRINCIPAL ENGINEER	0.10					0.10
68	ENGINEERING ASSOCIATE	1.00					1.00
85	PROJECT MANAGER 1	1.00					1.00
113	ENGINEERING TECH 3	3.00					3.00
123	ENGINEERING TECH 2	1.00					1.00
146	SURVEYOR (PLS)	1.00					1.00
175	PROJECT ENGINEER 2	1.00					1.00
250	PROJECT MANAGER 2	0.00					0.00
	Total	8.10	0.00	0.00	0.00	0.00	8.10

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT 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

046	PRINCIPAL ENGINEER												
	12,972	.10	13,217	.10	13,463	.10	13,263	13,804	.10	13,804	.10		
068	ENGINEERING ASSOCIATE												
	67,204	1.00	72,269	1.00	77,470	1.00	50,755	68,086	1.00	68,086	1.00		
085	PROJECT MANAGER 1												
					77,465	1.00	72,986	83,364	1.00	83,364	1.00		
113	ENGINEERING TECH 3												
	180,535	3.00	167,034	3.00	205,116	3.00	170,556	209,910	3.00	209,910	3.00		
123	ENGINEERING TECH 2												
			56,254	1.00	60,016	1.00	59,843	64,550	1.00	64,550	1.00		
146	SURVEYOR (PLS)												
	78,010	1.00	78,348	1.00	78,595	1.00	76,359	82,466	1.00	82,466	1.00		
175	PROJECT ENGINEER 2												
	110,217	1.00	113,335	1.00	115,633	1.00	111,345	118,518	1.00	118,518	1.00		
221	SUPPORT SPECIALIST 2												
	56,272	1.00											
250	PROJECT MANAGER 2												
	99,961	1.00	88,010	1.00									
274	SEASONAL WORKFORCE												
					27,200								
275	TEMPORARY EMPLOYEES												
	67,155		19,703		25,360		33,952	17,178		17,178			
299	PAYROLL TAXES AND FRINGES												
	356,052		309,338		388,411		321,424	378,571		392,767			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,028,378	8.10	917,508	8.10	1,068,729	8.10	910,483	1,036,447	8.10	1,050,643	8.10		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,920		1,510		3,000		2,000	2,500		2,500			
303	OFFICE FURNITURE & EQUIPMENT												
	451		400		2,660		2,660	29,080		4,080			
304	DEPARTMENT EQUIPMENT EXPENSE												
	202		3,100		4,555		2,000	4,965		2,965			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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046	PRINCIPAL ENGINEER	POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.
068	ENGINEERING ASSOCIATE	
085	PROJECT MANAGER 1	FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
113	ENGINEERING TECH 3	FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
123	ENGINEERING TECH 2	FY 16-17 REFLECTS THE RECLASSIFICATION OF A SUPPORT SPECIALIST 2 POSITION TO ENGINEERING TECH 2 POSITION.
146	SURVEYOR (PLS)	
175	PROJECT ENGINEER 2	
221	SUPPORT SPECIALIST 2	FY 16-17 REFLECTS THE RECLASSIFICATION OF A SUPPORT SPECIALIST 2 POSITION TO ENGINEERING TECH 2 POSITION.
250	PROJECT MANAGER 2	FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
274	SEASONAL WORKFORCE	FY 17-18 REFLECTS SEASONAL INSPECTOR FOR CRESCENT PATH CIP3407
275	TEMPORARY EMPLOYEES	RETIRED EMPLOYEE RETURNING TO INSPECT THE CRESCENT PATH PROJECT.
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 \$2,500
303	OFFICE FURNITURE & EQUIPMENT	OFFICE CHAIR REPLACEMENT (2) \$1,200 SIT-STAND DESK (2) \$980 MONITOR ARMS FOR SIT STAND DESKS (2) \$700 REPLACE EQUIPMENT FOR TECHS \$1,200
304	DEPARTMENT EQUIPMENT EXPENSE	REPLACEMENT SURVEYING STAKES, INSPECTION SPECIAL EQUIPMENT AND SUPPLIES \$1,500 INK FOR EPSON WIDE FORMAT PRINTER (5 CARTRIDGES) \$1,265 TONER CARTRIDGE FOR RICOH WIDE FORMAT \$200

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT 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
305	SPECIAL DEPARTMENT SUPPLIES												
	1,967		1,861		3,925		2,600	4,150		4,150			
307	MEMBERSHIP FEES												
	541		397		1,250		1,100	1,360		1,360			
308	PERIODICALS & SUBSCRIPTIONS												
	287		306		400		300	400		400			
314	OUTSIDE REPRODUCTION EXPENSES												
	949		782		1,500		1,000	1,500		1,000			
316	ADVERTISING, RECORDING & FILING												
	98		97		1,500			1,500		400			
317	COMPUTER EQUIPMENT												
	1,401		883					200		200			
318	COMPUTER SOFTWARE												
			613					4,300		4,300			
321	TRAVEL, TRAINING & SUBSISTENCE												
	3,655		899		8,500		3,000	10,800		10,800			
325	COMMUNITY EVENTS EXPENSE												
					500			500					
328	MEALS & RELATED EXPENSE												
	70		170		700		200	700		300			
341	COMMUNICATIONS EXPENSE												
	1,824		2,008										
342	DATA COMMUNICATION EXPENSE												
					1,440			1,440					
361	UNIFORMS & SPECIAL CLOTHING												
	39		1,119		900		1,159	1,950		1,950			
371	EQUIPMENT OPER & MAINT EXPENSE												
	318		1,085		2,290		2,000	24,000		2,000			
511	PROFESSIONAL SERVICES												
	2,035		1,785		20,000		20,000	3,000		3,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	15,757		17,015		53,120		38,019	92,345		39,405			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
305	SPECIAL DEPARTMENT SUPPLIES BENCHMARKS, MONUMENTS AND SURVEYING SUPPLIES \$2,750 PAPER FOR WIDE FORMAT PLOTTERS \$900 SPECIAL ENGINEERING SUPPLIES (PAINT, SCALES, TAPE MEASURES) \$500
307	MEMBERSHIP FEES 1-PROFESSIONAL ENGINEER (JB) \$270 1-PROFESSIONAL LAND SURVEYOR REGISTRATION (MS) \$220 2-PLSO MEMBERSHIP (\$100 EA) (MS, CN) \$200 ASCE MEMBERSHIP \$300 APWA MEMBERSHIP \$150 NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS (NSPE) MEMBERSHIP (JB) \$220
308	PERIODICALS & SUBSCRIPTIONS TECHNICAL AND PROFESSIONAL JOURNALS, DESIGN MANUALS, TECHNICAL SOFTWARE REFERENCE \$200 MATERIALS, NEWSPAPER NOTICES FOR PLAN CODE AMENDMENTS \$200
314	OUTSIDE REPRODUCTION EXPENSES VARIOUS WATER CONSERVATION PRINT MATERIALS ENGINEERING-RELATED PUBLICATION EXPENSES
316	ADVERTISING, RECORDING & FILING RECORD OF SURVEY EXPENSES \$400
317	COMPUTER EQUIPMENT IPHONE 6 PLUS LARGE SCREEN FOR PROJECT MANAGER \$200
318	COMPUTER SOFTWARE CARLSON SURVEY UPGRADE \$1,200 HIGHWAY CAPACITY SOFTWARE \$3,100
321	TRAVEL, TRAINING & SUBSISTENCE TRAVEL & TRAINING EXPENSES FOR TRAINING (ENG TECHS AND PROJ MGR) \$2,000 AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900 CIVIL 3D TRAINING (ALL PUBLIC WORKS CADD USERS) \$2,700 OSU SURVEY SEMINARS (MS, CN) \$1,700 MISC TRAINING \$1,500 TECH TRAINING (MUNICIPAL FORMS, ODOT CLASS) (AL, GJ, PM, WB) \$2,000
325	COMMUNITY EVENTS EXPENSE
328	MEALS & RELATED EXPENSE INTERJURISDICTIONAL & PROFESSIONAL ASSOCIATION MEETINGS- MEALS & PARKING \$150 NORTHWEST USER GROUP MEETING - HOSTING \$150
341	COMMUNICATIONS EXPENSE BEGINNING FY 2017-18 ENGINEERING COMMUNICATIONS EXPENSE WILL BE ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
342	DATA COMMUNICATION EXPENSE
361	UNIFORMS & SPECIAL CLOTHING 7 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMP) \$1,050 (EMPLOYEES: 1 PROJ ENG, 1 PROJ MGR, 1 SURVEYOR, 4 TECHS) BASEBALL CAPS FOR DIVISION (ONE TIME PURCHASE) \$900 THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.
371	EQUIPMENT OPER & MAINT EXPENSE ANNUAL MAINTENANCE PLAN FOR WIDE FORMAT PRINTER/SCANNER \$2,000 ANNUAL MAINTENANCE AND RECALIBRATION OF SURVEY INSTRUMENTS:
511	PROFESSIONAL SERVICES ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT 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				27,000		24,230	57,700					
671	EQUIPMENT		14,767							22,000			
TOTAL CLASS: 15 CAPITAL OUTLAY			14,767		27,000		24,230	57,700		22,000			

CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	21,025	12,336		17,614		17,614	16,633		16,633			
817	TRSFERS TO GARAGE FUND	2,324	5,786		5,010		5,010	7,065		7,065			
818	TRSFERS TO ISD-ALLOCATED	5,504	2,788		3,000		3,000	2,200		2,200			
TOTAL CLASS: 25 TRANSFERS		28,853	20,910		25,624		25,624	25,898		25,898			

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

996	RESERVE - EQUIPMENT REPLACEMT				32,184			33,815		11,815			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					32,184			33,815		11,815			

TOTAL PROGRAM: 0703 ENGINEERING MGMT SERVICES

		1,072,988	8.10	970,200	8.10	1,206,657	8.10	998,356	1,246,205	8.10	1,149,761	8.10	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING		1,072,988	8.10	970,200	8.10	1,206,657	8.10	998,356	1,246,205	8.10	1,149,761	8.10	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

641 VEHICLES

671 EQUIPMENT

TOPCON IS3 - ROBOTIC TOTAL STATION - SURVEY EQUIPMENT WITH FC-5000 DATA COLLECTOR \$22,000

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,633

817 TRSFERS TO GARAGE FUND

GARAGE TRANSFER \$7,065

818 TRSFERS TO ISD-ALLOCATED

ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND
 ENGINEERING SOFTWARE UPGRADES \$2,200

996 RESERVE - EQUIPMENT REPLACEMT

RESERVE FOR SURVEY EQUIPMENT REPLACEMENT \$11,815
 FY 2018-19 REFLECTS \$22,000 USED FOR SURVEY EQUIPMENT IN 671 LINE ITEM

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

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

049	PROG COORDINATOR -PUBLIC WORKS												
	59,939	1.00	64,205	1.00	69,569	1.00	68,090	75,413	1.00	75,413	1.00		
063	PUBLIC WORKS SUPRVISR-ARBORIST												
	52,880	.70	54,194	.70	59,605	.70	64,661	52,021	.70	52,021	.70		
112	PUBLIC WORKS MANAGER 3												
	31,642	.30	32,807	.30	33,406	.30	33,403	35,552	.30	35,552	.30		
166	LANDSCAPE TECHNICIAN												
	314,365	6.00	355,359	7.00	374,852	7.00	365,805	329,951	6.00	329,951	6.00		
170	PUBLIC WORKS LEAD												
								61,220	1.00	61,220	1.00		
188	INVENTORY CONTROL TECHNICIAN												
	12,534	.25	13,757	.25	14,802	.25	15,672						
215	UTILITY WORKER												
	102,552	3.00	76,917	2.00	79,530	2.00	75,177	83,029	2.00	83,029	2.00		
274	SEASONAL WORKFORCE												
	35,726		53,988		71,000		51,008	68,000		68,000			
275	TEMPORARY EMPLOYEES												
			8,661										
299	PAYROLL TAXES AND FRINGES												
	370,461		391,198		431,958		442,607	480,858		496,437			

TOTAL CLASS: 05 PERSONNEL SERVICES

	980,099	11.25	1,051,086	11.25	1,134,722	11.25	1,116,423	1,186,044	11.00	1,201,623	11.00		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	4,561		6,701		11,160		9,500	9,200		9,200			
305	SPECIAL DEPARTMENT SUPPLIES												
	3,946		2,016		3,000		3,000	3,000		3,000			
307	MEMBERSHIP FEES												
	535		973		1,500		1,200	1,500		1,500			
317	COMPUTER EQUIPMENT												
			780										
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,873		3,411		5,000		4,300	5,000		5,000			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049 PROG COORDINATOR -PUBLIC WORKS

- 063 PUBLIC WORKS SUPRVISR-ARBORIST
 THE POSITION ALLOCATED: 70% 001-85-0772 AND 30% 101-85-0775.

- 112 PUBLIC WORKS MANAGER 3
 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.

- 166 LANDSCAPE TECHNICIAN
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE LANDSCAPE TECH.
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD.

- 170 PUBLIC WORKS LEAD
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD.

- 188 INVENTORY CONTROL TECHNICIAN
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM
 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN
 THE GARAGE FUND.

- 215 UTILITY WORKER
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE LANDSCAPE TECH.

- 274 SEASONAL WORKFORCE
 INCLUDES FUNDING FOR SEASONAL WORKFORCE FOR FLOWER BASKET PROGRAM AND SEASONAL
 LEAF REMOVAL AND MOWING PROGRAM.

- 275 TEMPORARY EMPLOYEES
 NO APPROPRIATION REQUESTED

- 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
 REPLACEMENT EQUIPMENT AND SMALL POWER EQUIPMENT ASSOCIATED WITH LANDSCAPE MAINTENANCE.

- 305 SPECIAL DEPARTMENT SUPPLIES
 MISCELLANEOUS HAND TOOLS RELATED TO LANDSCAPE MAINTENANCE AND CONSTRUCTION,
 VECTOR CONTROL, AND GRAFFITI ABATEMENT PROGRAMS.

- 307 MEMBERSHIP FEES
 PESTICIDE APPLICATOR LICENSE RENEWAL (ANNUAL FEE)
 MEMBERSHIP IN COMMUNITY TREES
 MEMBERSHIP IN THE OREGON VECTOR CONTROL ASSOCIATION

- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED

- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES.

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

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
328	MEALS & RELATED EXPENSE												
	558		386						200		200		
351	UTILITIES EXPENSE												
	179,599		126,254		170,000		140,000	170,000		170,000		150,000	
361	UNIFORMS & SPECIAL CLOTHING												
	8,519		7,872		7,500		6,000	7,500		7,500		7,500	
382	GROUNDS MAINTENANCE												
	4,766		5,145		10,000		9,600	10,000		10,000		10,000	
419	CHEMICAL & LABORATORY SUPPLIES												
	12,875		9,606		17,000		13,000	16,000		16,000		16,000	
420	LANDSCAPE MAINTENANCE												
	56,785		74,688		70,000		60,000	70,000		70,000		70,000	
421	STREET FURNITURE EXPENSE												
	3,696		2,999		8,000		7,500	7,000		7,000		7,000	
423	GRAFFITI REMOVAL EXPENSE												
	742		2,177		5,650		4,175	5,000		5,000		5,000	
424	CITY PARK FACILITY MAINT EXP												
	12,064		17,055		20,000		24,000	20,000		20,000		20,000	
425	DUMPING EXPENSES												
	9,640		17,204		12,000		16,000	16,000		16,000		16,000	
436	THE ROUND PLAZA MAINT EXPENSE												
	6,309		15,685		10,000		15,500	18,000		18,000		18,000	
461	SPECIAL EXPENSE												
					150		150	150		150		150	
511	PROFESSIONAL SERVICES												
	29,475		30,837		34,000		34,000	35,000		35,000		35,000	
551	RENTS AND LEASES												
	1,196		1,517		2,300		2,069	2,500		2,500		2,500	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	338,139		325,306		387,260		349,994	396,050		396,050		376,050	
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
			40,119		39,055		37,731	50,150		50,150		50,150	
681	IMPROVEMENTS												
			33,080										
TOTAL CLASS: 15 CAPITAL OUTLAY													
			73,199		39,055		37,731	50,150		50,150		50,150	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND MEALS ASSOCIATED WITH OVERTIME AFTER HOURS WORK PER UNION CONTRACT, CREW MEETINGS	
351	UTILITIES EXPENSE WATER SERVICE TO CITY LANDSCAPES ELECTRICAL SERVICES TO CITY LANDSCAPES GARBAGE COLLECTION SERVICE ON STREET R.O.W. AND OTHER VARIOUS CITY OWNED SITES	
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND SPECIAL SAFETY EQUIPMENT PER UNION CONTRACT.	
382	GROUNDS MAINTENANCE LAWN AND SHRUB FERTILIZER, BARKDUST, REPLACEMENT PLANTS, IRRIGATION REPAIR PARTS ON CITY FACILITY GROUNDS.	
419	CHEMICAL & LABORATORY SUPPLIES MISCELLANEOUS LAWN AND SHRUB CARE, VEGETATION CONTROL AND VECTOR CONTROL CHEMICALS	
420	LANDSCAPE MAINTENANCE IRRIGATION REPAIR SUPPLIES, REPLACEMENT PLANT MATERIAL FOR STREET RIGHT-OF-WAY LANDSCAPES, REPLACEMENT PLANT MATERIAL FOR DOWNTOWN FLOWER BASKETS	
421	STREET FURNITURE EXPENSE STREET FURNITURE REPLACEMENT AND ADDITIONS	
423	GRAFFITI REMOVAL EXPENSE SUPPLIES RELATED TO CLEANUP AND ABATEMENT OF GRAFFITI	
424	CITY PARK FACILITY MAINT EXP ANNUAL FOUNTAIN PERMIT AND EXPENDITURES RELATED TO MAINTENANCE, REPAIRS, AND IMPROVEMENTS TO CITY PARK.	
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL.	
436	THE ROUND PLAZA MAINT EXPENSE MISCELLANEOUS REPAIRS AND SUPPLIES FOR THE PUBLIC PLAZAS AT THE ROUND. ELECTRICAL/WATER USAGE FY.18/19 INCREASE DUE TO REPAIR NEEDED TO FOUNTAIN AND REPLACE FENCE	
461	SPECIAL EXPENSE COMMERCIAL DRIVER LICENSES RENEWALS	
511	PROFESSIONAL SERVICES INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS TREE REMOVALS AND LAWN AERATION	
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL ARCTIC STORAGE LOT LEASE	
641	VEHICLES 1 - REPLACEMENT FOR TRUCK NO. 6-619 (2001 FORD F350 DUMP TRUCK) WITH SIMILAR VEHICLE \$50,150	
681	IMPROVEMENTS NO APPROPRIATION REQUESTED FY 18-19	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

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: 25 TRANSFERS													
804	TRSFR - OPERATIONS ADMIN												
	110,919		147,016		161,384		161,384	166,888		166,888			
817	TRSFERS TO GARAGE FUND												
	91,834		99,321		98,840		98,840	122,027		122,027			
TOTAL CLASS: 25 TRANSFERS													
	202,753		246,337		260,224		260,224	288,915		288,915			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
990	RESERVE - TREE PRESERVATION												
					127,678			165,878		165,878			
996	RESERVE - EQUIPMENT REPLACEMT												
					158,852			183,113		183,113			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					286,530			348,991		348,991			
TOTAL PROGRAM: 0772 LANDSCAPE MAINTENANCE													
	1,520,991	11.25	1,695,928	11.25	2,107,791	11.25	1,764,372	2,270,150	11.00	2,265,729	11.00		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	2,770,219	22.85	3,185,467	23.85	4,408,797	26.85	3,711,770	2,270,150	11.00	2,265,729	11.00		
TOTAL FUND: 001 GENERAL FUND													
	57,408,597	337.73	63,945,004	344.28	78,611,048	350.83	66,308,307	77,763,203	355.43	79,016,875	357.13		

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

804 TRSFR - OPERATIONS ADMIN
ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

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

990 RESERVE - TREE PRESERVATION
RESERVE FOR SPECIFIC TREE PLANTING PROJECTS AS AUTHORIZED FOR HABITAT OR AESTHETIC PURPOSES. IN-LIEU FEES PAID BY THE PROPERTY OWNERS WHO REMOVE SIGNIFICANT TREES FOR THE MITIGATION OF THE TREES REMOVED (COUNCIL RESOLUTION NO. 3681)
REFLECTS ADDITION OF \$38,200 FROM RUSSELL PROPERTY SUBDIVISION RECEIVED IN FY 17-18

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR VEHICLE REPLACEMENT

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
001-85	PUBLIC WORKS - OPERATIONS											
001-85-0701-05-053	SENIOR ENGINEER	2.00	2,936			157,175				157,175	85,762	242,937
001-85-0701-05-084	PROJECT ENGINEER 1	1.60	3,091			135,487				143,835	78,849	222,684
001-85-0701-05-085	PROJECT MANAGER 1	1.00	520			17,566			900	18,466	4,634	23,100
001-85-0701-05-119	ENG. CONST. INSPECTOR LEAD	1.00	2,416	89		82,972	4,644		270	87,886	50,278	138,164
001-85-0701-05-123	ENGINEERING TECH 2	3.00	7,092	37		204,532	1,551		3,060	209,143	115,373	324,516
001-85-0701-05-124	ENGINEERING CONST INSPECTOR	4.00	7,694	60		261,116	2,943		1,314	265,373	174,229	439,602
001-85-0701-05-143	SENIOR FIELD INSPECTOR - ENG	1.00	856			19,678				19,678	18,090	37,768
001-85-0701-05-221	SUPPORT SPECIALIST 2	1.00	1,726			40,857				40,857	36,755	77,612
001-85-0701-05-225	PERMIT TECHNICIAN	1.00	304			8,349				8,349	4,878	13,227
001-85-0701-05-275	TEMPORARY EMPLOYEES		24			759				759	65	824
0635	SITE DEVELOPMENT DIVISION	15.60	26,659	186		928,491	9,138		5,544	951,521	568,913	1,520,434
001-85-0772-05-049	PROG COORDINATOR -PUBLIC	1.00	2,080			67,820			270	68,090	42,173	110,263
001-85-0772-05-063	PUBLIC WORKS SUPRVISR-	0.70	1,716	8		64,199	462			64,661	36,715	101,376
001-85-0772-05-112	PUBLIC WORKS MANAGER 3	0.30	624			33,404				33,403	18,893	52,296
001-85-0772-05-166	LANDSCAPE TECHNICIAN	7.00	14,604	34		362,577	1,338		1,890	365,805	269,586	635,391
001-85-0772-05-188	INVENTORY CONTROL TECHNICIAN	0.25	544	18		14,885	707		82	15,672	10,115	25,787
001-85-0772-05-215	UTILITY WORKER	2.00	3,950	2		74,581	56		540	75,177	48,442	123,619
001-85-0772-05-274	SEASONAL WORKFORCE		2,907	60		49,335	1,673			51,008	16,683	67,691
	LANDSCAPE MAINTENANCE	11.25	26,425	122		666,801	4,236		2,782	673,816	442,607	1,116,423
	**** DEPARTMENT TOTAL ****	26.85	53,084	308		1,595,291	13,374		8,326	1,625,337	1,011,520	2,636,857

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
001-72	CAPITAL DEVELOPMNT-ENGINEERING											
001-72-0703-05-046	PRINCIPAL ENGINEER	0.10	213			13,266	-			13,263	6,762	20,025
001-72-0703-05-068	ENGINEERING ASSOCIATE	1.00	1,495	28		48,945	1,540		270	50,755	30,918	81,673
001-72-0703-05-085	PROJECT MANAGER 1	1.00	1,960			72,986				72,986	46,970	119,956
001-72-0703-05-113	ENGINEERING TECH 3	3.00	5,321			169,746			810	170,556	85,481	256,037
001-72-0703-05-123	ENGINEERING TECH 2	1.00	2,081			59,723			120	59,843	40,536	100,379
001-72-0703-05-146	SURVEYOR (PLS)	1.00	2,080			76,239			120	76,359	46,821	123,180
001-72-0703-05-175	PROJECT ENGINEER 2	1.00	2,080			111,345				111,345	61,078	172,423
001-72-0703-05-275	TEMPORARY EMPLOYEES		967			33,952				33,952	2,858	36,810
0636	ENGINEERING MGMT SERVICES	8.10	16,197	28		586,202	1,540		1,320	589,059	321,424	910,483
	**** DEPARTMENT TOTAL ****	8.10	16,197	28		586,202	1,540		1,320	589,059	321,424	910,483

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
001-85	PUBLIC WORKS - OPERATIONS											
001-85-0772-05-049	PROG COORDINATOR -PUBLIC	1.00	2,120	20		74,095	1,048		270	75,413	48,761	124,174
001-85-0772-05-063	PUBLIC WORKS SUPRVISR-	0.70	1,513			52,021				52,021	40,969	92,990
001-85-0772-05-112	PUBLIC WORKS MANAGER 3	0.30	650			35,552				35,552	21,562	57,114
001-85-0772-05-166	LANDSCAPE TECHNICIAN	6.00	12,640	60		325,957	2,374		1,620	329,951	277,364	607,315
001-85-0772-05-170	PUBLIC WORKS LEAD	1.00	2,120			60,950			270	61,220	35,382	96,602
001-85-0772-05-215	UTILITY WORKER	2.00	4,160			82,489			540	83,029	54,242	137,271
001-85-0772-05-274	SEASONAL WORKFORCE		4,004			67,984			16	68,000	18,157	86,157
	LANDSCAPE MAINTENANCE	11.00	27,207	80		699,048	3,422		2,716	705,186	496,437	1,201,623
	**** DEPARTMENT TOTAL ****	11.00	27,207	80		699,048	3,422		2,716	705,186	496,437	1,201,623

0637

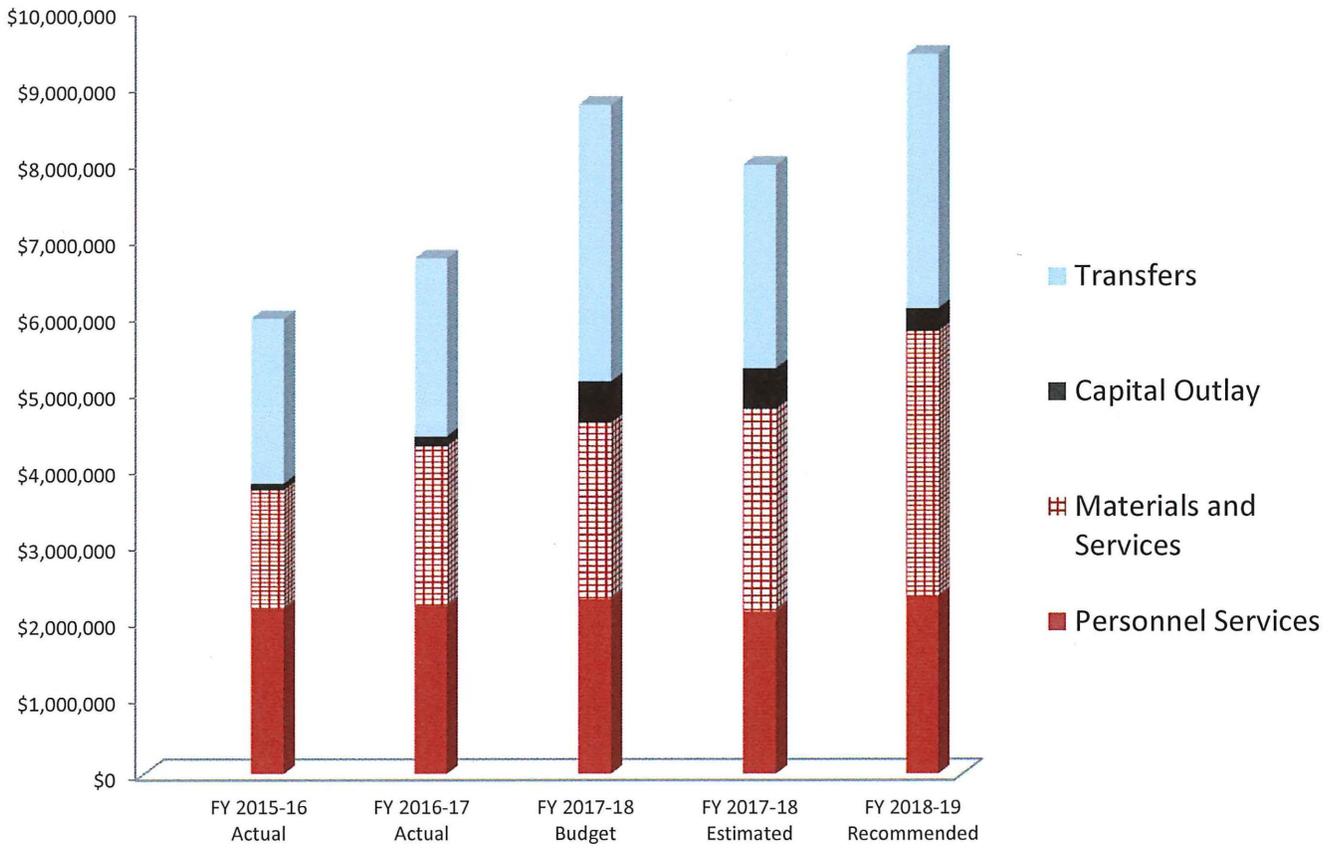
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
001-72	CAPITAL DEVELOPMNT-ENGINEERING											
001-72-0703-05-046	PRINCIPAL ENGINEER	0.10	216			13,804				13,804	7,468	21,272
001-72-0703-05-068	ENGINEERING ASSOCIATE	1.00	2,080			67,816			270	68,086	45,368	113,454
001-72-0703-05-085	PROJECT MANAGER 1	1.00	2,080			83,364				83,364	57,219	140,583
001-72-0703-05-113	ENGINEERING TECH 3	3.00	6,240			209,100			810	209,910	112,420	322,330
001-72-0703-05-123	ENGINEERING TECH 2	1.00	2,080			64,280			270	64,550	47,185	111,735
001-72-0703-05-146	SURVEYOR (PLS)	1.00	2,120	50		79,648	2,818			82,466	53,185	135,651
001-72-0703-05-175	PROJECT ENGINEER 2	1.00	2,160			118,518				118,518	68,480	186,998
001-72-0703-05-275	TEMPORARY EMPLOYEES		532			17,178				17,178	1,442	18,620
	ENGINEERING MGMT SERVICES	8.10	17,508	50		653,708	2,818		1,350	657,876	392,767	1,050,643
	**** DEPARTMENT TOTAL ****	8.10	17,508	50		653,708	2,818		1,350	657,876	392,767	1,050,643

0638

STREET FUND SUMMARY 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:	Street Fund - Summary					% 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	\$2,174,881	\$2,210,005	\$2,302,834	\$2,139,738	\$2,333,889	1.35%
Materials and Services	1,553,280	2,090,250	2,304,408	2,644,862	3,468,345	50.51%
Capital Outlay	82,571	126,123	539,000	531,000	295,650	-45.15%
Transfers	2,158,869	2,330,408	3,613,337	2,659,224	3,320,837	-8.10%
SUB-TOTAL	\$5,969,601	\$6,756,786	\$8,759,579	\$7,974,824	\$9,418,721	
Contingency			1,500,984		2,171,893	
Reserve for Trees			65,000		65,000	
Reserve for equip.			937,592		1,049,812	
TOTAL	\$5,969,601	\$6,756,786	\$11,263,155	\$7,974,824	\$12,705,426	
FTE's	21.41	20.31	19.15		18.90	

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

FY 2018-19 reflects a 0.25 FTE reduction due to transferring the Inventory Control Technician to the Garage Fund (602). 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 additional funding for street reconstruction and corresponding materials due to the increased revenues from the 4 cent state gas tax increase and from the new Washington County Vehicle Registration Fee.

Capital outlay:

FY 2018-19 decrease reflects purchasing fewer replacement vehicles compared to FY 2017-18.

Transfers:

No significant change

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

MISSION STATEMENT:

To provide streets and roads that are maintained to a high standard, free of hazards, pavement failures and other defects. Use a pavement management system to identify streets and roads in need of rehabilitation at an appropriate time to minimize costs and to maximize pavement life.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	21.41	20.31	19.15	18.90	0.00
PERSONNEL SERVICES	2,174,881	2,210,005	2,302,834	2,333,889	0
MATERIALS & SERVICES	1,553,280	2,090,250	2,304,408	3,468,345	0
CAPITAL OUTLAY	82,571	126,123	539,000	295,650	0
TRANSFERS	2,158,869	2,330,408	3,613,337	3,320,837	0
CONTINGENCY	0	0	2,503,576	3,286,705	0
TOTAL	\$5,969,601	\$6,756,786	\$11,263,155	\$12,705,426	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$2,871,041	\$3,739,094	\$3,780,729	\$3,285,926	\$0
Right-of-Way Fee Allocation	600,000	600,000	600,000	300,000	0
State Gas Tax	5,553,259	5,675,965	6,414,700	7,047,900	0
County Vehicle Registration Fees	0	0	0	1,590,000	0
County 1 Cent Gas Tax	0	0	0	356,000	0
Miscellaneous	684,397	522,454	467,726	125,600	0

Services and Trends:

The state motor fuels tax is apportioned by the State of Oregon and expenditures are governed by the provision of Article IX, Section 3 of the Oregon Constitution. Primarily, expenditures are restricted to construction and maintenance of streets, roads and highways. Bicycle path construction and maintenance are also funded from these fuel tax and vehicle registration revenues.

The base state gas tax rate increased in 2011 from 24 cents per gallon to 30 cents. The current county gas tax is 1 cent per gallon and is distributed by the county based upon a per capita basis. Since the last legislative action, the revenue trend line had flattened and the purchasing power of these taxes reduced. The city doesn't impose its own gas tax, vehicle registration fee or street utility fee as appears in some neighboring communities.

In 2017 the Oregon Legislature passed HB 2017 which increases the state gas tax by 4 cents per gallon starting Jan 1, 2018 and then increases an additional 2 cents in 2020, 2022 and 2024. Beaverton is forecasted to receive an additional \$644,700 in 2018 (Jan to June and already included in supplemental budget this fiscal year for additional ADA ramps), and \$1.40 million in FY 18-19. By 2027 Beaverton's share is expected to increase to about \$3 million annually. In addition, a new Washington County vehicle registration fee is anticipated to generate for Beaverton an additional \$1.59 million annually in FY 2018-19. In total Beaverton anticipates an additional \$3 million in funding for FY 2018-19.

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

Here is a summary of those revenue projections:

Table 2. Forecast of Beaverton's Share of New State and County Revenue				
<i>Revenue Source</i>	<i>FY 2017-18</i> (\$)	<i>FY 2018-19</i> (\$)	<i>FY 2026-27</i> (\$)	<i>Annual Average</i> 2018-2027 (\$)
State Transportation Package (House Bill 2017)	644,700 <i>(partial year)</i>	1,401,800	3,043,500	2,000,385
Washington County Vehicle Registration Fee	-	1,590,000	3,450,000	2,410,000
TOTAL	644,700	2,991,800	6,493,500	4,410,385

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0735 TRAFFIC & TRANSPORTATION	PROGRAM MANAGER: JABRA KHASHO

Program Goal:

To provide safe and efficient traffic flow and enhance bicycle and pedestrian travel, neighborhood livability, and economic vitality.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	2.13	2.53	2.53	2.53	0.00
PERSONNEL SERVICES	\$297,087	\$342,141	\$411,270	\$423,565	\$0
MATERIALS & SERVICES	7,865	11,630	40,670	23,895	0
CAPITAL OUTLAY					
TRANSFERS	85,292	75,477	139,411	123,988	0
CONTINGENCY	0	0	16,490	19,711	0
TOTAL	\$390,244	\$429,248	\$607,841	\$591,159	\$0

Program Objective:

The Traffic & Transportation program staff maintains and updates signal timing and progression plans on the city traffic signals, including coordination with Oregon Department of Transportation (ODOT) and Washington County Land Use and Transportation (LUT) on signals under their jurisdictions. They also investigate safety and capacity deficiencies and prepare plans to address those deficiencies including new signals, signal modifications, street lighting and traffic calming.

In response to public requests for new traffic control devices and revised signal installations, staff investigates, analyzes, and designs appropriate solutions which are presented to the Traffic Commission for review. Staff also designs striping plans for street overlay projects, reviews and assists in developing traffic control plans for construction projects, reviews the street and traffic elements of site development plans and administers the Transportation Development Tax Program.

Work in this program supports the Beaverton Community Vision Plan:

- *Community Vision Action #46: Strategically widen roads , add signals and turn lanes*
- *Community Vision Action #47: Implement solutions to reduce highway, road congestion*
- *Community Vision Action # 51: Install or improve crosswalks citywide*
- *Community Vision Action #52: Use signals and traffic calming to improve safety*
- *Community Vision Action #53: Install bikeways along major commuter routes*
- *Community Vision Action # 66: Implement parking management strategies*
- *Community Vision Action #99: Improve pedestrian connections in neighborhoods*

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Signal Timing				
Traffic signals maintained by City	124	126	126	128
Percentage of signal timings reviewed annually (target is 20% to 25%)	25%	25%	25%	25%
Flashing beacons at intersections	4	4	4	4
Advance flashing beacons (school zones, pedestrian crossings, radar speed signs, etc.)	54	67	69	74

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0735 TRAFFIC & TRANSPORTATION	PROGRAM MANAGER: JABRA KHASHO

Performance Measures (continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Signs and Markings				
Number of traffic issues initiated	113	127	150	130
Number of traffic issues resolved	66	90	120	100
Issues resolved as a percentage of issues initiated	58%	71%	80%	77%

Progress on FY 2017-18 Action Plan:

- Completed the design and construction of a mid-block pedestrian crossing with a pedestrian beacon on Allen Boulevard at 141st Avenue.
- Expanded the City's fiber optic network by completing the design and installation of fiber optic on Beaverton Hillsdale Highway from Lombard Avenue to Highway 217 and on Hall Boulevard from Allen Boulevard to Hart Road.
- Revised signal timing on Allen Boulevard between Murray Road and Highway 217.
- Developed a traffic calming plans for 130th Avenue between Allen Boulevard and Hart Road through neighborhood meetings and resident's participation and consensus in selecting traffic calming devices.
- Neighborhood concerns have been addressed by residents participating in problem identification, consensus building, and the design and location of parking restrictions, striping modifications, traffic calming devices, and other improvements through the Traffic Commission process.
- Reviewed traffic control plans submitted by contractors for private development and work within the City's Right-of-Way.
- Reviewed street and traffic elements for site development plans.
- Developed traffic control plans for city construction and maintenance activities.
- Designed striping and traffic signal detection plans for the overlay projects.
- Completed the design for the traffic signal and street lights for Westgate Drive realignment project.
- Completed the design to install street lights on 155th Avenue and on Rigert Road.
- Provide support for the Transportation Planning division including safe routes to schools.
- Completed the design for the installation of fiber optic on Hall Boulevard and on Beaverton Hillsdale Highway.
- Continue to coordinate and complete an IGA with Washington County and Oregon Department of Transportation (ODOT) to obtain funding through the Metropolitan Transportation Improvement Program (MTIP) and begin the design of an adaptive traffic signal system on Scholls Ferry Road between Hall Boulevard and Roy Rogers Road.

FY 2018-19 Action Plan:

- Review and revise signal timing throughout the City within available staff capacity.
- Address neighborhood concerns by residents participating in problem identification, consensus building, and the design and location of parking restrictions, striping modifications, traffic calming devices, and other improvements.
- New requests for traffic calming projects and signals continue to arise and are addressed through the Traffic Commission's process, with final approval by the City Council.
- Develop and implement traffic calming plans for neighborhoods that qualify for the Traffic Calming Program.
- Review and assist in developing traffic control plans for construction projects.
- Design striping and traffic signal detection plans for the overlay projects.
- Review street and traffic elements for site development plans.
- Design street lighting plans as requested by Operations.
- Design and install crosswalks and pedestrian beacons at two locations as identified in the Active Transportation plan.
- Complete the installation of fiber optic on Hall Boulevard between Hart Road and Nimbus Avenue
- Continue to work with Washington County and ODOT to complete the design, construction and deployment of the adaptive traffic signal system on Scholls Ferry between Hall Boulevard and Roy Rogers Road.
- Provide support for the Community Development Department on transportation related issues including the deployment of small cell technology (5G).

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

Program Objective:

To perform maintenance activities and complete repairs including complete reconstruction efforts to provide safe and well maintained streets and roads. Street construction/reconstruction and traffic management projects are funded primarily through transfers to the Capital Projects Fund (310).

Improvements to the transportation system are funded in accordance with City Council direction and priority responding to growth, safety, pedestrian, and bicycle needs. Projects include street extensions and widening, bikeway improvements, safety improvements, speed table installations and curb extensions. Beaverton citizens and the traveling public benefit from these projects that improve safety and circulation, reduce delay, and enhance pedestrian safety.

Program Goal:

To perform maintenance activities and complete repairs including complete reconstruction efforts to provide safe and well maintained streets and roads in accordance with the Community Vision Goal: Improve mobility. Complete street related projects as assigned to improve the safety and appearance of intersections, sidewalks and bicycle paths. Construct ADA-compliant sidewalks ramps to achieve full accessibility throughout the city. Prepare and respond to winter events and other emergencies as required.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	9.48	7.98	6.82	6.67	0.00
PERSONNEL SERVICES	\$873,712	\$806,965	\$735,622	\$740,879	\$0
MATERIALS & SERVICES	1,190,908	1,753,595	1,854,085	3,052,300	0
CAPITAL OUTLAY	70,691	48,765	169,000	8,500	0
TRANSFERS	2,073,577	2,198,849	3,447,355	3,128,821	0
CONTINGENCY	0	0	2,422,086	3,201,994	0
TOTAL	\$4,208,888	\$4,808,174	\$8,628,148	\$10,132,494	\$0

The Street Maintenance Section enhances public safety through the preservation of the city's streets, sidewalks, sidewalk ramps, pedestrian pathways, and bridges. Maintenance is accomplished through pavement surface patching, sealing pavement cracks to prevent water infiltration, and replacing deteriorated sections of city-maintained sidewalks. Major resurfacing projects such as asphalt overlays are prioritized through pavement management system software. Most street reconstruction and new surface overlay work is completed by city staff. Bridge inspections and repairs are completed as required by law. Traffic calming devices are constructed by request from the Transportation Engineer.

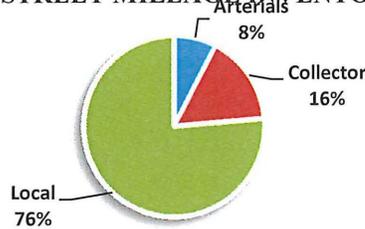
STREET INVENTORY SUMMARY

Category of Street Types	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Arterials	17.1 miles	17.1 miles	17.1	17.1
Collectors	36.6 miles	36.7 miles	36.7	36.7
Local	<u>168.2 miles</u>	<u>168.1 miles</u>	<u>168.2</u>	<u>168.2</u>
Total	221.9 miles	221.9 miles	222.0	222.0

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

2017/18 STREET MILEAGE INVENTORY



The city's Comprehensive Plan defines the functional classifications of the various streets. Arterial streets primarily carry through traffic and support the freeway system. Collector streets link major areas of the city and connect to the arterial system. Local streets provide access to adjacent properties and neighborhoods.

CONDITION CATEGORY	PCI RANGE
Good	70-100
Fair	50-69
Poor	25-49
Very Poor	0-24

The City uses a Pavement Condition Index (PCI) in order to prioritize both maintenance needs as well reconstruction projects. In FY 2016-17, we contracted inspections utilizing a new video process. This process removes the human error providing more consistent information:

- o 2017 Overall Network Pavement Condition Index 76

BRIDGE AND PEDESTRIAN PATH INVENTORY SUMMARY

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Bridges	18	19	19	19
Concrete Box Culverts	16	16	16	17**
Foot Bridges	6	8	9*	9
Pedestrian Paths (lineal feet)	27,981	27,981	27,981	27,981

* Foot Bridge added as part of the Crescent Connection CIP 3407

** Weir Road culvert added as part of Summer Falls subdivision.

BRIDGE CONDITION ASSESSMENT

Type	Excellent	Good	Fair	Poor	Total
Bridges	9	3	5	3*	20
Concrete Culverts	3	5	7	0**	15
Foot Bridges	<u>6</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>8</u>
Total	18	10	12	3	43

* Located at 1) Cedar Hills Boulevard over Beaverton Creek and 2) Denney access road (south) over Fanno Creek 3) Hall Boulevard over Beaverton Creek.

** Corby Drive culvert had significant scour damage from flooding event. Repairs made, rip-rap added for slope protection and up-stream vegetation was removed.

Program Objective:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
Number of miles of streets requiring preventive maintenance	5.5	5.2	7.6	5.4
Number of bridges, box culverts, and foot bridges requiring Inspection.	21	22	21	25
Lineal feet of pedestrian paths requiring maintenance.	1,800	2,200	2,200	2,200

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

Progress on FY 2017-18 Action Plan:

Street maintenance worked to coordinate capital projects with street overlay needs. Capital projects scheduled for FY 17/18 that were coordinated with street overlay work:

- Beaverdam Road Utility Improvement (6073B) – *complete Nov '17*
- Settler Way Waterline Replacement, Phase I (4118) - *ongoing*
- Jenkins Road & Walker Waterline Improvements -(CIP 4128A) - *complete*
- 1st & Lombard Utility Undergrounding (3326) - *cancelled*
- Twenty one bridges and box culverts will be inspected per ODOT requirements - *complete*
- Denney Road / Rollingwoods DR Utility Improvements (4109) - *complete*

Community Vision Goal: Improve Mobility, #48 install safe sidewalks; City added 200 curb ramp installations
To support *Community Vision Goal: Improve Mobility*, the Public Works Department will invest in additional winter storm equipment. This includes a large and small plow, a large hopper (6 yd.) and a small hopper (3 yd.) to replace two of the existing sanding material hoppers. This will increase the city’s response time and coverage. This will provide a fleet of 6 sanders and 5 plows. - *Completed.*

The overlay action plan was vetted through the revised CIP process in order to get community input on work in the neighborhoods.

FY 2018-19 Action Plan:

As part of the *Community Vision Action #45: continue to operate a proactive street maintenance and repair program*, Street Maintenance manages infrastructure improvements in a cost effective manner, utilizing contracted services where expensive heavy equipment is needed. City staff and equipment is used for much of the labor intensive work. This year’s action plan will continue to coordinate capital projects with street overlay needs:

- Menlo Dr. (Allen to Fairmont) Sidewalk (CIP 3106A)
- Settler Way Waterline Replacement, Phase II (4118B)
- Western Ave (5th – Allen Blvd) Improvement (CIP 3328)
- Traffic Enhancement Projects as identified by the Traffic Engineer
- Twenty five bridges and box culverts will be inspected per ODOT requirements
- Taralynn Ave Waterline Replacement (CIP 4120) - *postponed*
- Hall Blvd Fiber Connection (3413)
- Dover Lane Storm Drainage Improvements (CIP 8098A/B)
- Sellwood Subdivision Utility Replacement (CIP6095)

Community Vision Goal: Improve Mobility, #48 install safe sidewalks; City to add 200 curb ramp installations

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Square feet of asphalt street repairs	125,000	125,000	175,000 / 238,914	175,000
Miles of overlays completed	4.8	2.5	3.9 / 4.3	5.6
Percent of overlays completed compared to total street miles	2.2%	2.3%	1.8% / 1.9%	2.5%
Number of sidewalk ramps installed	50	160	149 / 297	200
Number of bridge, box culvert, and foot bridge inspections completed	21	20	21 / 21	25
Lineal feet of pedestrian path repairs completed	2,360 0647	1,596	1,800 / 1,920	2,200

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

Performance Outcomes and Program Trends:

Street overlay activities will continue to be coordinated with utility CIP projects, ADA, and permit requirements to best utilize utility funds. This year we will be contracting inspections of 110 miles of pavement on our Arterial and Collector streets and one third of local roads. By routinely inspecting the streets it provides more consistent information on condition and rate of deterioration. Streets currently in need of an overlay exceed available funds, so crack sealing and deep patching will be used to extend the life of the pavement until a more reliable source of funding can be identified. Some of the arterial and collectors streets are not maintained by the city and the data will be shared with the agency having jurisdiction. Having a comprehensive rating for all streets is important as our residents don't really care about the nominal maintenance responsibilities among agencies.

The PCI report from IMS tells us that we need to spend about \$3.2 million annually (\$1.2 million for arterials/collectors and about \$2 million for residential streets) to maintain our PCI at its current level of 76. This past year we spent just \$800,000 on street overlays (all residential) with funding diverted to complete ADA ramps which are now required as part of any overlay project. To meet the requirements of the laws being emphasized for ADA ramps, we will now need to spend about \$1.2 million per year. With the new funding from the state we anticipate completing an additional 1.5 miles of overlays this year while starting to build the fund balance needed for several major arterials in the next few years. Additional funding will also be directed to CIP projects for sidewalks and ADA ramps.

This fiscal year we are proposing the addition of a Program Coordinator to oversee the management of the over 5000 ADA ramps currently in the City. This includes the ADA ramp inventory, inspection, and data input. The position will also coordinate locations, style of ADA ramp, site inspection and contract management and for the overlay program. With the additional gas tax and registration fees in the coming years and corresponding additional workload, we are also proposing to reinstate the Street Technician position that was eliminated in the 16/17 budget because of funding.

In order to provide a more efficient delivery of services, the Street department is looking to reorganize its structure for FY 2019-20. This restructuring would include the addition of an ADA ramp installation crew to include one operator, three Technicians, two seasonal utility workers and two vehicles. This would potentially save approx. \$1,500 per ramp or \$250,000 annually over contracting.

The amount of overlay work needed to maintain our PCI needs to be planned and scheduled over multiple years now that additional funding has been identified and approved by the legislature. A big part of this is balancing the needs of residential streets with arterials and collectors. A major arterial or collector should be done every 2-3 years as fund balances allow. Regardless of the type of street, overlays will also be coordinated if possible with other utility needs in the area.

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0733 TRAFFIC MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Program Goal:

To complete periodic inspections and perform timely maintenance on traffic signal systems in a manner that will provide highly reliable and safe traffic control at signalized intersections, pedestrian crosswalks and school zones. Install and maintain a current and high quality signage system that meets all requirements for regulatory and informational signs.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	6.40	6.40	6.40	6.30	0.00
PERSONNEL SERVICES	\$697,612	\$758,590	\$797,937	\$800,390	\$0
MATERIALS & SERVICES	270,108	274,670	335,463	317,600	0
CAPITAL OUTLAY	11,880	77,358	370,000	287,150	0
TRANSFERS	0	36,477	19,178	44,247	0
TOTAL	\$979,600	\$1,147,095	\$1,522,578	\$1,449,387	\$0

Program Objectives

The major roles of this program help to implement Beaverton Community Vision Goal Areas related to transportation.

Goal Area: Improve Mobility

- Target: Improve traffic flow and maintain a first-class road system
#45: Continue proactive street maintenance and repair, #46: Strategically widen roads, add signals and turn lanes and #47: Implement solutions to reduce highway, road congestion.
- Target: Make Beaverton pedestrian and bicycle friendly
#48: Add pedestrian lighting citywide, #49: Create safe routes to schools, #51: Install or improve crosswalks citywide, #52: Use signals and traffic-calming to improve safety, #53: Install bikeways along major commuter routes, #54: Upgrade trails to include lighting and better connectivity and #55: Produce updated bike route maps.

Goal Area: Create a Vibrant Downtown

- Target: Create a recognizable, vibrant, walkable mixed use downtown.
#65: Create pedestrian-friendly zones and #66: Implement parking management strategies.

Goal Area: Enhance Livability

- Target: Be a national leader in sustainable practices and programs
#80: Expand the use of alternative energy sources, "through use of solar powered pedestrian signals".

INVENTORY SUMMARY

Types of Traffic Devices	FY 2016-17	FY 2017-18	FY 2018-19
Traffic Signals	125	127	128
Flashing Beacons at Intersections, Pedestrian Crossings & School Zones	68	75	77
<u>Street Signs:</u>			
Regulatory Signs	6,065	6,201	6,226
Warning Signs	4,747	4,747	4,752
Guide Signs	5,283	5,283	5,287
Informative Signs	1,766	1,766	1,766
<u>Street Markings:*</u>			
a) Thermoplastic	21.4 miles	17.7 miles	17.7 miles
b) Dura Line	<u>129.1 miles</u>	<u>132.9 miles</u>	<u>132.9 miles</u>
Total Miles Maintained	150.6 miles	150.6 miles	150.6 miles

Note: The traffic signal system is maintained by the city, however, 64 signals are owned by the city, 31 by the state and 33 by the county.

* As new roads are constructed or overlaid, the type of striping materials used will convert to either Duraline or Thermoplastic, resulting in the elimination of buttoning and painted lines.

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0733 TRAFFIC MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Rating	CONDITION ASSESSMENT					
	Traffic Signals	Flashing Beacons	Regulatory Signs	Warning Signs	Guide Signs	Informative Signs
Very Good	124	69	5,291	3,500	3,299	1,317
Good	4	8	605	1,127	1,838	400
Fair	0	0	330	125	150	49
Poor	0	0	0	0	0	0
Very Poor	0	0	0	0	0	0
Total	128	77	6,226	4,752	5,287	1,766

Program Objective:	FY 2015-169 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
Number of traffic signals and school flashers requiring annual maintenance and inspections	182	193	202	205
Number of street name and regulatory signs requiring annual inspection	17,797	17,861	17,997	18,031

Progress on FY 2017-18 Action Plan:

During FY17-18, work continued in the area of fiber optic installation as inter-connect for the city's traffic signals and connection to the county's signals as well. These connections will result in improved signal coordination along SW Murray Blvd. and SW Scholl's Ferry Rd.. Underground work was performed to install the necessary infrastructure to accommodate fiber cabling between all traffic signals along S.W. Hall Blvd. for communication and signal coordination efficiency. Crews continued preventative annual maintenance to the city's traffic signal network as well as maintaining its inventory of traffic signs and roadway striping. Progress continued towards completing a complete traffic sign inventory as well as accurate mapping of the sign assets.

FY 2018-19 Action Plan:

During FY 18-19, work will continue in the area of fiber optic installation as inter-connect for the city's traffic signals. Work will be completed on SW Hall Blvd from SW Canyon Rd. to SW Cedar Hills Blvd. and along SW Hall Blvd from SW Allen Blvd. to SW Cascade Ave.. These installations will be the final legs to have connected all of the city's traffic signals using a centralized system for communication as well as linking both county and state signals the city maintains to our system for improved coordination and communications. Work will continue to be performed in the area of asset inventory and mapping for traffic signs, signals as well as the city's roadway striping network. Crews will continue to provide annual preventative maintenance to all traffic signals as well as traffic signs and roadway striping as well as installing new devices requested through the city's traffic engineering group and the traffic commission. A new pedestrian crossing signal is planned to be constructed at the intersection of S.W. Allen Blvd. at S.W. 141st Ave..

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0733 TRAFFIC MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of traffic signal inspections completed per quarter.	45.5	48.3	50.5	51.3
Percent of traffic signals inspected per quarter (target is 25%).	25%	25%	25%	25%
Number of street name and regulatory signs repaired, replaced, or newly installed.	533	1,846	1,000	1,000

Performance Outcomes and Program Trends:

Traffic signals will be maintained to a standard that minimizes technical problems that result in any signal reverting to the failsafe or flashing mode. Failed traffic signal lamps will be replaced as soon as possible but always within 24 hours. Traffic signs and markings on newly annexed streets will be improved to city standards as needed. Work will continue to install fiber optic cable to interconnect the city's signal system as well as the signals that the city maintains for the county and ODOT.

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0775 URBAN FORESTRY	PROGRAM MANAGER: STEVE BRENNAN

Program Goal:

To keep Beaverton tree friendly consistent with the Beaverton Community Vision. Provide care and maintenance for the City’s urban forest that enhances the health of the existing resources and encourages conservation and preservation. Increase the inventory of trees in the urban forest by managing the Development Tree Program, by encouraging partnerships with community based groups to complete tree planting projects and by planting trees in suitable locations.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.40	3.40	3.40	3.40	0.00
PERSONNEL SERVICES	\$306,470	\$302,309	\$358,005	\$369,055	\$0
MATERIALS & SERVICES	84,399	50,355	74,190	74,550	0
TRANSFERS	0	19,605	7,393	23,781	0
CONTINGENCY	0	0	65,000	65,000	0
TOTAL	\$390,869	\$372,269	\$504,588	\$532,386	\$0

Program Objective:

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
To provide professional arboriculture consulting to citizens and staff on the care and maintenance of trees by providing a 48 hours response time to all tree information and service requests.	1,021 requests	872 requests	1,000 requests	1,000 requests
Number of trees for which the City provides professional care (i.e., pruning, insect disease control, fertilization).	6,964	7,009	7,118	7,149
Number of trees pruned in the right of way wide as part of City-wide clearance pruning on a four year cycle.	29,251	29,576	29,952	30,324

Performance Outcomes and Program Trends:

Urban forestry service provides a balanced level of maintenance and arboriculture advice for the preservation and enhancement of City-owned trees and the City’s urban forest. The success of the Urban Forestry program has resulted in the City’s selection as a “Tree City USA” for twenty three consecutive years, receiving a distinguished “Community Partner Award” for 2016 through Friends of Trees as well as receiving accreditation of the City’s forestry program through the Society of Municipal Arborists.

The work in this program supports the Beaverton Community Vision Goal “Improve Mobility” by accomplishing Action #48 *Install Safe Sidewalks* and Council Priority to “Maintain a Pedestrian Focus”. The staff assists residents and businesses with sidewalk repair issues due to tree damage through proper arboriculture advice and by the ongoing cooperative efforts between the City and Portland General Electric for the removal of trees causing damage to both agencies’ infrastructure as well as replacement of trees with the appropriate species planted within the right of way leaving a more attractive appearance.

Progress on FY 2017-18 Action Plan:

During FY 17-18 crews continued to maintain the city’s urban forest through its annual work plan. Continued efforts were made to educate the community, developers and business community about proper tree planting, maintenance, and health practices. Crews continued providing assistance to other City departments and surrounding jurisdictions related to urban forestry. Crews initiated the first steps of developing a city wide street tree inventory. Successful application was made to the Oregon Department of Forestry for designation as “Tree City USA” for the 24th year along with receiving our 14th growth award. This growth award

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

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0775 URBAN FORESTRY	PROGRAM MANAGER: STEVE BRENNAN

was centered on increased publication of educational materials and published articles related to tree care and the use of native plant materials, cooperative contracting and purchasing and increased wildlife habitat. The City was also nominated for and received the “Oregon Urban and Community Forestry Award” for outstanding accomplishment and leadership in promoting and protecting our community forest and improving the quality of life in Oregon.

FY 2018-19 Action Plan:

During FY 18-19, crews will continue to maintain the city’s urban forest at an acceptable level through its annual work plan and through continued efforts to educate the community, business, and developers on proper tree care, maintenance and preservation practices. Crews will continue to provide assistance to other City departments and surrounding jurisdictions related to urban forestry. Efforts will continue in developing accurate inventories and maps of city maintained trees along with other items utilizing asset management software which will enable the city to again obtain the designation of “Tree City USA” and continued accreditation of the program through the Society of Municipal Arborists. Efforts will continue in the area of tree planting through projects coordinated with the community, private development and involvement of “Friends of Trees”.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Percent of tree inventory maintained or inspected per year.	90%	90%	90%	90%
Number of calls received for arboriculture advice.	861	771	1,000	1,000
Number of calls responded to in field for advice or corrective action.	729	827	1,000	1,000
Number of trees pruned or inspected annually 25 % of total inventory in Right of way.	7,313	7,394	7,488	7,581

Condition assessment:

CITY MAINTAINED TREES

	FY 2015-16	FY 2016-17	FY 2017-18	FY2018-19
Excellent	3,100	3,145	3,328	3,359
Good	2,952	2,902	2,902	2,902
Fair	746	796	796	796
Poor	<u>166</u>	<u>166</u>	<u>92</u>	<u>92</u>
Total	6,964	7,009	7,118	7,149

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET 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

-2,871,041 -3,739,094 -3,780,729 -3,780,729 -3,780,729 -3,240,557 -3,285,926

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-2,871,041 -3,739,094 -3,780,729 -3,780,729 -3,780,729 -3,240,557 -3,285,926

CLASS: 10 TAXES

309 ROW FEE - ALLOCATION FROM GF

-600,000 -600,000 -600,000 -500,000 -600,000 -600,000 -300,000

TOTAL CLASS: 10 TAXES

-600,000 -600,000 -600,000 -500,000 -600,000 -600,000 -300,000

0624

CLASS: 15 INTERGOVERNMENTAL REVENUE

323 STATE GASOLINE TAX

-5,553,259 -5,675,965 -6,414,700 -4,382,632 -6,414,700 -7,047,900 -7,047,900

329 OTHER INTERGOVERNMENTAL REV

-350,458 -356,537 -356,000

560 COUNTY VEHICLE REGISTRATION FEES

-1,590,000 -1,590,000

561 COUNTY 1 CENT GAS TAX

-266,888 -356,000 -356,000 -356,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-5,903,717 -6,032,502 -6,770,700 -4,649,520 -6,770,700 -8,993,900 -8,993,900

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

-1,218 -6,400 -1,000 -863 -1,000 -1,000 -1,000

384 INVESTMENT INTEREST EARNINGS

-17,192 -39,477 -41,800 -31,945 -41,800 -63,000 -63,000

389 MISCELLANEOUS REVENUES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET 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
	-77,812		-19,004		-16,000		-5,177	-16,000	-16,000		-16,000			
398	SRVS PROVIDED TO OTHER FUNDS													
	-9,939		-11,443				-48,707	-100						
399	REIMBURSEMENTS - OTHER													
	-174,696		-82,266		-45,600		-47,825	-45,600	-45,600		-45,600			
756	PERS RSRV DISTRIB-NON GAAP REV													
	-39,762													
757	MED/LIFE INS PREM REFUND DISTRIBUTION													
	-13,320		-7,327		-7,326		-4,821	-4,821						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-333,939		-165,917		-111,726		-139,338	-109,321	-125,600		-125,600			
TOTAL DEPARTMENT: 03 REVENUE														
	-9,708,697		-10,537,513		-11,263,155		-9,069,587	-11,260,750	-12,960,057		-12,705,426			

0655

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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

051	CITY ENGINEER													
	15,701	.33	38,901	.33	41,767	.33	32,561	41,768	43,861	.33	43,861	.33		
084	PROJECT ENGINEER 1													
	103,341	1.10	104,982	1.30	123,068	1.30	94,879	120,408	124,613	1.30	124,613	1.30		
099	CITY TRANSPORTATION ENGINEER													
	83,735	.70	85,314	.70	86,928	.70	69,215	86,927	89,094	.70	89,094	.70		
124	ENGINEERING CONST INSPECTOR													
				.20	12,204	.20	9,716	12,464	13,411	.20	13,411	.20		
276	YOUTH ENHANCEMENT WORKFORCE													
	6,165		9,396		15,000		8,392	15,000	15,000		15,000			
056 299	PAYROLL TAXES AND FRINGES													
	88,145		103,548		132,303		96,763	122,581	131,549		137,586			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	297,087	2.13	342,141	2.53	411,270	2.53	311,526	399,148	417,528	2.53	423,565	2.53		

CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE													
	480		517		750		750	750	900		900			
305	SPECIAL DEPARTMENT SUPPLIES													
	192		265		750		368	750	750		750			
307	MEMBERSHIP FEES													
	3,945		5,001		5,560		5,424	5,424	5,650		5,650			
308	PERIODICALS & SUBSCRIPTIONS													
	224		445		500			500	500		500			
316	ADVERTISING, RECORDING & FILING													
	415		287		500		293	400	500		500			
317	COMPUTER EQUIPMENT													
			1,254						1,095		1,095			
318	COMPUTER SOFTWARE													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
					6,210		6,208	6,208						
321	TRAVEL, TRAINING & SUBSISTENCE													
	1,953		1,498		3,500		1,875	2,000	3,500		3,500			
328	MEALS & RELATED EXPENSE													
					100			100	100		100			
341	COMMUNICATIONS EXPENSE													
	656		1,649											
361	UNIFORMS & SPECIAL CLOTHING													
					600		480	525	700		700			
511	PROFESSIONAL SERVICES													
			600		22,000		13,550	20,000	10,000		10,000			
523	BOARDS & COMMISSIONS EXPENSES													
			114		200			100	200		200			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	7,865		11,630		40,670		28,948	36,757	23,895		23,895			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	5,476		4,138		4,954		2,848	4,954	4,435		4,435			
817	TRSFERS TO GARAGE FUND													
	4,393		5,214		5,921		6,082	5,921	6,378		6,378			
818	TRSFERS TO ISD-ALLOCATED													
	75,423		66,125		85,128		70,940	85,128	94,495		94,495			
835	TRSMR TO GF, BVTN BLDG OPERATIONS													
					18,626		15,522	18,626	9,313		9,313			
836	TRSMR TO GF, BVTN BLDG DEBT SVC													
					24,782		20,652	24,782	9,367		9,367			
TOTAL CLASS: 25 TRANSFERS														
	85,292		75,477		139,411		116,044	139,411	123,988		123,988			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 30 FUND BAL/CONTINGENCY/RESERVES

996 RESERVE - EQUIPMENT REPLACEMENT

16,490 19,711 19,711

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

16,490 19,711 19,711

TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

390,244 2.13 429,248 2.53 607,841 2.53 456,518 575,316 585,122 2.53 591,159 2.53

0658

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
057	PUBLIC WORKS SUPERVISOR													
	79,143	1.00	41,867	.50										
063	PUBLIC WORKS SUPRVISR-ARBORIST													
	22,663	.30	23,227	.30	25,549	.30	21,632	27,712	22,296	.30	22,296	.30		
112	PUBLIC WORKS MANAGER 3													
	79,449	.73	81,057	.73	70,829	.74	57,873	73,557	79,338	.74	79,338	.74		
126	TRAFFIC SIGNAL MAINT TECH													
	97,363	1.50	105,445	1.50	105,138	1.50	81,565	101,334	104,604	1.50	103,630	1.50		
132	SIGN AND MARKING LEAD													
	70,109	1.00	73,702	1.00	71,662	1.00	59,773	74,128	77,345	1.00	76,820	1.00		
164	ARBORIST TECHNICIAN													
	52,554	1.00	109,518	2.00	114,516	2.00	82,370	109,392	117,579	2.00	117,579	2.00		
166	LANDSCAPE TECHNICIAN													
	46,259	1.00	41,435	1.00	54,234	1.00	36,631	48,459	50,436	1.00	50,436	1.00		
170	PUBLIC WORKS LEAD													
					22,867	.33	16,707	21,177	23,809	.33	23,809	.33		
176	PUBLIC WORKS EQUIPMNT OPERATOR													
	60,602	1.00	64,986	1.00	131,786	2.00	90,144	117,861	132,083	2.00	132,083	2.00		
177	PUBLIC WORKS TECHNICIAN													
	298,397	6.00	266,342	5.00	228,640	4.00	173,189	187,443	218,596	4.00	215,058	4.00		
188	INVENTORY CONTROL TECHNICIAN													
	12,532	.25	13,754	.25	14,795	.25	12,203	15,669						
211	TRAFFIC SIGNAL MAINT LEAD													
	46,164	.50	46,397	.50	43,136	.50	37,011	44,367	45,025	.50	44,419	.50		
215	UTILITY WORKER													
	134,554	3.00	99,561	2.00	44,440	1.00	42,161	78,286	41,541	1.00	40,951	1.00		
216	SUPERVISING ELECTRICIAN													
	79,181	1.00	82,777	1.00	86,277	1.00	48,771	45,214	86,845	1.00	85,631	1.00		
246	SIGN AND MARKING TECH 2													

059

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	56,518	1.00	61,111	1.00	61,719	1.00	48,820	61,663	65,644	1.00	64,873	1.00		
274	SEASONAL WORKFORCE													
	58,876		76,278		140,000		57,819	102,019	140,000		140,000			
275	TEMPORARY EMPLOYEES													
			2,662				1,511							
299	PAYROLL TAXES AND FRINGES													
	683,430		677,745		675,976		502,856	632,309	691,186		713,401			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,877,794	19.28	1,867,864	17.78	1,891,564	16.62	1,371,036	1,740,590	1,896,327	16.37	1,910,324	16.37		
CLASS: 10 MATERIALS & SERVICES														
0990	304 DEPARTMENT EQUIPMENT EXPENSE													
	7,781		13,199		19,965		13,201	17,700	16,800		16,800			
	305 SPECIAL DEPARTMENT SUPPLIES													
	13,724		14,150		14,000		10,119	14,000	14,500		14,500			
	307 MEMBERSHIP FEES													
	1,045		1,318		2,500		1,428	1,825	2,000		2,000			
	308 PERIODICALS & SUBSCRIPTIONS													
					300			200	300		300			
	317 COMPUTER EQUIPMENT													
					3,527		3,419	3,419						
	321 TRAVEL, TRAINING & SUBSISTENCE													
	6,969		7,105		14,125		8,998	11,650	14,800		14,800			
	328 MEALS & RELATED EXPENSE													
	45		764		250			250	250		250			
	335 PEDESTRIAN PATH MAINTENANCE													
	9,518		7		65,800		36,527	65,800	60,000		60,000			
	338 HISTORIC/SIGNIFICANT TREE PRES													
	218				1,000		1,000		1,000		1,000			
	341 COMMUNICATIONS EXPENSE													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	4,910		5,945		6,000		4,763	6,000	6,500		6,500			
351 UTILITIES EXPENSE														
	67,888		67,976		73,000		53,255	73,000	75,000		75,000			
361 UNIFORMS & SPECIAL CLOTHING														
	14,676		14,138		16,200		6,335	14,790	15,900		15,900			
371 EQUIPMENT OPER & MAINT EXPENSE														
							39,840							
401 CITY TRAFFIC SIGNAL MAINT														
	89,038		70,783		93,863		79,203	92,000	95,000		95,000			
403 NEW DEVICE INSTALLATION														
	17,410		26,235		20,000		13,413	15,000	20,000		20,000			
404 TRAFFIC MARKINGS (STREET)														
	22,893		36,050		50,000		45,141	50,000	50,000		50,000			
405 TRAFFIC SIGNS														
	19,684		20,280		22,000		21,293	22,000	25,000		25,000			
407 DEVELOPMENT TREE PROGRAM														
	3,230				15,000		5,775	6,300	15,000		15,000			
420 LANDSCAPE MAINTENANCE														
	10,935		7,150		10,000		8,680	10,000	10,000		10,000			
422 STREET RECONSTRUCTION EXPENSE														
	985,789		1,429,273		1,458,827		1,653,212	1,828,850	2,700,000		2,700,000			
425 DUMPING EXPENSES														
	12,109		24,641		12,000		13,335	12,000	14,000		14,000			
426 UNIMPROVED (STREET MATERIALS)														
			702		1,500		963	1,500	1,500		1,500			
427 IMPROVED (STREET MATERIALS)														
	131,442		222,362		200,000		188,222	200,000	200,000		200,000			
430 BRIDGE MAINTENANCE														
	9,378		9,962		10,000		1,391	10,000	10,000		10,000			
461 SPECIAL EXPENSE														
	265		271		340		1,060	340	400		400			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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
511	PROFESSIONAL SERVICES													
	109,800		99,409		143,091		108,881	141,386	86,000		86,000			
551	RENTS AND LEASES													
	6,668		6,900		10,450		9,463	10,095	10,500		10,500			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,545,415		2,078,620		2,263,738		2,328,917	2,608,105	3,444,450		3,444,450			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	70,691		105,437		255,000		235,519	247,000	48,650		48,650			
671	EQUIPMENT													
	11,880		20,686		94,000		91,815	94,000	27,000		27,000			
681	IMPROVEMENTS													
					190,000		13,814	190,000	75,000		220,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	82,571		126,123		539,000		341,148	531,000	150,650		295,650			
CLASS: 25 TRANSFERS														
801	TRSFR TO GENERAL FD - OVERHEAD													
	321,790		358,060		345,899		288,249	345,899	333,549		333,549			
802	TRSFR TO GENERAL FD-ACCOUNTING													
	7,500		7,500		7,500		6,250	7,500						
803	TRSFR TO GENERAL FD-LANDSCAPE													
	852,414		929,360		1,074,880		895,733	1,074,880	1,121,160		1,121,160			
804	TRSFR - OPERATIONS ADMIN													
	217,238		251,953		255,059		212,549	259,560	248,360		248,360			
805	TRSFR TO G/F BLDG MAINT													
	13,821		13,144		15,484		12,903	15,484	11,704		11,704			
808	TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)													
	49,770		60,837		15,189		12,658	15,189	16,469		16,469			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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
814	TRSFERS TO CAPITAL PROJ. FUND													
	320,771		121,479		895,264		58,639	201,150	933,240		933,240			
815	TRSFERS TO CAPITAL DEV. FUND													
	35,783		163,758		512,750		234,758	248,250	115,000		115,000			
817	TRSFERS TO GARAGE FUND													
	152,310		216,006		199,141		135,855	199,141	264,607		264,607			
819	TRSFERS TO INSURANCE FUND													
	102,180		132,834		152,760		127,300	152,760	152,760		152,760			
TOTAL CLASS: 25 TRANSFERS														
	2,073,577		2,254,931		3,473,926		1,984,894	2,519,813	3,196,849		3,196,849			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
0663	982 RESERVE - DEVELOPMENT TREES													
					65,000				65,000		65,000			
	991 CONTINGENCY - UNRESERVED													
					1,500,984				2,591,558		2,171,893			
	996 RESERVE - EQUIPMENT REPLACEMT													
					921,102				1,030,101		1,030,101			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					2,487,086				3,686,659		3,266,994			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	5,579,357	19.28	6,327,538	17.78	10,655,314	16.62	6,025,995	7,399,508	12,374,935	16.37	12,114,267	16.37		

**STREET FUND
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
51	CITY ENGINEER	0.33	0.33					0.33
57	PUBLIC WORKS SUPERVISOR	0.50	0.00					0.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.30	0.30					0.30
84	PROJECT ENGINEER 1	1.30	1.30					1.30
99	CITY TRANSPORTATION ENGINEER	0.70	0.70					0.70
112	PUBLIC WORKS MANAGER 3	0.73	0.74					0.74
124	ENGINEERING CONST INSPECTOR	0.20	0.20					0.20
126	TRAFFIC SIGNAL MAINT TECH	1.50	1.50					1.50
132	SIGN AND MARKING LEAD	1.00	1.00					1.00
164	ARBORIST TECHNICIAN	2.00	2.00					2.00
166	LANDSCAPE TECHNICIAN	1.00	1.00					1.00
170	PUBLIC WORKS LEAD	0.00	0.33					0.33
176	PUBLIC WORKS EQUIPMNT OPERATOR	1.00	2.00					2.00
177	PUBLIC WORKS TECHNICIAN	5.00	4.00					4.00
188	INVENTORY CONTROL TECHNICIAN	0.25	0.25					0.25
211	TRAFFIC SIGNAL MAINT LEAD	0.50	0.50					0.50
215	UTILITY WORKER	2.00	1.00					1.00
216	SUPERVISING ELECTRICIAN	1.00	1.00					1.00
246	SIGN AND MARKING TECH 2	1.00	1.00					1.00
	Total	20.31	19.15	0.00	0.00	0.00	0.00	19.15

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
51	CITY ENGINEER	0.33					0.33
57	PUBLIC WORKS SUPERVISOR	0.00					0.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.30					0.30
84	PROJECT ENGINEER 1	1.30					1.30
99	CITY TRANSPORTATION ENGINEER	0.70					0.70
112	PUBLIC WORKS MANAGER 3	0.74					0.74
124	ENGINEERING CONST INSPECTOR	0.20					0.20
126	TRAFFIC SIGNAL MAINT TECH	1.50					1.50
132	SIGN AND MARKING LEAD	1.00					1.00
164	ARBORIST TECHNICIAN	2.00					2.00
166	LANDSCAPE TECHNICIAN	1.00					1.00
170	PUBLIC WORKS LEAD	0.33					0.33
176	PUBLIC WORKS EQUIPMNT OPERATOR	2.00					2.00
177	PUBLIC WORKS TECHNICIAN	4.00					4.00
188	INVENTORY CONTROL TECHNICIAN	0.25		(0.25) ^a			0.00
211	TRAFFIC SIGNAL MAINT LEAD	0.50					0.50
215	UTILITY WORKER	1.00					1.00
216	SUPERVISING ELECTRICIAN	1.00					1.00
246	SIGN AND MARKING TECH 2	1.00					1.00
	Total	19.15	0.00	(0.25)	0.00	0.00	18.90

^a FY 18-19 reallocates the Inventory Control Technician position from being split between General Fund, Street Fund, Water Fund, Sewer Fund, and the Storm Drain Fund to 100% in the Garage Fund.

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET 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	2,871,041	3,739,094	3,780,729	3,780,729	3,240,557	3,285,926
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		2,871,041	3,739,094	3,780,729	3,780,729	3,240,557	3,285,926
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CLASS: 10 TAXES

309	ROW FEE - ALLOCATION FROM GF	600,000	600,000	600,000	600,000	600,000	300,000
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TOTAL CLASS: 10 TAXES

		600,000	600,000	600,000	600,000	600,000	300,000
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CLASS: 15 INTERGOVERNMENTAL REVENUE

323	STATE GASOLINE TAX	5,553,259	5,675,965	6,414,700	6,414,700	7,047,900	7,047,900
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329	OTHER INTERGOVERNMENTAL REV	350,458	356,537	356,000			
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560	COUNTY VEHICLE REGISTRATION FEES					1,590,000	1,590,000
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561	COUNTY 1 CENT GAS TAX				356,000	356,000	356,000
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		5,903,717	6,032,502	6,770,700	6,770,700	8,993,900	8,993,900
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY	1,218	6,400	1,000	1,000	1,000	1,000
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384	INVESTMENT INTEREST EARNINGS	17,192	39,477	41,800	41,800	63,000	63,000
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389	MISCELLANEOUS REVENUES	77,812	19,004	16,000	16,000	16,000	16,000
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398	SRVS PROVIDED TO OTHER FUNDS	9,939	11,443		100		
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BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

309 ROW FEE - ALLOCATION FROM GF
 A PORTION OF FRANCHISE FEES ALLOCATED TO THE STREET FUND TO ASSIST WITH MAINTAINING STREET RIGHT OF WAY

323 STATE GASOLINE TAX
 PER CAPITA DISTRIBUTION BASED UPON POPULATION:
 THE FIRST DISTRIUBTION IS BASED UPON THE 24 CENT GAS TAX RATE OF WHICH APPROXIMATELY 15.67% IS DISTRIBUTED TO CITIES BASED UPON BEAVERTON'S POPULATION IN RELATION TO THE POPULATION IN ALL INCORPORATED CITIES.
 THE SECOND DISTRIBUTION IS BASED UPON AN ADDITIONAL 6 CENT GAS TAX THAT BECAME EFFECTIVE JANUARY 1, 2011 OF WHICH 20% IS DISTRIBUTED TO CITIES BASED UPON PER CAPITA POPULATION
 THE THIRD DISTRIBUTION IS BASED UPON AN ADDITIONAL 4 CENT GAS TAX THAT BECAME EFFECTIVE JANUARY 1, 2018 OF WHICH 20% IS ALSO DISTRIBUTED TO CITIES BASED UPON PER CAPITA POPULATION. THE GAS TAX RATE WILL INCREASE AN ADDITIONAL 2 CENTS EACH ON JANUARY 1, 2020; JANUARY 1, 2022; AND JANUARY 1, 2024.

329 OTHER INTERGOVERNMENTAL REV
 FY 2017-18 REVISED BUDGET REFLECTS THE COUNTY GAS TAX IS RECORDED IN A SEPARATE REVENUE ACCOUNT 561

560 COUNTY VEHICLE REGISTRATION FEES
 CITY'S PORTION OF THE NEW COUNTY VEHICLE REGISTRATION FEE THAT BECAME EFFECTIVE JULY 1 2018. THE REGISTRATION FEES ARE ALLOCATED ON A PER CAPITA BASIS. BEAVERTON'S PORTION OF THE PROPOSED REVENUE WAS PROVIDED BY WASHINGTON COUNTY.

561 COUNTY 1 CENT GAS TAX
 BEGINNING FY 2017-18 A NEW OBJECT CODE WAS ESTABLISHED TO ACCOUNT FOR COUNTY ONE (1) CENT GAS TAX

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%

389 MISCELLANEOUS REVENUES
 REIMBURSEMENT FOR DAMAGES TO CITY PROPERTY

398 SRVS PROVIDED TO OTHER FUNDS
 REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE CAPITAL PROJECT CONSTRUCTION SERVICES.

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET 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
399	REIMBURSEMENTS - OTHER												
	174,696		82,266		45,600		45,600	45,600		45,600		45,600	
756	PERS RSRV DISTRIB-NON GAAP REV												
	39,762												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	13,320		7,327		7,326		4,821						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	333,939		165,917		111,726		109,321	125,600		125,600		125,600	
TOTAL PROGRAM: 0000 UNRESTRICTED													
	9,708,697		10,537,513		11,263,155		11,260,750	12,960,057		12,705,426		12,705,426	
TOTAL DEPARTMENT: 03 REVENUE													
	9,708,697		10,537,513		11,263,155		11,260,750	12,960,057		12,705,426		12,705,426	

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 399 REIMBURSEMENTS - OTHER
 - REIMBURSEMENTS ARE BASED UPON:
 - TRAFFIC SIGNAL MAINTENANCE REIMBURSEMENT FROM ODOT
 - TRAFFIC SIGNAL MAINTENANCE REIMBURSEMENT FROM WASHINGTON COUNTY
 - FEE FOR NEW DEVELOPMENT TREES AT \$200 EACH (\$80 FOR TREE STOCK
 - \$50 FOR PLANTING AND \$70 TO COVER MAINTENANCE OF TREES FOR TWO YEARS)
 - FY 16-17 INCLUDES \$22,206 REIMBURSEMENT FROM THE CITY OF TIGARD FOR THE FINAL 1/2 COST OF
 - RESURFACING SW BARROWS ROAD. THERE WERE SIMILAR PAYMENTS IN FY 15-16
- 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

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

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

051	CITY ENGINEER												
	15,701	.33	38,901	.33	41,767	.33	41,768	43,861	.33	43,861	.33		
084	PROJECT ENGINEER 1												
	103,341	1.10	104,982	1.30	123,068	1.30	120,408	124,613	1.30	124,613	1.30		
099	CITY TRANSPORTATION ENGINEER												
	83,735	.70	85,314	.70	86,928	.70	86,927	89,094	.70	89,094	.70		
124	ENGINEERING CONST INSPECTOR												
				.20	12,204	.20	12,464	13,411	.20	13,411	.20		
276	YOUTH ENHANCEMENT WORKFORCE												
	6,165		9,396		15,000		15,000	15,000		15,000			
299	PAYROLL TAXES AND FRINGES												
	88,145		103,548		132,303		122,581	131,549		137,586			

TOTAL CLASS: 05 PERSONNEL SERVICES

	297,087	2.13	342,141	2.53	411,270	2.53	399,148	417,528	2.53	423,565	2.53		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	480		517		750		750	900		900			
305	SPECIAL DEPARTMENT SUPPLIES												
	192		265		750		750	750		750			
307	MEMBERSHIP FEES												
	3,945		5,001		5,560		5,424	5,650		5,650			
308	PERIODICALS & SUBSCRIPTIONS												
	224		445		500		500	500		500			
316	ADVERTISING, RECORDING & FILING												
	415		287		500		400	500		500			
317	COMPUTER EQUIPMENT												
			1,254					1,095		1,095			
318	COMPUTER SOFTWARE												
					6,210		6,208						
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,953		1,498		3,500		2,000	3,500		3,500			
328	MEALS & RELATED EXPENSE												
					100		100	100		100			

0669

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 051 CITY ENGINEER
 CITY ENGINEER POSITION IS ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-073
- 084 PROJECT ENGINEER 1
 FY 16-17 REFLECTS NEW 1 FTE PROJECT ENGINEER 1 POSITION THAT IS ALLOCATED 20% 101-72-0735, 40% 501-72-0740, AND 40% 513-72-0740, APPROVED BY CITY COUNCIL 12/08/15.
- 099 CITY TRANSPORTATION ENGINEER
 POSITION ALLOCATION IS 30% TIF/TDT 114-72-0669 AND 70% STREET FUND 101-72-0735
- 124 ENGINEERING CONST INSPECTOR
 FY 16-17 REFLECTS NEW 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735
- 276 YOUTH ENHANCEMENT WORKFORCE
 STUDENTS TO ASSIST WITH TRAFFIC COUNTS.
- 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
 EQUIPMENT FOR TRAFFIC SURVEYS AND PRE-MARKING
 ROAD TUBES AND ANCHORS
 TRAFFIC COUNTERS REPAIR
- 305 SPECIAL DEPARTMENT SUPPLIES
 PUBLIC NOTICE MATERIALS, DISPLAYS FOR PUBLIC MEETINGS AND OTHER GRAPHIC MATERIALS
 SAFETY SUPPLIES FOR SUMMER INTERNS (GLASSES, GLOVES, VESTS, ETC)
 MISC TOOLS AND SUPPLIES
- 307 MEMBERSHIP FEES
 LICENSE RENEWAL FOR 3 PROFESSIONAL ENGINEERS (\$200EA) \$600
 INSTITUTE OF TRANSPORTATION ENGINEERS \$350
 LEAGUE OF OREGON CITIES TRANSPORTATION PROGRAM \$4,600
 ALLIANCE FOR COMMUNITY TRAFFIC SAFETY \$100
- 308 PERIODICALS & SUBSCRIPTIONS
 UPDATES FOR AMERICAN ASSOCIATION STATE HIGHWAY TRANSPORTATION OFFICIALS \$500
- 316 ADVERTISING, RECORDING & FILING
 TRAFFIC COMMISSION ADVERTISING, NOTICES, ETC. \$500
- 317 COMPUTER EQUIPMENT
 27 INCH UHD MONITORS (X3) \$1,095
- 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRAINING FEES AND TRAVEL RELATED TO TRAINING (2 PE, 1 TRANSPORTATION ENG) \$3,500
- 328 MEALS & RELATED EXPENSE
 LOCAL ENGINEERING MEETINGS AND CONFERENCES; PARKING EXPENSES \$100

0670

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

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												
	656		1,649										
361	UNIFORMS & SPECIAL CLOTHING												
					600		525	700		700			
511	PROFESSIONAL SERVICES												
			600		22,000		20,000	10,000		10,000			
523	BOARDS & COMMISSIONS EXPENSES												
			114		200		100	200		200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	7,865		11,630		40,670		36,757	23,895		23,895			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	5,476		4,138		4,954		4,954	4,435		4,435			
817	TRSFERS TO GARAGE FUND												
	4,393		5,214		5,921		5,921	6,378		6,378			
818	TRSFERS TO ISD-ALLOCATED												
	75,423		66,125		85,128		85,128	94,495		94,495			
835	TRSFER TO GF, BVTN BLDG OPERATIONS												
					18,626		18,626	9,313		9,313			
836	TRSFER TO GF, BVTN BLDG DEBT SVC												
					24,782		24,782	9,367		9,367			
TOTAL CLASS: 25 TRANSFERS													
	85,292		75,477		139,411		139,411	123,988		123,988			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					16,490			19,711		19,711			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					16,490			19,711		19,711			
TOTAL PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT													
	390,244	2.13	429,248	2.53	607,841	2.53	575,316	585,122	2.53	591,159	2.53		
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	390,244	2.13	429,248	2.53	607,841	2.53	575,316	585,122	2.53	591,159	2.53		

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 341 COMMUNICATIONS EXPENSE
FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND
- 361 UNIFORMS & SPECIAL CLOTHING
4 - RAINGEAR, VESTS, HARDHATS, GLASSES, FOOTWEAR, AND SAFETY EQUIPMENT. \$600
2 - VESTS & SAFETY ITEMS FOR STUDENT INTERNS \$100
THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.
- 511 PROFESSIONAL SERVICES
TRAFFIC STUDIES, TRAFFIC DATA COLLECTION AND TRANSPORTATION PLANNING \$10,000
- 523 BOARDS & COMMISSIONS EXPENSES
REFRESHMENTS AND SUPPLIES FOR TRAFFIC COMMISSION MEETINGS AND EVENTS \$200

- 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, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND
- 818 TRSFERS TO ISD-ALLOCATED
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$77,295
SOFTWARE MAINTENANCE COSTS \$15,000
ENGINEERING SOFTWARE UPGRADES \$2,200
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$9,313/YR.)
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$12,391/YR.)

- 996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR EQUIPMENT REPLACEMENT

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

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

057	PUBLIC WORKS SUPERVISOR												
	79,143	1.00	41,867	.50									
112	PUBLIC WORKS MANAGER 3												
	36,777	.33	37,315	.33	26,290	.34	29,018	31,928	.34	31,928	.34		
170	PUBLIC WORKS LEAD												
					22,867	.33	21,177	23,809	.33	23,809	.33		
176	PUBLIC WORKS EQUIPMNT OPERATOR												
	60,602	1.00	64,986	1.00	131,786	2.00	117,861	132,083	2.00	132,083	2.00		
177	PUBLIC WORKS TECHNICIAN												
	298,397	6.00	266,342	5.00	228,640	4.00	187,443	218,596	4.00	215,058	4.00		
188	INVENTORY CONTROL TECHNICIAN												
	7,519	.15	8,252	.15	8,873	.15	9,400						
215	UTILITY WORKER												
	49,037	1.00	65,161	1.00			40,873						
274	SEASONAL WORKFORCE												
	37,128		28,569		60,000		60,000	60,000		60,000			
299	PAYROLL TAXES AND FRINGES												
	305,109		294,473		257,166		266,321	269,726		278,001			

TOTAL CLASS: 05 PERSONNEL SERVICES

	873,712	9.48	806,965	7.98	735,622	6.82	732,093	736,142	6.67	740,879	6.67		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	3,045		3,960		9,500		9,500	8,600		8,600			
305	SPECIAL DEPARTMENT SUPPLIES												
	9,133		8,766		8,000		8,000	8,000		8,000			
317	COMPUTER EQUIPMENT												
					1,977		1,963						
321	TRAVEL, TRAINING & SUBSISTENCE												
	3,393		2,916		4,950		4,950	5,200		5,200			

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 057 PUBLIC WORKS SUPERVISOR
FY 16-17 REFLECTS REALLOCATION OF THE PUBLIC WORKS SUPERVISOR POSITION FROM 100% IN 101-85-0732 TO 50% 101-85-0732 / 25% 502-85-0757 / 25% 513-85-0739
- 112 PUBLIC WORKS MANAGER 3
POSITION FUNDED 34% STREET FUND, 33% STORM DRAIN FUND, AND 33% SEWER FUND. FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 170 PUBLIC WORKS LEAD
FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW EQUIPMENT OPERATOR TO 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO REORGANIZATION.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
FY 17-18 REFLECTS 1 FTE PW TECH RECLASSIFIED TO EQUIPMENT OPERATOR DUE TO REORGANIZATION
- 177 PUBLIC WORKS TECHNICIAN
FY 16-17 REFLECTS 1.0 FTE REDUCTION AS POSITION IS NO LONGER NEEDED. FY 17-18 REFLECTS 1 FTE PW TECH RECLASSIFIED TO EQUIPMENT OPERATOR IN THE STREET FUND DUE TO REORGANIZATION.
- 188 INVENTORY CONTROL TECHNICIAN
FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.
- 215 UTILITY WORKER
FY 17-18 REFLECTS ELIMINATION OF VACANT 1 FTE UTILITY WORKER DUE TO REORGANIZATION
- 274 SEASONAL WORKFORCE
SEASONAL HELP NEEDED FOR CRACK SEALING AND PAVING PREPARATION AND CLEANUP.
- 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
BOBCAT SKID STEER 6-509 COMBINATION BUCKET ATTACHEMENT \$5,000
HEATED HOSE FOR CIMLINE 230 CRACK SEALER 27-502 \$3,600
- 305 SPECIAL DEPARTMENT SUPPLIES
CONES, SIGNS, STANDS, PAINT \$1,500
RAKES, SHOVELS, CONCRETE TOOLS & MISC PAVING SUPPLIES \$1,500
CONCRETE/ASPHALT SAW BLADES \$1,200
SIDEWALK GRINDER REPLACEMENT TEETH \$800
LUMBER, STAKES, PLASTIC & TARPS \$1,500
OTHER SUPPLIES \$1,500
- 317 COMPUTER EQUIPMENT
NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
3 - APWA - CONFERENCE REDMOND 3 NIGHT STAY (REGISTRATION \$750 & T&S \$1,200) \$1,950
5 - NW PAVEMENT MGMT ASSOC REGISTRATION \$1,000
3 - APWA - CONFERENCE NEWPORT REGISTRATION (\$750 & T&S \$1,500) \$2,250

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

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
328	MEALS & RELATED EXPENSE												
	22		181										
335	PEDESTRIAN PATH MAINTENANCE												
	9,518		7		65,800		65,800	60,000		60,000			
361	UNIFORMS & SPECIAL CLOTHING												
	3,946		5,151		5,200		5,200	5,200		5,200			
371	EQUIPMENT OPER & MAINT EXPENSE												
422	STREET RECONSTRUCTION EXPENSE												
	985,789		1,429,273		1,458,827		1,828,850	2,700,000		2,700,000			
425	DUMPING EXPENSES												
	1,608		13,143		5,000		5,000	6,000		6,000			
426	UNIMPROVED (STREET MATERIALS)												
			702		1,500		1,500	1,500		1,500			
427	IMPROVED (STREET MATERIALS)												
	131,442		222,362		200,000		200,000	200,000		200,000			
430	BRIDGE MAINTENANCE												
	9,378		9,962		10,000		10,000	10,000		10,000			
461	SPECIAL EXPENSE												
	265		271		240		240	300		300			
511	PROFESSIONAL SERVICES												
	28,169		52,010		78,091		78,000	41,000		41,000			
551	RENTS AND LEASES												
	5,200		4,891		5,000		5,000	6,500		6,500			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,190,908		1,753,595		1,854,085		2,224,003	3,052,300		3,052,300			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	70,691		48,765		75,000		75,000						
671	EQUIPMENT												
					94,000		94,000	8,500		8,500			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	70,691		48,765		169,000		169,000	8,500		8,500			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
335	PEDESTRIAN PATH MAINTENANCE PATH FENCING, ASPHALT REPAIRS AND OVERLAYS; TRAILS HITEON CK, BUCKSKIN, SNOWSHOE, HALL \$50,000 SLURRY SEAL, ASPHALT AND CONCRETE MATERIALS FOR SURFACE MAINTENANCE \$10,000
361	UNIFORMS & SPECIAL CLOTHING 8 EMPLOYEES AT \$650 EACH \$5,200 RAIN GEAR, SAFETY GLASSES, GLOVES AND BOOTS
371	EQUIPMENT OPER & MAINT EXPENSE NO APPROPRIATION REQUESTED
422	STREET RECONSTRUCTION EXPENSE CIP OVERLAY LIST FY 18-19 TO KEEP UP WITH STREET RESTORATION NEEDS: GENERAL OVERLAYS FOR FY 2018-19 \$1,200,000 OVERLAY FOR MENLO DRIVE \$250,000 CONCRETE STREET REPAIRS \$50,000 RETROFIT ADA RAMPS FOR COMPLIANCE; FY 18/19 (200 @ APPROX. \$6000 EA) \$1,200,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL \$6,000
426	UNIMPROVED (STREET MATERIALS) MATERIALS NEEDED FOR MAINTENANCE AND REPAIR OF UNIMPROVED STREETS (ASPHALT PRODUCTS & ROCK)
427	IMPROVED (STREET MATERIALS) MATERIALS NEEDED FOR MAINTENANCE OF IMPROVED STREETS \$200,000 INLAYS FOR OVERLAY PREPARATION (BASED ON \$1.2 MILLION IN 422) CRACK SEALING
430	BRIDGE MAINTENANCE BRIDGE MAINTENANCE: CONCRETE, ROCK, WOOD, PAINT, AND RELATED MATERIALS \$10,000 (7 BOX CULVERTS & 16 BRIDGES)
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSES AND RENEWAL \$300
511	PROFESSIONAL SERVICES PAVER REPAIRS AND OVERHAUL - MOVED TO GARAGE BUDGET BRIDGE AND PATH INSPECTIONS \$14,000 MISCELLANEOUS WORK, I.E. PORTABLE RESTROOM SERVICING, COVERALL CLEANING \$2,000 CONTRACTED BRIDGE MAINTENANCE WORK IDENTIFIED IN THE INSPECTIONS \$25,000
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL \$1,500 ARCTIC DRIVE STORAGE LOT LEASE \$5,000
641	VEHICLES NO APPROPRIATION REQUESTED
671	EQUIPMENT REPLACEMENT OF 5-400, A 1979 EQUIPMENT TRAILER \$8,500 (COST INCLUDES TRAILER AND LICENSING). \$8,500.00

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

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: 25 TRANSFERS

801	TRSFR TO GENERAL FD - OVERHEAD	321,790	358,060	345,899	345,899	333,549	333,549						
802	TRSFR TO GENERAL FD-ACCOUNTING	7,500	7,500	7,500	7,500								
803	TRSFR TO GENERAL FD-LANDSCAPE	852,414	929,360	1,074,880	1,074,880	1,121,160	1,121,160						
804	TRSFR - OPERATIONS ADMIN	217,238	251,953	255,059	259,560	248,360	248,360						
805	TRSFR TO G/F BLDG MAINT	13,821	13,144	15,484	15,484	11,704	11,704						
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)	49,770	60,837	15,189	15,189	16,469	16,469						
814	TRSFERS TO CAPITAL PROJ. FUND	320,771	121,479	895,264	201,150	933,240	933,240						

815	TRSFERS TO CAPITAL DEV. FUND	35,783	163,758	512,750	248,250	115,000	115,000						
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817	TRSFERS TO GARAGE FUND	152,310	159,924	172,570	172,570	196,579	196,579						
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819	TRSFERS TO INSURANCE FUND	102,180	132,834	152,760	152,760	152,760	152,760						
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TOTAL CLASS: 25 TRANSFERS		2,073,577	2,198,849	3,447,355	2,493,242	3,128,821	3,128,821						
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED			1,500,984		2,591,558	2,171,893						
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996	RESERVE - EQUIPMENT REPLACEMT			921,102		1,030,101	1,030,101						
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES				2,422,086		3,621,659	3,201,994						
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BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 801 TRSFR TO GENERAL FD - OVERHEAD
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.
 IN PRIOR YEARS, OVERHEAD WAS CHARGED AT 50% OF ACTUAL.
- 802 TRSFR TO GENERAL FD-ACCOUNTING
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND. BEGINNING IN
 FY 2018-19 THIS ALLOCATION WAS INCLUDED IN THE GENERAL OVERHEAD ALLOCATION IN ACCOUNT 801
- 803 TRSFR TO GENERAL FD-LANDSCAPE
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND FOR
 MAINTAINING LANDSCAPES IN THE STREET RIGHT OF WAYS.
- 804 TRSFR - OPERATIONS ADMIN
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND
- 805 TRSFR TO G/F BLDG MAINT
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND
- 808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES
- 814 TRSFRS TO CAPITAL PROJ. FUND
 FY 2017-18 PROJECTS:
 3106 MENLO DR SIDEWALKS BUD 431,264/EST \$100,650
 3189 TRAFFIC CALMING PROJECTS BUDGETED - \$40,000; ESTIMATED \$40,000
 3410 SHARED USE PATH ALONG DENNY RD BUDGETED - \$256,000; ESTIMATED - \$7,500
 3411 CEDAR HILLS BLVD BRIDGE PILE REPAIR BUDGETED - \$70,000; ESTIMATED - \$50,000
 3412 BH HWY FIBER CONNECTION BUDGETED - \$53,00; ESTIMATED - \$53,000
 3413 HALL BLVD FIBER CONNECTION BUDGETED - \$45,000; ESTIMATED - \$0
 FY 2018-19 PROJECTS:
 3106 MENLO DR SIDEWALKS \$438,240
 3189 TRAFFIC CALMING PROJECTS \$40,000
 3410 SHARED USE PATH ALONG DENNY RD \$260,000
 3411 CEDAR HILLS BLVD BRIDGE PILE REPAIR \$150,000
 3413 HALL BLVD FIBER CONNECTION \$45,000
- 815 TRSFRS TO CAPITAL DEV. FUND
 FY 2017-18 PROJECTS
 3518 CANYON RD ALTERNATE BIKE NETWORK BUDGETED - \$188,500; ESTIMATED - \$171,750
 3519 CANYON RD INTERSECTION IMPROVEMENTS BUDGETED - \$324,250; ESTIMATED - \$76,500
 FY 2018-19 PROJECTS
 3519 CANYON RD INTERSECTION IMPROVEMENTS \$115,000
- 817 TRSFRS TO GARAGE FUND
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE).
- 819 TRSFRS TO INSURANCE FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE
- 991 CONTINGENCY - UNRESERVED
 STREET FUND CONTINGENCY
- 996 RESERVE - EQUIPMENT REPLACEMT
 RESERVE FOR STREET FUND VEHICLES

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - 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

TOTAL PROGRAM: 0732 STREET MAINTENANCE

	4,208,888	9.48	4,808,174	7.98	8,628,148	6.82	5,618,338	10,547,422	6.67	10,132,494	6.67		
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BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

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

112	PUBLIC WORKS MANAGER 3												
	31,642	.30	32,807	.30	33,406	.30	33,404	35,555	.30	35,555	.30		
126	TRAFFIC SIGNAL MAINT TECH												
	97,363	1.50	105,445	1.50	105,138	1.50	101,334	104,604	1.50	103,630	1.50		
132	SIGN AND MARKING LEAD												
	70,109	1.00	73,702	1.00	71,662	1.00	74,128	77,345	1.00	76,820	1.00		
188	INVENTORY CONTROL TECHNICIAN												
	5,013	.10	5,502	.10	5,922	.10	6,269						
211	TRAFFIC SIGNAL MAINT LEAD												
	46,164	.50	46,397	.50	43,136	.50	44,367	45,025	.50	44,419	.50		
215	UTILITY WORKER												
	40,086	1.00	34,400	1.00	44,440	1.00	37,413	41,541	1.00	40,951	1.00		
216	SUPERVISING ELECTRICIAN												
	79,181	1.00	82,777	1.00	86,277	1.00	45,214	86,845	1.00	85,631	1.00		
246	SIGN AND MARKING TECH 2												
	56,518	1.00	61,111	1.00	61,719	1.00	61,663	65,644	1.00	64,873	1.00		
274	SEASONAL WORKFORCE												
	10,179		31,023		44,000		32,013	48,000		48,000			
275	TEMPORARY EMPLOYEES												
			2,662										
299	PAYROLL TAXES AND FRINGES												
	261,357		282,764		302,237		250,888	290,985		300,511			

TOTAL CLASS: 05 PERSONNEL SERVICES

	697,612	6.40	758,590	6.40	797,937	6.40	686,693	795,544	6.30	800,390	6.30		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	2,651		6,655		6,000		4,000	5,000		5,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	2,884		2,877		3,000		3,000	3,000		3,000			
307	MEMBERSHIP FEES												
			100		500		400	500		500			
308	PERIODICALS & SUBSCRIPTIONS												
					300		200	300		300			
317	COMPUTER EQUIPMENT												
					1,550		1,456						

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 112 PUBLIC WORKS MANAGER 3
 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
- 126 TRAFFIC SIGNAL MAINT TECH
- 132 SIGN AND MARKING LEAD
- 188 INVENTORY CONTROL TECHNICIAN
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM
 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN
 THE GARAGE FUND.
- 211 TRAFFIC SIGNAL MAINT LEAD
- 215 UTILITY WORKER
- 216 SUPERVISING ELECTRICIAN
- 246 SIGN AND MARKING TECH 2
- 274 SEASONAL WORKFORCE
 SEASONAL HELP NEEDED TO ASSIST WITH PAVEMENT MARKING MAINTENANCE
- 275 TEMPORARY EMPLOYEES
 NO APPROPRIATION REQUESTED
- 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
 REPLACEMENT/NEW POWER TOOLS ASSOCIATED WITH TRAFFIC SIGNAL AND SIGN MAINTENANCE
- 305 SPECIAL DEPARTMENT SUPPLIES
 MISCELLANEOUS SMALL TOOLS AND SUPPLIES ASSOCIATED WITH TRAFFIC SIGNAL AND SIGN MAINTENANCE
- 307 MEMBERSHIP FEES
 INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION (IMSA) MEMBERSHIP RENEWALS AND ELECTRICAL
 LICENSE RENEWALS
- 308 PERIODICALS & SUBSCRIPTIONS
 ELECTRICAL CODE BOOKS AND REFERENCE MANUALS
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATIONS REQUESTED

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	535				2,500		500	2,500		2,500			
328	MEALS & RELATED EXPENSE												
	23		191		200		200	200		200			
341	COMMUNICATIONS EXPENSE												
	4,910		5,945		6,000		6,000	6,500		6,500			
351	UTILITIES EXPENSE												
	67,888		67,976		73,000		73,000	75,000		75,000			
361	UNIFORMS & SPECIAL CLOTHING												
	7,744		6,048		8,000		6,750	7,500		7,500			
401	CITY TRAFFIC SIGNAL MAINT												
	89,038		70,783		93,863		92,000	95,000		95,000			
403	NEW DEVICE INSTALLATION												
	17,410		26,235		20,000		15,000	20,000		20,000			
404	TRAFFIC MARKINGS (STREET)												
	22,893		36,050		50,000		50,000	50,000		50,000			
405	TRAFFIC SIGNS												
	19,684		20,280		22,000		22,000	25,000		25,000			
461	SPECIAL EXPENSE												
					100		100	100		100			
511	PROFESSIONAL SERVICES												
	33,851		30,914		45,000		45,000	25,000		25,000			
551	RENTS AND LEASES												
	597		616		3,450		3,450	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	270,108		274,670		335,463		323,056	317,600		317,600			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
			56,672		180,000		172,000	48,650		48,650			
671	EQUIPMENT												
	11,880		20,686					18,500		18,500			
681	IMPROVEMENTS												
					190,000		190,000	75,000		220,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	11,880		77,358		370,000		362,000	142,150		287,150			
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
			36,477		19,178		19,178	44,247		44,247			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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321	TRAVEL, TRAINING & SUBSISTENCE TRAINING ASSOCIATED WITH FIBER OPTICS, TRAFFIC SIGNALS, MUTCD, O.D.O.T. TRAFFIC SIGNALS ELECTRICAL CODE CLASSES.	
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH OVERTIME WORK AND AFTER HOURS CALL OUTS PER UNION CONTRACT. CREW MEETINGS	
341	COMMUNICATIONS EXPENSE PAGER AND TELEPHONE CONNECTION CHARGES TO SIGNALIZED INTERSECTIONS	
351	UTILITIES EXPENSE ENERGY COSTS ASSOCIATED WITH TRAFFIC SIGNAL DEVICES	
361	UNIFORMS & SPECIAL CLOTHING RAINGEAR, CLOTHING, FOOTWEAR AND SAFETY EQUIPMENT PER UNION CONTRACT.	
401	CITY TRAFFIC SIGNAL MAINT MISCELLANEOUS TRAFFIC SIGNAL CONTROLLERS, LIGHTS AND VIDEO DETECTION EQUIPMENT REPLACEMENTS AND UPGRADES, FLASHING BEACONS AT INTERSECTIONS AND SCHOOL ZONES	
403	NEW DEVICE INSTALLATION TRAFFIC SIGN/STRIPING INSTALLATION REQUESTED THROUGH THE TRAFFIC COMMISSION INCLUDING RECTANGULAR RAPID FLASHING BEACONS	
404	TRAFFIC MARKINGS (STREET) PAINT, THERMOPLASTIC AND RAISED PAVEMENT MARKERS FOR MAINTENANCE	
405	TRAFFIC SIGNS SIGN BLANKS, POSTS AND SIGN HARDWARE FOR MAINTENANCE OF EXISTING DEVICES	
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE RENEWAL	
511	PROFESSIONAL SERVICES CONTRACT STRIPING; MISCELLANEOUS CONTRACT ELECTRICAL; ONE CALL FEES; MAINTENANCE FEES ASSOCIATED WITH TRANSUIT TRAFFIC SOFTWARE AND SYDNEY CONTROL AUTOMATED TRAFFIC SOFTWARE (SCATS)	
551	RENTS AND LEASES EQUIPMENT RENTAL ASSOCIATED WITH TRAFFIC SIGNAL MAINTENANCE, ARCTIC STORAGE LOT LEASE ARCTIC DRIVE STORAGE LOT LEASE	
641	VEHICLES 1 NEW ADDITIONAL F350 PICKUP CREW CAB VEHICLE WITH SAFETY EQUIPMENT \$48,650 CAPABLE OF TRAILER TOWING	
671	EQUIPMENT REPLACEMENT OF ONE TRAFFIC MARKINGS GRINDER \$9,000 REPLACEMENT OF ONE TRAFFIC MARKINGS APPLICATOR \$9,500	
681	IMPROVEMENTS INSTALLATION OF PEDESTRIAN CROSSING SIGNAL AND OPTIC FIBER ON HALL ST	
817	TRSFERS TO GARAGE FUND	

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

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

			36,477		19,178		19,178	44,247		44,247			
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TOTAL PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

979,600	6.40	1,147,095	6.40	1,522,578	6.40	1,390,927	1,299,541	6.30	1,449,387	6.30		
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BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
DEPT: 85 PUBLIC WORKS - OPERATIONS
PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0775 URBAN FORESTRY

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

063	PUBLIC WORKS SUPRVISR-ARBORIST												
	22,663	.30	23,227	.30	25,549	.30	27,712	22,296	.30	22,296	.30		
112	PUBLIC WORKS MANAGER 3												
	11,030	.10	10,935	.10	11,133	.10	11,135	11,855	.10	11,855	.10		
164	ARBORIST TECHNICIAN												
	52,554	1.00	109,518	2.00	114,516	2.00	109,392	117,579	2.00	117,579	2.00		
166	LANDSCAPE TECHNICIAN												
	46,259	1.00	41,435	1.00	54,234	1.00	48,459	50,436	1.00	50,436	1.00		
215	UTILITY WORKER												
	45,431	1.00											
274	SEASONAL WORKFORCE												
	11,569		16,686		36,000		10,006	32,000		32,000			
275	TEMPORARY EMPLOYEES												
299	PAYROLL TAXES AND FRINGES												
	116,964		100,508		116,573		115,100	130,475		134,889			

TOTAL CLASS: 05 PERSONNEL SERVICES

	306,470	3.40	302,309	3.40	358,005	3.40	321,804	364,641	3.40	369,055	3.40		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	2,085		2,584		4,465		4,200	3,200		3,200			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,707		2,507		3,000		3,000	3,500		3,500			
307	MEMBERSHIP FEES												
	1,045		1,218		2,000		1,425	1,500		1,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
	3,041		4,189		6,675		6,200	7,100		7,100			
328	MEALS & RELATED EXPENSE												
			392		50		50	50		50			
338	HISTORIC/SIGNIFICANT TREE PRES												
	218				1,000			1,000		1,000			
361	UNIFORMS & SPECIAL CLOTHING												
	2,986		2,939		3,000		2,840	3,200		3,200			
407	DEVELOPMENT TREE PROGRAM												
	3,230				15,000		6,300	15,000		15,000			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0775 URBAN FORESTRY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 063 PUBLIC WORKS SUPRVISR-ARBORIST
 THE POSITION IS SPLIT 30% IN STREET FUND AND 70% IN GENERAL FUND (001-85-0772-063)
- 112 PUBLIC WORKS MANAGER 3
 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
- 164 ARBORIST TECHNICIAN
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE ARBORIST TECHNICIAN.
- 166 LANDSCAPE TECHNICIAN
- 215 UTILITY WORKER
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE ARBORIST TECHNICIAN.
- 274 SEASONAL WORKFORCE
- 275 TEMPORARY EMPLOYEES
 NO APPROPRIATION REQUESTED FOR FY 13-14
- 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
 REPLACEMENT OF POWER EQUIPMENT ASSOCIATED WITH TREE PRUNING, REMOVAL AND CARE.
- 305 SPECIAL DEPARTMENT SUPPLIES
 SMALL TOOLS ASSOCIATED WITH TREE PRUNING, REMOVAL AND PLANTING ACTIVITIES
- 307 MEMBERSHIP FEES
 PESTICIDE APPLICATORS LICENSES, INTERNATIONAL SOCIETY OF ARBORISTS CERTIFICATIONS AND CHAPTER DUES FOR CITY MEMBERSHIP
- 321 TRAVEL, TRAINING & SUBSISTENCE
 REQUIRED TRAINING ASSOCIATED WITH ARBORIST CERTIFICATIONS AND PESTICIDE APPLICATORS LICENSE.
- 328 MEALS & RELATED EXPENSE
 MEALS ASSOCIATED WITH OVERTIME AFTER HOURS CALL OUTS PER UNION CONTRACT.
- 338 HISTORIC/SIGNIFICANT TREE PRES
 HISTORIC/SIGNIFICANT TREE PRESERVATION FUNDS
- 361 UNIFORMS & SPECIAL CLOTHING
 CLOTHING, RAINGEAR, FOOTWEAR AND ASSOCIATED SAFETY EQUIPMENT REQUIRED PER UNION CONTRACT.
- 407 DEVELOPMENT TREE PROGRAM
 75 NEW DEVELOPMENT TREES: PURCHASED, INSTALLED AND MAINTAINED FOR 1 YEAR @ \$200 PER TREE.

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0775 URBAN FORESTRY

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
420	LANDSCAPE MAINTENANCE												
	10,935		7,150		10,000		10,000	10,000		10,000		10,000	
425	DUMPING EXPENSES												
	10,501		11,498		7,000		7,000	8,000		8,000		8,000	
511	PROFESSIONAL SERVICES												
	47,780		16,485		20,000		18,386	20,000		20,000		20,000	
551	RENTS AND LEASES												
	871		1,393		2,000		1,645	2,000		2,000		2,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	84,399		50,355		74,190		61,046	74,550		74,550		74,550	
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
			19,605		7,393		7,393	23,781		23,781		23,781	
TOTAL CLASS: 25 TRANSFERS													
			19,605		7,393		7,393	23,781		23,781		23,781	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
982	RESERVE - DEVELOPMENT TREES												
					65,000			65,000		65,000		65,000	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					65,000			65,000		65,000		65,000	
TOTAL PROGRAM: 0775 URBAN FORESTRY													
	390,869	3.40	372,269	3.40	504,588	3.40	390,243	527,972	3.40	532,386	3.40		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	5,579,357	19.28	6,327,538	17.78	10,655,314	16.62	7,399,508	12,374,935	16.37	12,114,267	16.37		
TOTAL FUND: 101 STREET FUND													
	5,969,601	21.41	6,756,786	20.31	11,263,155	19.15	7,974,824	12,960,057	18.90	12,705,426	18.90		

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
DEPT: 85 PUBLIC WORKS - OPERATIONS
PROGRAM: 0775 URBAN FORESTRY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 420 LANDSCAPE MAINTENANCE
REPLACEMENT AND INFILL TREES AND RELATED MATERIALS ASSOCIATED WITH TREE
REMOVAL, PLANTING AND MAINTENANCE.
- 425 DUMPING EXPENSES
LANDFILL DEBRIS DISPOSAL.
- 511 PROFESSIONAL SERVICES
EMERGENCY TREE REMOVALS; INSECT & DISEASE SPRAYING; FRIENDS OF TREES; PLANTING PROJECTS
- 551 RENTS AND LEASES
MISCELLANEOUS EQUIPMENT RENTAL AND LEASES
ARCTIC DRIVE STORAGE LOT LEASE

817 TRSFERS TO GARAGE FUND

982 RESERVE - DEVELOPMENT TREES

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
101-72	CAPITAL DEVELOPMNT-ENGINEERING											
101-72-0735-05-051	CITY ENGINEER	0.33	686			41,770				41,768	21,762	63,530
101-72-0735-05-084	PROJECT ENGINEER 1	1.30	2,698			120,411				120,408	45,749	166,157
101-72-0735-05-099	CITY TRANSPORTATION ENGINEER	0.70	1,512			86,923				86,927	45,796	132,723
101-72-0735-05-124	ENGINEERING CONST INSPECTOR	0.20	418			12,410			54	12,464	7,995	20,459
101-72-0735-05-276	YOUTH ENHANCEMENT		1,249			14,992			8	15,000	1,277	16,277
	TRAFFIC & TRANSPORTATION MGMT	2.53	6,564			276,505			62	276,567	122,579	399,146
	**** DEPARTMENT TOTAL ****	2.53	6,564			276,505			62	276,567	122,579	399,146

0691

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
101-85	PUBLIC WORKS - OPERATIONS											
101-85-0732-05-112	PUBLIC WORKS MANAGER 3	0.34	709			29,015				29,018	12,868	41,886
101-85-0732-05-170	PUBLIC WORKS LEAD	0.33	675	5		20,873	214		89	21,177	17,311	38,488
101-85-0732-05-176	PUBLIC WORKS EQUIPMNT	2.00	4,033	72		112,240	2,960		2,661	117,861	70,835	188,696
101-85-0732-05-177	PUBLIC WORKS TECHNICIAN	4.00	7,644	153		180,682	5,531		1,230	187,443	120,343	307,786
101-85-0732-05-188	INVENTORY CONTROL TECHNICIAN	0.15	320	9		8,928	419		47	9,400	6,062	15,462
101-85-0732-05-215	UTILITY WORKER		1,804	68		38,107	2,226		540	40,873	30,166	71,039
101-85-0732-05-274	SEASONAL WORKFORCE		3,481	12		58,927	255		818	60,000	8,736	68,736
0692	STREET MAINTENANCE	6.82	18,666	319		448,772	11,605		5,385	465,772	266,321	732,093
101-85-0733-05-112	PUBLIC WORKS MANAGER 3	0.30	624			33,404				33,404	18,895	52,299
101-85-0733-05-126	TRAFFIC SIGNAL MAINT TECH	1.50	3,176			100,927			405	101,334	60,749	162,083
101-85-0733-05-132	SIGN AND MARKING LEAD	1.00	2,142	15		73,104	754		270	74,128	52,481	126,609
101-85-0733-05-188	INVENTORY CONTROL TECHNICIAN	0.10	218	7		5,954	283		33	6,269	4,045	10,314
101-85-0733-05-211	TRAFFIC SIGNAL MAINT LEAD	0.50	1,113	5		43,918	316		135	44,367	27,334	71,701
101-85-0733-05-215	UTILITY WORKER	1.00	2,080			37,143			270	37,413	17,577	54,990
101-85-0733-05-216	SUPERVISING ELECTRICIAN	1.00	1,164	3		45,059	155			45,214	24,221	69,435
101-85-0733-05-246	SIGN AND MARKING TECH 2	1.00	2,080			61,393			270	61,663	42,299	103,962
101-85-0733-05-274	SEASONAL WORKFORCE		1,875			31,888			125	32,013	3,287	35,300
	TRAFFIC CONTROL & MAINTENANCE	6.40	14,472	30		432,789	1,508		1,508	435,805	250,888	686,693
101-85-0775-05-063	PUBLIC WORKS SUPRVISR-	0.30	735	3		27,514	198			27,712	15,734	43,446
101-85-0775-05-112	PUBLIC WORKS MANAGER 3	0.10	208			11,135				11,135	6,300	17,435
101-85-0775-05-164	ARBORIST TECHNICIAN	2.00	4,215	11		108,420	432		540	109,392	65,114	174,506
101-85-0775-05-166	LANDSCAPE TECHNICIAN	1.00	2,080			48,189			270	48,459	26,786	75,245
101-85-0775-05-274	SEASONAL WORKFORCE		589			9,989			17	10,006	1,166	11,172

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
101-85	PUBLIC WORKS - OPERATIONS											
	URBAN FORESTRY	3.40	7,827	14		205,247	630		827	206,704	115,100	321,804
	**** DEPARTMENT TOTAL ****	16.62	40,965	363		1,086,808	13,743		7,720	1,108,281	632,309	1,740,590

0693

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
101-72	CAPITAL DEVELOPMNT-ENGINEERING											
101-72-0735-05-051	CITY ENGINEER	0.33	687			43,861				43,861	24,131	67,992
101-72-0735-05-084	PROJECT ENGINEER 1	1.30	2,705			124,613				124,613	53,368	177,981
101-72-0735-05-099	CITY TRANSPORTATION ENGINEER	0.70	1,513			89,094				89,094	50,010	139,104
101-72-0735-05-124	ENGINEERING CONST INSPECTOR	0.20	416			13,357			54	13,411	9,142	22,553
101-72-0735-05-276	YOUTH ENHANCEMENT		1,250			15,000				15,000	935	15,935
	TRAFFIC & TRANSPORTATION MGMT	2.53	6,571			285,925			54	285,979	137,586	423,565
	**** DEPARTMENT TOTAL ****	2.53	6,571			285,925			54	285,979	137,586	423,565

0694

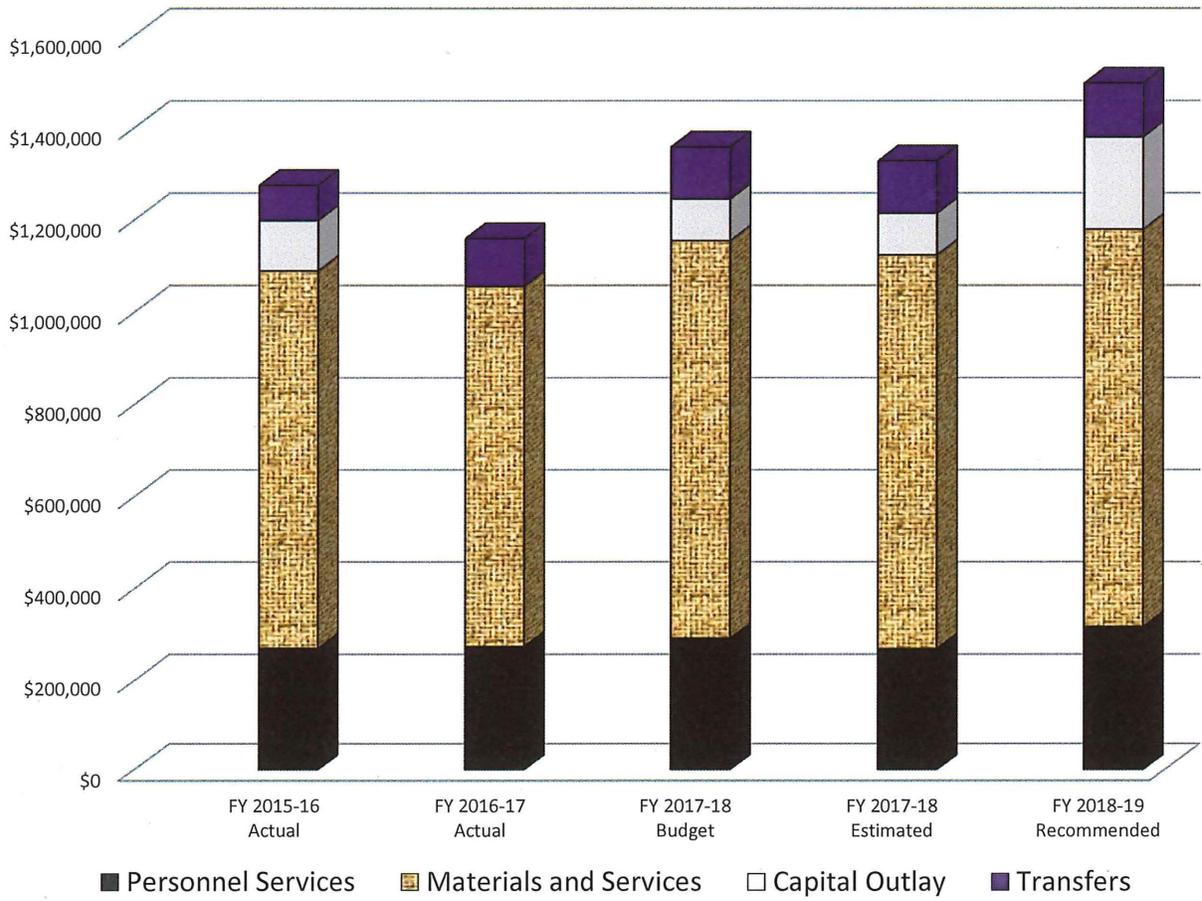
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
101-85	PUBLIC WORKS - OPERATIONS											
101-85-0732-05-112	PUBLIC WORKS MANAGER 3	0.34	706			31,928				31,928	15,307	47,235
101-85-0732-05-170	PUBLIC WORKS LEAD	0.33	685	20		22,840	820		142	23,809	21,140	44,949
101-85-0732-05-176	PUBLIC WORKS EQUIPMNT	2.00	4,160	130		122,517	5,746		3,820	132,083	83,034	215,117
101-85-0732-05-177	PUBLIC WORKS TECHNICIAN	4.00	8,320	160		207,544	6,194		1,320	215,058	154,186	369,244
101-85-0732-05-274	SEASONAL WORKFORCE		3,533			59,987			13	60,000	4,334	64,334
	STREET MAINTENANCE	6.67	17,404	310		444,816	12,760		5,295	462,878	278,001	740,879
101-85-0733-05-112	PUBLIC WORKS MANAGER 3	0.30	647			35,555				35,555	21,560	57,115
101-85-0733-05-126	TRAFFIC SIGNAL MAINT TECH	1.50	3,120	40		101,277	1,950		405	103,630	66,705	170,335
101-85-0733-05-132	SIGN AND MARKING LEAD	1.00	2,160	20		75,500	1,050		270	76,820	58,218	135,038
101-85-0733-05-211	TRAFFIC SIGNAL MAINT LEAD	0.50	1,080	10		43,677	606		135	44,419	30,325	74,744
101-85-0733-05-215	UTILITY WORKER	1.00	2,080	10		40,393	288		270	40,951	22,918	63,869
101-85-0733-05-216	SUPERVISING ELECTRICIAN	1.00	2,080	20		84,147	1,214		270	85,631	49,341	134,972
101-85-0733-05-246	SIGN AND MARKING TECH 2	1.00	2,120	13		64,015	588		270	64,873	47,614	112,487
101-85-0733-05-274	SEASONAL WORKFORCE		2,827			48,000				48,000	3,830	51,830
	TRAFFIC CONTROL & MAINTENANCE	6.30	16,114	113		492,564	5,696		1,620	499,879	300,511	800,390
101-85-0775-05-063	PUBLIC WORKS SUPRVISR-	0.30	647			22,296				22,296	17,561	39,857
101-85-0775-05-112	PUBLIC WORKS MANAGER 3	0.10	216			11,855				11,855	7,184	19,039
101-85-0775-05-164	ARBORIST TECHNICIAN	2.00	4,240	80		113,819	3,220		540	117,579	74,523	192,102
101-85-0775-05-166	LANDSCAPE TECHNICIAN	1.00	2,080			50,166			270	50,436	33,068	83,504
101-85-0775-05-274	SEASONAL WORKFORCE		1,884			31,989			11	32,000	2,553	34,553
	URBAN FORESTRY	3.40	9,067	80		230,125	3,220		821	234,166	134,889	369,055
	**** DEPARTMENT TOTAL ****	16.37	42,585	503		1,167,505	21,676		7,736	1,196,923	713,401	1,910,324

STREET LIGHTING 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:	Street Lighting					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
Personnel Services	\$270,747	\$274,668	\$292,180	\$269,769	\$317,537	8.68%
Materials and Services	818,484	780,741	862,560	854,010	861,500	-0.12%
Capital Outlay	108,905	-	90,000	90,000	200,000	122.22%
Transfers	76,242	103,705	112,884	113,466	116,346	3.07%
SUB-TOTAL	\$1,274,378	\$1,159,114	\$1,357,624	\$1,327,245	\$1,495,383	
Contingency - Reserve			96,589		140,413	
Reserve			7,414		8,896	
TOTAL	\$1,274,378	\$1,159,114	\$1,461,627	\$1,327,245	\$1,644,692	
FTE's	2.30	2.30	2.30		2.30	

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

Personnel services:

The Recommended Budget 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

Capital outlay:

FY 2018-19 reflects \$200,000 to replace 400 High Pressure Sodium street lights with new LED street lights and for infill projects where no street lights exist.

Transfers:

No significant change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 111 STREET LIGHTING	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

MISSION STATEMENT:

To provide safe and consistent street lighting for streets in the City that meets the needs of the community and the City's standards for lighting. Improve energy efficiency and help control the cost of power for streetlights by selecting lighting fixtures and lamps that are designed to reduce energy consumption building a sustainable system. The primary source of revenue in this fund is a property tax levy. This is from a continuing levy approved by the voters in 1948 and is now a component of the City's permanent levy rate. The rate has fluctuated in the past 10 years from about 16.5 cents to its current level of 15.5 cents per \$1000 of assessed valuation. This reflects an increase of 3 cents for FY 2018-19

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	2.30	2.30	2.30	2.30	0.00
PERSONNEL SERVICES	\$270,747	\$274,668	\$292,180	\$317,537	\$0
MATERIALS & SERVICES	818,484	780,741	862,560	861,500	0
CAPITAL OUTLAY	108,905	0	90,000	200,000	0
TRANSFERS	76,242	103,705	112,884	116,346	0
CONTINGENCY	0	0	104,003	149,309	0
TOTAL	\$1,274,378	\$1,159,114	\$1,461,627	\$1,644,692	\$0

Services and Trends:

The City has three Street Light Systems:

Option A: Under the Option A street light units/system, the light fixture, the pole (either a light pole or power pole) and the electrical cabling are all owned and maintained by PGE. The rate that the city pays for this system includes a pole charge, energy charge, and a maintenance charge.

Option B: Under the Option B street light units/system, the light fixture and the pole (either a light pole or power pole) is owned by the City, but the electrical cabling is owned by PGE. PGE provides the maintenance on these units/system. The rate that the city pays for this system includes an energy charge and a maintenance charge.

Option C: Under the Option C street light units/system, the entire asset comprised of the light fixture, the pole (either a light pole or power pole) and the electrical cabling is owned and maintained solely by the City. The rate that the city pays for this system is an energy charge.

STREET LIGHT SYSTEMS

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Option A: Light fixtures mounted on existing power poles, which are owned and maintained by PGE.	2,647	2,644	2,641	2,637
Option B: Light fixtures mounted on various poles, which are maintained by PGE and owned by the City.	327	320	306	308
Option C: Light fixtures mounted on poles, which are owned and maintained by the City.	4,263	4,214	4,243	4,376
Total:	7,237	7,178*	7,190	7,321

*Reduction in total street light inventory from prior year due to street lights maintained by the City given to Washington County for their maintenance.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 111 STREET LIGHTING	DEPARTMENT: PUBLIC WORKS
PROGRAM MANAGER: STEVE BRENNAN	

Performance Outcomes and Program Trends:

Staff in the Street Lighting Section will continue a program to replace old worn wiring and inefficient streetlight fixtures in the City as opportunities and funding are available. These efforts will help to stabilize costs and provide a reliable and efficient system. Since the energy consumption of streetlights represents a significant expense for the city, efficiency testing of new LED and induction streetlight lamps and other technologies will continue as they evolve and new products become available.

The work in this program supports the Beaverton Community Vision Actions: #48 *Install Pedestrian Lighting Citywide* and #54 *Upgrade Trails to Include Lighting*.

Progress on FY 2017-18 Action Plan:

During FY 17-18, crews continued to maintain the city’s street lighting system through preventative maintenance, replacement of worn out equipment or equipment destroyed in vehicular accidents as well as responding to reported outages for repair. The crews have also evaluated roadways and pathways which currently do not have lighting or lack adequate light levels and have created a priority list of new lights to be installed which included installing new lighting along S.W. 155th Ave. and along S.W. Rigert Rd. in the vicinity of Sexton Mt. grade school where no lighting existed. Crews continued to retrofit existing high pressure sodium fixtures with new LED fixtures improving the efficiency of the cities lighting system. Several styles of LED street lighting fixtures were field tested, allowing staff to evaluate performance for recommended changes to the city’s engineering design manual.

FY 2018-19 Action Plan:

During FY 18-19, crews will continue to maintain the city’s street light system through preventative maintenance, replacement of worn out equipment, equipment destroyed in vehicular accidents as well as responding to outages for repair within 48 hours. Crews will continue to focus efforts on projects that replace old worn and out dated lighting with energy efficient LED technology. The City still has 2320 Schedule C lights we would like to convert to LED and propose that any new resources that are generated this year (increase of levy by 3 cents) be utilized to expedite these conversions and build the fund balance that has been depleted in recent years. This would be done at roughly a 2 to 1 ratio with approximately \$200,000 going to fund 400 LEDs with the remaining \$90,000 to \$100,000 to fund balance. The 400 lights would primarily be targeted in the far SW portion of the city as well in the areas surrounding downtown where many of the light fixtures are nearing their end of life.

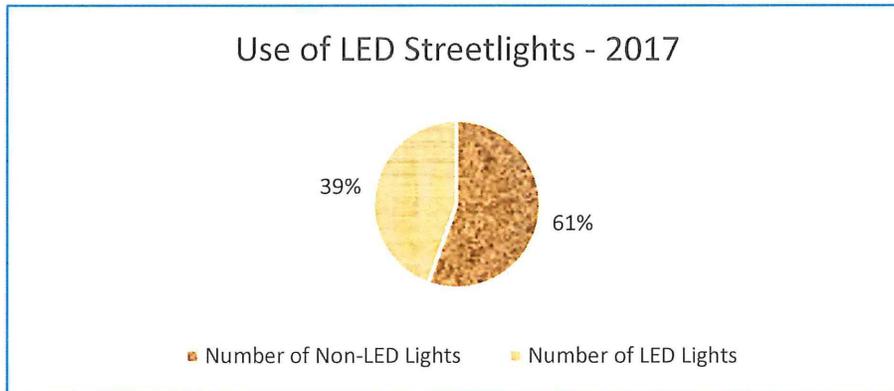
A complete inventory and mapping of all street lights maintained by the city is complete, utilizing new asset management software resulting in improved maintenance response to these assets as outages and other problems are reported. Continued effort will be made to enhance the city’s street light system where no lighting exists or light levels are sub-standard as funding is available.

We are beginning to see a downward trend in lower costs per light due to conversion of fixtures. The payback for LED light is approximately 11 years but the maintenance time and the less frequent need to change bulbs is perhaps just as significant as power savings.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of City-owned streetlights repaired based on reported outage and damage.	412	586	550	550
Number of City-owned “Option C” streetlights maintained and repaired according to a preventative scheduled maintenance program.	1,000	1,000	1,000	1,000

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 111 STREET LIGHTING	DEPARTMENT: PUBLIC WORKS
	PROGRAM MANAGER: STEVE BRENNAN



BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 111 STREET LIGHTING 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

-453,777 -277,960 -284,598 -284,598 -284,598 -140,417 -148,912

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-453,777 -277,960 -284,598 -284,598 -284,598 -140,417 -148,912

CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

-255 -462 -642 -1,000 -1,000 -1,000

311 PROPERTY TAXES - CURRENT YEAR

-1,071,596 -1,115,969 -1,152,929 -1,126,605 -1,158,924 -1,541,663 -1,464,580

0701

312 PROPERTY TAXES - PRIOR YEARS

-13,649 -12,810 -10,000 -6,109 -10,000 -10,000 -10,000

TOTAL CLASS: 10 TAXES

-1,085,500 -1,129,241 -1,162,929 -1,133,356 -1,169,924 -1,552,663 -1,475,580

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-3,624 -4,865 -5,100 -4,961 -8,700 -13,200 -13,200

389 MISCELLANEOUS REVENUES

-3,392 -5,658 -1,000 -12,750 -10,000 -5,000 -5,000

398 SRVS PROVIDED TO OTHER FUNDS

-24,262 -8,000 -1,457 -2,000 -2,000 -2,000

756 PERS RSRV DISTRIB-NON GAAP REV

-3,837

757 MED/LIFE INS PREM REFUND DISTRIBUTION

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 111 STREET LIGHTING 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
	-2,207		-1,729				-935	-935						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-13,060		-36,514		-14,100		-20,103	-21,635	-20,200		-20,200			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,552,337		-1,443,715		-1,461,627		-1,438,057	-1,476,157	-1,713,280		-1,644,692			

0702

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 111 STREET LIGHTING FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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

112	PUBLIC WORKS MANAGER 3													
	31,427	.30	32,808	.30	33,406	.30	26,401	33,404	35,555	.30	35,555	.30		
126	TRAFFIC SIGNAL MAINT TECH													
	100,801	1.50	94,714	1.50	104,343	1.50	60,630	87,592	102,385	1.50	102,385	1.50		
211	TRAFFIC SIGNAL MAINT LEAD													
	46,164	.50	46,397	.50	43,141	.50	37,009	44,370	45,031	.50	44,423	.50		
299	PAYROLL TAXES AND FRINGES													
	92,355		100,749		111,290		73,360	104,403	131,190		135,174			
50103	TOTAL CLASS: 05 PERSONNEL SERVICES													
	270,747	2.30	274,668	2.30	292,180	2.30	197,400	269,769	314,161	2.30	317,537	2.30		

CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE													
	672		941		1,000		242	500	1,000		1,000			
305	SPECIAL DEPARTMENT SUPPLIES													
	141		267		500		39	500	500		500			
307	MEMBERSHIP FEES													
					300			250	300		300			
321	TRAVEL, TRAINING & SUBSISTENCE													
	200				1,000			500	1,000		1,000			
328	MEALS & RELATED EXPENSE													
			68						200		200			
361	UNIFORMS & SPECIAL CLOTHING													
	2,274		3,014		3,000			500	3,000		3,000			
408	ST PEDESTRIAN LIGHT MAINT													
	45,674		48,521		86,260		84,823	96,260	85,000		85,000			
451	CITY STREET LIGHTING													
	765,575		724,327		744,000		490,571	744,000	744,000		744,000			
511	PROFESSIONAL SERVICES													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 111 STREET LIGHTING FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	3,351		2,987		25,000		4,977	10,000	25,000		25,000			
551 RENTS AND LEASES														
	597		616		1,500		633	1,500	1,500		1,500		1,500	
TOTAL CLASS: 10 MATERIALS & SERVICES	818,484		780,741		862,560		581,285	854,010	861,500		861,500			
CLASS: 15 CAPITAL OUTLAY														
681 IMPROVEMENTS														
	108,905				90,000			90,000	200,000		200,000			
TOTAL CLASS: 15 CAPITAL OUTLAY	108,905				90,000			90,000	200,000		200,000			
CLASS: 25 TRANSFERS														
0704 801 TRSFR TO GENERAL FD - OVERHEAD	35,854		42,503		42,063		35,053	42,063	42,320		42,320			
804 TRSFR - OPERATIONS ADMIN	22,677		30,057		32,994		27,495	33,576	34,895		34,895			
817 TRSFRS TO GARAGE FUND	7,064		19,585		23,630		13,556	23,630	24,292		24,292			
818 TRSFRS TO ISD-ALLOCATED	6,097		5,645		7,395		6,163	7,395	8,037		8,037			
819 TRSFRS TO INSURANCE FUND	4,550		5,915		6,802		5,668	6,802	6,802		6,802			
TOTAL CLASS: 25 TRANSFERS	76,242		103,705		112,884		87,935	113,466	116,346		116,346			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED					96,589				212,377		140,413			
996 RESERVE - EQUIPMENT REPLACEMT														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 111 STREET LIGHTING FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
					7,414				8,896		8,896			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					104,003				221,273		149,309			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,274,378	2.30	1,159,114	2.30	1,461,627	2.30	866,620	1,327,245	1,713,280	2.30	1,644,692	2.30		

0705

**STREET LIGHTING FUND
FY 2017-18 ADOPTED**

Code	Position	Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
112		PUBLIC WORKS MANAGER 3	0.30	0.30					0.30
126		TRAFFIC SIGNAL MAINT TECH	1.50	1.50					1.50
211		TRAFFIC SIGNAL MAINT LEAD	0.50	0.50					0.50
		Total	2.30	2.30	0.00	0.00	0.00	0.00	2.30

FY 2018-19 PROPOSED

Code	Position	Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
112		PUBLIC WORKS MANAGER 3	0.30					0.30
126		TRAFFIC SIGNAL MAINT TECH	1.50					1.50
211		TRAFFIC SIGNAL MAINT LEAD	0.50					0.50
		Total	2.30	0.00	0.00	0.00	0.00	2.30

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING 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												
		453,777	277,960	284,598	284,598	140,417	148,912						
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL		453,777	277,960	284,598	284,598	140,417	148,912						

CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		255	462		1,000	1,000	1,000						
311	PROPERTY TAXES - CURRENT YEAR												
		1,071,596	1,115,969	1,152,929	1,158,924	1,541,663	1,464,580						

312	PROPERTY TAXES - PRIOR YEARS												
		13,649	12,810	10,000	10,000	10,000	10,000						
TOTAL CLASS: 10 TAXES		1,085,500	1,129,241	1,162,929	1,169,924	1,552,663	1,475,580						

CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		3,624	4,865	5,100	8,700	13,200	13,200						
389	MISCELLANEOUS REVENUES												
		3,392	5,658	1,000	10,000	5,000	5,000						
398	SRVS PROVIDED TO OTHER FUNDS												
			24,262	8,000	2,000	2,000	2,000						
756	PERS RSRV DISTRIB-NON GAAP REV												
		3,837											
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		2,207	1,729		935								
TOTAL CLASS: 35 MISCELLANEOUS REVENUES		13,060	36,514	14,100	21,635	20,200	20,200						

TOTAL PROGRAM: 0000 UNRESTRICTED		1,552,337	1,443,715	1,461,627	1,476,157	1,713,280	1,644,692						
TOTAL DEPARTMENT: 03 REVENUE		1,552,337	1,443,715	1,461,627	1,476,157	1,713,280	1,644,692						

BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES
 INTEREST ON DELIQUENT TAXES RECEIVED THROUGH WASHINGTON COUNTY

311 PROPERTY TAXES - CURRENT YEAR
 ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY. \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:
 FY 16 \$3.72 GENERAL FUND, \$0.33 LIBRARY FUND, \$0.13 STREET LIGHTING FUND; TOTALING \$4.18 WITH VOTER APPROVED DEBT OF \$0.20 GIVES A TOTAL TAX RATE OF \$4.38.
 FY 17 \$3.7272 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1833 WITH VOTER APPROVED DEBT OF \$0.1915 GIVES A TOTAL TAX RATE OF \$4.3748.
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758
 FY 19 \$3.7644 GENERAL FUND, \$0.3614 LIBRARY FUND, \$0.1547 STREET LIGHTING FUND; TOTALING \$4.2505 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.4858
 FY 19 REFLECTS A 5 CENT INCREASE TO FUND 3 NEW POLICE OFFICER POSITIONS, A 3 CENT INCREASE FOR LIBRARY OPERATIONS AND A 3 CENT INCREASE TO FUND LED STREET LIGHT REPLACEMENTS

312 PROPERTY TAXES - PRIOR YEARS
 PRIOR YEARS' PROPERTY ASSESSMENTS PAID IN CURRENT YEAR RECEIVED THROUGH WASHINGTON COUNTY

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%

389 MISCELLANEOUS REVENUES
 REIMBURSEMENT FOR DAMAGES TO CITY PROPERTY

398 SRVS PROVIDED TO OTHER FUNDS
 LOCATING SERVICES PROVIDED BY STREET LIGHTING STAFF FOR OTHER CITY ULITITIES (WATER, SEWER AND STORM

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

BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

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

112	PUBLIC WORKS MANAGER 3												
	31,427	.30	32,808	.30	33,406	.30	33,404	35,555	.30	35,555	.30		
126	TRAFFIC SIGNAL MAINT TECH												
	100,801	1.50	94,714	1.50	104,343	1.50	87,592	102,385	1.50	102,385	1.50		
211	TRAFFIC SIGNAL MAINT LEAD												
	46,164	.50	46,397	.50	43,141	.50	44,370	45,031	.50	44,423	.50		
299	PAYROLL TAXES AND FRINGES												
	92,355		100,749		111,290		104,403	131,190		135,174			

TOTAL CLASS: 05 PERSONNEL SERVICES

	270,747	2.30	274,668	2.30	292,180	2.30	269,769	314,161	2.30	317,537	2.30		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	672		941		1,000		500	1,000		1,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	141		267		500		500	500		500			
307	MEMBERSHIP FEES												
					300		250	300		300			
321	TRAVEL, TRAINING & SUBSISTENCE												
	200				1,000		500	1,000		1,000			
328	MEALS & RELATED EXPENSE												
			68					200		200			
361	UNIFORMS & SPECIAL CLOTHING												
	2,274		3,014		3,000		500	3,000		3,000			
408	ST PEDESTRIAN LIGHT MAINT												
	45,674		48,521		86,260		96,260	85,000		85,000			
451	CITY STREET LIGHTING												
	765,575		724,327		744,000		744,000	744,000		744,000			

511 PROFESSIONAL SERVICES

	3,351		2,987		25,000		10,000	25,000		25,000			
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551 RENTS AND LEASES

	597		616		1,500		1,500	1,500		1,500			
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TOTAL CLASS: 10 MATERIALS & SERVICES

	818,484		780,741		862,560		854,010	861,500		861,500			
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0709

BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
112	PUBLIC WORKS MANAGER 3 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
126	TRAFFIC SIGNAL MAINT TECH FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
211	TRAFFIC SIGNAL MAINT LEAD
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 MISCELLANEOUS TOOLS RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE,
305	SPECIAL DEPARTMENT SUPPLIES MISCELLANEOUS SMALL SUPPLIES RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE
307	MEMBERSHIP FEES ELECTRICAL LICENSES RENEWAL FEES
321	TRAVEL, TRAINING & SUBSISTENCE TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN.
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND SAFETY RELATED EQUIPMENT PER UNION CONTRACT.
408	ST PEDESTRIAN LIGHT MAINT MAINTENANCE & REPAIR OF STREET - PEDESTRIAN PATH LIGHTING (LAMPS, POLES, CONTROLLERS)
451	CITY STREET LIGHTING ENERGY COSTS AND POLE RENTAL FOR STREET AND PEDESTRIAN PATH LIGHTING ESTIMATED AT \$64,000 PER MONTH THE REDUCED COSTS FOR FY 2016-17 ARE DUE TO TWO ISSUES; PGE REQUESTED A TARIFF REDUCTION ON STREET LIGHT COMPONENTS (POLES, LAMPS & ENERGY) DURING FY 15-16, THE CITY REPLACED 925 HIGH PRESSURE SODIUM LAMPS WITH NEW LED LAMPS WHICH HAVE A LOWER ENERGY TARIFF COST.
511	PROFESSIONAL SERVICES CONTRACT MISCELLANEOUS ELECTRICAL AND LIGHTING REPAIR WORK NOT ABLE TO BE PERFORMED BY CITY STAFF, UNDERGROUND UTILITY LOCATES \$14,500 ONE CALL FEES (\$10,500 SPLIT WATER, SEWER, STREET LIGHTING, STORM, STREET) \$10,500
551	RENTS AND LEASES RENTS AND LEASES OF EQUIPMENT USED FOR STREET LIGHTING REPAIR LEASE FOR ARCTIC STORAGE LOT

BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

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													
681	IMPROVEMENTS												
	108,905				90,000		90,000	200,000		200,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	108,905				90,000		90,000	200,000		200,000			
CLASS: 25 TRANSFERS													
801	TRSFR TO GENERAL FD - OVERHEAD												
	35,854		42,503		42,063		42,063	42,320		42,320			
804	TRSFR - OPERATIONS ADMIN												
	22,677		30,057		32,994		33,576	34,895		34,895			
817	TRSFRS TO GARAGE FUND												
	7,064		19,585		23,630		23,630	24,292		24,292			
818	TRSFRS TO ISD-ALLOCATED												
	6,097		5,645		7,395		7,395	8,037		8,037			
819	TRSFRS TO INSURANCE FUND												
	4,550		5,915		6,802		6,802	6,802		6,802			
TOTAL CLASS: 25 TRANSFERS													
	76,242		103,705		112,884		113,466	116,346		116,346			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					96,589			212,377		140,413			
996	RESERVE - EQUIPMENT REPLACEMT												
					7,414			8,896		8,896			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					104,003			221,273		149,309			
TOTAL PROGRAM: 0811 STREET LIGHTING & MAINTENANCE													
	1,274,378	2.30	1,159,114	2.30	1,461,627	2.30	1,327,245	1,713,280	2.30	1,644,692	2.30		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	1,274,378	2.30	1,159,114	2.30	1,461,627	2.30	1,327,245	1,713,280	2.30	1,644,692	2.30		
TOTAL FUND: 111 STREET LIGHTING FUND													
	1,274,378	2.30	1,159,114	2.30	1,461,627	2.30	1,327,245	1,713,280	2.30	1,644,692	2.30		

BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 681 IMPROVEMENTS
 RETROFIT 400 EXISTING STREET LIGHTS WITH L.E.D. FIXTURES @ \$500 PER LAMP \$200,000

- 801 TRSFR TO GENERAL FD - OVERHEAD
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND
- 804 TRSFR - OPERATIONS ADMIN
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND
- 817 TRSFERS TO GARAGE FUND
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND
- 818 TRSFERS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$8,037
- 819 TRSFERS TO INSURANCE FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

- 991 CONTINGENCY - UNRESERVED

- 996 RESERVE - EQUIPMENT REPLACEMT
 RESERVE FOR STREET LIGHT FUND VEHICLES



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
111-85	PUBLIC WORKS - OPERATIONS											
111-85-0811-05-112	PUBLIC WORKS MANAGER 3	0.30	624			33,404				33,404	18,895	52,299
111-85-0811-05-126	TRAFFIC SIGNAL MAINT TECH	1.50	2,675	43		85,171	2,019		405	87,592	58,168	145,760
111-85-0811-05-211	TRAFFIC SIGNAL MAINT LEAD	0.50	1,115	5		43,920	316		135	44,370	27,340	71,710
	STREET LIGHTING & MAINTENANCE	2.30	4,414	48		162,494	2,335		540	165,366	104,403	269,769
	**** DEPARTMENT TOTAL ****	2.30	4,414	48		162,494	2,335		540	165,366	104,403	269,769

0713

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
111-85	PUBLIC WORKS - OPERATIONS											
111-85-0811-05-112	PUBLIC WORKS MANAGER 3	0.30	647			35,555				35,555	21,560	57,115
111-85-0811-05-126	TRAFFIC SIGNAL MAINT TECH	1.50	3,120	20		101,276	972		135	102,385	83,279	185,664
111-85-0811-05-211	TRAFFIC SIGNAL MAINT LEAD	0.50	1,080	10		43,681	608		135	44,423	30,335	74,758
	STREET LIGHTING & MAINTENANCE	2.30	4,847	30		180,512	1,580		270	182,363	135,174	317,537
	**** DEPARTMENT TOTAL ****	2.30	4,847	30		180,512	1,580		270	182,363	135,174	317,537

0714

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:		Transportation System Development Fund					% Change Budgeted Vs. Recommended
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19		
Materials and Services	-	-	\$0	-	-	N/A	
SUB-TOTAL	\$0	-	-	-	-		
Contingency - Reserve			300,000		300,000		
TOTAL	\$0	\$ -	\$ 300,000	\$ -	\$ 300,000		
FTE's	-	-	-	-	-		

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

Materials and Services:

No significant change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 112 TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE FUND	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS	PROGRAM MANAGER: JABRA KHASHO

Program Goal:

To provide thorough and consistent review of transportation impacts from proposed developments to ensure that impacts from new development on South Cooper Mountain are fairly and reasonably considered. To administer the Transportation Systems Development Charge (TSDC) program in order to develop a transportation system to meet current and future needs. Work in this program supports Community Vision goal and related activities to *“improve mobility”*.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
PERSONNEL SERVICES					
MATERIALS & SERVICES					
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	300,000	300,000	0
TOTAL	\$0	\$0	\$300,000	\$300,000	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Supplemental Trans. System Dev. Tax	\$0	\$0	\$300,000	\$300,000	\$0

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Projected/Revised	Proposed
Number of land use applications reviewed	2	1	7	2
Number of site development plans reviewed	2	1	7	2
Number of commercial permits processed that require a traffic impact fee assessment	0	0	0	1

Program Objective:

Staff in the Transportation Systems Development Charge (TSDC) program fund review development proposals to identify traffic impacts and assure compliance with city transportation standards and policies. They recommend conditions of approval related to transportation issues and coordinate with county and state transportation staff. In addition, TSDC program staff manages the TSDC fund to ensure funding for high priority transportation projects through accurate assessments and credits (where appropriate), timely processing and minimizing appeals. The program was adopted in FY2015-16 and no assessments have been collected due to developers construction schedules so the estimates are uncertain. Often times the SDC charges are offset by credits for over-sizing improvements.

The TSDC currently only applies to development and projects in the South Cooper Mountain area and is a supplemental source of revenue to the Transportation Development Tax.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 112 TRANSPORTATION SYSTEMS DEV 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: 20 PERMITS & FEES

610 TRANSP SDC - SO. COOPER MTN

~~REVENUE~~ -300,000 -594,071 -300,000 -300,000

TOTAL CLASS: 20 PERMITS & FEES

~~REVENUE~~ -300,000 -594,071 -300,000 -300,000

TOTAL DEPARTMENT: 03 REVENUE

~~REVENUE~~ -300,000 -594,071 -300,000 -300,000

0717

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					300,000				300,000		300,000			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					300,000				300,000		300,000			
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TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

					300,000				300,000		300,000			
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0718

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV 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: 20 PERMITS & FEES

610 TRANSP SDC - SO. COOPER MTN

300,000 300,000 300,000

TOTAL CLASS: 20 PERMITS & FEES

300,000 300,000 300,000

TOTAL PROGRAM: 0000 UNRESTRICTED

300,000 300,000 300,000

TOTAL DEPARTMENT: 03 REVENUE

300,000 300,000 300,000

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

610 TRANSP SDC - SO. COOPER MTN
 SUPPLEMENTARY TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE ONLY
 FOR SOUTH COOPER MOUNTAIN

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

300,000 300,000 300,000

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

300,000 300,000 300,000

TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

300,000 300,000 300,000

TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

300,000 300,000 300,000

TOTAL FUND: 112 TRANSPORTATION SYSTEMS DEV FUND

300,000 300,000 300,000

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

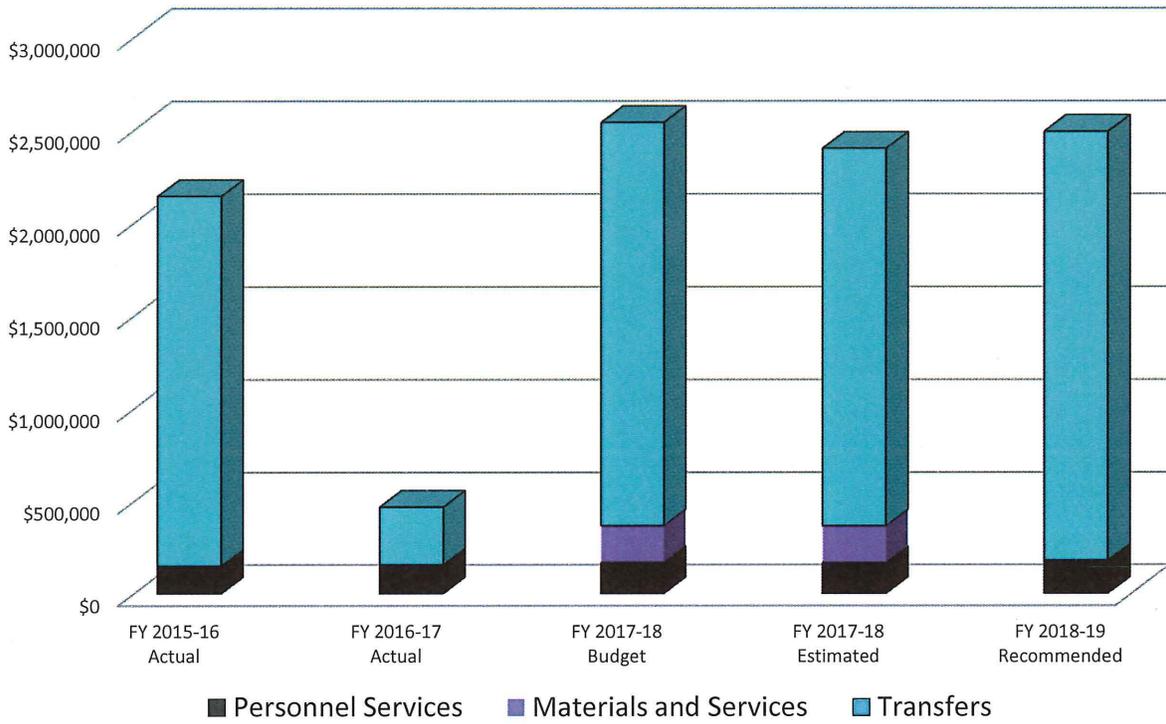
991 CONTINGENCY - UNRESERVED
PLACEHOLDER

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TRAFFIC IMPACT / DEVELOPMENT TAX 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:	Traffic Impact/Dev Tax Fund					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
Personnel Services	\$148,589	\$155,563	\$166,775	\$165,077	\$179,026	7.35%
Materials and Services	-	-	200,000	200,000	-	N/A
Transfers	1,993,404	311,931	2,172,366	2,033,575	2,310,744	6.37%
SUB-TOTAL	\$2,141,993	\$467,494	\$2,539,141	\$2,398,652	\$2,489,770	
Contingency - Reserve			9,760,143		8,848,758	
Reserves			850,708		795,031	
TOTAL	\$2,141,993	\$467,494	\$13,149,992	\$2,398,652	\$12,133,559	
FTE's	1.30	1.30	1.30		1.30	

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

Personnel services:

The Recommended Budget 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 2017-18 reflects a \$200,000 contribution from the City to Washington County for the Highway 26/Cedar Hills project which is not recurring in FY 2018-19.

Transfers:

No significant change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 114 TRAFFIC DEVELOPMENT TAX FUND	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS	PROGRAM MANAGER: JABRA KHASHO

Program Goal:

To provide thorough and consistent review of transportation impacts from proposed developments to ensure that impacts from new development are fairly and reasonably considered. To administer the Transportation Development Tax (TDT) program in order to develop a transportation system to meet current and future needs. Work in this program supports Community Vision goal and related activities to “*improve mobility*”.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.30	1.30	1.30	1.30	0.00
PERSONNEL SERVICES	\$148,589	\$155,563	\$166,775	\$179,026	\$0
MATERIALS & SERVICES	0	0	200,000	0	0
CAPITAL OUTLAY					
TRANSFERS	1,993,404	311,931	2,172,366	2,310,744	0
CONTINGENCY	0	0	10,610,851	9,643,789	0
TOTAL	\$2,141,993	\$467,494	\$13,149,992	\$12,133,559	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$8,792,599	\$8,620,503	\$11,559,192	\$10,386,159	\$0
Transportation Development Tax	1,890,921	2,428,808	1,500,000	1,566,000	0
Miscellaneous Revenue	78,976	977,376	90,800	181,400	0

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Number of land use applications reviewed	102	122	120	120
Number of site development plans reviewed	40	22	30	40
Number of commercial permits processed that require a traffic impact fee assessment	21	22	25	25

Program Objective:

Staff in the Transportation Development Tax (TDT) program fund review development proposals to identify traffic impacts and assure compliance with city transportation standards and policies. They recommend conditions of approval related to transportation issues and coordinate with county and state transportation staff. In addition, TDT program staff manages the TDT fund to ensure funding for high priority transportation projects through accurate assessments and credits (where appropriate), timely processing and minimizing appeals.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 114 TRAFFIC DEVELOPMENT TAX FUND	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS	PROGRAM MANAGER: JABRA KHASHO

Progress on FY 2017-18 Action Plan:

- Completed complex development reviews and assessed transportation impacts and required safety and capacity improvements.
- Assessed Transportation Development Tax on developments and issued appropriate credits on constructed conditioned improvements.
- Coordinated with ODOT and Washington County staff on traffic impact analysis requirements and conditions of approval.
- Transportation staff provided technical support and coordinated with the Community Development Department on community and long range plans.
- Utilized the remaining balance of funds collected under the former program called the Transportation Impact Fee program.

FY 2018-19 Action Plan:

- Complete more complex development reviews as available developable sites are smaller in size with many challenges that require very particular conditions of approval.
- Review transportation impacts for an increasing number of developments that are required to construct safety and capacity improvements creditable against Transportation Development Tax assessments. A positive impact of the Transportation Development Tax program is that necessary street improvements are often built at the same time as the development that generates the need for those improvements.
- Respond to increased transportation needs, regulatory compliance, and regional coordination requirements.
- Continue to participate and provide technical support in developing the South Cooper Mountain area and the Creekside District.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 114 TRAFFIC IMPACT/DEV TAX 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														
	-8,792,599		-8,620,503		-11,559,192		-11,559,192	-11,559,192		-10,320,159		-10,386,159		
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
	-8,792,599		-8,620,503		-11,559,192		-11,559,192	-11,559,192		-10,320,159		-10,386,159		
CLASS: 20 PERMITS & FEES														
345 TRANSPORTATION DEVELOPMENT TAX														
	-1,890,921		-2,428,808		-1,500,000		-636,517	-1,066,000		-1,500,000		-1,566,000		
TOTAL CLASS: 20 PERMITS & FEES														
	-1,890,921		-2,428,808		-1,500,000		-636,517	-1,066,000		-1,500,000		-1,566,000		
CLASS: 35 MISCELLANEOUS REVENUES														
384 INVESTMENT INTEREST EARNINGS														
	-53,881		-94,225		-90,800		-106,491	-159,500		-181,400		-181,400		
399 REIMBURSEMENTS - OTHER														
	-22,302		-883,151											
756 PERS RSRV DISTRIB-NON GAAP REV														
	-2,793													
757 MED/LIFE INS PREM REFUND DISTRIBUTION														
							-119	-119						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-78,976		-977,376		-90,800		-106,610	-159,619		-181,400		-181,400		
TOTAL DEPARTMENT: 03 REVENUE														
	-10,762,496		-12,026,687		-13,149,992		-12,302,319	-12,784,811		-12,001,559		-12,133,559		

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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

099	CITY TRANSPORTATION ENGINEER													
	35,888	.30	36,563	.30	37,251	.30	29,664	37,248	38,183	.30	38,183	.30		
113	ENGINEERING TECH 3													
	58,846	1.00	63,214	1.00	67,544	1.00	53,156	67,447	72,675	1.00	72,675	1.00		
299	PAYROLL TAXES AND FRINGES													
	53,855		55,786		61,980		49,005	60,382	65,700		68,168			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	148,589	1.30	155,563	1.30	166,775	1.30	131,825	165,077	176,558	1.30	179,026	1.30		

CLASS: 10 MATERIALS & SERVICES

525	PMTS TO OTHER GOVERNMENT AGENCIES													
					200,000			200,000						
TOTAL CLASS: 10 MATERIALS & SERVICES														
					200,000			200,000						

CLASS: 25 TRANSFERS

801	TRFSR TO GENERAL FD - OVERHEAD													
	19,997		22,969		22,694		18,912	22,694	24,156		24,156			
814	TRFSRS TO CAPITAL PROJ. FUND													
	1,965,957		124,839		171,296		13,124	81,000	104,000		104,000			
816	TRFSRS TO REPROGRAPHICS FUND													
	1,086		611		826		341	826	832		832			
818	TRFSRS TO ISD-ALLOCATED													
	6,364		5,799		7,596		6,330	7,596	8,323		8,323			
820	TRFSRS TO CAP PROJ FUND - TDT													
			157,713		1,948,032		1,667,179	1,899,537	2,164,000		2,164,000			
835	TRFSR TO GF, BVTN BLDG OPERATIONS													
					9,406		7,838	9,406	4,703		4,703			
836	TRFSR TO GF, BVTN BLDG DEBT SVC													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
					12,516		10,430	12,516	4,730		4,730			
TOTAL CLASS: 25 TRANSFERS														
	1,993,404		311,931		2,172,366		1,724,154	2,033,575	2,310,744		2,310,744			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
975 RESERVE - TIF (PRIOR TO TDT)														
					850,708				795,031		795,031			
991 CONTINGENCY - UNRESERVED														
					9,760,143				8,719,226		8,848,758			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					10,610,851				9,514,257		9,643,789			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	2,141,993	1.30	467,494	1.30	13,149,992	1.30	1,855,979	2,398,652	12,001,559	1.30	12,133,559	1.30		

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**TRAFFIC IMPACT / DEVELOPMENT TAX FUND
FY 2017-18 ADOPTED**

Code Position Title		Actual	Adopted	New	Transfer	Reclass	Deleted	Ending
		FY 16-17	FY 17-18					FY 17-18
99	CITY TRANSPORTATION ENGINEER	0.30	0.30					0.30
113	ENGINEERING TECH 3	1.00	1.00					1.00
	Total	1.30	1.30	0.00	0.00	0.00	0.00	1.30

FY 2018-19 PROPOSED

Code Position Title		Adopted	New	Transfer	Reclass	Deleted	Ending
		FY 17-18					FY 18-19
99	CITY TRANSPORTATION ENGINEER	0.30					0.30
113	ENGINEERING TECH 3	1.00					1.00
	Total	1.30	0.00	0.00	0.00	0.00	1.30

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX 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
 8,792,599 8,620,503 11,559,192 11,559,192 10,320,159 10,386,159

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL
 8,792,599 8,620,503 11,559,192 11,559,192 10,320,159 10,386,159

CLASS: 20 PERMITS & FEES

345 TRANSPORTATION DEVELOPMENT TAX
 1,890,921 2,428,808 1,500,000 1,066,000 1,500,000 1,566,000

TOTAL CLASS: 20 PERMITS & FEES
 1,890,921 2,428,808 1,500,000 1,066,000 1,500,000 1,566,000

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS
 53,881 94,225 90,800 159,500 181,400 181,400

399 REIMBURSEMENTS - OTHER
 22,302 883,151

756 PERS RSRV DISTRIB-NON GAAP REV
 2,793

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 119

TOTAL CLASS: 35 MISCELLANEOUS REVENUES
 78,976 977,376 90,800 159,619 181,400 181,400

TOTAL PROGRAM: 0000 UNRESTRICTED
 10,762,496 12,026,687 13,149,992 12,784,811 12,001,559 12,133,559

TOTAL DEPARTMENT: 03 REVENUE
 10,762,496 12,026,687 13,149,992 12,784,811 12,001,559 12,133,559

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

345 TRANSPORTATION DEVELOPMENT TAX

THE TRANSPORTATION DEVELOPMENT TAX BEGAN IN JULY 2009
 FY 15-16 ESTIMATED IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 183 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 16-17 ESTIMATED IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 460 MULTI FAMILY UNITS AND 17 NEW COMMERCIAL BUILDINGS
 FY 17-18 ESTIMATED IS BASED UPON 75 SINGLE FAMILY RESIDENTIAL UNITS, 400 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 18-19 ESTIMATED IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

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 2015-16 REFLECTS A \$22,302 REIMBURSEMENT FROM ODOT ON PROJECT 3200 ADAPTIVE TRAFFIC SIGNAL EXPANSION
 FY 2016-17 REFLECTS A \$13,480 REIMBURSEMENT FROM VANGUARD MANUFACTURING FOR RIGHT OF WAY
 FY 2016-17 ESTIMATED INCLUDES \$105,000 REFUND FROM ODOT AFTER THE ROSE BIGGI, HALL BLVD - CRESCENT ST PROJECT; \$46,205 REIMBURSEMENT FROM SEWER SDC AND \$275,253 REIMBURSEMENT FROM WATER SDC FOR THE ROSE BIGGI PROJECT. IN FY 2013-14, THE ORIGINAL PROJECT COST MATCH PAYMENT WAS ALL PAID FROM THE TIF FUND.

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

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

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

099	CITY TRANSPORTATION ENGINEER												
	35,888	.30	36,563	.30	37,251	.30	37,248	38,183	.30	38,183	.30		
113	ENGINEERING TECH 3												
	58,846	1.00	63,214	1.00	67,544	1.00	67,447	72,675	1.00	72,675	1.00		
299	PAYROLL TAXES AND FRINGES												
	53,855		55,786		61,980		60,382	65,700		68,168			

TOTAL CLASS: 05 PERSONNEL SERVICES

	148,589	1.30	155,563	1.30	166,775	1.30	165,077	176,558	1.30	179,026	1.30		
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CLASS: 10 MATERIALS & SERVICES

525	PMTS TO OTHER GOVERNMENT AGENCIES												
					200,000		200,000						

TOTAL CLASS: 10 MATERIALS & SERVICES

					200,000		200,000						
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CLASS: 25 TRANSFERS

801	TRSFR TO GENERAL FD - OVERHEAD												
	19,997		22,969		22,694		22,694	24,156		24,156			
814	TRSFRS TO CAPITAL PROJ. FUND												
	1,965,957		124,839		171,296		81,000	104,000		104,000			
816	TRSFRS TO REPROGRAPHICS FUND												
	1,086		611		826		826	832		832			
818	TRSFRS TO ISD-ALLOCATED												
	6,364		5,799		7,596		7,596	8,323		8,323			
820	TRSFRS TO CAP PROJ FUND - TDT												
			157,713		1,948,032		1,899,537	2,164,000		2,164,000			
835	TRSFR TO GF, BVTN BLDG OPERATIONS												
					9,406		9,406	4,703		4,703			
836	TRSFR TO GF, BVTN BLDG DEBT SVC												
					12,516		12,516	4,730		4,730			

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BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 099 CITY TRANSPORTATION ENGINEER
 POSITION ALLOCATION IS 30% TIF/TDT 114-72-0669 AND 70% STREET FUND 101-72-0735
- 113 ENGINEERING TECH 3
- 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
- 525 PMTS TO OTHER GOVERNMENT AGENCIES
 IGA PAYMENT FOR HIGHWAY 26 AND CEDAR HILLS SIGNAL IMPROVEMENT
- 801 TRSFR TO GENERAL FD - OVERHEAD
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.
- 814 TRSFERS TO CAPITAL PROJ. FUND
 FY 2017-18
 3192 HOCKEN BRIDGE BUDGETED - \$0; ESTIMATED - \$9,000
 3408 HOCKEN AVE (RR-TV HWY) WIDENING BUDGETED - \$171,296; ESTIMATED - \$72,000
 FY 2018-19
 3408 HOCKEN AVE (RR-TV HWY) WIDENING \$104,000
- 816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 818 TRSFERS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$8,323
- 820 TRSFERS TO CAP PROJ FUND - TDT
 FY 2017-18 PROJECTS:
 3321 WESTGATE DR/DAWSON WY INTERSECTION BUDGETED - \$221,000; ESTIMATE - \$310,000
 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT BUDGETED - \$75,000; ESTIMATED - \$75,000
 3329 MURRAY BLVD/ALLEN BLVD INTERSECTION BUDGETED - \$50,000; ESTIMATED - \$10,000
 3407 CRESCENT CONNECTION BUDGETED - \$1,602,032; ESTIMATE - \$1,504,537
 FY 2018-19 PROJECTS:
 3321 WESTGATE DR/DAWSON WY INTERSECTION \$1,616,000
 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT \$84,000
 3329 MURRAY BLVD/ALLEN BLVD INTERSECTION IMPROVEMENT \$400,000
 3407 CRESCENT CONNECTION \$64,000
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS
 BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$4,703/YR.)
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC
 BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$6,258/YR.)

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

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													
	1,993,404		311,931		2,172,366		2,033,575	2,310,744		2,310,744			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
975	RESERVE - TIF (PRIOR TO TDT)				850,708			795,031		795,031			
991	CONTINGENCY - UNRESERVED				9,760,143			8,719,226		8,848,758			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					10,610,851			9,514,257		9,643,789			
TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS													
	2,141,993	1.30	467,494	1.30	13,149,992	1.30	2,398,652	12,001,559	1.30	12,133,559	1.30		
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	2,141,993	1.30	467,494	1.30	13,149,992	1.30	2,398,652	12,001,559	1.30	12,133,559	1.30		
TOTAL FUND: 114 TRAFFIC IMPACT/DEV TAX FUND													
	2,141,993	1.30	467,494	1.30	13,149,992	1.30	2,398,652	12,001,559	1.30	12,133,559	1.30		

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

975	RESERVE - TIF (PRIOR TO TDT) REMAINING TRAFFIC IMPACT FEE (PRIOR TO TRAFFIC DEVELOPMENT TAX) FOR FUTURE CIP PROJECTS CURRENTLY IS A FUNDING SOURCE FOR HOCKEN AVE RAILROAD CROSSING CANYON ROAD PROJECT (3408)
991	CONTINGENCY - UNRESERVED

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
114-72	CAPITAL DEVELOPMNT-ENGINEERING											
114-72-0669-05-099	CITY TRANSPORTATION ENGINEER	0.30	648			37,253				37,248	19,625	56,873
114-72-0669-05-113	ENGINEERING TECH 3	1.00	2,080			67,177			270	67,447	40,757	108,204
	TRANSPORTATION IMPROVEMENTS	1.30	2,728			104,430			270	104,695	60,382	165,077
	**** DEPARTMENT TOTAL ****	1.30	2,728			104,430			270	104,695	60,382	165,077

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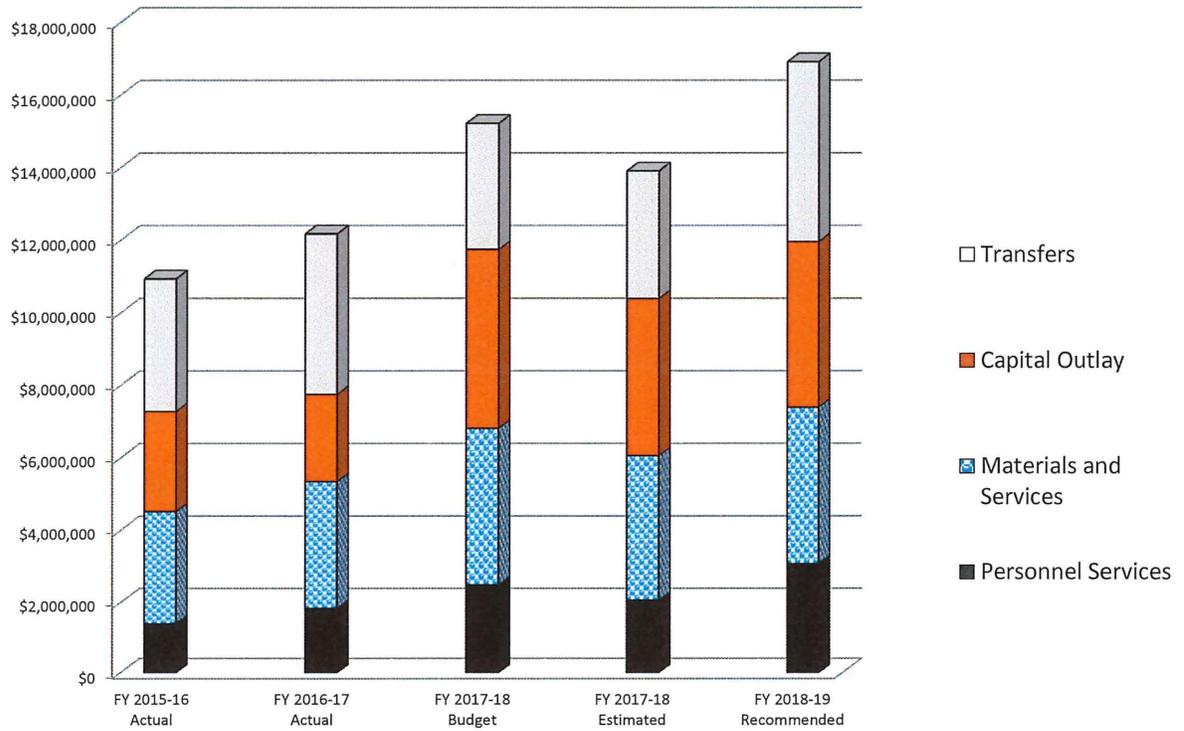
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
114-72	CAPITAL DEVELOPMNT-ENGINEERING											
114-72-0669-05-099	CITY TRANSPORTATION ENGINEER	0.30	647			38,183				38,183	21,432	59,615
114-72-0669-05-113	ENGINEERING TECH 3	1.00	2,080			72,405			270	72,675	46,736	119,411
	TRANSPORTATION IMPROVEMENTS	1.30	2,727			110,588			270	110,858	68,168	179,026
	**** DEPARTMENT TOTAL ****	1.30	2,727			110,588			270	110,858	68,168	179,026

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**WATER FUND
SUMMARY
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:	Water - Summary					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$1,390,648	\$1,830,320	\$2,491,185	\$2,063,573	\$3,077,351	23.53%
Materials and Services	3,127,339	3,514,262	4,322,978	3,993,095	4,316,474	-0.15%
Capital Outlay	2,760,129	2,404,567	4,926,954	4,334,727	4,561,700	-7.41%
Transfers	3,655,112	4,422,442	3,471,911	3,512,025	4,952,317	42.64%
SUB-TOTAL	\$10,933,228	\$12,171,591	\$15,213,028	\$13,903,420	\$16,907,842	
Contingency			8,926,176		7,984,944	
Contingency - JWC			500,000		500,000	
Reserve			600,000		600,000	
Contingency - Equip.			324,323		342,168	
TOTAL	\$10,933,228	\$12,171,591	\$25,563,527	\$13,903,420	\$26,334,954	
FTE's	14.19	20.69	21.69		25.88	

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

Personnel services:

FY 2018-19 reflects a net increase of 4.19 FTE positions consisting of: 4.34 FTE new positions for Water Operations; 1.0 FTE Project Engineer 1 position, 2.0 FTE Water Distribution Equipment Operator positions, 1.0 FTE Water Customer Service Technician position, and a .34 FTE Accounting Assistant position in Utility Billing; 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 reallocation of a .25 FTE Inventory Control Technician position from the Water Fund to the Garage Fund. 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 changes

Capital outlay:

No significant changes

Transfers:

FY 2018-19 increase reflects additional transfers to the Water Debt Service Fund for additional debt service costs on the new \$21 Million Water Revenue Bond Issue.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 501 WATER	SUMMARY FOR WATER FUND: INCLUDING: CIP PROJECTS, FINANCE, AND PUBLIC WORKS
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MISSION STATEMENT:

To provide potable water to the City within the mandates of the State of Oregon Department of Human Services and Federal Environmental Protection Agency that is of sufficient quality, quantity and pressure to meet all of the applicable rules criteria.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	14.19	20.69	21.69	25.88	0.00
PERSONNEL SERVICES	\$1,390,648	\$1,830,320	\$2,491,185	\$3,077,351	\$0
MATERIALS & SERVICES	3,127,339	3,514,262	4,322,978	4,316,474	0
CAPITAL OUTLAY	2,760,129	2,404,567	4,926,954	4,561,700	0
TRANSFERS	3,655,112	4,422,442	3,471,911	4,952,317	0
CONTINGENCY	0	0	10,350,499	9,427,112	0
TOTAL	\$10,933,228	\$12,171,591	\$25,563,527	\$26,334,954	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$9,057,194	\$11,626,817	\$12,236,827	\$11,860,554	\$0
Intergovernmental Revenue	204,228	294	0	0	0
Permits & Fees	23,298	10,134	16,120	45,000	0
Water Service Fees	12,943,099	12,397,485	13,083,700	14,064,000	0
Miscellaneous Revenues	332,226	373,688	226,880	365,400	0

Water Projects:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
3611 Joint Water Commission Project	\$790,985	\$805,574	\$1,792,250	\$1,882,250	\$0
3700 Maint. & Replacement Program	7,923	32,204	100,000	100,000	0
3701 Water System Improvements	1,215,396	1,392,863	2,955,551	2,314,000	0
3705 Fire Hydrant Replacement Program	58,412	0	0	0	0

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

Program Goal:

To provide engineering and policy expertise for management of city enterprise funds and water resources. The program participates in development of intergovernmental agreements and conducts long-term planning to ensure the city can provide an adequate supply of quality drinking water, water for firefighting, adequate funding, perpetual replacement of existing public infrastructure and extra-capacity facilities necessary to serve growth. The program also works to protect the safety and integrity of the public water system from cross connections and promote healthful drinking water by enforcement of the Beaverton Code and the Oregon Health Authority (OHA) Drinking Water Program Administrative Rules, which require the installation, inspection, operation, maintenance, and annual testing of backflow devices.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	2.00	2.80	3.80	4.80	0.00
PERSONNEL SERVICES	\$260,906	\$281,138	\$513,451	\$724,274	\$0
MATERIALS & SERVICES	114,584	134,810	199,807	160,425	0
CAPITAL OUTLAY					
TRANSFERS	5,116	3,179	52,403	24,797	0
TOTAL	\$380,606	\$419,127	\$765,661	\$909,496	\$0

Program Objectives:

- Supervise preparation and implementation of the multi-year Capital Improvements Plan (CIP) and annual updates.
- Supervise, coordinate, schedule, design, surveying and management of construction for water projects in the CIP.
- Update and administer the current water master plan and; maintain and administer water infrastructure renewal and replacement plan.
- Principal Engineer supervises City compliance with Oregon Health Authority (OHA) Drinking Water Program design standards and plan review exemption. Report annual waterline projects to OHA.
- For the South Cooper Mt. annexation area, BURA, Enterprise Zone and Creekside District areas, continue to plan, design, and build required potable and non-potable water infrastructure through the CIP and/or coordinate with the Site Development Division related public water infrastructure built by private development through exactions to create a seamless water system network.
- Participate in committees of the Joint Water Commission (JWC), Regional Water Providers Consortium (RWPC), and other related programs. Manage City's participation in the Consortium's regional water conservation program and the City's local conservation program to meet state requirements related to the City's water rights permits and certificates. Participate as a member of Regional Water Consortium's Technical Committee (CTC). Manage and participate in the Consortium's regional emergency drinking water planning and management.
- Provide expertise on water resource, water quality, and water rights issues, design standards and cooperative agreements to the City's Public Works Department, and as needed for the Joint Water Commission and Barney Project Joint Ownership Commission. Staff serves as City's representative to the RWPC, JWC, Barney (Reservoir) Project Joint Ownership Commission, and new
- Attend the Willamette Water Supply Program (WWSP) continuing , and the Willamette River "Water Intake Facility" Commission – Operations Committee
- Produce and distribute annual US EPA-mandated Consumer Confidence Report (Water Quality) to all city water customers.
- Prepare and administer Water Fund (501) and Water Fund Construction (505) Budget.
- Review and provide technical expertise to the cross connections program which administers the annual testing program for privately-owned backflow assemblies and devices as required by OHA.
- Participate in the Willamette Water Supply Program, as a new participating financial partner in the project. Negotiate a new IGA with TVWD and City of Hillsboro to become a financial partner in the WWSP.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

Progress on FY 2017-18 Action Plan:

New Water Supply Source Update

In 2013, the Beaverton City Council authorized an expenditure of \$100,000 to fund participation in the WWSP Preliminary Design, being undertaken by the City of Hillsboro and Tualatin Valley Water District (TVWD). The new water supply source is expected to be operational by about 2026 with an approximate total cost of \$1.2 billion to withdraw water from the Willamette River and treat up to 80 million gallons per day (mgd) for drinking water. The preliminary design project scope currently includes more than 30 miles of up to 66-inch diameter transmission pipelines, pumping facilities and water storage tanks (approximately 30 million gallons capacity) in the South Cooper Mountain vicinity.

During FY 17-18, an IGA was finalized and agreed upon by the partners of a future Willamette River “Water Intake Facility” Commission. The long term financial commitment to the Willamette Water Supply Program in total is estimated at approximately \$75 million for a total capacity of 5 mgd, which is expected to be operational by 2026. Beaverton intends to use a small percentage of this new resource.

FY 2018-19 Action Plan:

The drinking water program will continue its efforts to moderate peak water supply (peak hour and peak day) into the city so as not to exceed the city-owned capacity of 18.75 million gallons per day (mgd) in the JWC water treatment plant and conveyance capacity in the transmission line of 14 mgd from the JWC to the city limits. The city will continue using Aquifer Storage and Recover (ASR) technology as an alternative means to increase water supply capacity by up to 5 mgd during the summer. ASR technology enables the city to meet short-term water demand during the summer and can delay the need to purchase water, expand water treatment, and build aboveground storage reservoirs and new conveyance facilities. As a result, the city has reduced its share size in many large JWC water supply projects since 1998 and consequently postponed the purchase of costly supply capacity. The JWC water treatment plant is located 20 miles to the west of Beaverton.

Willamette Water Supply Program (WWSP)

During FY 18-19, the City will be negotiating an additional IGA with TVWD and City of Hillsboro to become a financial partner in the Willamette Water Supply Program, which is the larger part of the overall Willamette River supply system. As part of the decision to join the WWSP, an important contributing feature for the Mayor and City Council to consider was that the City was successful in March 2014 of securing a significant Willamette River water right permit, from the Oregon Water Resources Department, that allows indefinite use of 22 million gallons per day of raw water from the Willamette River. The Willamette River water right permit paves the way for the City to use that water as a source for eventual treated drinking water, once the WWSP is completed as planned in 2026.

The City has a certificated water right, dating back to 1980 on the Tualatin River as the main source of the City’s treated drinking water from the JWC. The existing certificated water right in the Tualatin River allows withdrawals of up to 16 million gallons per day from the Tualatin River between October and June of each year. The Willamette River water right would add a new source available to City for growth and as a permanent water supply diversity that would provide protection during drought years and/or if the Tualatin River were contaminated or rendered unusable, or if Scoggins Dam becomes unavailable as a summer stored raw water source. Also, the City’s existing surface water right on the Tualatin River will not provide enough wintertime capacity beyond about the year 2045 to meet the City’s water needs. A new permanent water supply is vital to the City’s future.

Aquifer Storage and Recovery (ASR)

Once completed, ASR Well No. 5 will provide an expanded ASR capacity of 2 mgd which will increase the reliability and capacity of water supply both for the City of Beaverton and indirectly for our JWC partners. An increase in 2 mgd during average peak season water demand will provide for an equivalent supply of potable water to approximately 19,400 residents (9,700 population per 1 mgd), using current average-day per capita water use. ASR capacity also provides for Beaverton residents in case of an emergency when water supply from the JWC is interrupted. Similar ASR benefits are expected in the future with ASR 7 and the recent purchase of land and drilling of a production well for ASR No. 6. This investment reserves the location and well for future needs as justified by growth in City water customer use by residents and businesses and for City-wide fire protection.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

ASR 5

Program staff in FY 16-17 completed the drilling and test pumping of a 24-inch diameter production well to a depth of 945 feet below ground and substantial ASR pump station preliminary design work for the ASR Well No. 5. The project is financed by a \$5 million loan and loan-forgiveness funds from the State of Oregon Infrastructure Finance Agency (IFA) and the US EPA, with additional funding from the Water Construction Fund. ASR No. 5 is proposed to replace and offset the loss in ASR capacity of 1 mgd from existing ASR No. 1 and add new pumping capacity of at least an additional 1 million gallons per day of potable water. The proposed project, ASR No. 5 well and pumping station will have a total peak-capacity of 2-3 million gallons per day. ASR Well No. 5 is located at the existing Sorrento Reservoir and Pump Station site. The project is moving into final design phase in spring 2018 and the new combined facility that will house both the Sorrento Pump Station and ASR5 should be function in mid-2020.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Actual	FY 2018-19 Proposed
Management and Administration				
Total water storage reservoir (non-groundwater storage) capacity within City limits (in million gallons - MGD)	28.5	28.5	28.5	28.5
Total ASR groundwater in MGD for summer peak use	5	5	5	5
Average daily water demand (City water only - MGD)	7.45	6.89	7.15	7.3
Number of average demand days that can be supplied from in-City water storage reservoirs including ASR wells	14	13	12	11
Water Cross Connection Inspection				
Number of backflow assemblies tested	6,657	6,611	6,700 / 6,143	6,450
Total backflow assemblies passing test within State required period	89%	80%	90% / 89%	88%
Total number of new and replaced assemblies	246	75	100 / 248	400
Total active existing backflow assemblies	5,990	6,611	6,700 / 6,906	7,800

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0741 WATER SERVICES	DEPARTMENT HEAD: DAVID DONALDSON

Program Objectives:

This program accounts for payments to the Joint Water Commission (JWC) for water purchased for resale and to the Tualatin Valley Water District (TVWD) for contract water meter reading. This program supports the Beaverton Community Vision Plan in these elements:

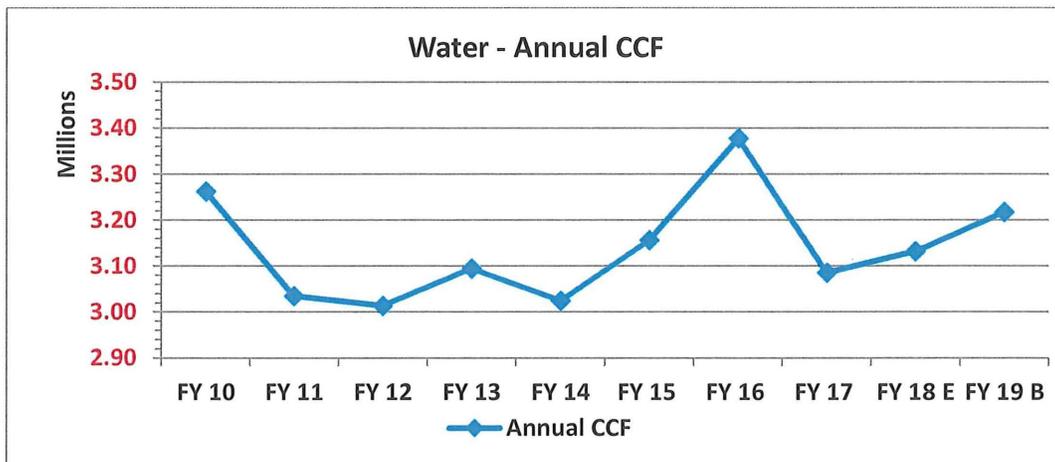
- *Community Vision Target: Be a National Leader in Sustainable Practices and Programs*
- *Community Vision Goal: Provide High Quality Public Services*

This division of Public Works plays critical roles in achieving City Council priorities:

- Complete IGA and begin the withdrawal of service territory from TVWD
- Begin a series of improvements to connect to the JWC North Transmission Line to improve system resiliency
- Sign onto Willamette Water Supply Project
- Complete the non-potable water irrigation project using a purple pipe system

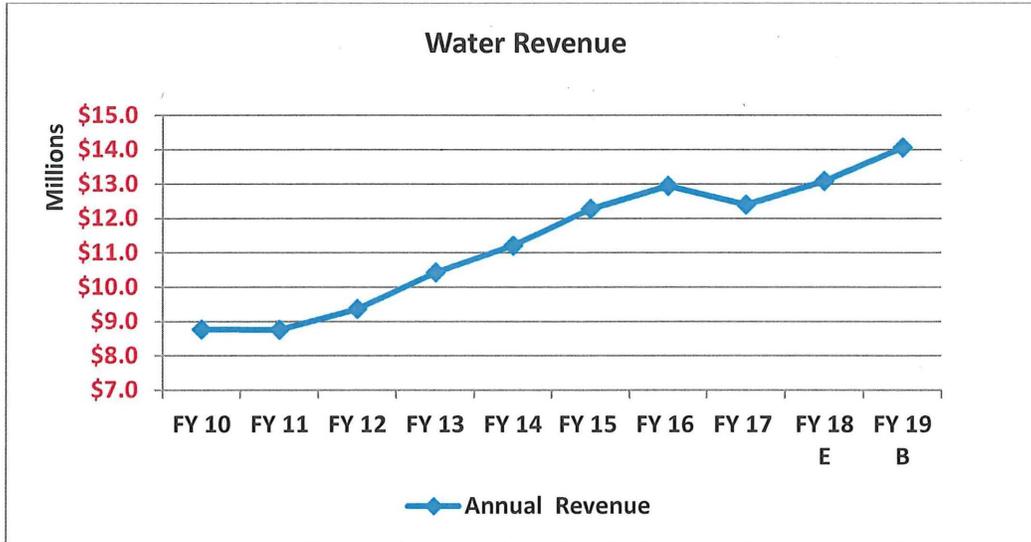
REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES	\$2,092,765	\$2,298,429	\$2,801,940	\$2,785,619	\$0
CAPITAL OUTLAY					
TRANSFERS	3,292,642	3,929,464	2,802,789	4,231,702	0
CONTINGENCY	0	0	10,350,499	9,427,112	0
TOTAL	\$5,385,407	\$6,227,893	\$15,955,228	\$16,444,433	\$0

Water sale trends show an increasing trend of consumption and sales since the Great Recession. Residential and commercial vacancies have declined. The values for FY 17-18 reflect estimates for the year and FY 18-19 reflect budgeted (B) numbers.



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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0741 WATER SERVICES	DEPARTMENT HEAD: DAVID DONALDSON



Water rates may be adjusted in base charges as well as the rate per 100 cubic feet (CCF). In recent years, the practice has been to adjust both by \$1 in the base and 10¢ in the consumption rate. The budget for FY 2017-18 increased the base rate to \$13/month for a standard residential meter or changed the consumption rate from \$3.07 per CCF. Rate increases will occur for FY 2018-19. The rate increases are necessary to maintain the required amount of debt service coverage reserve as well as build reserve funds for critical additions to the storage, transmission and distribution system in the coming five years.

The program includes payments to the West Slope Water District for a previous transfer of 66 accounts to the City of Beaverton. This represents 4.36% of annual debt service on water reservoir bond issue and reimbursement for under consumption on the Portland water contract.

The specific financial impact of the withdrawal of almost 4000 customer accounts from TVWD requires more analysis. The intent is to come back to the Council in September – October with a more comprehensive adjustment to the budget to account for transitioning the withdrawn accounts to wheeling. Wheeling water allows new city customers to be serviced by TVWD, billed by Beaverton and enjoy lower water rates. The adjustment would include both revenues and expenditures and would account for:

- Increase in Water Demand (Meter) Revenue
- Increase in Water Sales (Consumption) Revenue
- Cost of Wheeled Water Paid to TVWD
- Increase Water Purchases for Resale (JWC) Expense
- Increase in Meter Reading Services Contract with TVWD
- Any potential increase in Water Operations Costs.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0742 WATER SYSTEM DISTRIBUTION	PROGRAM MANAGER: BRIAN RIGWOOD

Program Goal:

To provide high quality potable water in sufficient quantities and at adequate pressures for residential and commercial consumption and fire protection at a reasonable cost. To perform routine maintenance of our water infrastructure to protect and preserve the public investment. To promote cooperative relationships and agreements with other public agencies that result in increased efficiency by taking advantage of a larger pool of industry knowledge.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	7.25	12.75	12.75	13.50	0.00
PERSONNEL SERVICES	\$606,641	\$966,719	\$1,344,007	\$1,464,225	\$0
MATERIALS & SERVICES	259,320	462,630	527,171	559,150	0
CAPITAL OUTLAY	621,911	133,926	79,153	80,800	0
TRANSFERS	0	58,563	72,429	71,037	0
TOTAL	\$1,487,872	\$1,621,838	\$2,022,760	\$2,175,212	\$0

Program Objectives:

The water distribution system program will continue to maintain the potable water system for the City of Beaverton by performing maintenance of key elements of the distribution system. This will include replacing some of the aging components such as the older fire hydrants, water meters, and water services. Flushing water mains is part of the maintenance program to ensure quality water is delivered to the consumer. Repairing leaks in the distribution system will continue to be a high priority ensuring valuable treated drinking water is conserved and will not cause property damage.

Customer service will be a major focus addressing customer's concerns, and needs. This will include turning water off/on, checking for leaks, checking pressure related issues, and addressing other customer concerns.

Progress on FY 2017-18 Action Plan:

The water distribution division accomplished all of the following in FY 17-18:

- The water crew worked with GIS staff to improve the work order process by automating recurring work orders.
- Replacement of failing commercial water meters was the highest priority. Radio deployment and testing has begun to facilitate remote reading.
- The water crew continues to replace hydrants, repair or replace broken water mains along with other components that make up the water system. Customer response to water service requests and contractor coordination are high priorities.
- Water Distribution actively participated in new system expansion with developers/designers ensuring that all water inspection was completed to standard and contractor project schedules met anticipated timelines.

FY 2018-19 Action Plan:

The water distribution division will continue to maintain the water system by:

- Continuing to review and evaluate the asset inventory to prioritize replacement of critical water infrastructure. This becomes especially critical as the city begins to accept a substantial amount of pipes, hydrants, valves and other fixtures from the Tualatin Valley Water District (TVWD) as part of the service area withdrawal process.
- Continue to replace aging infrastructure such as water mains, services, hydrants, valves and meters to maintain a robust and reliable water system that provides uninterrupted service to the customer.
- Perform valve exercising, main flushing and maintenance on components of the water system such as fire hydrants, valves and water mains.
- Completion of the Water Master Plan, optimize meter reading, begin implementation of resilient system backbone in the case of a seismic disaster.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0742 WATER SYSTEM DISTRIBUTION	PROGRAM MANAGER: BRIAN RIGWOOD

- Staff up, train and develop system operators that are capable of handling any and all issues that arise with a dynamic system that is experiencing rapid growth along with increased operational complexity.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Water Hydrant Replacement Program. Replacement/upgrade of two-port hydrants to three-port hydrants, and upgrade of older hydrants to newer model.	28	28	28 / 20	25
Installing Dead End Blow Offs. Wherever possible, a water system that is not looped should have a blow off installed to move stagnant water.	12	2	4 / 0	2
Customer/Water Service Requests. Work generated by utility billing or by contractor projects.	2,000	6,000	6,000 / 6,500	9,250
Water Leak Repairs. Repair of water mains, service lines and water meters. Implementing our leak detection program will conserve water and substantially decrease revenue loss.	80	50	50 / 45	65
Fire Hydrant Maintenance. Inspect and maintain all City-owned fire hydrants per Oregon Health Authority and American Water Works Association recommendations. (Total Fire Hydrants Maintained)	2,020	2,513	2,513 / 2,490	2,575
Total Water Meters in Distribution System	18,085	18,267	18,300	19,800
Water Meter Replacement Program. Annual replacement of approximately 25 large meters, and 975 smaller meters. (Total Water Meters Maintained)	750	800	900 / 680	1,000

Performance Outcomes and Program Trends:

Installing blow offs on dead end water lines is necessary to control the age of water in the system. Overall the installation of blow offs has reached a point where most of the system dead end lines can be flushed. Flushing the system helps to maintain adequate chlorine levels and effective disinfection while reducing the possible formation of harmful disinfection byproducts. Moving forward attention to flushing programs and increased collection of water quality parameters will help to develop effective control of water age.

Leak detection in the water distribution system is an important measure of the system's integrity and reliability. Consequently, leak identification and repair is a priority activity. The leak detection program identifies water leakages for repair and reduces unaccounted water loss. Our major leak detection equipment has recently been updated and we are researching some advanced techniques that may be deployed if the technology proves to be reliable.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0742 WATER SYSTEM DISTRIBUTION	PROGRAM MANAGER: BRIAN RIGWOOD

Fire hydrant replacement, operation and maintenance are critical to ensure that the hydrants in the system are in good operable condition and are available for fire protection purposes. Hydrants in the system are also valuable and necessary points for flushing waterlines after main repair. Standardization of hydrant type has helped to improve maintenance procedures and reduce necessary parts inventory as we work in an environment where space is limited. It is anticipated that all two port hydrants will be upgraded to current standards this fiscal year.

Replacement of old, malfunctioning water meters is very important to accurately measure water consumed by customers and to maintain the Water Fund's revenue stream and reduce unaccounted water loss. We have begun deployment of modern technology to help with efficiency and transparency for improved customer service/satisfaction. This year we focused on the replacement of commercial meters that are read by City staff. Staff is replacing the old untestable meters, meters that are beyond calibration and any meter that is not capable of data sharing. This goal is 40% complete; 18 large meters were replaced this year along with the addition of all meters that were part of the Cedar Hills withdrawal area. The new meters are remote capable with radio testing underway. Once QA/QC testing is complete this technology will enhance remote information gathering and streamline the process time throughout the organization. Residential meter replacement is ongoing and new meter installation is on the increase due to growth.

As the city continues to take over service responsibilities from selected areas within the city limits served by TVWD, in some cases city meters are being installed. This will lead to increases in the meter inventory to read and maintain. As one piece of our long term planning, city staff is offering solutions to the TVWD meter reading staff. If TVWD staff is agreeable, the joint hardware implementation will increase efficiency for them and help us ensure that the new meter technology deployed (City of Beaverton assets) reaches the intended end of life cycle.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0743 WATER SYSTEM QUALITY	PROGRAM MANAGER: BRIAN RIGWOOD

Program Goal:

To provide a reliable supply of safe aesthetically pleasing drinking water that exceeds all standards at a reasonable cost. To operate, monitor and maintain the city's water supply using efficient, environmentally sound solutions that benefit present and future residents of the City of Beaverton.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.50	3.50	3.50	5.50	0.00
PERSONNEL SERVICES	\$406,662	\$435,673	\$472,725	\$694,403	\$0
MATERIALS & SERVICES	521,069	476,233	626,235	660,529	0
CAPITAL OUTLAY	65,502	40,000	0	184,650	0
TRANSFERS	354,278	428,885	541,538	622,009	0
TOTAL	\$1,347,511	\$1,380,791	\$1,640,498	\$2,161,591	\$0

Program Objectives:

This program is responsible for ensuring public health protection by providing a safe uninterrupted supply of drinking water to the residents of the City of Beaverton. This program performs all required water quality testing and monitoring for reporting to EPA and/or its primacy agency. Additionally, this program is responsible for the operation and maintenance of water supply infrastructure, such as storage reservoirs, groundwater wells, pumping stations, fluoridation facilities, special control valves, pressure reducing stations, large transmission lines and water system telemetry control.

Water quality testing remains one of the highest priorities of the city's Water Division to provide outstanding potable drinking water. Adequate quantity provides operating pressure, fire flow and emergency storage to maintain compliance with the rigorous standards of the Oregon Health Authority (OHA) and the Federal Environmental Protection Agency (EPA).

Progress on FY 2017-18 Action Plan:

The Water Quality division accomplished all of the following during FY 17-18:

- The city met or exceeded all federal and state mandated drinking water standards.
- Completed Lead and Copper rule sampling and testing.
- Inspected all pressure reducing valves (PRVs) and rebuilt 5 PRVs this year.
- Maintained the ASR wells, pump stations, reservoirs and fluoride stations.
- Migration to cellular SCADA control began.
- Participated as part of multiagency water quality team to develop a viable course of action to deal with iron and manganese levels in the resource leaving the JWC treatment plant.

FY 2018-19 Action Plan:

The Water Quality division will accomplish all of the following during FY 18-19:

- Meet the Federal and State mandated water quality monitoring and sampling.
- Determine the optimum process to ensure optimized corrosion control at ASR entry points.
- Inspect all pressure relief valves (PRVs) and rebuild approximately 10 PRVs.
- Maintain the ASR wells, pump stations, reservoirs, and the fluoride stations.
- Continue cellular SCADA migration to replace unsupported system hardware.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0743 WATER SYSTEM QUALITY	PROGRAM MANAGER: BRIAN RIGWOOD

Performance Measures:

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Actual	FY 2018-19 Proposed
Water Quality Testing. Conduct tests to meet or exceed the water quality standards of the Oregon Health Authority (OHA) and the Federal Environmental Protection Agency (EPA).	1,400	1,280	1,300 / 1,960	2,000
Average # of water samples tested per month	117	90	100 / 164	165
Pump Operation & Maintenance. Operate, inspect, and maintain pumps in four water pumping stations and three Aquifer Storage Recovery (ASR) groundwater wells in various locations throughout the City. Figure shown is for total number of pumps in these facilities.	29	29	29 / 28	28
PRV Maintenance. Inspect each of 151 mainline pressure-reducing valves (PRVs) every 2 months, and rebuild 10-percent per year. Total pressure reducing valves to maintain is 151 (includes PRVs on water mains and other system control valves).	151	151	151 / 151	157
Inspect, repair and rebuild as needed each mainline PRV per month	5	5	10 / 20	24
Solar energy production (reservoir site) kWh	381,257*	546,752	550,000	550,000

*9 months only in FY 15-16

Performance Outcomes and Program Trends:

Federal and State mandated drinking water quality regulations will be more stringent, new rule implementation will require additional staff analysis to determine how we will meet the compliance standards. It is expected that overall costs for water quality monitoring will grow due to the increased number of drinking water contaminants regulated by the US EPA. Sampling and testing required for the Stage 2 Disinfection Byproduct Rule and the Ground water rule continues for 2018/2019. Additional testing for UCMR4 is required to assist EPA in assessing the next regulated monitoring group off of the contaminant candidate list. A corrosion study to determine optimum alkalinity and pH levels at the ASR wells will be completed. Depending on findings the potential for an engineered treatment solution will be considered.

Continued inspection, maintenance, and replacement of city-owned PRVs are important tasks performed by this program. PRVs separate and control Beaverton's 10 different water pressure zones that result from the topographical differences in the city's water service area. 157 larger mainline PRVs will be inspected and repaired as necessary in FY 18/19.

The 130 city-owned backflow assemblies for municipal buildings and city landscape irrigation systems must be tested annually according to the administrative rules of the Oregon Health Authority. Water quality staff ensure that our certified backflow testers perform and report these tests in addition to monitoring and reporting the required annual testing of all devices in the city that are privately owned.

Solar panels atop the Sexton Mountain reservoir offset pumping costs by producing electrical energy. However the now defunct partner company leaves the long term strategy of maintenance agreement unsolved.

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

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0743 WATER SYSTEM QUALITY	PROGRAM MANAGER: BRIAN RIGWOOD

Water quality staff has taken the lead role with water construction inspection. To date staff has participated in 29 new infrastructure installation projects. Processes have been optimized to ensure the safety of the live potable water system as these projects are constructed. Streamlining of disinfection, flushing and restraint systems are improving. Staff has prioritized developing an open dialogue with the contractors and project managers to quickly resolve any necessary field adjustments resulting in increased productivity and a high quality system handoff to operations.

Staff is preparing for additional water quality sampling and information requests as a result of withdrawing several TVWD service areas that are now City of Beaverton water customers.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER 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														
	-9,057,194		-11,626,817		-12,236,827		-12,236,827	-12,236,827	-11,823,454		-11,860,554			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-9,057,194		-11,626,817		-12,236,827		-12,236,827	-12,236,827	-11,823,454		-11,860,554			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV														
	-204,228		-294				-56,516	-56,516						

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-204,228		-294				-56,516	-56,516						
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CLASS: 20 PERMITS & FEES

355 WATER METER INSTALLATION FEES														
	-23,298		-10,134		-16,120		-42,709	-45,000	-20,000		-45,000			

TOTAL CLASS: 20 PERMITS & FEES

	-23,298		-10,134		-16,120		-42,709	-45,000	-20,000		-45,000			
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CLASS: 25 SERVICE FEES

361 WATER SALES														
	-9,684,781		-9,126,336		-9,616,200		-8,178,246	-9,616,200	-10,200,000		-10,200,000			

362 UNMETERED WATER SALES														
	-13,263		-3,576		-14,000		-29,186	-25,000	-14,000		-14,000			

364 CUSTOMER SERV CHARGES														
	-27,895		-25,420		-32,000		-20,300	-26,000	-25,000		-25,000			

366 DEMAND CHARGE														
	-3,286,596		-3,305,627		-3,500,250		-2,886,445	-3,500,250	-3,900,000		-3,900,000			

369 UTILITY SALES ALLOWANCES														
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER 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
	69,436		63,474		78,750		68,525	80,000	75,000		75,000			
TOTAL CLASS: 25 SERVICE FEES														
	-12,943,099		-12,397,485		-13,083,700		-11,045,652	-13,087,450	-14,064,000		-14,064,000			
CLASS: 35 MISCELLANEOUS REVENUES														
382 SALE OF CITY PROPERTY														
	-5,917		-29,206				-12,825	-12,825						
384 INVESTMENT INTEREST EARNINGS														
	-80,709		-148,244		-143,200		-131,103	-191,700	-235,400		-235,400			
389 MISCELLANEOUS REVENUES														
	-28,959		-51,002		-30,580		-28,273	-30,000	-30,000		-30,000			
0754	390 CONTRIBUTIONS AND DONATIONS													
	-109,597													
394 MISC INTEREST EARNINGS														
	-22,614		-18,108		-23,100		-42,962	-40,000	-40,000		-40,000			
398 SRVS PROVIDED TO OTHER FUNDS														
	-48,547		-121,745		-30,000		-64,518	-60,000	-60,000		-60,000			
399 REIMBURSEMENTS - OTHER														
	-97		-173											
756 PERS RSRV DISTRIB-NON GAAP REV														
	-31,553													
757 MED/LIFE INS PREM REFUND DISTRIBUTION														
	-4,233		-5,210				-3,656	-3,656						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-332,226		-373,688		-226,880		-283,337	-338,181	-365,400		-365,400			
TOTAL DEPARTMENT: 03 REVENUE														
	-22,560,045		-24,408,418		-25,563,527		-23,665,041	-25,763,974	-26,272,854		-26,334,954			

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

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	49,423	1.00	46,340	1.00	52,205	1.00	35,588	45,334	49,086	1.00	64,097	1.34		
248 ACCOUNTING SPECIALIST	18,842	.34	19,394	.34	19,425	.34	15,510	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		38,313	48,045	53,839		74,926			
TOTAL CLASS: 05 PERSONNEL SERVICES	116,439	1.44	146,790	1.64	161,002	1.64	110,637	139,863	150,634	1.64	194,449	2.08		

0757

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	327		104		300		325	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		260		397	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		270	169	402		402			
318 COMPUTER SOFTWARE	2,635													
321 TRAVEL, TRAINING & SUBSISTENCE	5		108		1,620		665	1,400	1,515		1,515			
406 BANK SERVICE FEES														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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

046	PRINCIPAL ENGINEER													
	51,887	.40	52,867	.40	53,857	.40	42,090	53,066	55,197	.40	55,197	.40		
084	PROJECT ENGINEER 1													
	103,341	1.10	110,439	1.50	195,271	1.50	112,665	144,149	141,401	1.50	235,593	2.50		
124	ENGINEERING CONST INSPECTOR													
				.40	24,412	.40	19,433	24,922	26,813	.40	26,813	.40		
175	PROJECT ENGINEER 2													
					26,514	1.00	4,079	26,514	114,248	1.00	114,248	1.00		
221	SUPPORT SPECIALIST 2													
	20,778	.50	22,009	.50	23,634	.50	18,633	23,652	25,646	.50	25,646	.50		
299	PAYROLL TAXES AND FRINGES													
	84,900		95,823		189,763		98,941	141,933	198,480		266,777			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	260,906	2.00	281,138	2.80	513,451	3.80	295,841	414,236	561,785	3.80	724,274	4.80		

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT													
					2,500		832	2,500	600		3,100			
305	SPECIAL DEPARTMENT SUPPLIES													
	195		57		400		70	400	400		400			
307	MEMBERSHIP FEES													
	42,845		46,968		52,385		47,970	50,000	51,570		52,150			
314	OUTSIDE REPRODUCTION EXPENSES													
	293		955		1,000			1,000	1,000		1,000			
317	COMPUTER EQUIPMENT													
	3,132				3,502		2,536	3,000	275		1,775			
318	COMPUTER SOFTWARE													
					5,500		4,000	5,500			1,000			
321	TRAVEL, TRAINING & SUBSISTENCE													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
	4,328		7,124		14,200		5,825	14,000	14,200		14,600			
328	MEALS & RELATED EXPENSE													
	42		602		1,500		608	1,100	1,500		1,500		1,500	
361	UNIFORMS & SPECIAL CLOTHING													
					600		399	600	600		600		600	
461	SPECIAL EXPENSE													
	13,280		15,941		36,520		4,066	25,000	34,600		34,600		34,600	
511	PROFESSIONAL SERVICES													
	50,469		63,163		81,700		62,830	78,000	49,700		49,700		49,700	
TOTAL CLASS: 10 MATERIALS & SERVICES														
	114,584		134,810		199,807		129,136	181,100	154,445		160,425			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	3,765		2,540		3,303		1,534	3,303	3,327		3,327		3,327	
817	TRSFERS TO GARAGE FUND													
	1,351		639		1,108			1,108	818		818		818	
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
					20,592		17,160	20,592	10,296		10,296		10,296	
836	TRSFER TO GF, BVTN BLDG DEBT SVC													
					27,400		22,833	27,400	10,356		10,356		10,356	
TOTAL CLASS: 25 TRANSFERS														
	5,116		3,179		52,403		41,527	52,403	24,797		24,797		24,797	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	380,606	2.00	419,127	2.80	765,661	3.80	466,504	647,739	741,027	3.80	909,496	4.80		

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

1,651,344 707,517 2,844,051 2,060,943 2,573,000 2,107,000 2,107,000

683 CONST DESIGN & ENGR INSPECTION

421,372 651,923 211,500 516,659 643,500 307,000 307,000

685 JWC CAPITAL EXPENSE

871,201 1,792,250 289,455 995,325 1,882,250 1,882,250

TOTAL CLASS: 15 CAPITAL OUTLAY

2,072,716 2,230,641 4,847,801 2,867,057 4,211,825 4,296,250 4,296,250

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

2,072,716 2,230,641 4,847,801 2,867,057 4,211,825 4,296,250 4,296,250

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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

049	PROG COORDINATOR -PUBLIC WORKS				18,881	1.00	2,598	18,881	80,252	1.00	78,922	1.00		
057	PUBLIC WORKS SUPERVISOR													
	77,127	1.00	66,961	1.00	96,082	2.00	71,060	100,072	182,141	2.00	179,490	2.00		
112	PUBLIC WORKS MANAGER 3													
	52,945	.50	108,886	1.00	111,351	1.00	87,792	111,345	114,128	1.00	114,128	1.00		
133	WATER CUSTOMER SERVICE TECH													
	56,972	1.00	57,386	1.00	48,744	1.00	48,822	60,220	68,131	1.00	67,709	1.00		
162	WATER DISTRIBUTION LEAD													
	81,481	1.00	85,586	2.00	158,857	2.00	121,888	147,274	165,490	2.00	162,803	2.00		
173	WATER DISTRIBUTION TECHNICIAN													
	137,264	3.00	298,262	6.00	328,467	6.00	169,477	247,950	328,100	6.00	328,100	6.00		
178	WATER QUALITY TECHNICIAN													
	138,539	2.00	148,211	2.00	119,082		120,613	116,755	51,680	1.00	51,680	1.00		
188	INVENTORY CONTROL TECHNICIAN													
	12,534	.25	13,757	.25	14,802	.25	12,205	15,672						
209	WATER DISTRIBUTION EQUIP OPER													
	64,505	1.00	144,706	3.00	194,663	3.00	112,567	146,189	291,860	5.00	291,860	5.00		
215	UTILITY WORKER													
	45,841	1.00												
299	PAYROLL TAXES AND FRINGES													
	346,095		478,637		725,803		401,980	545,116	856,940		883,936			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,013,303	10.75	1,402,392	16.25	1,816,732	16.25	1,149,002	1,509,474	2,138,722	19.00	2,158,628	19.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	507		65		800		576	676	900		900			
303	OFFICE FURNITURE & EQUIPMENT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	298		1,232		2,500		1,447	1,950	1,400		1,400			
304	DEPARTMENT EQUIPMENT EXPENSE													
	34,914		36,345		45,500		40,744	44,500	57,500		57,500			
305	SPECIAL DEPARTMENT SUPPLIES													
	6,673		7,884		7,800		2,548	6,700	10,800		10,800			
307	MEMBERSHIP FEES													
	14,136		11,551		13,435		11,347	11,900	14,905		14,905			
308	PERIODICALS & SUBSCRIPTIONS													
	74		389		500			260	500		500			
316	ADVERTISING,RECORDING & FILING													
							1,990							
317	COMPUTER EQUIPMENT													
	602		500											
318	COMPUTER SOFTWARE													
									13,501		13,500			
321	TRAVEL, TRAINING & SUBSISTENCE													
	4,937		8,854		12,000		7,681	10,300	13,380		13,380			
328	MEALS & RELATED EXPENSE													
	168		153											
341	COMMUNICATIONS EXPENSE													
	28,272		31,577		33,000		30,631	33,000	45,000		45,000			
351	UTILITIES EXPENSE													
	284,582		245,004		300,000		197,957	280,000	305,000		290,000			
361	UNIFORMS & SPECIAL CLOTHING													
	9,695		10,545		13,000		9,426	11,708	13,800		13,800			
381	BUILDING EXPENSE													
			9		20,000		6,429	10,000	20,000		20,000			
409	WATER PURCHASES FOR RESALE													
	1,107,968		1,288,362		1,656,846		836,221	1,450,000	1,656,846		1,627,525			
410	BARNEY RESERVOIR OPERATIONS													
	84,856		88,608		167,609		51,201	164,609	164,609		164,609			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
413	SERVICE INSTALLATIONS													
	1,310		2,984		3,000		1,286	3,000	3,300		3,300			
417	WILLAMETTE INTAKE FACILITIES OPER													
									16,000		16,000			
418	JWC OPERATING EXP - OTHER													
			17,585		42,250		32,677	42,250	42,250		42,250			
419	CHEMICAL & LABORATORY SUPPLIES													
	39,144		41,298		58,000		39,926	57,000	58,800		58,800			
425	DUMPING EXPENSES													
	3,175		1,531		2,000		1,459	2,000	3,000		3,000			
429	WORK PERFORMED BY OTHER FUNDS													
	25													
439	WATER WHEELING SERVICES - TWWD													
									1					
441	LINE MAINTENANCE													
	108,237		189,296		192,500		155,866	185,000	195,000		195,000			
446	METER MAINTENANCE													
	100,684		159,795		204,966		221,223	204,900	249,126		249,126			
448	MANHOLE / PRV VALVE ADJUSTMENTS													
			54,522		60,000		47,613	50,000	50,000		50,000			
461	SPECIAL EXPENSE													
			217		900		325	621	1,200		1,200			
511	PROFESSIONAL SERVICES													
	313,273		327,811		359,555		320,826	355,800	359,400		359,400			
512	CITY RIGHT OF WAY FEES													
	659,843		619,246		652,035		543,360	652,035	652,035		652,035			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
	50,070		50,924		56,400		53,778	56,400	56,400		56,400			
536	MAINTENANCE CONTRACTS													
	17,918		23,102		27,500		23,060	23,000	33,500		33,500			
551	RENTS AND LEASES													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	1,793		17,903		23,250		1,918	11,400	11,468		11,468			
TOTAL CLASS: 10 MATERIALS & SERVICES	2,873,154		3,237,292		3,955,346		2,641,515	3,669,009	4,049,621		4,005,298			
CLASS: 15 CAPITAL OUTLAY														
641 VEHICLES			133,926		2,153		747	2,000	167,450		167,450			
671 EQUIPMENT	687,413		40,000		77,000		122,062	120,902	98,000		98,000			
TOTAL CLASS: 15 CAPITAL OUTLAY	687,413		173,926		79,153		122,809	122,902	265,450		265,450			
CLASS: 25 TRANSFERS														
801 TRSFR TO GENERAL FD - OVERHEAD	212,915		217,037		318,316		265,263	318,316	360,830		360,830			
802 TRSFR TO GENERAL FD-ACCOUNTING	69,556		49,312		28,616		23,847	28,616	62,355		62,355			
803 TRSFR TO GENERAL FD-LANDSCAPE	63,613		69,355		80,215		66,846	80,215	83,669		83,669			
804 TRSFR - OPERATIONS ADMIN	105,990		197,088		233,111		194,259	273,225	288,261		288,261			
805 TRSFR TO G/F BLDG MAINT	14,322		20,687		18,448		15,373	18,448	20,886		20,886			
808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)	82,949		101,395		165,166		137,638	165,166	179,079		179,079			
817 TRSFRS TO GARAGE FUND	87,404		98,923		117,027		85,100	117,027	121,151		121,151			
818 TRSFRS TO ISD-ALLOCATED	205,230		193,014		245,606		204,672	245,606	286,721		286,721			
819 TRSFRS TO INSURANCE FUND														

0702

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	153,032		198,941		228,792		190,660	228,792	228,792		228,792			
832	TRSFERS TO WATER DEBT SVC FUND													
	2,121,909		1,495,160		751,459		116,768	751,459	2,293,004		2,293,004			
833	TRSFERS TO WATER CONSTRUCT FUND													
	530,000		1,776,000		1,230,000		1,230,000	1,230,000	1,000,000		1,000,000			
TOTAL CLASS: 25 TRANSFERS														
	3,646,920		4,416,912		3,416,756		2,530,426	3,456,870	4,924,748		4,924,748			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
987	RESERVE - JWC EMERGNCY EQUIPMT													
					500,000				500,000		500,000			
0763 991	CONTINGENCY - UNRESERVED													
					8,926,176				8,110,711		7,984,944			
995	RESERVE - RATE STABILIZATION													
					600,000				600,000		600,000			
996	RESERVE - EQUIPMENT REPLACEMT													
					324,323				342,168		342,168			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					10,350,499				9,552,879		9,427,112			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	8,220,790	10.75	9,230,522	16.25	19,618,486	16.25	6,443,752	8,758,255	20,931,420	19.00	20,781,236	19.00		

**WATER FUND - PUBLIC WORKS
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
46	PRINCIPAL ENGINEER	0.40	0.40					0.40
49	PROG COORDINATOR -PUBLIC WORKS	0.00	1.00					1.00
57	PUBLIC WORKS SUPERVISOR	1.00	2.00					2.00
84	PROJECT ENGINEER 1	1.50	1.50					1.50
112	PUBLIC WORKS MANAGER 3	1.00	1.00					1.00
124	ENGINEERING CONST INSPECTOR	0.40	0.40					0.40
133	WATER CUSTOMER SERVICE TECH	1.00	1.00					1.00
162	WATER DISTRIBUTION LEAD	2.00	2.00					2.00
173	WATER DISTRIBUTION TECHNICIAN	6.00	6.00					6.00
175	PROJECT ENGINEER 2	0.00	1.00					1.00
178	WATER QUALITY TECHNICIAN	2.00	0.00					0.00
188	INVENTORY CONTROL TECHNICIAN	0.25	0.25					0.25
209	WATER DISTRIBUTION EQUIP OPER	3.00	3.00					3.00
221	SUPPORT SPECIALIST 2	0.50	0.50					0.50
	Total	19.05	20.05	0.00	0.00	0.00	0.00	20.05

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
46	PRINCIPAL ENGINEER	0.40					0.40
49	PROG COORDINATOR -PUBLIC WORKS	1.00					1.00
57	PUBLIC WORKS SUPERVISOR	2.00					2.00
84	PROJECT ENGINEER 1	1.50	1.00 ^a				2.50
112	PUBLIC WORKS MANAGER 3	1.00					1.00
124	ENGINEERING CONST INSPECTOR	0.40					0.40
133	WATER CUSTOMER SERVICE TECH	1.00					1.00
162	WATER DISTRIBUTION LEAD	2.00					2.00
173	WATER DISTRIBUTION TECHNICIAN	6.00					6.00
175	PROJECT ENGINEER 2	1.00					1.00
178	WATER QUALITY TECHNICIAN	0.00	1.00 ^b				1.00
188	INVENTORY CONTROL TECHNICIAN	0.25		(0.25) ^d			0.00
209	WATER DISTRIBUTION EQUIP OPER	3.00	2.00 ^c				5.00
221	SUPPORT SPECIALIST 2	0.50					0.50
	Total	20.05	4.00	(0.25)	0.00	0.00	23.80

^a FY 18-19 proposes a new Project Engineer 1 position in Capital Development - Engineering.

^b FY 18-19 proposes 2 new Water Distribution Equipment Operator positions in the Water System Distribution Program.

^c FY 18-19 proposes a new Water Quality Technician position in the Water System Quality Program.

^d FY 18-19 reallocates the Inventory Control Technician position from being split between General Fund, Street Fund, Water Fund, Sewer Fund, and the Storm Drain Fund to 100% in the Garage Fund.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER 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												
		9,057,194	11,626,817	12,236,827	12,236,827	11,823,454		11,860,554					

TOTAL CLASS: 05	BEGINNING WORKING CAPITAL	9,057,194	11,626,817	12,236,827	12,236,827	11,823,454		11,860,554					
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV												
		204,228	294			56,516							

TOTAL CLASS: 15	INTERGOVERNMENTAL REVENUE	204,228	294			56,516							
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CLASS: 20 PERMITS & FEES

355	WATER METER INSTALLATION FEES												
		23,298	10,134	16,120	45,000	20,000		45,000					

TOTAL CLASS: 20	PERMITS & FEES	23,298	10,134	16,120	45,000	20,000		45,000					
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CLASS: 25 SERVICE FEES

361	WATER SALES												
		9,684,781	9,126,336	9,616,200	9,616,200	10,200,000		10,200,000					

362	UNMETERED WATER SALES												
		13,263	3,576	14,000	25,000	14,000		14,000					

364	CUSTOMER SERV CHARGES												
		27,895	25,420	32,000	26,000	25,000		25,000					

366	DEMAND CHARGE												
		3,286,596	3,305,627	3,500,250	3,500,250	3,900,000		3,900,000					

369	UTILITY SALES ALLOWANCES												
		-69,436	-63,474	-78,750	-80,000	-75,000		-75,000					

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV
 FY 2017-18 REFLECTS JWC EXCESS CAPACITY LEASE REVENUE FROM TUALATIN VALLEY WATER DISTRICT

355 WATER METER INSTALLATION FEES
 CHARGES FOR NEW WATER METERS ARE INCREASING FOR METERS WHICH ARE CAPABLE OF RADIO SIGNAL READING

361 WATER SALES
 FY 15-16 WATER SALES REFLECTS A 3.48% INCREASE IN THE CONSUMPTION CHARGE WHICH IS A 10 CENT INCREASE FROM \$2.87 TO \$2.97 PER 100 CUBIC FEET OF WATER EFFECTIVE JULY 1, 2015 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND.
 FY 16-17 NO RATE INCREASE IS REFLECTED IN WATER SALES 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND
 FY 17-18 WATER SALES REFLECTS A 3.37% INCREASE IN THE CONSUMPTION CHARGE WHICH IS A 10 CENT INCREASE FROM \$2.97 TO \$3.07 PER 100 CUBIC FEET OF WATER EFFECTIVE JULY 1, 2017 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND
 FY 18-19 WATER SALES REFLECTS A 3.26% INCREASE ON CONSUMPTION WHICH IS A 10 CENT INCREASE FROM \$3.07 TO \$3.17 PER 100 CUBIC FEET OF WATER EFFECTIVE JULY1, 2017 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND

362 UNMETERED WATER SALES
 CHARGES FOR USING WATER FROM HYDRANTS

364 CUSTOMER SERV CHARGES
 FEES CHARGED FOR RETURNED CHECKS AND WATER METER TURN ON FEES.

366 DEMAND CHARGE
 MONTHLY METER COMPONENT OF CUSTOMER WATER CHARGES. THIS CHARGE IS FOR THE BASE CAPACITY DEMAND THAT EACH METER PLACES ON THE SYSTEM, METER REPAIR AND REPLACEMENT, LINE MAINTENANCE AND METER READING
 FY 15-16 REFLECTS GROWTH OF .80% IN NUMBER OF CUSTOMERS (METERS) SERVED AND \$1 PER MONTH (8.33%) INCREASE EFFECTIVE 7/1/2015
 FY 16-17 NO RATE INCREASE IS REFLECTED IN WATER BASE CHARGES
 FY 17-18 REFLECTS MODEST GROWTH IN THE NUMBER OF NEW METERS SERVED AND \$1 PER MONTH (7.69%) INCREASE ON ALL METER SIZES, EFFECTIVE 7/1/2017.
 FY 18-19 MODEST GROWTH IN THE NUMBER OF NEW METERS SERVED AND \$1 PER MONTH (7.14%) INCREASE ON ALL METER SIZES, EFFECTIVE 7/1/2018

369 UTILITY SALES ALLOWANCES
 BILLING ADJUSTMENTS TO CUSTOMER ACCOUNTS FOR LEAKS, WRITE OFF OF DELINQUENT CHARGES, WHEN APPLICABLE AND WRITE OFF OF UNCOLLECTIBLE ACCOUNTS

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER 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
TOTAL CLASS: 25 SERVICE FEES													
	12,943,099		12,397,485		13,083,700		13,087,450	14,064,000		14,064,000			
CLASS: 35 MISCELLANEOUS REVENUES													
382	SALE OF CITY PROPERTY												
	5,917		29,206				12,825						
384	INVESTMENT INTEREST EARNINGS												
	80,709		148,244		143,200		191,700	235,400		235,400			
389	MISCELLANEOUS REVENUES												
	28,959		51,002		30,580		30,000	30,000		30,000			
390	CONTRIBUTIONS AND DONATIONS												
	109,597												
394	MISC INTEREST EARNINGS												
	22,614		18,108		23,100		40,000	40,000		40,000			
398	SRVS PROVIDED TO OTHER FUNDS												
	48,547		121,745		30,000		60,000	60,000		60,000			
399	REIMBURSEMENTS - OTHER												
	97		173										
756	PERS RSRV DISTRIB-NON GAAP REV												
	31,553												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	4,233		5,210				3,656						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	332,226		373,688		226,880		338,181	365,400		365,400			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	22,560,045		24,408,418		25,563,527		25,763,974	26,272,854		26,334,954			
TOTAL DEPARTMENT: 03 REVENUE													
	22,560,045		24,408,418		25,563,527		25,763,974	26,272,854		26,334,954			

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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%

389 MISCELLANEOUS REVENUES

AT&T CELL TOWER SITE LEASE, T-MOBILE CELL TOWER SITE LEASE, HYDRANT METER RENTALS, 3RD PARTY RECOVERIES FOR DAMAGES TO CITY PROPERTY

390 CONTRIBUTIONS AND DONATIONS

PGE GRANT FOR EMERGENCY BACKUP POWER AT JOINT WATER COMMISSION TREATMENT PLANT.

394 MISC INTEREST EARNINGS

REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY BILLING SYSTEM

398 SRVS PROVIDED TO OTHER FUNDS

REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING SERVICES FOR CAPITAL PROJECTS.

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 DISTRIBUTION TO OPERATING FUNDS

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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

046	PRINCIPAL ENGINEER												
	51,887	.40	52,867	.40	53,857	.40	53,066	55,197	.40	55,197	.40		
084	PROJECT ENGINEER 1												
	103,341	1.10	110,439	1.50	195,271	1.50	144,149	141,401	1.50	235,593	2.50		
124	ENGINEERING CONST INSPECTOR												
				.40	24,412	.40	24,922	26,813	.40	26,813	.40		
175	PROJECT ENGINEER 2												
					26,514	1.00	26,514	114,248	1.00	114,248	1.00		
221	SUPPORT SPECIALIST 2												
	20,778	.50	22,009	.50	23,634	.50	23,652	25,646	.50	25,646	.50		
299	PAYROLL TAXES AND FRINGES												
	84,900		95,823		189,763		141,933	198,480		266,777			

TOTAL CLASS: 05 PERSONNEL SERVICES

	260,906	2.00	281,138	2.80	513,451	3.80	414,236	561,785	3.80	724,274	4.80		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
					2,500		2,500	600		3,100			
305	SPECIAL DEPARTMENT SUPPLIES												
	195		57		400		400	400		400			
307	MEMBERSHIP FEES												
	42,845		46,968		52,385		50,000	51,570		52,150			
314	OUTSIDE REPRODUCTION EXPENSES												
	293		955		1,000		1,000	1,000		1,000			

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 046 PRINCIPAL ENGINEER
 POSITION IS ALLOCATED .40 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.
- 084 PROJECT ENGINEER 1
 1 FTE PROJ ENGR 1 ALLOCATED 60% 001-85-0701 AND 10% IN EACH OF THE FOLLOWING:
 101-72-0735, 502-72-0740, 513-72-0740, 501-72-0740.
 1 FTE PROJ ENGR 1 ALLOCATED 100% 501-72-0740.
 1 FTE PROJ ENGR 1 ALLOCATED: 40% 513-72-0740, 40% 501-72-0740, 20% 101-72-0735.
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
 FY 17-18 REFLECTS NEW 1 FTE PROJECT ENGINEER 1 POSITION.
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROJECT ENGINEER POSITION TO 1 FTE PROJECT ENGINEER 2 POSITION.
 FY 18-19 REFLECTS A NEW 1 FTE PROJECT ENGINEER 1 POSITION 100% IN 501-72-0740.
- 124 ENGINEERING CONST INSPECTOR
 FY 16-17 REFLECTS NEW 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735
- 175 PROJECT ENGINEER 2
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROJECT ENGINEER POSITION TO 1 FTE PROJECT ENGINEER 2 POSITION.
- 221 SUPPORT SPECIALIST 2
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740.
- 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
 MISCELLANEOUS OFFICE FURNITURE AND EQUIPMENT \$600
 FOR NEW PROJ ENGINEER 1: FURNITURE & CHAIR, MISC OFFICE FURNITURE & EQUIPMENT \$2,500
- 305 SPECIAL DEPARTMENT SUPPLIES
 MISCELLANEOUS SUPPLIES AND MATERIALS \$400
- 307 MEMBERSHIP FEES
 3 - PROF ENGINEER LICENSE RENEWAL (DW, BB, PD) \$600
 2 - ASCE (AMERICAN SOCIETY OF CIVIL ENGINEERS) (\$225EA) (DW, PD) \$450
 OREGON ASSOC OF WATER UTILITIES (DW, BB, PD) \$300
 AWWA CITY MEMBERSHIP \$3,800
 AMERICAN PUBLIC WORKS ASSOCIATION MEMBERSHIP
 WATER RIGHTS EXAMINER LICENSE RENEWAL (DW) \$100
 REGIONAL WATER PROVIDER CONSORTIUM ANNUAL DUES \$40,000
 WATER FUND PORTION OF LEAGUE OF OREGON CITIES ANNUAL DUES \$6,000
 1-PROF LAND SURVEYOR LICENSE RENEWAL (\$220EA) (DW) \$220
 1-PLSO MEMBERSHIP (\$100EA) (DW) \$100
 FOR NEW PROJ ENGR 1: AMER SOCIETY OF CIVIL ENGRS & PROF ENGR LICENSE RENEWAL & APWA \$580
- 314 OUTSIDE REPRODUCTION EXPENSES
 AWWA COPYRIGHTED BROCHURES & MATERIALS; OTHER PRINTED MATERIALS RELATED TO WATER \$1,000

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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
317	COMPUTER EQUIPMENT												
	3,132				3,502		3,000	275		1,775			
318	COMPUTER SOFTWARE												
					5,500		5,500			1,000			
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,328		7,124		14,200		14,000	14,200		14,600			
328	MEALS & RELATED EXPENSE												
	42		602		1,500		1,100	1,500		1,500			
361	UNIFORMS & SPECIAL CLOTHING												
					600		600	600		600			
461	SPECIAL EXPENSE												
	13,280		15,941		36,520		25,000	34,600		34,600			
511	PROFESSIONAL SERVICES												
	50,469		63,163		81,700		78,000	49,700		49,700			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	114,584		134,810		199,807		181,100	154,445		160,425			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	3,765		2,540		3,303		3,303	3,327		3,327			
817	TRSFERS TO GARAGE FUND												
	1,351		639		1,108		1,108	818		818			
835	TRSFER TO GF, BVTN BLDG OPERATIONS												
					20,592		20,592	10,296		10,296			
836	TRSFER TO GF, BVTN BLDG DEBT SVC												
					27,400		27,400	10,356		10,356			
TOTAL CLASS: 25 TRANSFERS													
	5,116		3,179		52,403		52,403	24,797		24,797			
TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN													
	380,606	2.00	419,127	2.80	765,661	3.80	647,739	741,027	3.80	909,496	4.80		
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	380,606	2.00	419,127	2.80	765,661	3.80	647,739	741,027	3.80	909,496	4.80		

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
317	COMPUTER EQUIPMENT 27-INCH MONITOR FOR PROJECT ENGINEER \$275 FOR NEW PROJECT ENGR 1: PC AND 22" & 27" MONITORS \$1,500
318	COMPUTER SOFTWARE FOR NEW PROJ ENGINEER 1: SOFTWARE \$1,000
321	TRAVEL, TRAINING & SUBSISTENCE TRAVEL/TRAINING FOR PROFESSIONAL ENGINEERS PDH TO MAINTAIN CERTICATION \$3,000 TRAVEL/TRAINING RELATED TO TRAINING FOR WATER DIST 1 PROFESSIONAL DEV HOURS \$1,200 TRAVEL & TRAINING FOR PROF ENG/PROF LAND SURVEYOR/WATER RIGHTS (PRINCIAL ENGINEER) \$3,500 4- PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE, 1 SS) \$3,500 1- APWA CONFERENCE REGISTRATION AND EXPENSES (PD) \$1,000 FOR NEW PROJECT ENGINEER 1: APWA CONFERENCE & TECHNICAL ENGINEERING TRAINING \$2,400
328	MEALS & RELATED EXPENSE PROF MEETINGS AND MEALS ASSOCIATED WITH TRAINING \$500 HOST WATER REGIONAL WATER CONSERVATION MEETINGS \$400 HOST AWWA SUBSECTION LUNCH \$600
361	UNIFORMS & SPECIAL CLOTHING 4 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMPLOYEE) \$600 THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.
461	SPECIAL EXPENSE INFORMATION DEVICES (WATER SYSTEM AND CONSERVATION) \$1,000 WATER SAVINGS KITS FOR PUBLIC DISTRIBUTION \$2,500 MANDATED COB WATER SYSTEM EMERGENCY RESPONSE PLAN UPDATE \$15,000 CITY SHARE OF JWC WASH. CO FAIR BOOTH \$500 MESSENGER SERVICES \$600 WATER SAVINGS REBATE PROGRAM \$15,000
511	PROFESSIONAL SERVICES CONSULTANT SERVICES FOR EPA MANDATED CONSUMER CONFIDENCE REPORT \$7,000 ELEMENTARY SCHOOLS WATER CONSERVATION PERFORMANCE \$2,700 IN-HOUSE LOCATE CHARGES \$35,000 S&B STUDY/TELEMTRY \$5,000
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, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND
835	TRSFER TO GF, BVTN BLDG OPERATIONS BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$10,296/YR.)
836	TRSFER TO GF, BVTN BLDG DEBT SVC BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$13,700/YR.)

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0741 WATER 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: 10 MATERIALS & SERVICES

316 ADVERTISING,RECORDING & FILING

409 WATER PURCHASES FOR RESALE

1,107,968 1,288,362 1,656,846 1,450,000 1,656,846 1,627,525

410 BARNEY RESERVOIR OPERATIONS

84,856 88,608 167,609 164,609 164,609 164,609

417 WILLAMETTE INTAKE FACILITIES OPER

16,000 16,000

418 JWC OPERATING EXP - OTHER

17,585 42,250 42,250 42,250 42,250

439 WATER WHEELING SERVICES - TWWD

1

511 PROFESSIONAL SERVICES

190,028 233,704 226,800 226,800 226,800 226,800

512 CITY RIGHT OF WAY FEES

659,843 619,246 652,035 652,035 652,035 652,035

525 PMTS TO OTHER GOVERNMENT AGENCIES

50,070 50,924 56,400 56,400 56,400 56,400

TOTAL CLASS: 10 MATERIALS & SERVICES

2,092,765 2,298,429 2,801,940 2,592,094 2,814,941 2,785,619

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

212,915 217,037 318,316 318,316 360,830 360,830

802 TRSFR TO GENERAL FD-ACCOUNTING

69,556 49,312 28,616 28,616 62,355 62,355

818 TRSFRS TO ISD-ALLOCATED

205,230 193,014 245,606 245,606 286,721 286,721

819 TRSFRS TO INSURANCE FUND

153,032 198,941 228,792 228,792 228,792 228,792

832 TRSFRS TO WATER DEBT SVC FUND

2,121,909 1,495,160 751,459 751,459 2,293,004 2,293,004

0773

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0741 WATER SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 316 ADVERTISING,RECORDING & FILING

- 409 WATER PURCHASES FOR RESALE
 - FY 15-16 INCLUDES \$1,377,970 FOR JWC WATER AND TREATMENT PLANT COSTS, \$26,000 BUREAU OF RECLAMATION O & M AND \$530 PORTLAND WATER BUREAU
 - FY 16-17 INCLUDES \$1,500,000 FOR JWC WATER AND TREATMENT PLANT COSTS, \$31,500 JWC OPERATING CAPITAL OUTLAY, \$26,000 BUREAU OF RECLAMATION O & M AND \$550 PORTLAND WATER BUREAU
 - FY 17-18 INCLUDES \$1,400,000 FOR JWC WATER AND TREATMENT PLANT COSTS, \$26,150 BUREAU OF RECLAMATION O & M AND \$500 PORTLAND WATER BUREAU
 - FY 18-19 INCLUDES \$1,600,000 FOR JWC WATER AND TREATMENT PLANT COSTS, \$27,000 BUREAU OF RECLAMATION O & M AND \$525 PORTLAND WATER BUREAU

- 410 BARNEY RESERVOIR OPERATIONS
 - REFLECTS ALLOCATION OF STAFFING AND OPERATING EXPENSES FOR CITY OF HILLSBORO BETWEEN BARNEY MEMBERS. INCLUDES THE COST OF SAMPLING AND ANALYSIS FOR WATER QUALITY

- 417 WILLAMETTE INTAKE FACILITIES OPER
 - BEAVERTON'S PROPORTIONAL EXPENSE OF THE WILLAMETTE INTAKE FACILITIES COMMISSION'S OPERATIONS. \$16,000

- 418 JWC OPERATING EXP - OTHER
 - FY 17-18 INCLUDES AN INCREASE FOR COLA, MEDICAL AND DENTAL INSURANCE, AN UPDATED ALLOCATION OF STAFF BETWEEN CITY OF HILLSBORO, JWC AND BARNEY, AS WELL AS MAINTENANCE TO BE PERFORMED ON CHLORINE SCRUBBER, TRANSMISSION LINE CORRIDOR, SEDIMENT UNDER PUMP STATION AND INSPECTIONS OF THE CLEARWELL AND RESERVOIRS.

- 439 WATER WHEELING SERVICES - TVWD
 - PAYMENTS FOR ABILITY TO SERVE BEAVERTON WATER THROUGH TVWD SYSTEM IN SELECTED AREAS

- 511 PROFESSIONAL SERVICES
 - REFLECTS A SLIGHT INCREASE FOR GROWTH IN NUMBER OF METERS READ AND GENERAL SERVICE COST INFLATION. ADDITIONAL COSTS EXPECTED WITH SERVICE IN WITHDRAWAL AREAS AND S. COOPER MTN.

- 512 CITY RIGHT OF WAY FEES
 - THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% ROW LICENSE FEES TO THE GENERAL FUND.

- 525 PMTS TO OTHER GOVERNMENT AGENCIES
 - PAYMENTS TO WEST SLOPE WATER DISTRICT FOR TRANSFER OF 66 ACCOUNTS TO THE CITY OF BEAVERTON. INCLUDES 4.36% OF ANNUAL DEBT SERVICE ON WATER RESERVOIR BOND ISSUE AND REIMBURSEMENT FOR UNDERCONSUMPTION ON THE PORTLAND WATER CONTRACT

- 801 TRSFR TO GENERAL FD - OVERHEAD
 - ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND

- 802 TRSFR TO GENERAL FD-ACCOUNTING
 - ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND

- 818 TRSFERS TO ISD-ALLOCATED
 - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$241,321 SOFTWARE MAINTENANCE - TELEMETRY, ASSET SYSTEM, BACKFLOW SYSTEM AND UTILITY BILLINGS \$43,200 ENGINEERING SOFTWARE UPGRADES \$2,200

- 819 TRSFERS TO INSURANCE FUND
 - ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE

- 832 TRSFERS TO WATER DEBT SVC FUND
 - DEBT SERVICE (PRINCIPAL & INTEREST) ON OUTSTANDING WATER REVENUE BONDS. (2016 & 2018)

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0741 WATER 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
833	TRSFERS TO WATER CONSTRUCT FUND												
	530,000		1,776,000		1,230,000		1,230,000	1,000,000		1,000,000			
TOTAL CLASS: 25 TRANSFERS													
	3,292,642		3,929,464		2,802,789		2,802,789	4,231,702		4,231,702			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
987	RESERVE - JWC EMERGNCE EQUIPMT												
					500,000			500,000		500,000			
991	CONTINGENCY - UNRESERVED												
					8,926,176			8,110,711		7,984,944			
995	RESERVE - RATE STABILIZATION												
					600,000			600,000		600,000			
996	RESERVE - EQUIPMENT REPLACEMT												
					324,323			342,168		342,168			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					10,350,499			9,552,879		9,427,112			
TOTAL PROGRAM: 0741 WATER SERVICES													
	5,385,407		6,227,893		15,955,228		5,394,883	16,599,522		16,444,433			

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0741 WATER SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

833 TRSFERS TO WATER CONSTRUCT FUND
 FY 16-17 REPRESENTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER THE COST OF VARIOUS JWC AND OTHER PLANNED CAPITAL PROJECTS \$730,000
 INFRASTRUCTURE IN THE RECENTLY WITHDRAWN AREA OF CEDAR HILLS CROSSING \$800,000 AND WATERLINE IMPROVEMENTS AND NEW HYDRANT CONSTRUCTION AT 114TH AVENUE FROM CANYON ROAD TO MCBRIDE \$246,000.
 FY 17-18 REPRESENTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER THE COST OF VARIOUS JWC AND OTHER PLANNED CAPITAL PROJECTS
 FY 18-19 REPRESENTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER THE COST OF VARIOUS JWC AND OTHER PLANNED CAPITAL PROJECTS
 SEE WATER CONSTRUCTION FUND (#505) FOR MORE INFORMATION

987 RESERVE - JWC EMERGENCY EQUIPMT
 DEDICATED CONTINGENCY FOR JOINT WATER COMMISSION EMERGENCY PLANT EQUIPMENT (CITY'S SHARE IS 25% OF \$2,000,000)

991 CONTINGENCY - UNRESERVED

995 RESERVE - RATE STABILIZATION
 DEDICATED CONTINGENCY FOR WATER RATE STABILIZATION PER BOND COVENANTS

996 RESERVE - EQUIPMENT REPLACENT
 RESERVE FOR EQUIPMENT REPLACEMENT, JWC
 RESERVE FOR VEHICLE REPLACEMENT, COB

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

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

057	PUBLIC WORKS SUPERVISOR												
	77,127	1.00	66,961	1.00	75,272	1.00	79,262	89,781	1.00	87,437	1.00		
112	PUBLIC WORKS MANAGER 3												
			54,444	.50	55,675	.50	55,669	57,061	.50	57,061	.50		
133	WATER CUSTOMER SERVICE TECH												
	56,972	1.00	57,386	1.00	48,744	1.00	60,220						
162	WATER DISTRIBUTION LEAD												
			1,851	1.00	64,940	1.00	63,035	80,693	1.00	79,415	1.00		
173	WATER DISTRIBUTION TECHNICIAN												
	137,264	3.00	298,262	6.00	328,467	6.00	247,950	328,100	6.00	328,100	6.00		
188	INVENTORY CONTROL TECHNICIAN												
	12,534	.25	13,757	.25	14,802	.25	15,672						
209	WATER DISTRIBUTION EQUIP OPER												
	64,505	1.00	144,706	3.00	194,663	3.00	146,189	291,860	5.00	291,860	5.00		
215	UTILITY WORKER												
	45,841	1.00											
299	PAYROLL TAXES AND FRINGES												
	212,398		329,352		561,444		392,385	602,513		620,352			

TOTAL CLASS: 05 PERSONNEL SERVICES

	606,641	7.25	966,719	12.75	1,344,007	12.75	1,060,382	1,450,008	13.50	1,464,225	13.50		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	494		15		400		376	400		400			
303	OFFICE FURNITURE & EQUIPMENT												
			485		500		400	400		400			
304	DEPARTMENT EQUIPMENT EXPENSE												
	11,144		13,067		14,500		14,000	18,500		18,500			

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 057 PUBLIC WORKS SUPERVISOR
 FY 16-17 REFLECTS DECREASE DUE TO POSITION BEING FILLED AT A LOWER STEP THAN WAS INCLUDED IN THE ADOPTED BUDGET.
- 112 PUBLIC WORKS MANAGER 3
 FY 16-17 REFLECTS RE-ALLOCATION OF PUBLIC WORKS MANAGER 3 THAT WAS ALLOCATED 50/25/25 IN 501-85-0743 / 502-85-0757 / 513-85-0739 TO 50/50 501-85-0743 / 501-85-0742.
- 133 WATER CUSTOMER SERVICE TECH
 FY 18-19 REFLECTS TRANSFER OF 1 FTE WATER CUSTOMER SERVICE TECH POSITION FROM PROGRAM 0742 (WATER SYSTEM DISTRIBUTION) TO PROGRAM 0743 (WATER SYSTEM QUALITY).
- 162 WATER DISTRIBUTION LEAD
 FY 16-17 REFLECTS RE-ESTABLISHMENT OF THE WATER DISTRIBUTION LEAD POSITION.
- 173 WATER DISTRIBUTION TECHNICIAN
 FY 16-17 REFLECTS THE RECLASSIFICATION OF 1 FTE UTILITY WORKER TO WATER DISTRIBUTION TECH.
 FY 16-17 ALSO REFLECTS THE TRANSFER OF 1 FTE UTILITY WORKER FROM PUBLIC WORKS ADMIN FUND (605) TO THE WATER FUND, PROGRAM 0742, AND RECLASSIFIED TO WATER DISTR. TECH.
 FY 16-17 ALSO REFLECTS THE TRANSFER OF 1 FTE PUBLIC WORKS TECH FROM SEWER CONSTRUCTION PROGRAM TO THE WATER FUND, PROGRAM 0742, AND RECLASSIFIED TO WATER DISTRIBUTION TECH.
- 188 INVENTORY CONTROL TECHNICIAN
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.
- 209 WATER DISTRIBUTION EQUIP OPER
 FY 16-17 REFLECTS 1.0 FTE TRANSFERRED FROM SEWER FUND'S CONSTRUCTION PROGRAM 0757 AND 1.0 FTE TRANSFERRED FROM STORM DRAIN FUND'S CONSTRUCTION PROGRAM 0739
 FY 18-19 REFLECTS 2 NEW FTE WATER DISTRIBUTION EQUIPMENT OPERATOR POSITIONS.
- 215 UTILITY WORKER
 FY 16-17 REFLECTS TRANSFER OF UTILITY WORKER POSITION FROM PUBLIC WORKS ADMIN FUND TO THE WATER FUND, THEN RECLASSIFIED TO WATER DISTRIBUTION TECH IN PROGRAM 0742.
 FY 16-17 ALSO REFLECTS THE RECLASSIFICATION OF 1 FTE UTILITY WORKER TO WATER DISTRIBUTION TECH.
- 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 \$400
- 303 OFFICE FURNITURE & EQUIPMENT
 OFFICE FURNITURE \$400
- 304 DEPARTMENT EQUIPMENT EXPENSE
 REPLACEMENT OF MISCELLANEOUS POWER TOOLS \$15,500
 TOOL SETUP FOR VALVE TURNING PROGRAM \$3,000

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

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
305	SPECIAL DEPARTMENT SUPPLIES												
	4,773		6,956		6,800		6,200	6,800		6,800		6,800	
307	MEMBERSHIP FEES												
	1,272		1,367		2,700		1,400	2,740		2,740		2,740	
308	PERIODICALS & SUBSCRIPTIONS												
			89		200		110	200		200		200	
317	COMPUTER EQUIPMENT												
			500										
318	COMPUTER SOFTWARE												
								1					
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,055		5,372		5,100		4,700	5,600		5,600		5,600	
328	MEALS & RELATED EXPENSE												
	168		88										
361	UNIFORMS & SPECIAL CLOTHING												
	7,820		7,187		7,000		6,908	7,800		7,800		7,800	
413	SERVICE INSTALLATIONS												
	1,310		2,984		3,000		3,000	3,300		3,300		3,300	
419	CHEMICAL & LABORATORY SUPPLIES												
	9,106		9,907		8,000		8,000	8,800		8,800		8,800	
425	DUMPING EXPENSES												
	3,175		1,496		1,500		1,500	2,500		2,500		2,500	
429	WORK PERFORMED BY OTHER FUNDS												
	25												
441	LINE MAINTENANCE												
	84,008		156,050		157,500		152,000	160,000		160,000		160,000	
446	METER MAINTENANCE												
	100,684		159,795		204,966		204,900	249,126		249,126		249,126	
448	MANHOLE / PRV VALVE ADJUSTMENTS												
			54,522		60,000		50,000	50,000		50,000		50,000	

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
305	SPECIAL DEPARTMENT SUPPLIES PIPE TAPPING BITS \$500 LUMBER \$1,100 SAW BLADES \$1,200 HAND TOOLS \$1,200 EROSION CONTROL FOR WATER LEAKS \$500 TRASH PUMPS \$2,300
307	MEMBERSHIP FEES AWWA MEMBERSHIP \$220 DHS CERTIFICATIONS WATER DIST, TREATMENT AND BACKFLOW \$1,920 EXAM FEE REIMBURSEMENT \$600
308	PERIODICALS & SUBSCRIPTIONS WATER DISTRIBUTION & MAINTENANCE MANUALS \$200
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE TRAVEL AND SUBSISTENCE NEEDED TO SUPPORT TRAINING HOTEL AND MEAL EXPENSES \$2,000 TRAINING REGISTRATION FEES \$3,600
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
361	UNIFORMS & SPECIAL CLOTHING RAINGEAR AND SAFETY GEAR, COVERALLS, CLOTHING \$7,800 ANTICIPATING FULL STAFF THIS YEAR
413	SERVICE INSTALLATIONS WATER SERVICE INSTALLATIONS 1" & 2" COPPER TUBING & BRASS FITTINGS \$3,300 SOUTH COOPER MOUNTAIN WILL REQUIRE EXTRA ADJUSTMENT PARTS
419	CHEMICAL & LABORATORY SUPPLIES VITA DE-CHLOR TABLETS \$8,000 CHLORINE TESTING EQUIPMENT AND REAGENTS \$800
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL \$2,500 HAULING ALL DEBRI DIRECTLY TO RECEIVING FACILITY THIS YEAR
429	WORK PERFORMED BY OTHER FUNDS
441	LINE MAINTENANCE MAINTENANCE & REPAIR OF WATER MAINS, VALVES, HYDRANTS, BLOWOFFS AND SERVICES \$100,000 FIRE HYDRANT REPLACEMENT PROGRAM \$60,000
446	METER MAINTENANCE REPLACE 1,000 5/8" METERS @ \$138.11 EA \$138,110 REPLACE 5 3" METERS @ \$1,920.14 EACH COMMERCIAL REPLACEMENT \$19,201 REPLACE 3 VAULTS @ \$2,552 EA \$7,656 REPLACE 250 METER BOXES FOR 3/4" AND 1" METERS @ \$145 EA \$36,250 REPLACE 10 1 1/2" METERS @ \$1313.79 EA \$13,138 REPLACE 5 2" METERS @ \$1515.90 EA \$7,580 REPLACE 20 1" METERS @ \$197.42 EA \$3,948 REPLACE 30 METER BOXES FOR 1 1/2" TO 2" METERS @ \$177 EA \$5,310 REPLACE 100 REGISTERS AND ADD REMOTE READ CAPABILITY, \$155 \$15,500 REPLACE 1 4" COMMERCIAL METER @ 2432.77 \$2,433
448	MANHOLE / PRV VALVE ADJUSTMENTS CHARGES FOR ADJUSTING WATER MANHOLES AND VALVES REQUIRED DURING STREET RECONSTRUCTION.

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

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
461	SPECIAL EXPENSE												
			217		300		271	400		400			
511	PROFESSIONAL SERVICES												
	32,090		25,246		34,255		32,000	34,100		34,100			
551	RENTS AND LEASES												
	1,196		17,287		20,450		10,000	8,484		8,484			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	259,320		462,630		527,171		495,765	559,151		559,150			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
			133,926		2,153		2,000	74,800		74,800			
671	EQUIPMENT												
	621,911				77,000		76,902	6,000		6,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	621,911		133,926		79,153		78,902	80,800		80,800			
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
			58,563		72,429		72,429	71,037		71,037			
TOTAL CLASS: 25 TRANSFERS													
			58,563		72,429		72,429	71,037		71,037			
TOTAL PROGRAM: 0742 WATER SYSTEM DISTRIBUTION													
	1,487,872	7.25	1,621,838	12.75	2,022,760	12.75	1,707,478	2,160,996	13.50	2,175,212	13.50		

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 461 SPECIAL EXPENSE
 - COMMERCIAL DRIVERS LICENSES AND RENEWALS \$400
- 511 PROFESSIONAL SERVICES
 - TEST AND REPAIR LARGE METERS \$14,000
 - COVERALL CLEANING \$100
 - CALIBRATION FOR WATER GAUGES & LOCATING EQUIPMENT \$1,500
 - 6 HOT TAPS @ \$2,500 EACH \$15,000
 - UTILITY CUT PAVING \$1,500
 - FLAGGERS \$2,000
- 551 RENTS AND LEASES
 - MISCELLANEOUS EQUIPMENT RENTAL \$1,200
 - HEAVY EQUIPMENT RENTAL (FY 16-17 THIS MOVED FROM LINE ITEM 511 PROFESSIONAL SERVICES) \$6,000
 - ARCTIC STORAGE LOT LEASE \$1,284

- 641 VEHICLES
 - 1 - REPLACEMENT FOR VEHICLE 2-642, (1997 FORD RANGER) WITH FORD EXPLORER AWD (COST INCLUDES VEHICLE, LED SAFETY LIGHTING, LICENSING) \$31,150
 - 1 - NEW ADDITIONAL VEHICLE - TRANSIT VAN (METER INSPECTOR) COST INCLUDES SAFETY LIGHTING, CARGO PARTITION, SHELVING AND LICENSING \$43,650
- 671 EQUIPMENT
 - COMPACTOR WITH HOSE KIT FOR TAKEUCHI TB260 EXCAVATOR \$6,000

- 817 TRSFERS TO GARAGE FUND

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0743 WATER SYSTEM QUALITY

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

049	PROG COORDINATOR -PUBLIC WORKS				18,881	1.00	18,881	80,252	1.00	78,922	1.00		
057	PUBLIC WORKS SUPERVISOR				20,810	1.00	20,810	92,360	1.00	92,053	1.00		
112	PUBLIC WORKS MANAGER 3												
	52,945	.50	54,442	.50	55,676	.50	55,676	57,067	.50	57,067	.50		
133	WATER CUSTOMER SERVICE TECH							68,131	1.00	67,709	1.00		
162	WATER DISTRIBUTION LEAD												
	81,481	1.00	83,735	1.00	93,917	1.00	84,239	84,797	1.00	83,388	1.00		
178	WATER QUALITY TECHNICIAN												
	138,539	2.00	148,211	2.00	119,082		116,755	51,680	1.00	51,680	1.00		
299	PAYROLL TAXES AND FRINGES												
	133,697		149,285		164,359		152,731	254,427		263,584			

TOTAL CLASS: 05 PERSONNEL SERVICES

	406,662	3.50	435,673	3.50	472,725	3.50	449,092	688,714	5.50	694,403	5.50		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	13		50		400		300	500		500			
303	OFFICE FURNITURE & EQUIPMENT												
	298		747		2,000		1,550	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
	23,770		23,278		31,000		30,500	39,000		39,000			

305	SPECIAL DEPARTMENT SUPPLIES												
	1,900		928		1,000		500	4,000		4,000			

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0743 WATER SYSTEM QUALITY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049 PROG COORDINATOR -PUBLIC WORKS
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE WATER QUALITY TECH POSITION TO 1 FTE PROGRAM COORDINATOR - PUBLIC WORKS POSITION.
- 057 PUBLIC WORKS SUPERVISOR
 FY 17-18 MID-YEAR 1 FTE WATER DISTRIBUTION LEAD POSITION WAS RECLASSIFIED TO 1 FTE PUBLIC WORKS SUPERVISOR POSITION.
- 112 PUBLIC WORKS MANAGER 3
- 133 WATER CUSTOMER SERVICE TECH
 FY 18-19 REFLECTS TRANSFER OF 1 FTE WATER CUSTOMER SERVICE TECH POSITION FROM PROGRAM 0742 (WATER SYSTEM DISTRIBUTION) TO PROGRAM 0743 (WATER SYSTEM QUALITY).
- 162 WATER DISTRIBUTION LEAD
 FY 17-18 MID-YEAR 1 FTE WATER DISTRIBUTION LEAD POSITION WAS RECLASSIFIED TO 1 FTE PUBLIC WORKS SUPERVISOR POSITION.
- 178 WATER QUALITY TECHNICIAN
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE WATER QUALITY TECH POSITION TO 1 FTE PROGRAM COORDINATOR - PUBLIC WORKS POSITION.
 FY 18-19 REFLECTS A NEW 1 FTE WATER QUALITY TECHNICIAN POSITION.
- 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 (5 EMPLOYEES @ \$100 EACH) \$500
- 303 OFFICE FURNITURE & EQUIPMENT
 NEW OR REPLACEMENT OF MISC OFFICE EQUIPMENT FOR ASR 5 \$1,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
 CHLORINE POCKET COLORIMETER REPLACEMENTS (2 @ \$500 EA) \$1,000
 WATER SAMPLING STATIONS (2 @ \$2,000 EA) \$4,000
 REPLACEMENT PROBES FOR ON-LINE FLUORIDE ANALYZER (2 @ \$900 EA) \$1,800
 REPLACEMENT PROBES FOR ON-LINE CHLORINE ANALYZERS (2 @ \$1,200 EA) \$2,400
 ROSEMONT CHLORINE ANALYZER/PH METER MEMBRANE FILTERS \$2,000
 HACH PH/CONDUCTIVITY PROBE (2 @ \$1000 EA) \$2,000
 REPLACE IN-LINE FLUORIDE ANALYZER \$8,000
 REPLACEMENT OF MUTI-PRO AIR SENSOR (2 @2000) \$4,000
 PRESSURE TRANSDUCERS FOR ASR PROGRAM (2 @ \$2,000 EACH) \$4,000
 STORAGE SHELVING FOR STORAGE CONTAINERS \$4,000
 VALVE POSITION INDICATOR \$3,400
 PRV PRESSURE TRANSMITTERS (2@ 1200) \$2,400
- 305 SPECIAL DEPARTMENT SUPPLIES
 TELEMTRY AND PRESSURE GAUGE SUPPLIES \$250
 REPLACEMENT OF TRAFFIC SAFETY EQUIPMENT/CONES AND SIGNING \$250
 HAND TOOLS, BATTERIES & BUILDING SUPPLIES \$500
 REPLACEMENT OF THREE VEHICLES (TOOLS,MATS, INVERTERS,ETC) \$3,000

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0743 WATER SYSTEM QUALITY

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												
	12,864		10,184		10,735		10,500	12,165		12,165			
308	PERIODICALS & SUBSCRIPTIONS												
	74		300		300		150	300		300			
317	COMPUTER EQUIPMENT												
	602												
318	COMPUTER SOFTWARE												
								13,500		13,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,882		3,482		6,900		5,600	7,780		7,780			
328	MEALS & RELATED EXPENSE												
			65										
341	COMMUNICATIONS EXPENSE												
	28,272		31,577		33,000		33,000	45,000		45,000			
351	UTILITIES EXPENSE												
	284,582		245,004		300,000		280,000	305,000		290,000			
361	UNIFORMS & SPECIAL CLOTHING												
	1,875		3,358		6,000		4,800	6,000		6,000			
381	BUILDING EXPENSE												
			9		20,000		10,000	20,000		20,000			
419	CHEMICAL & LABORATORY SUPPLIES												
	30,038		31,391		50,000		49,000	50,000		50,000			
425	DUMPING EXPENSES												
			35		500		500	500		500			
441	LINE MAINTENANCE												
	24,229		33,246		35,000		33,000	35,000		35,000			
461	SPECIAL EXPENSE												
					600		350	800		800			

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0743 WATER SYSTEM QUALITY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
307	MEMBERSHIP FEES NW AWWA SUBSECTION AND INDIVIDUAL AWWA MEMBERSHIP (5 @ \$100) \$500 OREGON DEPARTMENT OF HEALTH AUTHORITY RENEWAL (4@ \$210; 2 CROSS CONNECTION RENEWAL \$350) \$1,540 STATE FIRE MARSHALL HAZARDOUS MATERIALS PERMIT SITES 2 @ \$3400 EACH \$6,800 LIBRARY FOUNTAIN PERMIT \$300 OREGON ASSOCIATION OF WATER UTILITIES (SUPERVISOR AND 4 OPERATORS / \$80 EACH) \$400 PACIFIC NW SECTION AWWA /OREGON WATER UTILITIES COUNCIL \$2,100 OREGON DEPARTMENT OF HEALTH AUTHORITY- CROSS CONNECTION SERVICE FEE \$525
308	PERIODICALS & SUBSCRIPTIONS WATER QUALITY OPERATION AND MAINTENANCE MANUALS \$200 WATER TREATMENT MANUALS AND PERIODICALS ADDRESSING NEWEST EPA REGULATIONS \$100
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE SENSUS SUPPORT SOFTWARE FOR RADIO READ WATER METERS \$3,500 BACKFLOW SOFTWARE PLACEHOLDER \$10,000
321	TRAVEL, TRAINING & SUBSISTENCE ONE EMPLOYEE TACOMA, WA PNWAWWA CONFERENCE- \$660 CAR RENTAL PARKING, MEALS , LODGING, AND CONFERENCE ENTRANCE FEES \$3,000 AWWA SHORT SCHOOL TRAINING (4 @ \$200) \$800 AWWA WEBINAR \$220 TECHNICAL TRAINING SEMINAR ON INSTRUMENTATION \$400 OREGON ASSOCIATION OF WATER UTILITIES CONFERENCE \$700 RECERTIFICATION CROSS CONNECTION TRAINING \$1,000 MANAGER - AIR TRAVEL AND EXPENSES RELATED TO AWWA ANNUAL CONFERENCE AND EXPOSITION \$1,000
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
341	COMMUNICATIONS EXPENSE INTERNET CHARGES AND LOCAL EXCHANGE TELEPHONE LINES FOR THE WATER TELEMTRY SYSTEM, \$45,000
351	UTILITIES EXPENSE ELECTRICAL POWER EXPENSE TO PGE - ASR 1, ASR 2, ASR 4, FOUR PUMP STATIONS, 23 POWERED PRV STATIONS, FLUORIDE STATION. INCLUDES SOLAR PANEL EXPENSES AND REFLECTS ENERGY SAVINGS \$290,000
361	UNIFORMS & SPECIAL CLOTHING RAIN GEAR AND SAFETY GEAR AND PERSONEL PROTECTION GEAR (5 EMPLOYEES @ \$1,200 EA) \$6,000
381	BUILDING EXPENSE MISCELLANOUS EXPENSE FOR WATER SITE BUILDINGS/MAINTENANCE \$20,000
419	CHEMICAL & LABORATORY SUPPLIES VARIOUS CHEMICALS FOR WATER QUALITY SITES (FLUORIDE, SODIUM HYPOCHLORITE, DE-CLOR, VITA-CLOR, WATER TESTING CHEMICAL AND REAGENTS, ETC.) \$50,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL MISCELLANEOUS PROJECTS \$500
441	LINE MAINTENANCE CHLORINE AND FLUORIDE INJECTION EQUIPMENT, RESERVOIRS, PUMPS AND PUMPING RELATED ITEMS \$35,000
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE AND RENEWAL \$200 OPERATOR CERTIFICATION TESTING AND PREP \$600

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0743 WATER SYSTEM QUALITY

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												
	91,155		68,861		98,500		97,000	98,500		98,500			
536	MAINTENANCE CONTRACTS												
	17,918		23,102		27,500		23,000	33,500		33,500			
551	RENTS AND LEASES												
	597		616		2,800		1,400	2,984		2,984			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	521,069		476,233		626,235		581,150	675,529		660,529			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
								92,650		92,650			
671	EQUIPMENT												
	65,502		40,000				44,000	92,000		92,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	65,502		40,000				44,000	184,650		184,650			
CLASS: 25 TRANSFERS													
803	TRSFR TO GENERAL FD-LANDSCAPE												
	63,613		69,355		80,215		80,215	83,669		83,669			
804	TRSFR - OPERATIONS ADMIN												
	105,990		197,088		233,111		273,225	288,261		288,261			
805	TRSFR TO G/F BLDG MAINT												
	14,322		20,687		18,448		18,448	20,886		20,886			
808	TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)												
	82,949		101,395		165,166		165,166	179,079		179,079			
817	TRSFRS TO GARAGE FUND												
	87,404		40,360		44,598		44,598	50,114		50,114			
TOTAL CLASS: 25 TRANSFERS													
	354,278		428,885		541,538		581,652	622,009		622,009			
TOTAL PROGRAM: 0743 WATER SYSTEM QUALITY													
	1,347,511	3.50	1,380,791	3.50	1,640,498	3.50	1,655,894	2,170,902	5.50	2,161,591	5.50		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	8,220,790	10.75	9,230,522	16.25	19,618,486	16.25	8,758,255	20,931,420	19.00	20,781,236	19.00		
TOTAL FUND: 501 WATER FUND													
	10,933,228	14.19	12,171,591	20.69	25,563,527	21.69	13,903,420	26,272,854	24.44	26,334,954	25.88		

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0743 WATER SYSTEM QUALITY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 511 PROFESSIONAL SERVICES
 - TEST, REPAIR AND REPLACE (METERS, MOTORS, PUMPS, ETC) \$20,000
 - CERTIFIED LABORATORY WATER QUALITY TESTING (EPA REGULATION) \$56,000
 - TELEMETRY CONTROLLED MAINTENANCE & CALIBRATION \$15,000
 - VIBRATION TESTING OF PUMPS AND MOTORS \$2,000
 - COVERALL CLEANING \$500
 - CALIBRATION FOR WATER GAUGES AND WATER LINE LOCATING EQUIPMENT \$3,000
 - TELEMETRY REPAIR / LABOR \$2,000

- 536 MAINTENANCE CONTRACTS
 - ELECTRIC BACK-UP GENERATORS AT WATER SITES, TESTING (5 @ \$1,500) \$7,500
 - GENERATOR REPAIR \$4,000
 - HACH ON-LINE ANALYZER, MAINTENANCE AND CALIBRATION ON ALL HACH EQUIPMENT \$22,000

- 551 RENTS AND LEASES
 - MISCELLANEOUS EQUIPMENT RENTAL \$800
 - STORAGE FOR ASR#5 CONSTRUCTION \$900
 - ARCTIC STORAGE LOT LEASE \$1,284

- 641 VEHICLES
 - 1 - REPLACEMENT FOR VEHICLE NO 2-663 (2008 CHEVY COLORADO) WITH FORD F-150 EXTENDED CAB INCLUDES SAFETY LIGHTING \$31,350
 - 1 - REPLACEMENT FOR VEHICLE NO. 2-662 (2007 CHEVY COLORADO) WITH TRANSIT CONNECT VAN INCLUDES SAFETY LIGHTING AND SHELVES \$30,650
 - 1 - NEW ADDITIONAL TRANSIT CONNECT VAN INCLUDES LIGHTING AND SHELVES \$30,650

- 671 EQUIPMENT
 - REPLACE AGING TELEMETRY EQUIPMENT AT 4 SITES @ \$23,000 EACH \$92,000

- 803 TRSFER TO GENERAL FD-LANDSCAPE
 - LANDSCAPE SERVICES ARE NOW PROVIDED BY THE GENERAL FUND (LANDSCAPE SERVICES WERE FORMERLY PROVIDED BY THE STREET FUND) IN ORDER TO MORE ACCURATELY REFLECT THE REGULATED USES OF GAS TAX REVENUES.

- 804 TRSFER - OPERATIONS ADMIN
 - ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND.

- 805 TRSFER TO G/F BLDG MAINT
 - ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND

- 808 TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)
 - ALLOCATION OF GEOGRAPHIC INFORMATION SERVICES

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

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
501-72	CAPITAL DEVELOPMNT-ENGINEERING											
501-72-0740-05-046	PRINCIPAL ENGINEER	0.40	851			53,064				53,066	27,041	80,107
501-72-0740-05-084	PROJECT ENGINEER 1	1.50	3,290			144,146				144,149	73,630	217,779
501-72-0740-05-124	ENGINEERING CONST INSPECTOR	0.40	832			24,815			108	24,922	15,985	40,907
501-72-0740-05-175	PROJECT ENGINEER 2	1.00	520			26,514				26,514	15,073	41,587
501-72-0740-05-221	SUPPORT SPECIALIST 2	0.50	1,045	2		23,591	67			23,652	10,204	33,856
	ENTERPRISE MGMT & ADMIN	3.80	6,538	2		272,129	67		108	272,303	141,933	414,236
	**** DEPARTMENT TOTAL ****	3.80	6,538	2		272,129	67		108	272,303	141,933	414,236

0789

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
501-85	PUBLIC WORKS - OPERATIONS											
501-85-0742-05-057	PUBLIC WORKS SUPERVISOR	1.00	2,110	59		76,067	3,195			79,262	47,005	126,267
501-85-0742-05-112	PUBLIC WORKS MANAGER 3	0.50	1,040			55,673				55,669	31,617	87,286
501-85-0742-05-133	WATER CUSTOMER SERVICE TECH	1.00	2,215	22		59,067	883		270	60,220	32,204	92,424
501-85-0742-05-162	WATER DISTRIBUTION LEAD	1.00	1,956	23		61,942	1,093			63,035	44,617	107,652
501-85-0742-05-173	WATER DISTRIBUTION TECHNICIAN	6.00	10,418	342		233,268	11,344		3,338	247,950	134,397	382,347
501-85-0742-05-188	INVENTORY CONTROL TECHNICIAN	0.25	544	18		14,885	707		82	15,672	10,115	25,787
501-85-0742-05-209	WATER DISTRIBUTION EQUIP OPER	3.00	5,071	258		134,928	10,451		810	146,189	92,430	238,619
	WATER SYSTEM DISTRIBUTION	12.75	23,354	722		635,830	27,673		4,500	667,997	392,385	1,060,382
501-85-0743-05-049	PROG COORDINATOR -PUBLIC	1.00	520			17,981			900	18,881	7,263	26,144
501-85-0743-05-057	PUBLIC WORKS SUPERVISOR	1.00	520			20,810				20,810	11,086	31,896
501-85-0743-05-112	PUBLIC WORKS MANAGER 3	0.50	1,040			55,673				55,676	31,624	87,300
501-85-0743-05-162	WATER DISTRIBUTION LEAD	1.00	2,254	25		82,595	1,374		270	84,239	44,343	128,582
501-85-0743-05-178	WATER QUALITY TECHNICIAN		3,608	78		109,111	3,874		3,770	116,755	58,415	175,170
	WATER SYSTEM QUALITY	3.50	7,942	103		286,170	5,248		4,940	296,361	152,731	449,092
	**** DEPARTMENT TOTAL ****	16.25	31,296	825		921,999	32,921		9,440	964,358	545,116	1,509,474

0790

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
501-72	CAPITAL DEVELOPMNT-ENGINEERING											
501-72-0740-05-046	PRINCIPAL ENGINEER	0.40	864			55,197				55,197	29,857	85,054
501-72-0740-05-084	PROJECT ENGINEER 1	2.50	5,199			235,593				235,593	139,706	375,299
501-72-0740-05-124	ENGINEERING CONST INSPECTOR	0.40	832			26,705			108	26,813	18,278	45,091
501-72-0740-05-175	PROJECT ENGINEER 2	1.00	2,160			114,248				114,248	67,007	181,255
501-72-0740-05-221	SUPPORT SPECIALIST 2	0.50	1,040	10		25,286	358			25,646	11,929	37,575
	ENTERPRISE MGMT & ADMIN	4.80	10,095	10		457,029	358		108	457,497	266,777	724,274
	**** DEPARTMENT TOTAL ****	4.80	10,095	10		457,029	358		108	457,497	266,777	724,274

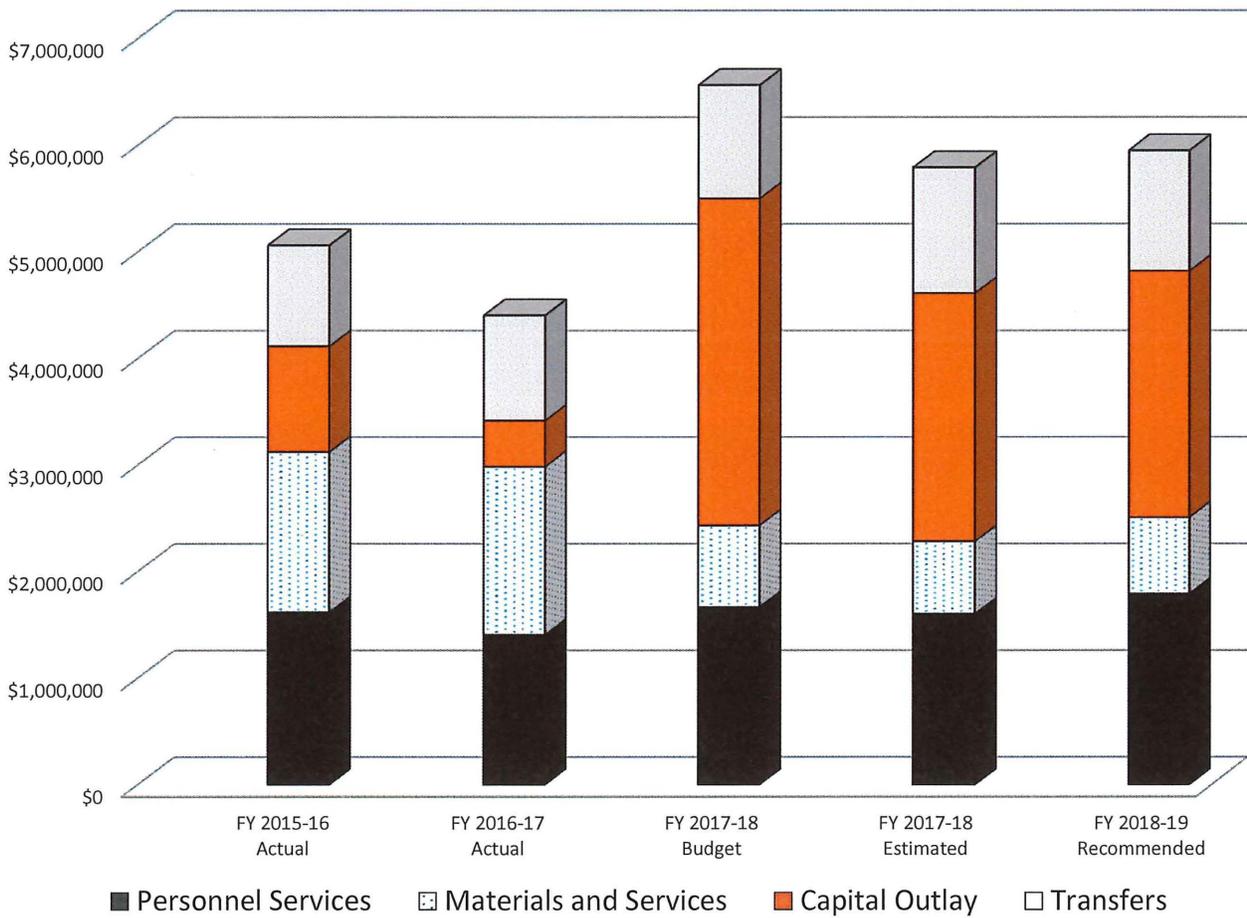
0791

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
501-85	PUBLIC WORKS - OPERATIONS											
501-85-0742-05-057	PUBLIC WORKS SUPERVISOR	1.00	2,180	40		84,850	2,317		270	87,437	53,769	141,206
501-85-0742-05-112	PUBLIC WORKS MANAGER 3	0.50	1,040			57,061				57,061	34,687	91,748
501-85-0742-05-162	WATER DISTRIBUTION LEAD	1.00	2,260	35		77,023	1,790		602	79,415	58,212	137,627
501-85-0742-05-173	WATER DISTRIBUTION TECHNICIAN	6.00	12,930	365		313,201	13,279		1,620	328,100	239,274	567,374
501-85-0742-05-209	WATER DISTRIBUTION EQUIP OPER	5.00	10,770	250		281,028	10,022		810	291,860	234,410	526,270
	WATER SYSTEM DISTRIBUTION	13.50	29,180	690		813,163	27,408		3,302	843,873	620,352	1,464,225
501-85-0743-05-049	PROG COORDINATOR -PUBLIC	1.00	2,080	25		73,723	1,329		3,870	78,922	31,498	110,420
501-85-0743-05-057	PUBLIC WORKS SUPERVISOR	1.00	2,200	25		90,244	1,539		270	92,053	50,237	142,290
501-85-0743-05-112	PUBLIC WORKS MANAGER 3	0.50	1,040			57,067				57,067	34,689	91,756
501-85-0743-05-133	WATER CUSTOMER SERVICE TECH	1.00	2,320	50		65,327	2,112		270	67,709	37,788	105,497
501-85-0743-05-162	WATER DISTRIBUTION LEAD	1.00	2,160	35		81,146	1,972		270	83,388	59,393	142,781
501-85-0743-05-178	WATER QUALITY TECHNICIAN	1.00	2,080			51,680				51,680	49,979	101,659
	WATER SYSTEM QUALITY	5.50	11,880	135		419,187	6,952		4,680	430,819	263,584	694,403
0792	**** DEPARTMENT TOTAL ****	19.00	41,060	825		1,232,350	34,360		7,982	1,274,692	883,936	2,158,628

SEWER FUND SUMMARY 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:	Sewer - Summary					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$1,617,203	\$1,405,678	\$1,666,159	\$1,601,818	\$1,790,165	7.44%
Materials and Services	1,503,949	1,577,047	765,257	679,657	716,526	-6.37%
Capital Outlay	992,138	432,427	3,065,992	2,328,274	2,311,300	-24.61%
Transfers	945,494	987,251	1,062,039	1,177,512	1,128,375	6.25%
SUB-TOTAL	\$5,058,784	\$4,402,403	\$6,559,447	\$5,787,261	\$5,946,366	
Contingency			3,434,025		2,331,061	
Contingency - Dedicated			664,972		645,987	
Dedicated Surcharges			2,931,739		3,806,196	
Contingency - Equip.			759,521		382,776	
TOTAL	\$5,058,784	\$4,402,403	\$14,349,704	\$5,787,261	\$13,112,386	
FTE's	14.56	12.76	13.34		13.67	

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

Personnel services:

FY 2018-19 reflects a net increase of .33 FTE consisting of: a .33 FTE Accounting Assistant position in Utility Billing; the transfer of .10 FTE Senior Accountant from the General Fund to the Sewer Fund to more accurately reflect the position's work plan; the reallocation of a 0.10 FTE Inventory Control Technician from the Sewer Fund to the Garage Fund. 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

Capital outlay:

FY 2018-19 reflects a slightly reduced level for construction improvement and replacement projects over the FY 2017-18 budget.

Transfers:

No significant change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 502 SEWER	SUMMARY FOR SEWER FUND: INCLUDING: CIP PROJECTS, FINANCE, AND PUBLIC WORKS
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MISSION STATEMENT:

To provide a wastewater collection system that functions reliably, is routinely subject to preventive maintenance inspections and repairs, and satisfies all of the requirements of the Clean Water Act and Municipal Code. Provide assistance and recommendations to residents and property owners that experience problems with their private wastewater collection and piping systems. The sanitary sewer system is part of a regional system that relies upon cooperation of Clean Water Services and the other local units of government. As such it operates in a manner consistent with *Council Priority: Foster stronger intergovernmental relations with partner agencies* such as compliance with the Clean Water Act for the benefit of the Tualatin River watershed.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	14.56	12.76	13.34	13.67	0.00
PERSONNEL SERVICES	\$1,617,203	\$1,405,678	\$1,666,159	\$1,790,165	\$0
MATERIALS & SERVICES	1,503,949	1,577,047	765,257	716,526	0
CAPITAL OUTLAY	992,138	432,427	3,065,992	2,311,300	0
TRANSFERS	945,494	987,251	1,062,039	1,128,375	0
CONTINGENCY	0	0	7,790,257	7,166,020	0
TOTAL	\$5,058,784	\$4,402,403	\$14,349,704	\$13,112,386	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$8,054,015	\$8,075,808	\$8,995,209	\$7,959,486	\$0
Permits & Fees	95,867	112,880	125,000	125,000	0
Sewer Service Fees	4,774,438	4,956,232	4,307,095	4,085,000	0
Intergovernmental Revenue	25,680	0	739,000	668,000	0
Miscellaneous Revenues	184,594	252,689	183,400	274,900	0

Sewer Projects:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
3811 Sewer Collection System	\$510,425	\$278,501	\$413,621	\$225,000	\$0
3812 So. Cooper Mtn Sewer Projects	0	0	1,314,186	804,500	0
3850 Maintenance & Replacement	424,671	144,371	742,500	947,500	0

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

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

Program Goal:

Prepare, manage, interpret, and implement the city's sanitary sewer infrastructure master plan and the Capital Improvements Plan/Program (CIP). Preparation and implementation of the CIP includes activities such as problem identification, engineering planning and design, scheduling, and budgeting. This program provides expertise and policy recommendations regarding intergovernmental agreements with Clean Water Services (CWS) and other sanitary sewer/wastewater agencies.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	2.94	2.94	2.94	2.94	0.00
PERSONNEL SERVICES	\$384,721	\$384,523	\$454,230	\$484,400	\$0
MATERIALS & SERVICES	32,277	27,271	62,230	48,440	0
CAPITAL OUTLAY					
TRANSFERS	805	759	61,036	27,296	0
TOTAL	\$417,803	\$412,553	\$577,496	\$560,136	\$0

Program Objective:

Sewer Surcharge Program: This program funds replacement/renewal of existing sanitary sewers, based upon a surcharge on the monthly sewer service rate. The surcharge generated approximately \$1,250,000 annually and funds the annual capital improvement projects related to sanitary sewer lines which have reached the end of their useful life. Design and construction administration operates under this program and through the engineering staff. The monthly sewer service charge was established by City Ordinance 4371 in November 2005.

Master Planning: This program manages, interprets, and implements the city's sanitary sewer infrastructure master plan. Engineering Division staff work with Clean Water Services (CWS) to cooperatively operate, maintain and expand as needed, the sanitary sewer facilities in Beaverton and those that convey and treat wastewater from the city. The development of a regional Capital Improvement Plan by CWS in cooperation with Beaverton and other cities represents an opportunity to coordinate and complete projects that are of both a local and regional significance. Beaverton selected HDR Engineering to begin a new Sewer Master Plan in FY 16/17. The new Sewer Master Plan has expanded to include an update of the South Cooper Mountain Master Plan that will be completed early in FY 18/19.

Sanitary Sewer Intergovernmental Coordination: Staff in this program provides expertise regarding intergovernmental agreements with Clean Water Services (CWS) and other agencies and; represents the city at the CWS/Co-Implementers meetings. Program staff also serve on water resource related committees in the region to address various subjects, new Metro and CWS water quality rules, and individual projects that apply to sanitary sewer projects. A CWS Sewer Master Plan focused in significant part on the completion of regionally important projects was completed in April 2009. In FY 16/17, CWS began the Upper Tualatin Interceptor Master Plan to determine long range capacity of the Upper Tualatin sewer trunk line that provides conveyance to the Durham Wastewater Treatment Facility for many Washington County communities, including the South Cooper Mountain annexation area. City staff coordinate with CWS staff to ensure that required capital improvement projects for the Upper Tualatin Interceptor are completed and in service to meet development requirements in the South Cooper Mountain Annexation. CWS and City staff will also coordinate on the update to the South Cooper Mountain and Urban Reserve 6B master plan. The implementation of these plans in conjunction with the individual cities will efficiently support the future expansion of the urban sewer system in Washington County.

Sewer Utility Locates: This program also works with the Operations Division of Public Works to fund the subscription contract for Oregon's "one-call" underground locating dispatch system for pending underground sewer system related construction. Underground utilities are marked to meet mandated accuracy standards to minimize damage to a utility, injury to workers involved in excavation, and to reduce interruption of service to residents and businesses in the area.

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

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

CIP: Prepare the annual update of the Capital Improvement Plan (CIP) for sanitary sewer infrastructure. This program also manages the annual Capital Improvement Plan (CIP) for sanitary sewer infrastructure. Preparation of the CIP includes activities such as problem identification, engineering planning and design, scheduling, and budgeting. The CIP includes extra capacity to accommodate growth (extra capacity via size increases or permanent reduction of inflow and infiltration), and replacement/renewal infrastructure projects. Engineering staff in this program provide technical expertise and assistance as needed to the Public Works Operations group for operation and maintenance of the sanitary sewer system.

Asset Management: This program of annual capital improvements is intended to replace/renew sanitary sewer lines which are malfunctioning or have reached the end of their useful life. Staff in this program plan, design, and manage private contractors as well as city-constructed projects for the planned capital improvements. All existing sewer lines are monitored using information collected and reported by the Operations Division of the Public Works Department and other sources to maintain an inventory of the highest priority sewer lines to be replaced. The city uses asset management software to inventory, map and log operation and maintenance activities and costs for sanitary sewers, storm drainage, potable waterlines, and streets facilities.

Engineering Consultant Coordination: Provide contract administration, coordination, field inspection, and quality control of consultant contracts to prepare cost estimates, final design, and construction contract documents for sanitary sewer projects; or, provide expertise and oversight on sanitary sewer design projects delegated to the Engineering Division for implementation.

Construction Contractor Coordination: Provide project construction management including: contract administration, coordination, and oversight on construction contracts to construct sanitary sewer projects; or, provide expertise and oversight on sanitary sewer construction projects managed by the Engineering Division.

Coordination of Clean Water Services (CWS)-Funded or Jointly-Funded Sanitary Sewerage Related Projects: Coordinate and provide expertise and oversight on sanitary sewer planning, design, or construction projects on CWS managed projects. Support the continuing development and refinement of the regional Sanitary Sewer Master Plan. Staff participates in a CWS/City CIP Coordinating and Prioritization Committee to rank and select for funding all sewer construction projects.

Progress on FY 2017-18 Action Plan:

- Responded to the sanitary sewer utility locate needs that will likely increase during FY 2018-19 due to the continued improvement in private development as a result of the current economic conditions.
- Continued improvement in the accuracy of the city’s utility asset maps which helps ensure that the quality of the utility locating services is consistent.
- Replaced and expanded the existing infrastructure, where necessary, to improve sewer service levels to current customers and provide for future customers.
- Replaced and renewed existing sewers, therefore, reduced infiltration and inflow, and freed up current capacity to offset new connections to the city’s system. Services provided by this program improve sewer capacity that can help mitigate and prevent overflows during large storm events.
- Projects started, completed or continued include the following:
 - 3302 Farmington Trunk Improvement – Murray to Hocken Rd (COB MP FA-01)
 - 3316 Rose Biggi Ave Extension (Crescent St to Hall Blvd)
 - 4118A Settler Way Utility Improvements
 - 5092A 175th Ave (Alvord Ln – Scholls Ferry) Roadway Improvements
 - 6000 Sanitary Sewer Master Plan – Entire City Service Area
 - 6073 Beaverdam Rd (Cedar Hills-Watson) Utility Improvements
 - 6083 South Cooper Mountain Infrastructure Engineering
 - 8098B Utility Improvements at Dover Ln Near Oleson Rd
 - 6095 Sellwood Subdivision Utility Improvements
 - 6099 South Cooper Mountain (West Additional Capacity Improvement (12”-24”))

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

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

FY 2018-19 Action Plan:

South Cooper Mountain Annexation and Concept Plan

One of the most significant infrastructure planning and construction projects of the last 25 years will continue into FY 2018-2019. The South Cooper Mountain area (544 acres) Sewer Master Plan was completed in FY 2014-15. An update to the South Cooper Mountain Plan will be completed early in FY 2018-19. Land use applications will continue in FY 2018-19. The City has completed a land use concept plan (including comprehensive and land use plan), including public infrastructure for the entire 6B Urban Reserve (1,776 acres), which includes the 544-acre South Cooper Mountain area.

A sewer infrastructure study (CIP No. 6083) was completed in FY 2014-15, for the entire 6B Urban Reserve area with extensive evaluation of sanitary sewer service needs and projected costs ensuring provision of sewer service for a fully developed area. The sanitary sewer master planning study (CIP No. 6083) included close coordination with CWS and the City of Tigard because the large-capacity sewer trunk mains and pump station(s) needed to serve the future 6B development will also serve the large area south of Scholls Ferry Road that was annexed by the City of Tigard in 2012. The large sewer trunk mains and pump station(s) to serve all of these areas within the infrastructure planning study are funded primarily by CWS.

A Sewer Master Plan (CIP No. 6000) for the entire City was started in FY 16-17 to evaluate system needs and requirements into the near future with project verification and identification. Future CIP projects will be based on a comprehensive analysis using computer models and wastewater flow evaluations. The Sewer Master Plan is scheduled to be substantially complete in conjunction with the Water Master Plan in FY 17-18 and the South Cooper Mountain Sewer Master Plan update will be complete in early FY 18-19.

CIP Projects FY 2018 -19

- 4118B Settler Way Utility Improvements – design and construction
- 5092A 175th Ave (Alvord Ln – Scholls Ferry) Roadway Improvements- complete construction
- 6000 Sanitary Sewer Master Plan – complete MP and South Cooper Mt Update
- 6000A System Development Charge Rate Study – complete study
- 6006 Erickson Trunk Upsizing (6th to Allen) CWS R110 – design and construction
- 6083 South Cooper Mt. Infrastructure Engineering – continued design
- 6095 Sellwood Subdivision Utility Improvements - design
- 6099 South Cooper Mountain (West) Additional Capacity Improvement (12”-24”) - construction
- 8098A & 8089B Utility Improvements at Dover Ln Near Oleson Rd – design and construction
- 3519A Canyon Rd Intersection Improvements (MSTIP) - design

Workload Measures:

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted	Proposed
Number of miles of sanitary sewer collection system (83% 8 inch dia., 17% 12 to 21 inch)	287	275*	275.6	276.5
Number of sanitary sewer customer accounts served by the City of Beaverton	22,840	22,900	22,925	22,995
Number of miles of public sewer mainlines (6” and greater) replaced or structurally rehabilitated	1.01	0.8	0.6	0.9
Number of service laterals replaced	30	0	0	0

*Note: Decrease in number of miles in sanitary sewer collection system is due to more accurate GIS data becoming available. Number of miles in the system was overestimated in previous years.

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

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

Performance Outcomes and Program Trends:

The Engineering Division exercises effective and efficient management of the sewer system resources using economies of scale by combining sewer projects with other utility and street projects.

The number of sanitary sewer customer accounts continues to rise each year with residential, commercial, and industrial growth and annexations to the city. A small number of sanitary sewer trunks and services are transferred to the city from Clean Water Services each year as a result of annexations. These annexed areas can include older infrastructure that requires improvement and occasionally needs to be maintained, replaced, and/or rehabilitated for the benefit of existing and new customers.

A significant amount of staff time will be dedicated to the program for replacement/renewal of existing sanitary sewers funded by a surcharge on the monthly sewer service charge established in November 2005. This program is set up to fund and replace/renew approximately 30 lineal miles of lines of sewer mainlines over a 30-year period in various locations of Beaverton. Staff will plan, design, and manage construction contracts for the planned capital improvements. Use of new and emerging “trenchless” technologies will be employed by staff to accomplish the replacement/renewal goals, which can reduce costs, traffic disruption and traffic delays on busy streets.

Continuing emphasis will be placed on methods and procedures to remove sources of infiltration (ground water leaking into the sanitary sewer system through pipe cracks and broken seals), inflow (storm water entering into the sanitary sewer system through unauthorized connections), and inappropriate crawlspace sump pump connections (sump pumps located in crawlspaces of homes connected into the sanitary sewer system not allowed by the plumbing code).

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

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0753 SEWER SYSTEM MAINTENANCE	PROGRAM MANAGER: TERRY PRIEST

Program Goal:

To provide a wastewater collection system that provides a safe and reliable conveyance mechanism for wastewater materials. Complete annual inspections of public wastewater lines to satisfy the requirements of the Clean Water Act as administered by the Oregon Department of Environmental Quality (DEQ) and Clean Water Services (CWS). Eliminate wastewater system blockages and overflows by routinely inspecting known problem areas of the lines and by actively managing a program to eliminate the discharge of Fats, Oils and Greases (FOG) into the city's wastewater system.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	6.94	6.44	6.60	6.50	0.00
PERSONNEL SERVICES	\$786,863	\$737,504	\$828,892	\$872,170	\$0
MATERIALS & SERVICES	1,265,073	1,330,351	308,702	306,220	0
CAPITAL OUTLAY	31,117	9,555	518,685	324,300	0
TRANSFERS	935,852	966,439	980,074	1,077,109	0
CONTINGENCY	0	0	7,790,257	7,166,020	0
TOTAL	\$3,018,905	\$3,043,849	\$10,426,610	\$9,745,819	\$0

This budget document reflects data reported to Clean Water Services (CWS) and the Department of Environmental Quality (DEQ). Key maintenance activities include cleaning the sanitary sewer collection system with high velocity water pressure, video scanning the trunk lines with self-propelled closed circuit cameras, removing roots through chemical treatment and cutting, assisting citizens with specific problems and, tracking and maintaining data on an asset management system for future use by citizens, contractors and other city departments.

SEWER INVENTORY SUMMARY

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19*
Linear Feet of Sewer Pipe	1,510,000	1,511,250	1,454,335	1,454,421
Number of Manholes	8,020	8,082	7,768	7,779
Number of Clean-outs	440	449	461	461

**See Performance outcomes and Program trends for explanation*

Program Objectives:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Routine Line Cleaning: Clean & remove debris from the sanitary sewer system every 4 years - linear feet (LF)	379,000	365,000	363,585 / 363,585	363,605
Non-Routine Line Cleaning: Lines that require more frequent cleaning. (roots, flat grade, FOG) - LF	88,818	80,000	80,000 / 80,000	80,000
Video Inspection: Inspection of the sanitary sewer system every 8 years. - LF	190,000	188,906	181,795 / 181,795	181,802
Stream Corridor Surface inspections: Inspect bi-annually manholes (MH) that are off the street, along waterways or with limited access.	251 MH	251 MH	251 MH / 251 MH	254 MH

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

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0753 SEWER SYSTEM MAINTENANCE	PROGRAM MANAGER: TERRY PRIEST

Progress on FY 2017-18 Action Plan:

As part of the Council Priorities: *Enhance communication to Council about upcoming events - cover the events well and represent at all events*, the Sewer Maintenance section attended several events (Public Works Week, Picnic at the parks, Big Truck Day) with heavy equipment. Employees engaged with all who attended and educated them on the things we do at operations. In addition we handed out flyers that explain the services we provide i.e. an effective Fats, Oil and Grease program, Video inspection and ratings of the pipe and structures for planning and line cleaning to prevent Sanitary Sewer Overflows.

This year we experienced one major sewer overflow on Railroad Ave off of Multnomah Blvd. A crew responding to a surcharging manhole found a major overflow resulting from an error by the City of Portland who left a relief valve from their force main open resulting in an estimated 100,000 to 200,000 gallons of sewerage to flow to Woods creek. The City crews were recognized for their quality work in the containment and clean up process.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Total footage of sanitary system pipe cleaned per quarter - lineal feet (LF)	117,000	91,250	91,000 / 91,000	91,000
Percent of sanitary system pipe cleaned annually	31%	31%	31% / 31%	31%
Total footage of sanitary system pipe inspected per quarter - LF	47,500	47,227	47,300 / 47,300	47,300
Percent of sanitary system pipe inspected annually	13%	13%	12.5% / 12.5%	12.5%
Total number of Stream Corridor Surface inspections	251 MH	191 MH	133 MH / 133 MH	127 MH

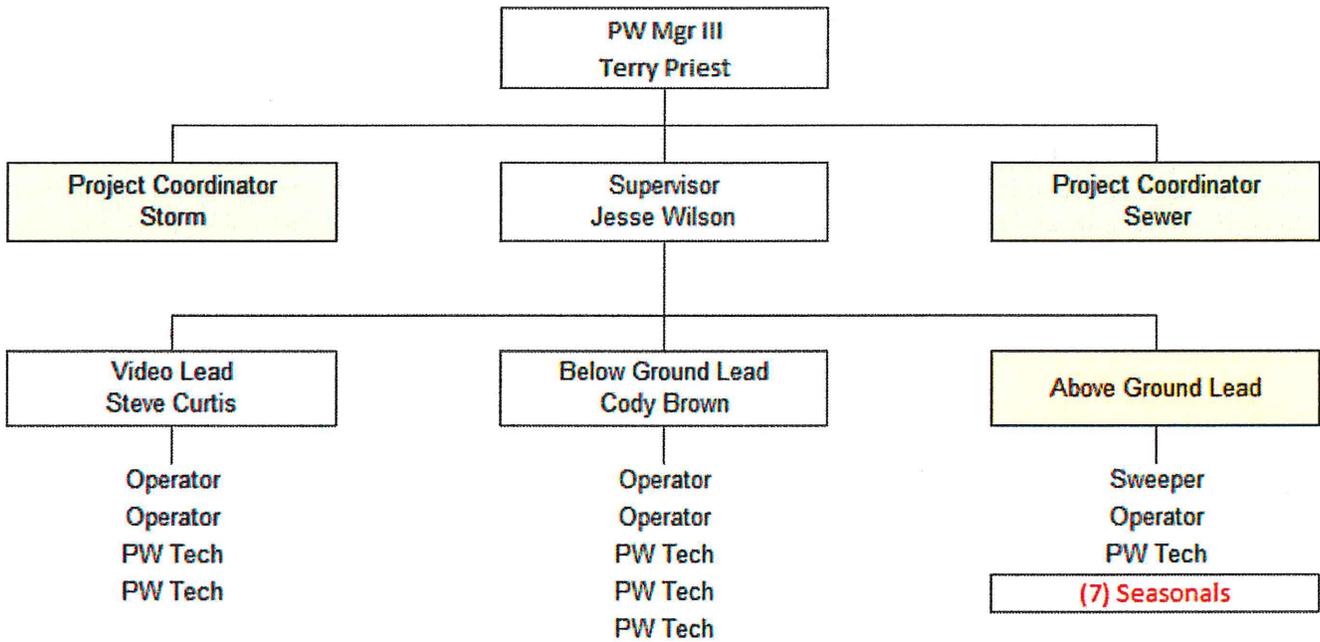
Performance Outcomes and Program Trends:

Under the National Pollutant Discharge Elimination System (NPDES) permit issued to CWS, the city is obligated by an inter-governmental agreement to clean the entire sanitary sewer system within its corporate boundaries a minimum of every four years and problem lines as necessary. The city must also do video inspections of the system every eight years, utilizing the current nationally recognized pipe scoring system. The sewer maintenance section focuses inspection on older and problem pipes to assist in developing data for the Sewer Master plan for the City.

Ultimately the goal is to operate the collection system without having any sewer overflows. In order to eliminate grease related blockages and the maintenance costs associated with grease problems, a FOG program has now been active for more than eight years. The sewer staff contacts apartment owners and other businesses as needed in areas with known FOG problems to establish the most effective maintenance frequency for their grease removal device.

This year we are proposing to separate the duties in the existing Program Coordinator position in Sewer and convert the Engineering Technician II position to a Program Coordinator position in Storm. The Sewer Program Coordinator position would be responsible for the Fats Oil and Grease program and managing the locate program. The Storm Program Coordinator position will be responsible for the Private and Public Water Quality Facility Programs and the Creek enhancement program. In addition a Storm Technician position will be reclassified to Public Works Lead (Storm, above ground) in recognition of the work currently being done in an out of class assignment. These changes will be made without adding additional staff, positions will be reclassified to better represent the work being performed.

Sewer & Storm Organizational Chart 2018



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

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0757 SEWER CONSTRUCTION	PROGRAM MANAGER: MARK OLSON

Program Goal:

To improve the city’s sanitary sewer infrastructure with a cost-effective repair program including line repair, manhole repair and replacement, correction of chronic system problems and other related construction activities. These projects promote city-wide beautification through replacement of deficient underground infrastructure which enhances reliability and reduces sewage overflows.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.25	1.75	2.17	2.17	0.00
PERSONNEL SERVICES	\$326,314	\$137,425	\$223,104	\$240,836	\$0
MATERIALS & SERVICES	24,649	26,953	176,700	157,200	0
CAPITAL OUTLAY	25,925	0	77,000	10,000	0
TRANSFERS	6,746	18,390	19,278	22,307	0
TOTAL	\$383,634	\$182,768	\$496,082	\$430,343	\$0

Program Objectives:

Perform structural repairs to improve performance of the sanitary sewer system and to maintain system integrity. Such activities are an essential element in achieving a reliable and compliant underground infrastructure.

Progress on FY 2017-18 Action Plan:

The construction crew continued to repair and replace deficiencies found through maintenance activities to existing infrastructure and complete rehabilitation projects identified by maintenance video inspection and the engineering division. Responded to two sanitary sewer overflows.

FY 2018-19 Action Plan:

- Work with engineering to develop a 5 year plan for pipe and structural repairs identified by maintenance and the Sewer master plan (in progress)
- Assist in responding to sanitary sewer overflows as needed.

Performance Measures:

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Repairs to existing sewer lines	3	3	3 / 4	3
Rehabilitation project structures	2	8	3 / 5	3
Number of structure repairs per year	80	79	90 / 32	60

Performance Outcomes and Program Trends:

This program involves routine construction to rehabilitate, repair, and replace deficient or failing pipes and structures. Perform maintenance repairs as recommended by sewer maintenance video inspection. Perform small projects as identified.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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

-8,054,015 -8,075,808 -8,995,209 -8,995,209 -8,995,209 -7,958,886 -7,959,486

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-8,054,015 -8,075,808 -8,995,209 -8,995,209 -8,995,209 -7,958,886 -7,959,486

CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

-25,680 -739,000 -285,000 -668,000 -668,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-25,680 -739,000 -285,000 -668,000 -668,000

CLASS: 20 PERMITS & FEES

357 SEWER CONNECTION FEES

-95,867 -112,880 -125,000 -101,995 -125,000 -125,000 -125,000

TOTAL CLASS: 20 PERMITS & FEES

-95,867 -112,880 -125,000 -101,995 -125,000 -125,000 -125,000

CLASS: 25 SERVICE FEES

363 SEWER SERVICE SALES

-3,588,926 -3,751,420 -3,112,095 -3,219,824 -2,800,000 -2,885,000 -2,885,000

367 UTILITY SURCHARGE

-1,219,951 -1,232,038 -1,245,000 -943,640 -1,245,000 -1,250,000 -1,250,000

369 UTILITY SALES ALLOWANCES

34,439 27,226 50,000 46,756 40,000 50,000 50,000

TOTAL CLASS: 25 SERVICE FEES

-4,774,438 -4,956,232 -4,307,095 -4,116,708 -4,005,000 -4,085,000 -4,085,000

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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
	-5,407		-9,880				-29,743	-28,698						
384	INVESTMENT INTEREST EARNINGS													
	-60,267		-107,656		-106,100		-125,652	-175,600	-196,900		-196,900			
389	MISCELLANEOUS REVENUES													
	-234		-8,475											
394	MISC INTEREST EARNINGS													
	-28,364		-25,562		-27,300			-27,300	-28,000		-28,000			
398	SRVS PROVIDED TO OTHER FUNDS													
	-56,824		-93,061		-50,000		-120,328	-100,000	-50,000		-50,000			
399	REIMBURSEMENTS - OTHER													
			-116				-171	-171						
0305 756	PERS RSRV DISTRIB-NON GAAP REV													
	-21,065													
757	MED/LIFE INS PREM REFUND DISTRIBUTION													
	-12,433		-7,939				-4,769	-4,769						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-184,594		-252,689		-183,400		-280,663	-336,538	-274,900		-274,900			
TOTAL DEPARTMENT: 03 REVENUE														
	-13,134,594		-13,397,609		-14,349,704		-13,494,575	-13,746,747	-13,111,786		-13,112,386			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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

046	PRINCIPAL ENGINEER													
	32,431	.25	33,040	.25	33,664	.25	26,307	33,165	34,510	.25	34,510	.25		
051	CITY ENGINEER													
	16,178	.34	40,079	.34	43,032	.34	33,550	43,036	45,188	.34	45,188	.34		
084	PROJECT ENGINEER 1													
	192,100	2.10	172,982	2.10	201,453	2.10	157,214	199,660	206,709	2.10	206,709	2.10		
221	SUPPORT SPECIALIST 2													
	10,389	.25	11,005	.25	11,818	.25	9,316	11,831	12,825	.25	12,825	.25		
299	PAYROLL TAXES AND FRINGES													
	133,623		127,417		164,263		131,868	164,884	178,499		185,168			
080	TOTAL CLASS: 05 PERSONNEL SERVICES													
	384,721	2.94	384,523	2.94	454,230	2.94	358,255	452,576	477,731	2.94	484,400	2.94		

CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES													
					400		100	400	400		400			
307	MEMBERSHIP FEES													
	235		663		2,080			800	1,775		1,775			
317	COMPUTER EQUIPMENT													
	2,700								365		365			
318	COMPUTER SOFTWARE													
					2,250		2,000	2,000						
321	TRAVEL, TRAINING & SUBSISTENCE													
	1,242		1,886		5,000		1,085	5,000	10,250		10,250			
330	MILEAGE REIMBURSEMENT													
					50			75	200		200			
341	COMMUNICATIONS EXPENSE													
	231		740											
361	UNIFORMS & SPECIAL CLOTHING													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
					450		398	450	450		450			
511	PROFESSIONAL SERVICES													
	27,869		23,982		52,000		42,930	50,000	35,000		35,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	32,277		27,271		62,230		46,513	58,725	48,440		48,440			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	805		759		826		637	826	1,387		1,387			
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
					25,834		21,528	25,834	12,917		12,917			
836	TRSFER TO GF, BVTN BLDG DEBT SVC													
					34,376		28,647	34,376	12,992		12,992			
TOTAL CLASS: 25 TRANSFERS														
	805		759		61,036		50,812	61,036	27,296		27,296			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	417,803	2.94	412,553	2.94	577,496	2.94	455,580	572,337	553,467	2.94	560,136	2.94		

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

682 CONSTRUCTION	811,410		252,018		1,781,686		843,047	1,021,000	1,607,000		1,607,000			
683 CONST DESIGN & ENGR INSPECTION	123,686		170,854		688,621		304,980	750,274	370,000		370,000			
TOTAL CLASS: 15 CAPITAL OUTLAY	935,096		422,872		2,470,307		1,148,027	1,771,274	1,977,000		1,977,000			
TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS	935,096		422,872		2,470,307		1,148,027	1,771,274	1,977,000		1,977,000			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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

049	PROG COORDINATOR -PUBLIC WORKS													
	72,706	1.00	88,865	1.00	45,737	1.00		25,719	61,537	1.00	61,537	1.00		
057	PUBLIC WORKS SUPERVISOR													
	27,715	.50	33,734	.75	35,406	.50	30,167	37,994	41,475	.50	41,475	.50		
112	PUBLIC WORKS MANAGER 3													
	64,364	.59	38,446	.34	81,191	.83	68,147	85,979	90,254	.83	90,254	.83		
170	PUBLIC WORKS LEAD													
	39,937	.50	32,189	.50	61,789	.84	39,842	50,611	55,797	.84	55,797	.84		
176	PUBLIC WORKS EQUIPMNT OPERATOR													
	286,614	4.50	174,337	2.50	161,011	2.50	137,431	161,213	162,451	2.50	162,451	2.50		
0177	PUBLIC WORKS TECHNICIAN													
	164,732	3.00	151,256	3.00	166,594	3.00	120,586	163,569	169,126	3.00	169,126	3.00		
188	INVENTORY CONTROL TECHNICIAN													
	5,013	.10	5,502	.10	5,922	.10	4,882	6,269						
215	UTILITY WORKER													
							7,225							
274	SEASONAL WORKFORCE													
	15,215		5,515		43,000		12,603	30,000	33,000		33,000			
275	TEMPORARY EMPLOYEES													
	14,665		6,786		27,000		27,085	47,059	22,000		22,000			
299	PAYROLL TAXES AND FRINGES													
	422,216		338,299		424,346		299,995	401,631	464,674		477,366			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,113,177	10.19	874,929	8.19	1,051,996	8.77	747,963	1,010,044	1,100,314	8.67	1,113,006	8.67		

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT													
					2,750		2,948	2,948	1,400		1,400			
304	DEPARTMENT EQUIPMENT EXPENSE													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	9,861		8,807		14,810		8,018	13,000	14,000		14,000			
305	SPECIAL DEPARTMENT SUPPLIES													
	30,862		28,452		31,250		21,479	27,500	30,600		30,600			
307	MEMBERSHIP FEES													
	1,151		455		450			450	300		300			
317	COMPUTER EQUIPMENT													
	4,050		381						3,000		3,000			
318	COMPUTER SOFTWARE													
			12,177		1,000		1,480	1,480						
321	TRAVEL, TRAINING & SUBSISTENCE													
	7,561		6,918		6,950		4,638	6,950	7,200		7,200			
328	MEALS & RELATED EXPENSE													
	105		705											
341	COMMUNICATIONS EXPENSE													
	97													
351	UTILITIES EXPENSE													
					150			150	150		150			
361	UNIFORMS & SPECIAL CLOTHING													
	4,951		6,094		5,100		4,055	4,504	5,550		5,550			
419	CHEMICAL & LABORATORY SUPPLIES													
	934		332		2,000		1,975	2,000	2,000		2,000			
425	DUMPING EXPENSES													
	320		5,598		3,000		558	3,000	3,000		3,000			
434	CONSTRUCTION MATERIALS													
	2,381		11,310		35,000			5,000	35,000		35,000			
461	SPECIAL EXPENSE													
	125		77		100			100	100		100			
511	PROFESSIONAL SERVICES													
	95,592		82,266		174,500		98,357	154,000	149,500		149,500			
512	CITY RIGHT OF WAY FEES													
	1,129,200		1,191,268		202,342		143,544	200,000	206,000		206,000			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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
551 RENTS AND LEASES	2,532		2,464		6,000		2,536	5,950	5,620		5,620			
TOTAL CLASS: 10 MATERIALS & SERVICES	1,289,722		1,357,304		485,402		289,588	427,032	463,420		463,420			
CLASS: 15 CAPITAL OUTLAY														
641 VEHICLES	31,117								324,300		324,300			
671 EQUIPMENT	25,925		9,555		595,685		540,060	557,000	10,000		10,000			
TOTAL CLASS: 15 CAPITAL OUTLAY	57,042		9,555		595,685		540,060	557,000	334,300		334,300			
CLASS: 25 TRANSFERS														
801 TRSFR TO GENERAL FD - OVERHEAD	231,004		253,271		222,162		185,135	222,162	241,331		241,331			
802 TRSFR TO GENERAL FD-ACCOUNTING	69,556		46,631		28,616		23,847	28,616	62,355		62,355			
803 TRSFR TO GENERAL FD-LANDSCAPE	12,723		13,871		16,043		13,369	16,043	16,734		16,734			
804 TRSFR - OPERATIONS ADMIN	154,762		163,634		117,488		97,907	155,561	131,538		131,538			
805 TRSFR TO G/F BLDG MAINT	9,338		8,775		9,471		7,893	9,471	8,199		8,199			
808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)	69,124		84,496		97,453		81,211	97,453	105,662		105,662			
817 TRSFRS TO GARAGE FUND	114,794		117,391		148,633		70,952	148,633	143,297		143,297			
818 TRSFRS TO ISD-ALLOCATED	171,171		153,597		194,849		162,374	194,849	225,663		225,663			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
819	TRSFERS TO INSURANCE FUND													
	110,126		143,163		164,637		137,198	164,637	164,637		164,637		164,637	
840	TRSFER TO INSURANCE FUND, WC													
								77,400						
TOTAL CLASS: 25 TRANSFERS														
	942,598		984,829		999,352		779,886	1,114,825	1,099,416		1,099,416			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
986	RESERVE - DEDICATED SURCHARGES													
					2,931,739				3,806,196		3,806,196			
991	CONTINGENCY - UNRESERVED													
					3,434,025				2,392,715		2,331,061			
994	RESERVE - SDC													
					664,972				645,987		645,987			
996	RESERVE - EQUIPMENT REPLACEMT													
					759,521				382,776		382,776			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					7,790,257				7,227,674		7,166,020			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	3,402,539	10.19	3,226,617	8.19	10,922,692	8.77	2,357,497	3,108,901	10,225,124	8.67	10,176,162	8.67		

**SEWER FUND - PUBLIC WORKS
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
46	PRINCIPAL ENGINEER	0.25	0.25					0.25
49	PROG COORDINATOR -PUBLIC WORKS	1.00	1.00					1.00
51	CITY ENGINEER	0.34	0.34					0.34
57	PUBLIC WORKS SUPERVISOR	0.75	0.50					0.50
84	PROJECT ENGINEER 1	2.10	2.10					2.10
112	PUBLIC WORKS MANAGER 3	0.34	0.83					0.83
170	PUBLIC WORKS LEAD	0.50	0.84					0.84
176	PUBLIC WORKS EQUIPMNT OPERATOR	2.50	2.50					2.50
177	PUBLIC WORKS TECHNICIAN	3.00	3.00					3.00
188	INVENTORY CONTROL TECHNICIAN	0.10	0.10					0.10
221	SUPPORT SPECIALIST 2	0.25	0.25					0.25
	Total	11.13	11.71	0.00	0.00	0.00	0.00	11.71

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
46	PRINCIPAL ENGINEER	0.25					0.25
49	PROG COORDINATOR -PUBLIC WORKS	1.00					1.00
51	CITY ENGINEER	0.34					0.34
57	PUBLIC WORKS SUPERVISOR	0.50					0.50
84	PROJECT ENGINEER 1	2.10					2.10
112	PUBLIC WORKS MANAGER 3	0.83					0.83
170	PUBLIC WORKS LEAD	0.84					0.84
176	PUBLIC WORKS EQUIPMNT OPERATOR	2.50					2.50
177	PUBLIC WORKS TECHNICIAN	3.00					3.00
188	INVENTORY CONTROL TECHNICIAN	0.10		(0.10) ^a			0.00
221	SUPPORT SPECIALIST 2	0.25					0.25
	Total	11.71	0.00	(0.10)	0.00	0.00	11.61

^a FY 18-19 reallocates the Inventory Control Technician position from being split between General Fund, Street Fund, Water Fund, Sewer Fund, and the Storm Drain Fund to 100% in the Garage Fund.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER 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												
		8,054,015	8,075,808	8,995,209	8,995,209	7,958,886		7,959,486					

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		8,054,015	8,075,808	8,995,209	8,995,209	7,958,886		7,959,486					
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV												
		25,680		739,000	285,000	668,000		668,000					

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		25,680		739,000	285,000	668,000		668,000					
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CLASS: 20 PERMITS & FEES

357	SEWER CONNECTION FEES												
		95,867	112,880	125,000	125,000	125,000		125,000					

TOTAL CLASS: 20 PERMITS & FEES

		95,867	112,880	125,000	125,000	125,000		125,000					
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CLASS: 25 SERVICE FEES

363	SEWER SERVICE SALES												
		3,588,926	3,751,420	3,112,095	2,800,000	2,885,000		2,885,000					

367	UTILITY SURCHARGE												
		1,219,951	1,232,038	1,245,000	1,245,000	1,250,000		1,250,000					

369	UTILITY SALES ALLOWANCES												
		-34,439	-27,226	-50,000	-40,000	-50,000		-50,000					

TOTAL CLASS: 25 SERVICE FEES

		4,774,438	4,956,232	4,307,095	4,005,000	4,085,000		4,085,000					
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY												
		5,407	9,880		28,698								

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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV

FY 2017-18 FROM CWS:
 6006 ERICKSON TRUNK UPSIZING BUDGETED \$200,000; ESTIMATED - \$200,000
 5092A 175TH AVE (ALVORD - SCHOLLS) ROAD IMPROVEMENT BUDGETED \$71,000; ESTIMATED \$85,000
 6099 SOUTH COOPER MTN ADDTL CAPACITY IMPROVEMENT BUDGETED - \$468,000; ESTIMATED - \$0
 FY 2018-19 FROM CWS:
 6006 ERIKSON TRUNK UPSIZING (6TH ST - 10TH ST) \$200,000
 6099 SOUTH COOPER MTN (WEST) ADDITIONAL CAPACITY IMPROVEMENT (12" - 24") \$468,000

357 SEWER CONNECTION FEES

SDC'S COLLECTED AND SPLIT WITH CLEAN WATER SERVICES (CWS) 96% AND CITIES 4%
 FY 15-16 BUDGET IS BASED UPON 125 SINGLE FAMILY RESIDENTIAL UNITS, 210 MULTI FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS
 FY 16-17 BUDGET IS BASED UPON 100 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS
 FY 17-18 BUDGET IS BASED UPON 130 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 18-19 BUDGET IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

363 SEWER SERVICE SALES

CLEAN WATER SERVICES AGENCY SETS THE SEWER RATES FOR THE REGION
 FY 15-16 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.385% AND CWS PORTION 83.615%
 FY 16-17 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.385% AND CWS PORTION 83.615%
 FY 17-18 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.4% AND CWS PORTION 83.6%
 FY 18-19 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.4% AND CWS PORTION 83.6%

367 UTILITY SURCHARGE

\$2 PER EDU SURCHARGE DEDICATED TO THE SEWER LINE RENEWAL AND REPLACEMENT PROGRAM

369 UTILITY SALES ALLOWANCES

ADJUSTMENTS TO A CUSTOMER'S WINTER WATER AVERAGE FOR LEAKS, VARIOUS BILLING ADJUSTMENTS, WRITE OFF OF UNCOLLECTIBLE ACCOUNTS, AND NSF HANDLING CHARGES

382 SALE OF CITY PROPERTY

SALE OF SURPLUS EQUIPMENT AND VEHICLES

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER 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
384	INVESTMENT INTEREST EARNINGS												
	60,267		107,656		106,100		175,600	196,900		196,900			
389	MISCELLANEOUS REVENUES												
	234		8,475										
394	MISC INTEREST EARNINGS												
	28,364		25,562		27,300		27,300	28,000		28,000			
398	SRVS PROVIDED TO OTHER FUNDS												
	56,824		93,061		50,000		100,000	50,000		50,000			
399	REIMBURSEMENTS - OTHER												
			116				171						
756	PERS RSRV DISTRIB-NON GAAP REV												
	21,065												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	12,433		7,939				4,769						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	184,594		252,689		183,400		336,538	274,900		274,900			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	13,134,594		13,397,609		14,349,704		13,746,747	13,111,786		13,112,386			
TOTAL DEPARTMENT: 03 REVENUE													
	13,134,594		13,397,609		14,349,704		13,746,747	13,111,786		13,112,386			

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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%
- 389 MISCELLANEOUS REVENUES
- 394 MISC INTEREST EARNINGS
 REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY
 BILLING SYSTEM
- 398 SRVS PROVIDED TO OTHER FUNDS
 REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING
 AND CAPITAL PROJECT CONSTRUCTION AND UTILITY LOCATE PROGRAM SERVICES.
- 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 DISTRIBUTION TO OPERATING FUNDS

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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

046	PRINCIPAL ENGINEER	32,431	.25	33,040	.25	33,664	.25	33,165	34,510	.25	34,510	.25
051	CITY ENGINEER	16,178	.34	40,079	.34	43,032	.34	43,036	45,188	.34	45,188	.34
084	PROJECT ENGINEER 1	192,100	2.10	172,982	2.10	201,453	2.10	199,660	206,709	2.10	206,709	2.10
221	SUPPORT SPECIALIST 2	10,389	.25	11,005	.25	11,818	.25	11,831	12,825	.25	12,825	.25
299	PAYROLL TAXES AND FRINGES	133,623		127,417		164,263		164,884	178,499		185,168	

TOTAL CLASS: 05 PERSONNEL SERVICES

		384,721	2.94	384,523	2.94	454,230	2.94	452,576	477,731	2.94	484,400	2.94
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES					400		400	400		400	
307	MEMBERSHIP FEES	235		663		2,080		800	1,775		1,775	
317	COMPUTER EQUIPMENT	2,700							365		365	
318	COMPUTER SOFTWARE					2,250		2,000				
321	TRAVEL, TRAINING & SUBSISTENCE	1,242		1,886		5,000		5,000	10,250		10,250	
330	MILEAGE REIMBURSEMENT					50		75	200		200	
341	COMMUNICATIONS EXPENSE	231		740								
361	UNIFORMS & SPECIAL CLOTHING					450		450	450		450	
511	PROFESSIONAL SERVICES	27,869		23,982		52,000		50,000	35,000		35,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

		32,277		27,271		62,230		58,725	48,440		48,440	
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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 046 PRINCIPAL ENGINEER
 POSITION IS ALLOCATED .40 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.
- 051 CITY ENGINEER
 POSITION ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-0735.
- 084 PROJECT ENGINEER 1
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 221 SUPPORT SPECIALIST 2
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740.
- 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
 MISCELLANEOUS SUPPLIES AND MATERIALS \$400
- 307 MEMBERSHIP FEES
 1 - DEQ GRADE 4 WASTEWATER SYSTEM OPR CERT \$300
 4 - PROFESSIONAL ENGINEER LICENSE RENEWAL (\$200/EA) (AJ, GH, FH, TW) \$800
 1 - OAWU (OREGON ASSOCIATION OF WATER UTILITIES) \$75
 3 - AMERICA PUBLIC WORKS ASSOCIATION MEMBERSHIP (\$200EA) (FH, TW, GH) \$600
- 317 COMPUTER EQUIPMENT
 27 INCH MONITOR (UHD) \$365
- 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRAVEL EXPENSES FOR CIVIL 3D TRAINING \$500
 2- TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (2 PROJ ENGS) \$1,350
 1- TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (CITY ENGINEER) \$900
 3- AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 PE, 1 ASSOC ENG) \$4,500
 2 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE) \$3,000
- 330 MILEAGE REIMBURSEMENT
 USE OF PERSONAL VEHICLE BY CITY ENGINEER FOR CITY BUSINESS \$200
- 341 COMMUNICATIONS EXPENSE
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
- 361 UNIFORMS & SPECIAL CLOTHING
 3 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMP) \$450
- 511 PROFESSIONAL SERVICES
 CONSULTING SERVICES FOR MODELING AND MAPPING OF SMALL PROJECTS \$20,000
 IN-HOUSE LOCATE CHARGES \$15,000

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	805		759		826		826		1,387		1,387		
835	TRSFER TO GF, BVTN BLDG OPERATIONS												
					25,834		25,834		12,917		12,917		
836	TRSFER TO GF, BVTN BLDG DEBT SVC												
					34,376		34,376		12,992		12,992		

TOTAL CLASS: 25 TRANSFERS

	805		759		61,036		61,036		27,296		27,296		
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TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

	417,803	2.94	412,553	2.94	577,496	2.94	572,337	553,467	2.94	560,136	2.94		
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TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

	417,803	2.94	412,553	2.94	577,496	2.94	572,337	553,467	2.94	560,136	2.94		
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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,387
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$12,917/YR.) BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY18-19 \$12,917
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$17,188/YR.) BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY18-19 \$12,992

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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

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

049	PROG COORDINATOR -PUBLIC WORKS												
	72,706	1.00	88,865	1.00	45,737	1.00	25,719	61,537	1.00	61,537	1.00		
057	PUBLIC WORKS SUPERVISOR												
	27,715	.50	12,801	.50	35,406	.50	37,994	41,475	.50	41,475	.50		
112	PUBLIC WORKS MANAGER 3												
	37,892	.34	38,446	.34	55,676	.50	57,819	59,262	.50	59,262	.50		
170	PUBLIC WORKS LEAD												
			32,189	.50	38,233	.50	28,794	31,269	.50	31,269	.50		
176	PUBLIC WORKS EQUIPMNT OPERATOR												
	192,728	3.00	139,720	2.00	128,844	2.00	126,489	128,048	2.00	128,048	2.00		
177	PUBLIC WORKS TECHNICIAN												
	118,459	2.00	120,052	2.00	118,294	2.00	120,018	120,336	2.00	120,336	2.00		
188	INVENTORY CONTROL TECHNICIAN												
	5,013	.10	5,502	.10	5,922	.10	6,269						
215	UTILITY WORKER												
274	SEASONAL WORKFORCE												
	15,215		611		30,000		30,000	33,000		33,000			
275	TEMPORARY EMPLOYEES												
	14,665		6,786		27,000		47,059	22,000		22,000			
299	PAYROLL TAXES AND FRINGES												
	302,470		292,532		343,780		317,527	365,558		375,243			

TOTAL CLASS: 05 PERSONNEL SERVICES

	786,863	6.94	737,504	6.44	828,892	6.60	797,688	862,485	6.50	872,170	6.50		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
					2,750		2,948	1,400		1,400			
304	DEPARTMENT EQUIPMENT EXPENSE												
	4,591		6,088		6,810		5,000	9,000		9,000			

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049 PROG COORDINATOR -PUBLIC WORKS

- 057 PUBLIC WORKS SUPERVISOR
 THIS POSITION IS SPLIT 50/50 IN THE SEWER FUND AND THE STORM DRAIN FUND (513-85-0734)

- 112 PUBLIC WORKS MANAGER 3
 POSITION FUNDED BY STREET FUND, STORM DRAIN FUND, AND SEWER FUND.
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.

- 170 PUBLIC WORKS LEAD
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50
 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734

- 176 PUBLIC WORKS EQUIPMNT OPERATOR
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PW EQUIPMENT OPERATOR FROM 100% IN 502-85-0753
 (SEWER MAINTENANCE) TO 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION).
 FY 16-17 REFLECTS DECREASE DUE TO ADOPTED BUDGET INCLUDED \$300 PER MONTH MEDICAL
 OPT-OUT PAY AND OVERTIME THAT IS NOT INCLUDED IN THE ESTIMATE BUDGET.

- 177 PUBLIC WORKS TECHNICIAN

- 188 INVENTORY CONTROL TECHNICIAN
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM
 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN
 THE GARAGE FUND.

- 215 UTILITY WORKER

- 274 SEASONAL WORKFORCE
 SEASONAL HELP TO ASSIST IN MANHOLE SEALING AND POST AND BRUSH DUTIES

- 275 TEMPORARY EMPLOYEES
 NO APPROPRIATION REQUESTED

- 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
 3-OFFICE CHAIRS \$600
 TABLE \$800

- 304 DEPARTMENT EQUIPMENT EXPENSE
 NOZZLES \$5,000
 LIGHT BOARD FOR EXISTING PICKUP 3-621 \$2,500
 ARROW BOARD FOR EXISTING VEHICLE 3-621 FOR ADVANCE WARNING IN TRAFFIC \$1,500

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

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
305	SPECIAL DEPARTMENT SUPPLIES												
	24,027		24,035		23,750		20,000	23,100		23,100			
307	MEMBERSHIP FEES												
	1,151		455		450		450	300		300			
317	COMPUTER EQUIPMENT												
	4,050		381					3,000		3,000			
318	COMPUTER SOFTWARE												
			12,177		1,000		1,480						
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,645		3,917		5,000		5,000	5,250		5,250			
328	MEALS & RELATED EXPENSE												
	105		508										
341	COMMUNICATIONS EXPENSE												
	97												
351	UTILITIES EXPENSE												
					150		150	150		150			150
361	UNIFORMS & SPECIAL CLOTHING												
	1,287		2,923		3,600		3,004	3,600		3,600			3,600
419	CHEMICAL & LABORATORY SUPPLIES												
	934		332		2,000		2,000	2,000		2,000			2,000
425	DUMPING EXPENSES												
			5,598		1,000		1,000	1,000		1,000			1,000
461	SPECIAL EXPENSE												
	125		77		100		100	100		100			100
511	PROFESSIONAL SERVICES												
	93,525		81,360		57,500		47,000	49,000		49,000			49,000
512	CITY RIGHT OF WAY FEES												
	1,129,200		1,191,268		202,342		200,000	206,000		206,000			206,000
551	RENTS AND LEASES												
	1,336		1,232		2,250		2,200	2,320		2,320			2,320
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,265,073		1,330,351		308,702		290,332	306,220		306,220			306,220

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 305 SPECIAL DEPARTMENT SUPPLIES
 - VIDEO SUPPLIES \$5,000
 - VIDEO CABLE 1500' @ 4.90/FT (\$7,500 MOVE TO FLEET) \$7,500
 - ROOT CUTTING AND LINE CLEANING SUPPLIES \$1,500
 - TRAFFIC CONTROL DEVICES \$1,500
 - MISC SMALL TOOLS \$1,000
 - HOSE REPLACEMENT FOR JET ROODER (1,000) & VACTOR (800)' @ \$3.66/FT (\$6,600 MOVE TO FLEET) \$6,600
- 307 MEMBERSHIP FEES
 - DEQ COLLECTION CERTIFICATION (2 @ \$150 EA) \$300
- 317 COMPUTER EQUIPMENT
 - LAPTOP REPLACEMENTS (X2) \$3,000
- 318 COMPUTER SOFTWARE
 - NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 - 4 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE (4 @ \$225/EA) \$900
 - 2 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$500 REGISTRATION + \$1000 T&S) \$1,500
 - 4 - AWWA CONFERENCE SEASIDE WITH 3 NIGHT STAY (\$1000 REGISTRATION + \$1500 T&S) \$2,500
 - 2 - PACP USER CONFERENCE @ \$100 EACH \$200
 - 2 - JET RODDER REFRESHER @ \$75 EACH \$150
- 328 MEALS & RELATED EXPENSE
 - FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND
- 341 COMMUNICATIONS EXPENSE
 - FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND
- 351 UTILITIES EXPENSE
 - WATER FEES FOR USING TVWD HYDRANTS FOR FLUSH TRUCKS (2 TRUCKS @ \$75/EACH) \$150
- 361 UNIFORMS & SPECIAL CLOTHING
 - 6 EMPLOYEES @ \$600/EA \$3,600
- 419 CHEMICAL & LABORATORY SUPPLIES
 - GASES FOR ATMOSPHERIC TESTERS \$1,500
 - GREASE AND ROOT ABATEMENT \$500
- 425 DUMPING EXPENSES
 - LANDFILL DEBRIS DISPOSAL \$1,000
- 461 SPECIAL EXPENSE
 - COMMERCIAL DRIVERS LICENSE AND RENEWAL \$100
- 511 PROFESSIONAL SERVICES
 - SPECIALIZED EQUIPMENT REPAIRS OF GAS MONITORS \$2,000
 - VIDEO CAMERA RELATED EQUIPMENT REPAIR \$12,000
 - UNDERGROUND UTILITY LOCATES \$35,000
- 512 CITY RIGHT OF WAY FEES
 - THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% FRANCHISE FEES TO THE GENERAL FUND.
- 551 RENTS AND LEASES
 - ARCTIC STORAGE LOT LEASE (12 MONTHS @ \$110) \$1,320
 - MISC. RENTS AND LEASES \$1,000

0825

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

641 VEHICLES
 1 - REPLACEMENT FOR VEHICLE NO. 8-618, (2001 WORKHORSE TV VAN) WITH LIKE TYPE UNIT
 (COST INCLUDES ALL SEWER LINE TV COMPUTER AND VIDEO EQUIPMENT, AND SAFETY LIGHTING) \$235,000
 1 - REPLACEMENT FOR VEHICLE NO. 3-613, (2002 CHEVY 2500 PICKUP) WITH FORD F350 4WD PICKUP
 (COST INCLUDES SAFETY LIGHTING). \$36,150
 1 - REPLACEMENT FOR VEHICLE NO.6-623, (2007 CHEVY 3500 DUMP VEHICLE) WITH FORD F350 4WD
 DUMP VEHICLE (COST INCLUDES TOOLBOXES, DUMP BOX, SAFETY AND SAFETY LIGHTING). \$53,150

671 EQUIPMENT

801 TRSFR TO GENERAL FD - OVERHEAD
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND

802 TRSFR TO GENERAL FD-ACCOUNTING
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND

803 TRSFR TO GENERAL FD-LANDSCAPE
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND

804 TRSFR - OPERATIONS ADMIN
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

805 TRSFR TO G/F BLDG MAINT
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND

808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES

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

818 TRSFRS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$183,463
 SOFTWARE MAINTENANCE COSTS - ASSET SYSTEM AND UTILITY BILLING \$40,000
 ENGINEERING SOFTWARE UPGRADES \$2,200

819 TRSFRS TO INSURANCE FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE

840 TRSFR TO INSURANCE FUND, WC
 FY 17-18 REFLECTS PRE-FUNDING OF A WORKER'S COMP. CLAIM SETTLEMENT

986 RESERVE - DEDICATED SURCHARGES
 FY 2014-15 BUDGET REFLECTS ADDITIONAL APPROPRIATIONS TOTALING \$1,018,00 FOR
 CONSTRUCTION OF WATER, STORM DRAIN AND SANITARY SEWER IMPROVEMENTS IN THE ROYAL
 WOODLANDS SUBDIVISION II (CIP # 6044) DUE TO REPLACING AND UPGRADING MORE LINEAL FEET
 OF INFRASTRUCTURE THAN WAS ESTIMATED DURING THE BUDGET DEVELOPMENT PROCESS.
 THE ADDITIONAL APPROPRIATION IS OFFSET BY FUNDING FROM CLEAN WATER SERVICES (\$347,500).

991 CONTINGENCY - UNRESERVED

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

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		
994	RESERVE - SDC				664,972			645,987		645,987					
996	RESERVE - EQUIPMENT REPLACEMT				759,521			382,776		382,776					
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					7,790,257			7,227,674		7,166,020					
TOTAL PROGRAM: 0753 SEWER SYSTEM MAINTENANCE					3,018,905	6.94	3,043,849	6.44	10,426,610	6.60	2,663,567	9,797,788	6.50	9,745,819	6.50

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

994	RESERVE - SDC RESERVE FOR FUTURE CAPACITY IMPROVEMENT PROJECTS AND RENEWAL AND REHAB PROJECTS.
996	RESERVE - EQUIPMENT REPLACEMT RESERVE FOR VEHICLE REPLACEMENT, USED IN OPERATION RESERVE FOR VEHICLE REPLACEMENT, USED IN CONSTRUCTION



BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

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

057	PUBLIC WORKS SUPERVISOR		20,933	.25									
112	PUBLIC WORKS MANAGER 3				25,515	.33	28,160	30,992	.33	30,992	.33		
	26,472	.25											
170	PUBLIC WORKS LEAD				23,556	.34	21,817	24,528	.34	24,528	.34		
	39,937	.50											
176	PUBLIC WORKS EQUIPMNT OPERATOR				32,167	.50	34,724	34,403	.50	34,403	.50		
	93,886	1.50	34,617	.50									
177	PUBLIC WORKS TECHNICIAN				48,300	1.00	43,551	48,790	1.00	48,790	1.00		
	46,273	1.00	31,204	1.00									
274	SEASONAL WORKFORCE		4,904		13,000								
299	PAYROLL TAXES AND FRINGES				80,566		84,104	99,116		102,123			
	119,746		45,767										
TOTAL CLASS: 05 PERSONNEL SERVICES													
	326,314	3.25	137,425	1.75	223,104	2.17	212,356	237,829	2.17	240,836	2.17		

CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE				8,000		8,000	5,000		5,000			
	5,270		2,719										
305	SPECIAL DEPARTMENT SUPPLIES				7,500		7,500	7,500		7,500			
	6,835		4,417										
321	TRAVEL, TRAINING & SUBSISTENCE				1,950		1,950	1,950		1,950			
	2,916		3,001										
328	MEALS & RELATED EXPENSE												
			197										

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 057 PUBLIC WORKS SUPERVISOR
 FY 16-17 REFLECTS REALLOCATION OF THE PUBLIC WORKS SUPERVISOR POSITION FROM 100% IN 101-85-0732 TO 50% 101-85-0732 / 25% 502-85-0757 / 25% 513-85-0739
- 112 PUBLIC WORKS MANAGER 3
 FY 16-17 REFLECTS RE-ALLOCATION OF PUBLIC WORKS MANAGER 3 THAT WAS ALLOCATED 50/25/25 IN 501-85-0743 / 502-85-0757 / 513-85-0739 TO 50/50 501-85-0743 / 501-85-0742.
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 170 PUBLIC WORKS LEAD
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734 (SEWER/STORM MAINTENANCE).
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW EQUIPMENT OPERATOR IN THE STREET FUND TO 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO REORGANIZATION.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PW EQUIPMENT OPERATOR FROM 100% IN 502-85-0753 (SEWER MAINTENANCE) TO 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION).
- 177 PUBLIC WORKS TECHNICIAN
 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY AND THEN BEING FILLED AT A LOWER STEP THAN WAS BUDGETED.
- 274 SEASONAL WORKFORCE
- 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
 POWER TOOL REPLACEMENT
 TRAFFIC SAFETY SUPPLIES
 PUMP HOSES
 COMBINATION MACHINE TUBE REPLACEMENTS - MOVED TO GARAGE
- 305 SPECIAL DEPARTMENT SUPPLIES
 HAND TOOLS; REPLACEMENT BLADES; CUTTING CHAINS; LOCATE PAINT; PLYWOOD & LUMBER;
 TRAFFIC CONES AND SIGNS; EROSION CONTROL; BARRICADES; LIFTING STRAPS AND CHAINS.
- 321 TRAVEL, TRAINING & SUBSISTENCE
 1 - SHORT SCHOOL, CLACKAMAS COMMUNITY COLLEGE \$225
 1 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$250 REGISTRATION + \$400 T&S) \$650
 1 - VACTOR TRAINING \$225
 1 - AWWA CONFERENCE NEWPORT WITH 3 NIGHT STAY (\$250 REGISTRATION + \$500 T&S) \$750
 1 - PACP USER CONFERENCE \$100
- 328 MEALS & RELATED EXPENSE
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

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
361	UNIFORMS & SPECIAL CLOTHING												
	3,664		3,171		1,500		1,500	1,950		1,950			
425	DUMPING EXPENSES												
	320				2,000		2,000	2,000		2,000			
434	CONSTRUCTION MATERIALS												
	2,381		11,310		35,000		5,000	35,000		35,000			
511	PROFESSIONAL SERVICES												
	2,067		906		117,000		107,000	100,500		100,500			
551	RENTS AND LEASES												
	1,196		1,232		3,750		3,750	3,300		3,300			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	24,649		26,953		176,700		136,700	157,200		157,200			
CLASS: 15 CAPITAL OUTLAY													
671	EQUIPMENT												
	25,925				77,000		77,000	10,000		10,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	25,925				77,000		77,000	10,000		10,000			
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
	6,746		18,390		19,278		19,278	22,307		22,307			
TOTAL CLASS: 25 TRANSFERS													
	6,746		18,390		19,278		19,278	22,307		22,307			
TOTAL PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION													
	383,634	3.25	182,768	1.75	496,082	2.17	445,334	427,336	2.17	430,343	2.17		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	3,402,539	10.19	3,226,617	8.19	10,922,692	8.77	3,108,901	10,225,124	8.67	10,176,162	8.67		
TOTAL FUND: 502 SEWER FUND													
	5,058,784	14.56	4,402,403	12.76	14,349,704	13.34	5,787,261	13,111,786	13.24	13,112,386	13.67		

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

361	UNIFORMS & SPECIAL CLOTHING RAIN GEAR, SAFETY GLASSES, GLOVES AND BOOTS 3 EMPLOYEES AT \$650 EACH \$1,950
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL \$2,000
434	CONSTRUCTION MATERIALS COLD MIX, CONCRETE, ROCK, STRUCTURES, FITTINGS, PIPE AND POLLUTION CONTROL DEVICES. PIPE AND STRUCTURE REPAIRS FROM CITY WORKS LIST
511	PROFESSIONAL SERVICES PORTABLE RESTROOM SERVICING, STREET CUTTING AND TRUCKING \$2,000 TRAFFIC CONTROL, CORE DRILLING, AND CLEANING COVERALLS \$3,000 MANHOLE SEALING AND ADJUSTMENTS FOR OVERLAYS & MAINTENANCE (70 MANHOLES @ \$1,150) \$80,500 TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$5,000 TRUCKING 100 HOURS AT \$100 / HOUR \$10,000
551	RENTS AND LEASES MISC. EQUIPMENT RENTAL (EXCAVATOR, FUSION MACHINE, STEEL PLATES, SHORING EQUIPMENT) \$2,000 ARCTIC STORAGE LOT LEASE \$1,300
671	EQUIPMENT STANLEY MB05 BREAKER WITH HOSE KIT, MOUNTING TOP, POINTED & CHISEL BITS FOR TAKEUCHI TB260 \$10,000
817	TRSFRS TO GARAGE FUND

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
502-72	CAPITAL DEVELOPMNT-ENGINEERING											
502-72-0740-05-046	PRINCIPAL ENGINEER	0.25	532			33,165				33,165	16,905	50,070
502-72-0740-05-051	CITY ENGINEER	0.34	708			43,036				43,036	22,419	65,455
502-72-0740-05-084	PROJECT ENGINEER 1	2.10	4,360			199,660				199,660	120,460	320,120
502-72-0740-05-221	SUPPORT SPECIALIST 2	0.25	522	1		11,797	33			11,831	5,107	16,938
	ENTERPRISE MGMT & ADMIN	2.94	6,122	1		287,658	33			287,692	164,891	452,583
	**** DEPARTMENT TOTAL ****	2.94	6,122	1		287,658	33			287,692	164,891	452,583

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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
502-85	PUBLIC WORKS - OPERATIONS											
502-85-0753-05-049	PROG COORDINATOR -PUBLIC	1.00	904			25,719				25,719	20,300	46,019
502-85-0753-05-057	PUBLIC WORKS SUPERVISOR	0.50	1,040	10		37,494	504			37,993	29,633	67,626
502-85-0753-05-112	PUBLIC WORKS MANAGER 3	0.50	1,080			57,815				57,819	35,933	93,752
502-85-0753-05-170	PUBLIC WORKS LEAD	0.50	1,040	11		28,067	549		175	28,794	16,740	45,534
502-85-0753-05-176	PUBLIC WORKS EQUIPMNT	2.00	4,200	55		123,877	2,342		270	126,489	98,459	224,948
502-85-0753-05-177	PUBLIC WORKS TECHNICIAN	2.00	4,210	83		116,044	3,434		540	120,018	100,809	220,827
502-85-0753-05-188	INVENTORY CONTROL TECHNICIAN	0.10	218	7		5,954	283		33	6,269	4,045	10,314
502-85-0753-05-274	SEASONAL WORKFORCE		1,766			29,992			8	30,000	4,360	34,360
502-85-0753-05-275	TEMPORARY EMPLOYEES		1,479	6		46,732	301		26	47,059	7,248	54,307
	SEWER SYSTEM MAINTENANCE	6.60	15,937	172		471,693	7,412		1,052	480,160	317,527	797,687
502-85-0757-05-112	PUBLIC WORKS MANAGER 3	0.33	688			28,162				28,160	12,491	40,651
502-85-0757-05-170	PUBLIC WORKS LEAD	0.34	696	5		21,506	221		92	21,817	17,834	39,651
502-85-0757-05-176	PUBLIC WORKS EQUIPMNT	0.50	1,102	49		32,443	2,150		135	34,724	21,719	56,443
502-85-0757-05-177	PUBLIC WORKS TECHNICIAN	1.00	2,044	10		42,958	323		270	43,551	32,060	75,611
0835	SEWER SYSTEM CONSTRUCTION	2.17	4,529	63		125,068	2,694		497	128,252	84,104	212,356
	**** DEPARTMENT TOTAL ****	8.77	20,466	235		596,761	10,106		1,549	608,412	401,631	1,010,043

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
502-72	CAPITAL DEVELOPMNT-ENGINEERING											
502-72-0740-05-046	PRINCIPAL ENGINEER	0.25	540			34,510				34,510	18,667	53,177
502-72-0740-05-051	CITY ENGINEER	0.34	708			45,188				45,188	24,860	70,048
502-72-0740-05-084	PROJECT ENGINEER 1	2.10	4,368			206,709				206,709	135,670	342,379
502-72-0740-05-221	SUPPORT SPECIALIST 2	0.25	520	5		12,646	180			12,825	5,971	18,796
	ENTERPRISE MGMT & ADMIN	2.94	6,136	5		299,053	180			299,232	185,168	484,400
	**** DEPARTMENT TOTAL ****	2.94	6,136	5		299,053	180			299,232	185,168	484,400

0836

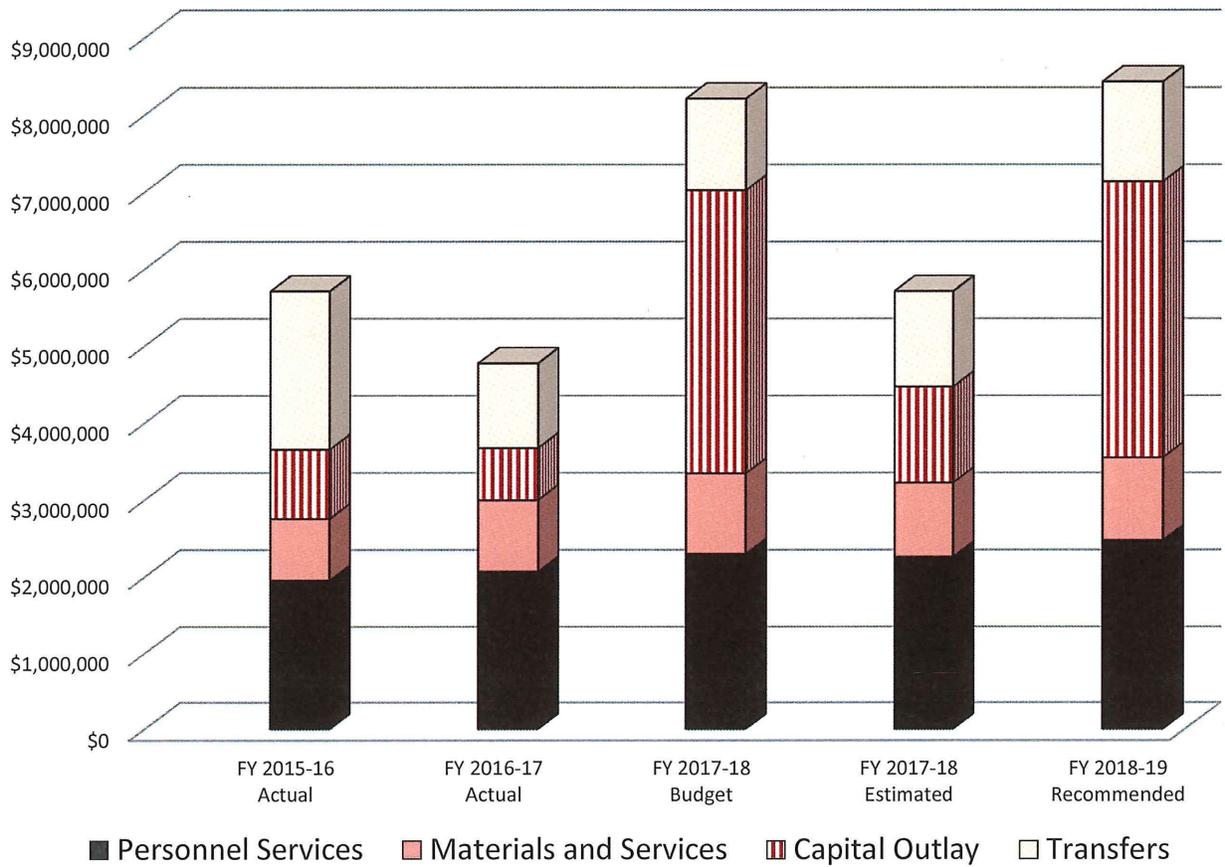
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
502-85	PUBLIC WORKS - OPERATIONS											
502-85-0753-05-049	PROG COORDINATOR -PUBLIC	1.00	2,080			61,537				61,537	53,112	114,649
502-85-0753-05-057	PUBLIC WORKS SUPERVISOR	0.50	1,050	10		40,837	558		80	41,475	34,087	75,562
502-85-0753-05-112	PUBLIC WORKS MANAGER 3	0.50	1,080			59,262				59,262	41,554	100,816
502-85-0753-05-170	PUBLIC WORKS LEAD	0.50	1,040	15		30,407	647		215	31,269	19,169	50,438
502-85-0753-05-176	PUBLIC WORKS EQUIPMNT	2.00	4,160	40		125,616	1,812		620	128,048	110,139	238,187
502-85-0753-05-177	PUBLIC WORKS TECHNICIAN	2.00	4,160	60		117,102	2,534		700	120,336	113,498	233,834
502-85-0753-05-274	SEASONAL WORKFORCE		1,943			32,992			8	33,000	2,595	35,595
502-85-0753-05-275	TEMPORARY EMPLOYEES		746			21,977			23	22,000	1,089	23,089
	SEWER SYSTEM MAINTENANCE	6.50	16,259	125		489,730	5,551		1,646	496,927	375,243	872,170
502-85-0757-05-112	PUBLIC WORKS MANAGER 3	0.33	687			30,992				30,992	14,860	45,852
502-85-0757-05-170	PUBLIC WORKS LEAD	0.34	708	15		23,536	850		146	24,528	21,781	46,309
502-85-0757-05-176	PUBLIC WORKS EQUIPMNT	0.50	1,060	50		32,004	2,264		135	34,403	23,437	57,840
502-85-0757-05-177	PUBLIC WORKS TECHNICIAN	1.00	2,080	10		48,173	347		270	48,790	42,045	90,835
	SEWER SYSTEM CONSTRUCTION	2.17	4,535	75		134,705	3,461		551	138,713	102,123	240,836
	**** DEPARTMENT TOTAL ****	8.67	20,794	200		624,435	9,012		2,197	635,640	477,366	1,113,006

0837

STORM DRAIN FUND SUMMARY 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

Storm Drain - 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	\$1,954,373	\$2,066,849	\$2,297,704	\$2,258,699	\$2,473,534	7.65%
Materials and Services	799,636	929,275	1,044,055	962,312	1,073,987	2.87%
Capital Outlay	898,524	675,336	3,676,685	1,245,692	3,582,650	-2.56%
Transfers	2,054,121	1,098,161	1,185,605	1,237,967	1,292,542	9.02%
SUB-TOTAL	\$5,706,654	\$4,769,621	\$8,204,049	\$5,704,670	\$8,422,713	
Contingency			2,614,760		2,525,489	
Reserve - Conveyance			2,040,226		2,088,577	
Reserve - Quality			157,303		221,871	
Reserve - Quantity			632,816		671,854	
Dedicated Surcharges			1,554,252		2,316,411	
Contingency - Equip.			1,247,243		838,090	
TOTAL	\$5,706,654	\$4,769,621	\$16,450,649	\$5,704,670	\$17,085,005	
FTE's	19.59	19.59	20.17		20.45	

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

Personnel services:

FY 2018-19 reflects a net increase of .28 FTE consisting of: a .33 FTE Accounting Assistant position in Utility Billing; the transfer of .10 FTE Senior Accountant from the General Fund to the Sewer Fund to more accurately reflect the position's work plan; the reallocation of a .15 FTE Inventory Control Technician from the Sewer Fund to the Garage Fund. 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

Capital outlay:

No Significant Change

Transfers:

No Significant Change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 513 STORM DRAIN	SUMMARY FOR STORM DRAIN FUND: INCLUDING: CIP PROJECTS, FINANCE, AND PUBLIC WORKS
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MISSION STATEMENT:

To provide a surface and storm water collection system that reduces flooding and enhances water quality. Utilize asset management software to inventory, track, schedule and report maintenance activities for the storm drainage and surface water collection system.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	19.59	19.59	20.17	20.45	0.00
PERSONNEL SERVICES	\$1,954,373	\$2,066,849	\$2,297,704	\$2,473,534	\$0
MATERIALS & SERVICES	799,636	929,275	1,044,055	1,073,987	0
CAPITAL OUTLAY	898,524	675,336	3,676,685	3,582,650	0
TRANSFERS	2,054,121	1,098,161	1,185,605	1,292,542	0
CONTINGENCY	0	0	8,246,600	8,662,292	0
TOTAL	\$5,706,654	\$4,769,621	\$16,450,649	\$17,085,005	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$9,017,120	\$9,537,988	\$10,570,842	\$10,916,055	\$0
Storm Sewer Connection Fees	784,898	310,229	500,000	240,000	0
Miscellaneous Revenues	378,705	155,056	163,450	222,850	0
Customer Service Charges	5,052,939	5,334,001	5,199,338	5,693,000	0
Transfers from Other Funds	10,982	3,189	17,019	13,100	0

Storm Drain Projects:

3915 Misc. Conveyances (SDC) Projects	142,528	21,570	550,000	370,000	0
3915 Misc. Conveyances transfer to CIP	1,042,040	0	0	0	0
3916 Misc. Quantity (SDC) Project	0	19,087	65,000	65,000	0
3917 Misc. Quality (SDC) Project	64,328	83,609	100,000	100,000	0
3950 Maintenance & Replacement Projects	660,613	318,023	2,199,000	2,955,000	0

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

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

PROGRAM GOAL:

To provide cost-effective storm drainage engineering, planning, and management expertise to improve and maintain the city's storm drainage infrastructure in ways that preserve and enhance the community and environment.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.93	2.73	2.73	2.73	0.00
PERSONNEL SERVICES	\$246,834	\$286,094	\$401,661	\$406,121	\$0
MATERIALS & SERVICES	2,415	1,101	28,570	24,440	0
CAPITAL OUTLAY					
TRANSFERS	1,157	711	47,616	21,522	0
TOTAL	\$250,406	\$287,906	\$477,847	\$452,083	\$0

Program Objectives:

- To develop and design Storm Drainage Capital Improvement Projects that will:
 - Address flooding problems with a focus on projects that flood structures or critical infrastructure.
 - Provide additional conveyance and surface water runoff (stormwater) treatment capacity for future development and redevelopment
 - Provide major maintenance, repair, and/or replacement of stormwater infrastructure
 - Improved water quality and function of the area's creeks
 - Enhance stormwater (surface water runoff treatment) facilities and processes (Community Vision Action # 79)
- To provide customer service to city residents and other city departments with complex storm drainage issues.
- Foster strong intergovernmental relations with partner agencies

Progress on FY 2017-18 Action Plan:

- Continue work on the storm drainage master plan(s) and other drainage studies.
- Continue to implementation of the Stormwater Management Approach for South Cooper Mountain area.
- Provided technical support to BURA (Beaverton Urban Redevelopment Agency).
- Participated in the update of the CWS Design and Construction Standards and completed the update to the Beaverton Engineering Design Manual in order to comply with permit conditions of the recently issued NPDES (National Pollutant Discharge Elimination System) MS-4 (Municipal Separate Storm Sewer System) permit and to create surface water management infrastructure that is maintenance friendly
- Continued to maintain an excellent working relationship with staff from Washington County Department of Land Use and Transportation, Clean Water Services and the City of Tigard.
- Provided customer service to city residents and other city staff with complex storm drainage issues that needed professional engineer assistance
- Projects started, completed or continued include the following:
 - 3106 Menlo Drive Sidewalk Project – Design work in progress
 - 4118A Settler Way Utility Replacement Phase 1– Design and Construction
 - 4118B Settler Way Utility Replacement Phase 2– Design
 - 5088A SW Walker Road, Schendel to 173rd Washington County MSTIP – done
 - 5090 SW 158th, Jenkins to Walker Road Washington County MSTIP– construction almost done
 - 5090(a) SW Jenkins Road, 158th to Murray Blvd Washington County MSTIP– design
 - 5092 SW 175th Scholls Ferry Road to Alvord Washington County MSTIP– construction started
 - 8098 Dover Area (South) Utility Rehabilitation and Replacement – delayed
 - 8101 Storm Drainage Master Plan – delayed

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

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

- 8119 141th Ave (Millikan Way to Vernier Driveway) Storm Conveyance Pipe and stormwater outfall to Beaverton Creek Retrofit – design.
- 8122 Major CIPP Storm Pipe Rehabilitation/Replacement Project – delayed
- 8128 Jamieson SWM project, Phase 1b - deleted
- 8130 144th Ave Flood Remediation and Habitat Restoration Project – construction started
- 8132 Small Works– work in progress

FY 2018-19 Action Plan

- Continue coordination with Operations field maintenance staff and Engineering staff regarding the design of surface water runoff treatment facilities as well as maintenance and replacement projects.
- Continue to provide contract administration, coordination, and field inspection, and quality control of consultant contracts to prepare cost estimates, final design, and construction contract documents for storm drainage projects; or, provide expertise and oversight on storm drainage design projects delegated to the Engineering Division for implementation.
- Continue to provide expertise for the City’s civic projects such as the BCA (Beaverton Center for the Arts) and the PSC (Public Safety Center)
- Continue to provide expertise, coordination, and design review on development projects submitted via the City’s Land Use and Site Development Permit process
- Continue participation in a CWS/City CIP Coordinating and Prioritization Committee as well as the City/County/District (Co-Implementer) Technical Committee.
- Participate in the next round of updates to the CWS Design and Construction Standards to address hydromodification.
- Invest in regional public surface water runoff (stormwater) treatment facilities to help promote redevelopment in an area that is targeted for increased density and pedestrian connectivity according to the Central City Strategy of the Civic Plan, including portions of SW Canyon Road and the BURA boundary. A regional facility collects and treats surface water runoff from a large area that could see multiple redevelopment projects and allows them to develop without having to provide on-site treatment. The larger regional facilities provide efficient operations. CIP projects 8119, 8135A, and 8135B are intended to achieve this for their respective watershed areas.
- Projects to be started, completed or continued include the following:
 - 3106 Menlo Drive Sidewalk Project – work in progress, may start construction
 - 4118B Settler Way Utility Replacement Phase 2– Finish design, construction
 - 5088B SW Walker Road, Murray Blvd to 158th Washington County MSTIP - design
 - 5088C SW Walker Road, SW173rd to SW 185th Washington County MSTIP - design
 - 5089, SW Walker Road and SW Murray Blvd Intersection Washington County MSTIP - design
 - 5090(a) SW Jenkins Road, 158th to Murray Blvd Washington County MSTIP– design
 - 5092 SW 175th Scholls Ferry Road to Alvord Washington County MSTIP– finish construction
 - 8098 Dover Area (South) Utility Rehabilitation and Replacement – design
 - 8101 Storm Drainage Master Plan – start work
 - 8119 141th Ave (Millikan Way to Vernier Driveway) Storm Conveyance Pipe and stormwater outfall to Beaverton Creek Retrofit – design.
 - 8122 Major CIPP Storm Pipe Rehabilitation/Replacement Project – design and construction
 - 8130 144th Ave Flood Remediation and Habitat Restoration Project – finish construction
 - 8132 Small Works (includes activities such as debris screen replacements, roadway seepage mitigating, storm drain mural project, etc. - work in progress
 - 8135A 11750 SW BH Hwy Stormwater Outfall to Beaverton Creek Retrofit – design
 - 8135B 4140 SW Watson Ave Stormwater Outfall to Beaverton Creek Retrofit – design

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

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0740 ENTERPRISE MANAGEMENT & ADMIN.	PROGRAM MANAGER: DAVID WINSHIP

Workload Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Number of miles of underground, storm drainage piping system	250	252	252 / 246	246
Number of miles of storm drain pipes rehabilitated/replaced or added	.5	1	.5	2
Number of City storm active CIP projects overseen or worked on during fiscal year	18	16	14	15

Performance Outcomes and Program Trends:

Through storm drainage system master planning and storm CIP implementation, the city will replace, rehabilitate, and/or enhance the existing infrastructure, where necessary and prudent, to improve drainage service to current customers and provide for future customers. The program will help to ensure that development plans approved by the city have provided adequate drainage service with appropriate storm water quantity and quality control as well as proper maintenance access to the proposed, publicly-maintained parts of the drainage system.

The number of customer accounts and increased runoff from new impervious surface continues to rise each year with residential, commercial, and industrial development. Projects to accommodate this development are anticipated to be ongoing for the foreseeable future. Newly annexed areas from Washington County and Clean Water Services (CWS) typically have older infrastructure which occasionally needs to be maintained, replaced, and/or improved for the benefit of existing and new development. As the storm water system within the city ages, replacement of existing infrastructure that has reached the end of its service life is ongoing. These replacement needs are funded primarily by the \$2.00 per equivalent dwelling unit monthly surface water management surcharge.

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

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0734 STORM DRAIN MAINTENANCE	PROGRAM MANAGER: TERRY PRIEST

Program Goal:

To provide a storm drainage and surface water collection system that protects the community from flooding and promotes water quality through regular street sweeping, periodic cleaning and inspection of storm lines, removal of debris from the stormwater system, while developing community awareness through cost effective creek and pond enhancement projects in conjunction with community groups and volunteer organizations. In furtherance of Community Vision Action #79: *Enhance stormwater treatment facilities and processes*, the Storm Maintenance section will work with the Neighborhood Association Committees to plan, perform and maintain local Water Quality Facilities.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	12.98	13.48	13.65	13.50	0.00
PERSONNEL SERVICES	\$1,359,880	\$1,462,045	\$1,507,632	\$1,620,812	\$0
MATERIALS & SERVICES	597,399	713,446	615,860	660,884	0
CAPITAL OUTLAY	31,055	233,047	719,685	92,650	0
TRANSFERS	1,008,833	1,090,149	1,133,509	1,262,517	0
CONTINGENCY	0	0	8,246,600	8,662,292	0
TOTAL	\$2,997,167	\$3,498,687	\$12,223,286	\$12,299,155	\$0

STORM DRAINAGE INVENTORY SUMMARY

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19*
Storm Drain Conduit	1,322,604 lf	1,353,416 lf	1,299,925 lf	1,300,000 lf
Manholes	5,400	5,503	5,351	5,370
Catch Basins	8,100	8,209	7,790	7,800
Water Quality (WQ) Structures	348	355	340	344
Water Quality (WQ) Facilities	142	146	223	227
Storm Detention Pipes	128	133	153	153
Storm Water Filters	87	94	95	98
Street Sweeping (lane miles, and downtown 2X)	473 miles	482 miles	495 miles	495 miles

**See Performance Outcomes and Program Trends for explanation*

In accordance with the Code of Federal Regulations (CFR) §122.26, as a large municipal separate storm sewer system (MS4s) the City of Beaverton must obtain a National Pollutant Discharge Elimination System (NPDES) Permit. Over the years the program objectives have evolved to better measure the performance of storm system maintenance activities. This budget document reflects data reported to Clean Water Services (CWS) and the Department of Environmental Quality (DEQ).

The storm drainage maintenance crews have been gathering data during the course of regular maintenance to efficiently create an accurate database for mapping, managing and tracking maintenance activities. Pipe data is collected during video inspection using a scoring system that uniformly scores pipe condition. This aids in making sure that the entire storm system is properly maintained and functional to more efficiently provide water quality, and prevent stream erosion and flooding.

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

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0734 STORM DRAIN MAINTENANCE	PROGRAM MANAGER: TERRY PRIEST

Program Objective:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Perform maintenance services and inspections to meet regulatory requirements:	Actual	Actual	Budgeted/Revised	Proposed
Routine Pipeline Cleaning: Clean & remove debris from the Storm Drain system every 6 years – linear feet LF	221,000	225,569	214,195 / 216,654	216,700
Routine Pipeline Inspection: Inspection of the storm drain system every 8 years LF	166,000	169,177	161,000 / 162,490	162,500
Clean sumped catch basins annually	2,884	2,997	2,892 / 2,928	2,928
Clean Water Quality (WQ) Structures: Clean twice annually	696	710	708 / 682	710
WQ Facilities Maintenance: Maintain two times a year minimum	891	973	572* / 450	450
Storm Detention Pipes: Maintain with routine pipeline schedule or as needed.	132	124	16* / 25	26
Storm Water Filters: Inspect annually, maintain as needed	87	95	95 / 95	97
Sweep curbed public streets: monthly	6,138 mi	6,266 mi	6,435 / 5,940 mi	5.940 mi

* Denotes change in permit requirements: WQ facilities 2 times/yr. and as needed.
Detention pipe from inspect annually to clean on routine pipe schedule or as needed.

Progress on FY 2017-18 Action Plan:

- As part of the *Community Vision Goal: Build Community*, the storm maintenance section worked with CWS, Friends of Trees, volunteers, and property owners on the Fanno Creek enhancement project (off Denney Road) and Barrows Meadow creek enhancement project. Both projects are large sites which were separated into multiple projects. Additionally, maintenance of the previous projects on these sites is included in the work we do.
- As part of the *Community Vision Goal: Build Community*, staff continued the leaf removal program utilizing drop sites in or near each Neighborhood Association Committee (NAC). This year the City used four locations to provide a more efficient service for the NAC's leaf drop offs. Leaf drops offs generated 1,110 of the total 3,720 cubic yards of leaves collected this year. Furthermore, the City encourages citizens to donate canned goods when dropping off leaf debris. This year staff donated 5,450 pounds of food to local charities.
- As part of the *Community Vision Goal: Enhance Livability*, the storm maintenance section has been working on pond rehabilitation projects: We have rehabilitated eleven water quality facilities and will be working with the NAC's to schedule mulching projects this spring. By getting greater involvement from the NAC's we will increase awareness, while developing a sense of community through enhancing our stormwater treatment facilities and processes.

FY 2018-19 Action Plan:

- As part of the *Community Vision Goal: Build Community*, the storm maintenance section will work with CWS, Friends of Trees, volunteers and property owners on Fanno Creek (off Denney Road) creek enhancement project and performing maintenance to ensure previous years projects continue to be successful.
- As part of the *Community Vision Goal: Build Community*, The storm maintenance section will continue the leaf removal program at NAC locations around the City.
- As part of the *Community Vision Goal: Enhance Livability*, the storm maintenance section will meet with the NAC's on each of the pond & creek rehabilitation projects: Staff will identify facilities for the next five fiscal years and will

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

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0734 STORM DRAIN MAINTENANCE	PROGRAM MANAGER: TERRY PRIEST

be working with the NAC's to coordinate volunteers for different phases of the projects. By getting greater involvement from the NAC's we will increase awareness, develop a sense of community, while enhancing our stormwater treatment facilities and processes.

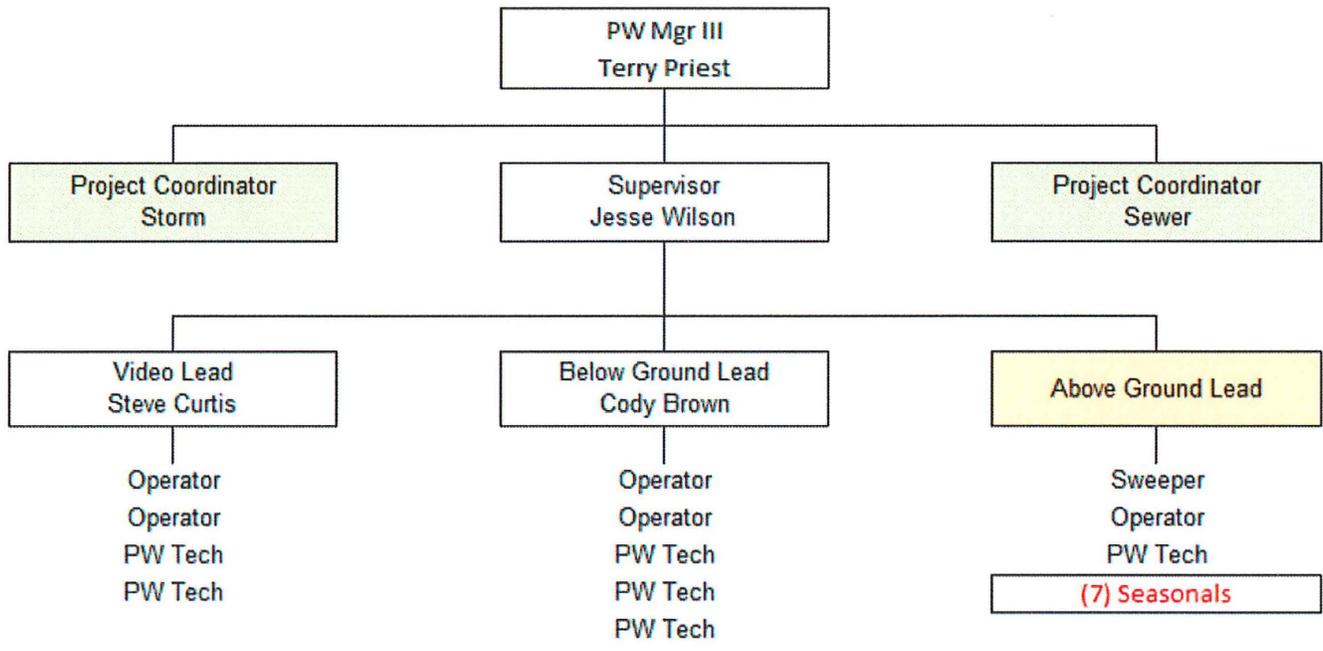
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Performance Measures: *	Actual	Actual	Budgeted/Revised	Proposed
Perform maintenance services and inspections to meet regulatory requirements:				
Routine Pipeline Cleaning: amount cleaned per quarter – linear feet (LF)	55,250	56,392	53,550 / 54,165	54,175
Routine Pipeline Inspection: amount inspected per quarter - LF	41,500	42,294	40,250 / 40,623	40,625
Sumped catch basins cleaned per quarter	721	723	723 / 732	739
Clean Water Quality Structures: amount cleaned per quarter	174	178	177 / 171	171
Storm Detention Pipes: number of pipes cleaned per quarter.	33	31	4 / 9	9
Storm Water Filters: number of filters replaced	350	347	350 / 364	366
Material (tons) removed from system annually	490	505	500 / 500	505
Sweeping material (cubic yards) kept out of system annually	750	750	750 / 760	770
WQ Facilities Rehabilitated projects: invasive vegetation removed, quality reestablished and native vegetation planted	11	16	22 / 16	11

Performance Outcomes and Program Trends:

Storm Drainage maintenance activities are designed to remove trash, dirt and sedimentary material that contain heavy metals and hydrocarbons from the system, reducing the amounts that enter local streams and ultimately the Tualatin River. The sooner you can remove the debris the more efficient the debris removal is; Last year we removed 1,400 cubic yards of debris through street sweeping. Through other maintenance activities 280 tons of material was removed from storm pipes, catch basins, water quality structures and facilities.

This year we are proposing to separate the duties in the existing Program Coordinator position in Sewer and convert the Engineering Technician II position to a Program Coordinator position in Storm. The Sewer Program Coordinator position would be responsible for the Fats Oil and Grease program and managing the locate program. The Storm Program Coordinator position will be responsible for the Private and Public Water Quality Facility Programs and the Creek enhancement program. In addition a Storm Technician position will be reclassified to Public Works Lead (Storm, above ground) in recognition of the work currently being done in an out of class assignment. These changes will be made without adding additional staff, positions will be reclassified to better represent the work being performed.

Sewer & Storm Organizational Chart 2018



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

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0739 STORM CONSTRUCTION	PROGRAM MANAGER: MARK OLSON

Program Goal:

To complete improvement projects and repairs to the city's storm and surface water system that increase system reliability and/or capacity, reduce flooding potential and include water quality enhancement elements. These projects promote city-wide beautification through replacement of the underground infrastructure which enhances surface water quality.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	3.25	1.75	2.16	2.16	0.00
PERSONNEL SERVICES	\$228,293	\$175,879	\$228,367	\$253,815	\$0
MATERIALS & SERVICES	17,848	22,257	182,000	184,000	0
CAPITAL OUTLAY	0	0	43,000	0	0
TRANSFERS	0	5,639	2,829	6,840	0
TOTAL	\$246,141	\$203,775	\$456,196	\$444,655	\$0

Program Objective:

Complete projects and make structural repairs to improve performance of the storm and surface water drainage system. Install water quality structures that provide better filtration of surface water. These projects help achieve *Community Vision Action # 79: Enhance stormwater treatment facilities and processes* –accumulate and filter surface water before it returns to open urban streams.

Progress on FY 2017-18 Action Plan:

- Responded to the needs identified by the maintenance staff and engineering studies regarding deficient inlets and piping system.
- Rehabilitated catch basins, manholes and older water quality structures as identified by inspection.
- Rehabilitated 28 unsumped catch basins to have sump to meet DEQ Permit requirements.

The construction crew worked on smaller rehabilitation storm projects in FY 2017-18. They completed storm drain repairs to the existing system to improve function during storm events. Rehabilitated 28 Catch basins to improve water quality.

FY 2018-19 Action Plan:

- Work with engineering to develop a 5 year plan for pipe and structural repairs identified by maintenance and the Storm master plan (in progress)
- Rehabilitate three outfalls

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Repairs to existing storm lines	8	6	5 / 5	5
Installation of new water quality structures	5	2	3 / 2	3
Catch basin retrofits	32	35	28 / 28	28
Number of structure repairs per year	5	3	5 / 5	5
Rehabilitation projects	79	64	50 / 18	47

Performance Outcomes and Program Trends:

This program involves routine construction to rehabilitate, repair, and replace deficient or failing catch basins. Perform maintenance repairs as recommended by storm maintenance video inspection. Perform small projects as identified. Respond during wet weather events.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN 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

-9,017,120	-9,537,988	-10,570,842	-10,570,842	-10,570,842	-10,912,055	-10,916,055
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-9,017,120	-9,537,988	-10,570,842	-10,570,842	-10,570,842	-10,912,055	-10,916,055
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

-178,348

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-178,348

CLASS: 20 PERMITS & FEES

347 STORM WTR DETENTION QUANTITY

-29,116	-7,639	-10,000	-18,462	-18,000	-20,000	-20,000
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348 STORM WTR DETENTION QUALITY

-16,009	-11,619	-5,000	-43,943	-45,000	-20,000	-20,000
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349 EROSION CONTROL FEES

-62,313	-42,775	-50,000	-76,400	-50,000	-50,000	-50,000
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352 STORM WATER CONVEYANCE FEES

-677,460	-248,196	-435,000	-154,458	-150,000	-150,000	-150,000
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TOTAL CLASS: 20 PERMITS & FEES

-784,898	-310,229	-500,000	-293,263	-263,000	-240,000	-240,000
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CLASS: 25 SERVICE FEES

364 CUSTOMER SERV CHARGES

-3,682,318	-3,960,944	-3,826,338	-3,369,593	-4,100,000	-4,300,000	-4,300,000
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367 UTILITY SURCHARGE

-1,374,854	-1,378,852	-1,380,000	-1,055,677	-1,400,000	-1,400,000	-1,400,000
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369 UTILITY SALES ALLOWANCES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN 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
	4,233		5,795		7,000		21,661	5,500	7,000		7,000			
TOTAL CLASS: 25 SERVICE FEES														
	-5,052,939		-5,334,001		-5,199,338		-4,403,609	-5,494,500	-5,693,000		-5,693,000			
CLASS: 35 MISCELLANEOUS REVENUES														
382 SALE OF CITY PROPERTY														
	-10,000		-2,185				-112,505	-70,395						
384 INVESTMENT INTEREST EARNINGS														
	-59,627		-106,376		-106,100		-106,582	-159,200	-195,500		-195,500			
389 MISCELLANEOUS REVENUES														
	-375		-25,063											
394 MISC INTEREST EARNINGS														
	-7,650		-6,950		-7,350			-7,350	-7,350		-7,350		-7,350	
398 SRVS PROVIDED TO OTHER FUNDS														
	-81,726		-5,017		-50,000		-17,512	-20,000	-20,000		-20,000		-20,000	
399 REIMBURSEMENTS - OTHER														
	-42		-191				-13,415	-13,415						
756 PERS RSRV DISTRIB-NON GAAP REV														
	-29,079													
757 MED/LIFE INS PREM REFUND DISTRIBUTION														
	-11,858		-9,274				-4,623	-4,623						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-200,357		-155,056		-163,450		-254,637	-274,983	-222,850		-222,850			

0850

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN 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: 40 INTERFUND TRANSFERS/LOANS

417 TRSFERS FROM ASSESSMENT FUND #1

	-10,982		-3,189		-17,019			-17,400		-13,100			-13,100	
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-10,982		-3,189		-17,019			-17,400		-13,100			-13,100	
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TOTAL DEPARTMENT: 03 REVENUE

	-15,244,644		-15,340,463		-16,450,649		-15,522,351	-16,620,725		-17,081,005			-17,085,005	
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0851

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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

046	PRINCIPAL ENGINEER													
	32,431	.25	33,040	.25	33,664	.25	26,307	33,165	34,510	.25	34,510	.25		
051	CITY ENGINEER													
	15,701	.33	38,901	.33	41,766	.33	32,561	41,772	43,856	.33	43,856	.33		
084	PROJECT ENGINEER 1													
	103,409	1.10	106,616	1.50	141,876	1.50	107,100	135,985	141,424	1.50	141,424	1.50		
124	ENGINEERING CONST INSPECTOR													
				.40	24,412	.40	19,433	24,922	26,813	.40	26,813	.40		
221	SUPPORT SPECIALIST 2													
	10,387	.25	11,003	.25	11,818	.25	9,315	11,831	12,825	.25	12,825	.25		
275	TEMPORARY EMPLOYEES													
					2,000									
299	PAYROLL TAXES AND FRINGES													
	84,906		96,534		146,125		102,329	129,169	140,897		146,693			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	246,834	1.93	286,094	2.73	401,661	2.73	297,045	376,844	400,325	2.73	406,121	2.73		

CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES													
	138		202		200		40	200	200		200			
307	MEMBERSHIP FEES													
	86		265		420		460	460	470		470			
318	COMPUTER SOFTWARE													
	2,012				2,250		2,000	2,000						
321	TRAVEL, TRAINING & SUBSISTENCE													
	149		100		3,000		2,365	3,000	3,000		3,000			
328	MEALS & RELATED EXPENSE													
					200			100	120		120			
361	UNIFORMS & SPECIAL CLOTHING													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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
					150		94	150	300		300			
511	PROFESSIONAL SERVICES													
	30		534		22,000		24,204	25,000	20,000		20,000			
536	MAINTENANCE CONTRACTS													
					350			350	350		350			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	2,415		1,101		28,570		29,163	31,260	24,440		24,440			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	1,157		711		826		571	826	1,387		1,387			
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
					20,076		16,730	20,076	10,038		10,038			
836	TRSFER TO GF, BVTN BLDG DEBT SVC													
					26,714		22,262	26,714	10,097		10,097			
TOTAL CLASS: 25 TRANSFERS														
	1,157		711		47,616		39,563	47,616	21,522		21,522			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	250,406	1.93	287,906	2.73	477,847	2.73	365,771	455,720	446,287	2.73	452,083	2.73		

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST

11,612 150,000 31,000 31,000 75,000 75,000

682 CONSTRUCTION

679,345 318,700 2,123,000 278,541 336,892 2,598,000 2,598,000

683 CONST DESIGN & ENGR INSPECTION

176,512 123,589 641,000 159,400 115,800 817,000 817,000

TOTAL CLASS: 15 CAPITAL OUTLAY

867,469 442,289 2,914,000 468,941 483,692 3,490,000 3,490,000

CLASS: 25 TRANSFERS

0854 814 TRSFERS TO CAPITAL PROJ. FUND

1,042,040

TOTAL CLASS: 25 TRANSFERS

1,042,040

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

1,909,509 442,289 2,914,000 468,941 483,692 3,490,000 3,490,000

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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

049	PROG COORDINATOR -PUBLIC WORKS								69,992	1.00	69,992	1.00		
057	PUBLIC WORKS SUPERVISOR													
	27,714	.50	33,733	.75	35,414	.50	30,167	38,001	41,485	.50	41,485	.50		
112	PUBLIC WORKS MANAGER 3													
	63,249	.58	37,313	.33	81,191	.83	68,148	85,970	90,248	.83	90,248	.83		
123	ENGINEERING TECH 2													
			56,735	1.00	56,983	1.00	50,584	64,652						
124	ENGINEERING CONST INSPECTOR													
	72,544	1.00	72,487	1.00	73,794	1.00	59,515	73,930	72,974	1.00	72,974	1.00		
170	PUBLIC WORKS LEAD													
	39,939	.50	32,189	.50	130,384	1.83	91,233	114,940	195,359	2.83	195,359	2.83		
176	PUBLIC WORKS EQUIPMNT OPERATOR													
	318,177	5.50	372,031	5.50	285,284	4.50	244,746	298,841	298,063	4.50	298,063	4.50		
177	PUBLIC WORKS TECHNICIAN													
	385,958	8.00	315,019	6.00	332,079	6.00	271,327	344,266	293,582	5.00	293,582	5.00		
188	INVENTORY CONTROL TECHNICIAN													
	7,519	.15	8,252	.15	8,881	.15	7,322	9,403						
274	SEASONAL WORKFORCE													
	53,601		64,436		70,000		45,982	70,000	75,000		75,000			
275	TEMPORARY EMPLOYEES													
	40,089		29,556				738							
299	PAYROLL TAXES AND FRINGES													
	579,383		616,173		661,989		525,788	642,671	714,824		737,924			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,588,173	16.23	1,637,924	15.23	1,735,999	15.81	1,395,550	1,742,674	1,851,527	15.66	1,874,627	15.66		

CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
					2,750		2,948	2,948	1,200		1,200			
304	DEPARTMENT EQUIPMENT EXPENSE													
	15,090		12,935		15,410		7,692	12,000	14,900		14,900			
305	SPECIAL DEPARTMENT SUPPLIES													
	38,437		40,067		37,750		29,945	34,000	39,200		39,200			
307	MEMBERSHIP FEES													
	922		830		1,850		600	1,500	1,175		1,175			
317	COMPUTER EQUIPMENT													
	4,271		967						3,000		3,000			
318	COMPUTER SOFTWARE													
			12,177		1,000		1,480	1,480						
0856 321	TRAVEL, TRAINING & SUBSISTENCE													
	5,889		7,806		9,900		5,983	7,900	10,025		10,025			
328	MEALS & RELATED EXPENSE													
	206		555											
351	UTILITIES EXPENSE													
	194		4,612		5,075		4,167	5,000	5,075		5,075			
361	UNIFORMS & SPECIAL CLOTHING													
	3,568		3,711		4,100		4,176	4,100	4,100		4,100			
419	CHEMICAL & LABORATORY SUPPLIES													
					250		102	250	259		259			
425	DUMPING EXPENSES													
	41,524		94,807		71,200		101,782	100,200	101,200		101,200			
428	FLOOD CONTROL													
	2,403		2,137		1,500		843	1,500	1,500		1,500			
433	STORM SEWER MAINTENANCE													
	1,080		21,671		20,500		12,468	20,500	22,000		22,000			
434	CONSTRUCTION MATERIALS													
	4,090		12,867		87,000		9,238	40,000	87,000		87,000			
461	SPECIAL EXPENSE													
	246		265		275		62	275	250		250			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
511	PROFESSIONAL SERVICES													
	182,452		185,680		255,689		170,668	229,000	257,500		257,500			
512	CITY RIGHT OF WAY FEES													
	312,483		331,980		277,111		196,000	270,000	290,000		290,000			
551	RENTS AND LEASES													
	2,392		2,636		6,500		2,536	6,500	6,500		6,500			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	615,247		735,703		797,860		550,690	737,153	844,884		844,884			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	31,055								37,650		37,650			
0857 671	EQUIPMENT													
			233,047		762,685		716,119	762,000	55,000		55,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	31,055		233,047		762,685		716,119	762,000	92,650		92,650			
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													
	280,673		330,520		318,887		265,739	318,887	332,806		332,806			
802	TRSFER TO GENERAL FD-ACCOUNTING													
	69,556		46,631		28,616		23,847	28,616	62,355		62,355			
803	TRSFER TO GENERAL FD-LANDSCAPE													
	12,723		13,871		16,043		13,369	16,043	16,734		16,734			
804	TRSFER - OPERATIONS ADMIN													
	214,314		252,722		247,169		205,974	299,531	237,588		237,588			
805	TRSFER TO G/F BLDG MAINT													
	11,923		12,288		14,244		11,870	14,244	12,398		12,398			
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)													
	69,124		84,496		141,672		118,060	141,672	153,606		153,606			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
817	TRSFERS TO GARAGE FUND													
	164,736		152,946		127,546		110,280	127,546	186,904		186,904			
818	TRSFERS TO ISD-ALLOCATED													
	102,671		94,268		117,908		98,257	117,908	142,713		142,713			
819	TRSFERS TO INSURANCE FUND													
	83,113		108,046		124,253		103,544	124,253	124,253		124,253			
TOTAL CLASS: 25 TRANSFERS														
	1,008,833		1,095,788		1,136,338		950,940	1,188,700	1,269,357		1,269,357			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
981	RESERVE - STORM SDC CONVEYANCE													
					2,040,226				2,088,577		2,088,577			
984	RESERVE - STORM SDC QUALITY													
					157,303				221,871		221,871			
985	RESERVE - STORM SDC QUANTITY													
					632,816				671,854		671,854			
986	RESERVE - DEDICATED SURCHARGES													
					1,554,252				2,316,411		2,316,411			
991	CONTINGENCY - UNRESERVED													
					2,614,760				2,593,258		2,525,489			
996	RESERVE - EQUIPMENT REPLACEMT													
					1,247,243				838,090		838,090			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					8,246,600				8,730,061		8,662,292			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	3,243,308	16.23	3,702,462	15.23	12,679,482	15.81	3,613,299	4,430,527	12,788,479	15.66	12,743,810	15.66		

0358

**STORM DRAIN FUND - PUBLIC WORKS
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
46	PRINCIPAL ENGINEER	0.25	0.25					0.25
49	PROG COORDINATOR -PUBLIC WORKS	0.00	0.00					0.00
51	CITY ENGINEER	0.33	0.33					0.33
57	PUBLIC WORKS SUPERVISOR	0.75	0.50					0.50
84	PROJECT ENGINEER 1	1.50	1.50					1.50
112	PUBLIC WORKS MANAGER 3	0.33	0.83					0.83
123	ENGINEERING TECH 2	1.00	1.00					1.00
124	ENGINEERING CONST INSPECTOR	0.40	0.40					0.40
124	ENGINEERING CONST INSPECTOR	1.00	1.00					1.00
170	PUBLIC WORKS LEAD	0.50	1.83					1.83
176	PUBLIC WORKS EQUIPMNT OPERATOR	5.50	4.50					4.50
177	PUBLIC WORKS TECHNICIAN	6.00	6.00					6.00
188	INVENTORY CONTROL TECHNICIAN	0.15	0.15					0.15
221	SUPPORT SPECIALIST 2	0.25	0.25					0.25
	Total	17.96	18.54	0.00	0.00	0.00	0.00	18.54

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
46	PRINCIPAL ENGINEER	0.25					0.25
49	PROG COORDINATOR -PUBLIC WORKS	0.00			1.00 ^a		1.00
51	CITY ENGINEER	0.33					0.33
57	PUBLIC WORKS SUPERVISOR	0.50					0.50
84	PROJECT ENGINEER 1	1.50					1.50
112	PUBLIC WORKS MANAGER 3	0.83					0.83
123	ENGINEERING TECH 2	1.00			(1.00) ^a		0.00
124	ENGINEERING CONST INSPECTOR	0.40					0.40
124	ENGINEERING CONST INSPECTOR	1.00					1.00
170	PUBLIC WORKS LEAD	1.83			1.00 ^b		2.83
176	PUBLIC WORKS EQUIPMNT OPERATOR	4.50					4.50
177	PUBLIC WORKS TECHNICIAN	6.00			(1.00) ^b		5.00
188	INVENTORY CONTROL TECHNICIAN	0.15		(0.15) ^c			0.00
221	SUPPORT SPECIALIST 2	0.25					0.25
	Total	18.54	0.00	(0.15)	0.00	0.00	18.39

^a FY 18-19 reflects reclassification of an Engineering Tech 2 position to Program Coordinator - Public Works.

^b FY 18-19 reflects reclassification of a Public Works Technician position to a Public Works Lead position.

^c FY 18-19 reallocates the Inventory Control Technician position from being split between General Fund, Street Fund, Water Fund, Sewer Fund, and the Storm Drain Fund to 100% in the Garage Fund.

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN 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												
		9,017,120	9,537,988	10,570,842	10,570,842	10,912,055		10,916,055					

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		9,017,120	9,537,988	10,570,842	10,570,842	10,912,055		10,916,055					
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV												
		178,348											

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		178,348											
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CLASS: 20 PERMITS & FEES

347	STORM WTR DETENTION QUANTITY												
		29,116	7,639	10,000	18,000	20,000		20,000					

348	STORM WTR DETENTION QUALITY												
		16,009	11,619	5,000	45,000	20,000		20,000					

349	EROSION CONTROL FEES												
		62,313	42,775	50,000	50,000	50,000		50,000					

352	STORM WATER CONVEYANCE FEES												
		677,460	248,196	435,000	150,000	150,000		150,000					

TOTAL CLASS: 20 PERMITS & FEES

		784,898	310,229	500,000	263,000	240,000		240,000					
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CLASS: 25 SERVICE FEES

364	CUSTOMER SERV CHARGES												
		3,682,318	3,960,944	3,826,338	4,100,000	4,300,000		4,300,000					

367	UTILITY SURCHARGE												
		1,374,854	1,378,852	1,380,000	1,400,000	1,400,000		1,400,000					

369	UTILITY SALES ALLOWANCES												
		-4,233	-5,795	-7,000	-5,500	-7,000		-7,000					

TOTAL CLASS: 25 SERVICE FEES

		5,052,939	5,334,001	5,199,338	5,494,500	5,693,000		5,693,000					
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BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV
 FY 15-16: METRO IGA FOR HALL CREEK ENHANCEMENT CIP #3950/PROJ #3320 \$178,348

347 STORM WTR DETENTION QUANTITY
 THE CITY RETAINS 100% OF THE SDC REVENUES (NOT SHARED WITH CWS).
 FY 15-16 BUDGET BASED UPON 125 SINGLE FAMILY RESIDENTIAL UNITS, 250 MULTI
 FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS
 FY 16-17 BUDGET BASED UPON 100 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI
 FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS
 FY 17-18 BUDGET BASED UPON 130 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI
 FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 18-19 BUDGET BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI
 FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

348 STORM WTR DETENTION QUALITY
 REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE

349 EROSION CONTROL FEES
 REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE

352 STORM WATER CONVEYANCE FEES
 REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE

364 CUSTOMER SERV CHARGES
 CLEAN WATER SERVICES SET THE STORM WATER MANAGEMENT RATES FOR THE REGION
 FY 15-16 REFLECTS A CWS BASE CHARGE OF \$7.25 PER ESU AND RETAINS THE SAME REVENUE
 SPLIT BETWEEN THE CITY (75%) AND CWS (25%)
 FY 16-17 REFLECTS A CWS BASE CHARGE OF \$7.75 PER ESU AND RETAINS THE SAME REVENUE
 SPLIT BETWEEN THE CITY (75%) AND CWS (25%)
 FY 17-18 REFLECTS A CWS BASE CHARGE OF \$8.25 PER ESU AND RETAINS THE SAME REVENUE
 SPLIT BETWEEN THE CITY (75%) AND CWS (25%)
 FY 18-19 REFLECTS A CWS BASE CHARGE OF \$10.25 PER ESU AND RETAINS THE SAME REVENUE
 SPLIT BETWEEN THE CITY (75%) AND CWS (25%)

367 UTILITY SURCHARGE
 THIS LINE ITEM ACCOUNTS FOR THE SEPARATE \$2 PER ESU (EQUIVALENT SERVICE UNIT) AND
 IS DEDICATED TO MAINTENANCE AND REHABILITATION OF STORM DRAINAGE FACILITIES

369 UTILITY SALES ALLOWANCES
 VARIOUS BILLING ADJUSTMENTS FOR IMPERVIOUS AREA TO CUSTOMER BILLS, WRITE
 OFF OF UNCOLLECTIBLE ACCOUNTS, WRITE OFF OF DELINQUENT CHARGES, WHEN
 APPROPRIATE.

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN 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: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY												
	10,000		2,185				70,395						
384	INVESTMENT INTEREST EARNINGS				106,100		159,200	195,500		195,500			
	59,627		106,376										
389	MISCELLANEOUS REVENUES												
	375		25,063										
394	MISC INTEREST EARNINGS				7,350		7,350	7,350		7,350			
	7,650		6,950										
398	SRVS PROVIDED TO OTHER FUNDS				50,000		20,000	20,000		20,000			
	81,726		5,017										
399	REIMBURSEMENTS - OTHER												
	42		191				13,415						
756	PERS RSRV DISTRIB-NON GAAP REV												
	29,079												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	11,858		9,274				4,623						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	200,357		155,056		163,450		274,983	222,850		222,850			

CLASS: 40 INTERFUND TRANSFERS/LOANS

417	TRSFERS FROM ASSESSMENT FUND #1				17,019		17,400	13,100		13,100			
	10,982		3,189										
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	10,982		3,189		17,019		17,400	13,100		13,100			

TOTAL PROGRAM: 0000 UNRESTRICTED

	15,244,644		15,340,463		16,450,649		16,620,725	17,081,005		17,085,005			
TOTAL DEPARTMENT: 03 REVENUE													
	15,244,644		15,340,463		16,450,649		16,620,725	17,081,005		17,085,005			

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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

046	PRINCIPAL ENGINEER												
	32,431	.25	33,040	.25	33,664	.25	33,165	34,510	.25	34,510	.25		
051	CITY ENGINEER												
	15,701	.33	38,901	.33	41,766	.33	41,772	43,856	.33	43,856	.33		
084	PROJECT ENGINEER 1												
	103,409	1.10	106,616	1.50	141,876	1.50	135,985	141,424	1.50	141,424	1.50		
124	ENGINEERING CONST INSPECTOR												
				.40	24,412	.40	24,922	26,813	.40	26,813	.40		
221	SUPPORT SPECIALIST 2												
	10,387	.25	11,003	.25	11,818	.25	11,831	12,825	.25	12,825	.25		
275	TEMPORARY EMPLOYEES												
					2,000								
299	PAYROLL TAXES AND FRINGES												
	84,906		96,534		146,125		129,169	140,897		146,693			

TOTAL CLASS: 05 PERSONNEL SERVICES

	246,834	1.93	286,094	2.73	401,661	2.73	376,844	400,325	2.73	406,121	2.73		
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES												
	138		202		200		200	200		200			
307	MEMBERSHIP FEES												
	86		265		420		460	470		470			
318	COMPUTER SOFTWARE												
	2,012				2,250		2,000						
321	TRAVEL, TRAINING & SUBSISTENCE												
	149		100		3,000		3,000	3,000		3,000			
328	MEALS & RELATED EXPENSE												
					200		100	120		120			
361	UNIFORMS & SPECIAL CLOTHING												
					150		150	300		300			
511	PROFESSIONAL SERVICES												
	30		534		22,000		25,000	20,000		20,000			
536	MAINTENANCE CONTRACTS												
					350		350	350		350			

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

046	PRINCIPAL ENGINEER POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.
051	CITY ENGINEER ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-0735.
084	PROJECT ENGINEER 1 FY 16-17 REFLECTS NEW 1 FTE PROJECT ENGINEER 1 POSITION THAT IS ALLOCATED 20% 101-72-0735, 40% 501-72-0740, AND 40% 513-72-0740
124	ENGINEERING CONST INSPECTOR FY 16-17 REFLECTS NEW 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735
221	SUPPORT SPECIALIST 2 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740.
275	TEMPORARY EMPLOYEES TEMPORARY EMPLOYEE TO REVIEW VIDEOS OF STORM PIPES LOOKING FOR BREAKS OR INTRUSIONS
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 MISCELLANEOUS SUPPLIES AND MATERIALS \$200
307	MEMBERSHIP FEES OREGON PROFESSIONAL ENGINEER BIANNUAL RENEWAL FOR ONE PROJECT ENGINEER \$200 AMERICAN SOCIETY OF CIVIL ENGINEERS FOR ONE PROJECT ENGINEER \$270
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE PROFESSIONAL DEVELOPMENT (TRAINING) TO MAINTAIN CIVIL ENGINEERING LICENSE \$3,000
328	MEALS & RELATED EXPENSE PROFESSIONAL SOCIETY LUNCH AND DINNER MEETINGS; SPONSORED MEETING WITH CITY/AGENCY TECHNICAL GROUP, PARKING EXPENSE \$120
361	UNIFORMS & SPECIAL CLOTHING 2 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS, & SAFETY EQUIP \$300 THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND. (MB, TW)
511	PROFESSIONAL SERVICES PROFESSIONAL SERVICES FOR STORMWATER MODELING, MAPPING, DOCUMENT REVIEW AND ENGINEERING DESIGN MANUAL UPDATE ASSOCIATED WITH STORMWATER ENGINEERING \$20,000
536	MAINTENANCE CONTRACTS ANNUAL SOFTWARE MAINTAIN COST FOR FLOWMASTER AND HYDROCAD SPECIALTY SOFTWARE

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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: 10 MATERIALS & SERVICES													
	2,415		1,101		28,570		31,260	24,440		24,440			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	1,157		711		826		826	1,387		1,387			
835	TRSFER TO GF, BVTN BLDG OPERATIONS												
					20,076		20,076	10,038		10,038			
836	TRSFER TO GF, BVTN BLDG DEBT SVC												
					26,714		26,714	10,097		10,097			
TOTAL CLASS: 25 TRANSFERS													
	1,157		711		47,616		47,616	21,522		21,522			
TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN													
	250,406	1.93	287,906	2.73	477,847	2.73	455,720	446,287	2.73	452,083	2.73		
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	250,406	1.93	287,906	2.73	477,847	2.73	455,720	446,287	2.73	452,083	2.73		

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$10,038/YR.)
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$13,357/YR.)

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

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

049	PROG COORDINATOR -PUBLIC WORKS												
								69,992	1.00	69,992	1.00		
057	PUBLIC WORKS SUPERVISOR												
	27,714	.50	12,801	.50	35,414	.50	38,001	41,485	.50	41,485	.50		
112	PUBLIC WORKS MANAGER 3												
	36,777	.33	37,313	.33	55,675	.50	57,810	59,256	.50	59,256	.50		
123	ENGINEERING TECH 2												
			56,735	1.00	56,983	1.00	64,652						
124	ENGINEERING CONST INSPECTOR												
	72,544	1.00	72,487	1.00	73,794	1.00	73,930	72,974	1.00	72,974	1.00		
170	PUBLIC WORKS LEAD												
			32,189	.50	107,523	1.50	93,763	171,551	2.50	171,551	2.50		
176	PUBLIC WORKS EQUIPMNT OPERATOR												
	284,928	5.00	337,416	5.00	253,109	4.00	264,110	263,652	4.00	263,652	4.00		
177	PUBLIC WORKS TECHNICIAN												
	327,073	6.00	260,226	5.00	273,428	5.00	288,098	233,936	4.00	233,936	4.00		
188	INVENTORY CONTROL TECHNICIAN												
	7,519	.15	8,252	.15	8,881	.15	9,403						
274	SEASONAL WORKFORCE												
	53,601		64,436		70,000		70,000	75,000		75,000			
275	TEMPORARY EMPLOYEES												
	39,819		29,556										
299	PAYROLL TAXES AND FRINGES												
	509,905		550,634		572,825		550,729	613,073		632,966			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,359,880	12.98	1,462,045	13.48	1,507,632	13.65	1,510,496	1,600,919	13.50	1,620,812	13.50		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
					2,750		2,948	1,200		1,200			

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049 PROG COORDINATOR -PUBLIC WORKS
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO PROGRAM COORDINATOR
- 057 PUBLIC WORKS SUPERVISOR
 THIS POSITION IS ALLOCATED 50/50 IN THE STORM DRAIN FUND AND THE SEWER FUND (502-85-0753)
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY.
- 112 PUBLIC WORKS MANAGER 3
 POSITION FUNDED BY STREET FUND, STORM DRAIN FUND, AND SEWER FUND.
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 123 ENGINEERING TECH 2
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE ENGINEERING TECH 2.
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO PROGRAM COORDINATOR
- 124 ENGINEERING CONST INSPECTOR
- 170 PUBLIC WORKS LEAD
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50
 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734
 (SEWER/STORM MAINTENANCE).
 FY 17-18 REFLECTS 1 FTE INCREASE DUE TO RECLASSIFICATION AND REALLOCATION OF
 1 FTE PW EQUIPMENT OPERATOR IN THE STORM DRAIN FUND.
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE PUBLIC WORKS LEAD.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
- 177 PUBLIC WORKS TECHNICIAN
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE ENGINEERING TECH 2.
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE PUBLIC WORKS LEAD.
- 188 INVENTORY CONTROL TECHNICIAN
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM
 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN
 THE GARAGE FUND.
- 274 SEASONAL WORKFORCE
 SEASONAL HELP FOR DRAINAGE FACILITY MOWING, POND RESTORATION/MAINTENANCE, CREEK
 ENHANCEMENT AND LEAF PROGRAM. MAINTENANCE OF 50 PONDS (\$25,000); POND ENHANCEMENT
 (\$10,000); CREEK ENHANCEMENT (\$15,000); LEAF PROGRAM (\$20,000)
- 275 TEMPORARY EMPLOYEES
 NO APPROPRIATION REQUESTED
- 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
 4 CHAIRS @ \$300 \$1,200

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

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
304	DEPARTMENT EQUIPMENT EXPENSE												
	10,321		10,130		8,410		8,000	7,900		7,900			
305	SPECIAL DEPARTMENT SUPPLIES												
	33,367		37,318		32,250		32,000	34,200		34,200			
307	MEMBERSHIP FEES												
	922		830		1,550		1,200	875		875			
317	COMPUTER EQUIPMENT												
	4,271		967					3,000		3,000			
318	COMPUTER SOFTWARE												
			12,177		1,000		1,480						
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,006		7,782		7,900		7,900	8,025		8,025			
328	MEALS & RELATED EXPENSE												
	206		380										
351	UTILITIES EXPENSE												
	194		4,612		5,075		5,000	5,075		5,075			
361	UNIFORMS & SPECIAL CLOTHING												
	3,568		3,711		4,100		4,100	4,100		4,100			
419	CHEMICAL & LABORATORY SUPPLIES												
					250		250	259		259			
425	DUMPING EXPENSES												
	41,464		93,637		70,000		99,000	100,000		100,000			
428	FLOOD CONTROL												
	2,403		2,137		1,500		1,500	1,500		1,500			
433	STORM SEWER MAINTENANCE												
	1,080		21,671		20,500		20,500	22,000		22,000			
461	SPECIAL EXPENSE												
	246		265		275		275	250		250			
511	PROFESSIONAL SERVICES												

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
304	DEPARTMENT EQUIPMENT EXPENSE NOZZLES \$5,000 PUMP & 1500 GAL TANK \$2,000 WEED WACKERS * 2 @ \$450 \$900
305	SPECIAL DEPARTMENT SUPPLIES LINE CLEANING SUPPLIES \$2,000 VIDEO SUPPLIES \$5,000 VIDEO CABLE 1500' @ 4.90/FT \$7,500 GUTTER BROOMS THREE STREET SWEEPERS 2 PALLETS @ \$1,754/PALLET \$3,600 MISC SUPPLIES \$1,000 CURTAINS FOR THREE SWEEPERS INSTALLED @ \$1,500/YR \$4,600 VACTOR PARTS = TUBES, SUCTION NOZZLES, CLAMPS \$4,500 HOSE REPLACEMENT FOR 2 VACTORS (800') @ \$3.66/FT \$6,000
307	MEMBERSHIP FEES WW CERT RENEWALS (2 @ \$150 EA, 2 @ \$250) \$700 PESTICIDE APPLICATORS LISCENSE \$175
317	COMPUTER EQUIPMENT LAPTOP REPLACEMENT (X2) \$3,000
318	COMPUTER SOFTWARE NO APPROPRIATIONS REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE 5 - SHORT SCHOOL CLACKAMAS COMMUNITY COLLEGE (\$225 EACH) \$1,125 4- APWA CONFERENCE REDMOND 3 NIGHT STAY (REGISTRATION \$1,000 & T&S \$1,600) \$2,600 4- APWA CONFERENCE SEASIDE 3 NIGHT STAY (REGISTRATION \$1,000 & T&S \$2,000) \$3,000 2 - PACP USER CONFERENCE @ \$100 EACH \$200 4 - VACTOR TRAINING @ \$275 \$1,100
328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND
351	UTILITIES EXPENSE PURCHASE OF FIRE HYDRANT USE PERMITS AND WATER USAGE; IRRIGATION OF WATER QUALITY \$5,000 IRRIGATION FOR PLANT ESTABLISHMENT AT HALL CREEK 114TH TO 117TH \$75
361	UNIFORMS & SPECIAL CLOTHING 10 EMPLOYEES @ \$410/EACH \$4,100
419	CHEMICAL & LABORATORY SUPPLIES WEED CONTROL IN DRAINAGE FACILITIES RODEO AND GARLAND \$259
425	DUMPING EXPENSES COSTS TO DISPOSE OF LEAVES INCREASED DRAMATICALLY IN 2016, CLEAN WATER SERVICES HAS \$100,000 BUILT A REGIONAL FACILITY WHERE WE SHOULD BE ABLE TO DUMP NEXT YEAR COSTS HAVE YET TO BE DETERMINED USING LAST YEARS COST FOR NOW
428	FLOOD CONTROL SAND, SANDBAGS, BARRICADES. \$1,500
433	STORM SEWER MAINTENANCE BANK STABILIZATION MATERIALS: \$2,000 PLANTS AND OTHER MATERIALS FOR STREAM ENHANCEMENT PROJECTS \$10,000 PLANTS AND OTHER MATERIALS FOR POND MAINTENANCE PROJECTS \$10,000
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE RENEWAL \$250
511	PROFESSIONAL SERVICES

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

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
	180,672		184,617		180,689		150,000	180,000		180,000			
512	CITY RIGHT OF WAY FEES												
	312,483		331,980		277,111		270,000	290,000		290,000			
551	RENTS AND LEASES												
	1,196		1,232		2,500		2,500	2,500		2,500			
	TOTAL CLASS: 10 MATERIALS & SERVICES												
	597,399		713,446		615,860		606,653	660,884		660,884			
	CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES												
	31,055							37,650		37,650			
671	EQUIPMENT												
			233,047		719,685		719,000	55,000		55,000			
	TOTAL CLASS: 15 CAPITAL OUTLAY												
	31,055		233,047		719,685		719,000	92,650		92,650			
	CLASS: 25 TRANSFERS												
801	TRSFR TO GENERAL FD - OVERHEAD												
	280,673		330,520		318,887		318,887	332,806		332,806			
802	TRSFR TO GENERAL FD-ACCOUNTING												
	69,556		46,631		28,616		28,616	62,355		62,355			
803	TRSFR TO GENERAL FD-LANDSCAPE												
	12,723		13,871		16,043		16,043	16,734		16,734			
804	TRSFR - OPERATIONS ADMIN												
	214,314		252,722		247,169		299,531	237,588		237,588			
805	TRSFR TO G/F BLDG MAINT												
	11,923		12,288		14,244		14,244	12,398		12,398			
808	TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)												
	69,124		84,496		141,672		141,672	153,606		153,606			
817	TRSFRS TO GARAGE FUND												
	164,736		147,307		124,717		124,717	180,064		180,064			
818	TRSFRS TO ISD-ALLOCATED												
	102,671		94,268		117,908		117,908	142,713		142,713			
819	TRSFRS TO INSURANCE FUND												
	83,113		108,046		124,253		124,253	124,253		124,253			

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

COMPOST FILTER MAINTENANCE (11 VAULTS WITH 700 FILTERS @ \$90 EA) \$63,000
 VIDEO EQUIPMENT REPAIRS \$5,000
 TRAFFIC CONTROL, COVERALL CLEANING, ONE CALL FEES, AND DETECTOR CALIBRATIONS \$5,000
 CREEK ENHANCEMENT; MAINTAIN UPPER FANNO WETLANDS, BARROWS MEADOWS, GREENWAY \$5,000
 PUBLIC WATER QUALITY (WQ) FACILITIES; MAINTAIN 21 PROJECTS FROM THE PREVIOUS 3 YEARS \$5,000
 MAINTAIN CIP PROJECTS LITTLE PEOPLES PARK. \$5,000
 PUBLIC WQ FACILITY REHABS: (8 PONDS) WITH NAC PARTICIPATION \$40,000
 STORM LOCATES \$45,000
 WETLAND MONITORING REPORTS \$7,000

512 CITY RIGHT OF WAY FEES
 THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% FRANCHISE FEES TO THE GENERAL FUND.

551 RENTS AND LEASES
 ARCTIC STORAGE LOT LEASE \$1,500
 TOOL RENTALS \$1,000

641 VEHICLES
 1 - REPLACEMENT FOR VEHICLE NO. 2-661, (2007 CHEVY PICKUP) WITH FORD F350 SUPER CAB 2WD PICKUP VEHICLE. (COST INCLUDES VEHICLE, SAFETY LIGHTING, AND ARROW BOARD) \$37,650

671 EQUIPMENT
 OPTICAL ZOOM VIDEO CAMERA FOR INSPECTING STORM LINES & TRACTOR. \$35,000
 1 - 27 HORSE POWER, 6" CHIPPER \$20,000

801 TRSFR TO GENERAL FD - OVERHEAD
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY GENERAL FUND

802 TRSFR TO GENERAL FD-ACCOUNTING
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND

803 TRSFR TO GENERAL FD-LANDSCAPE
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND

804 TRSFR - OPERATIONS ADMIN
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

805 TRSFR TO G/F BLDG MAINT
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND

808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES

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

818 TRSFRS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$104,503
 SOFTWARE MAINTENANCE COSTS - ASSET SYSTEM AND UTILITY BILLING \$36,010
 ENGINEERING SOFTWARE UPGRADES \$2,200

819 TRSFRS TO INSURANCE FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

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													
	1,008,833		1,090,149		1,133,509		1,185,871	1,262,517		1,262,517			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
981	RESERVE - STORM SDC CONVEYANCE				2,040,226			2,088,577		2,088,577			
984	RESERVE - STORM SDC QUALITY				157,303			221,871		221,871			
985	RESERVE - STORM SDC QUANTITY				632,816			671,854		671,854			
986	RESERVE - DEDICATED SURCHARGES				1,554,252			2,316,411		2,316,411			
991	CONTINGENCY - UNRESERVED				2,614,760			2,593,258		2,525,489			
996	RESERVE - EQUIPMENT REPLACEMT				1,247,243			838,090		838,090			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					8,246,600			8,730,061		8,662,292			
TOTAL PROGRAM: 0734 STORM DRAINAGE MAINTENANCE													
	2,997,167	12.98	3,498,687	13.48	12,223,286	13.65	4,022,020	12,347,031	13.50	12,299,155	13.50		

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
DEPT: 85 PUBLIC WORKS - OPERATIONS
PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 981 RESERVE - STORM SDC CONVEYANCE
- 984 RESERVE - STORM SDC QUALITY
- 985 RESERVE - STORM SDC QUANTITY
- 986 RESERVE - DEDICATED SURCHARGES
- 991 CONTINGENCY - UNRESERVED
- 996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR VEHICLE REPLACEMENT

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

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

057	PUBLIC WORKS SUPERVISOR												
			20,932	.25									
112	PUBLIC WORKS MANAGER 3												
	26,472	.25			25,516	.33	28,160	30,992	.33	30,992	.33		
170	PUBLIC WORKS LEAD												
	39,939	.50			22,861	.33	21,177	23,808	.33	23,808	.33		
176	PUBLIC WORKS EQUIPMNT OPERATOR												
	33,249	.50	34,615	.50	32,175	.50	34,731	34,411	.50	34,411	.50		
177	PUBLIC WORKS TECHNICIAN												
	58,885	2.00	54,793	1.00	58,651	1.00	56,168	59,646	1.00	59,646	1.00		
275	TEMPORARY EMPLOYEES												
	270												
299	PAYROLL TAXES AND FRINGES												
	69,478		65,539		89,164		91,942	101,751		104,958			

TOTAL CLASS: 05 PERSONNEL SERVICES

	228,293	3.25	175,879	1.75	228,367	2.16	232,178	250,608	2.16	253,815	2.16		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	4,769		2,805		7,000		4,000	7,000		7,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	5,070		2,749		5,500		2,000	5,000		5,000			
307	MEMBERSHIP FEES												
					300		300	300		300			
321	TRAVEL, TRAINING & SUBSISTENCE												
	883		24		2,000			2,000		2,000			
328	MEALS & RELATED EXPENSE												
			175										

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 057 PUBLIC WORKS SUPERVISOR
 FY 16-17 REFLECTS REALLOCATION OF THE PUBLIC WORKS SUPERVISOR POSITION FROM 100% IN 101-85-0732 TO 50% 101-85-0732 / 25% 502-85-0757 / 25% 513-85-0739
- 112 PUBLIC WORKS MANAGER 3
 FY 16-17 REFLECTS RE-ALLOCATION OF PUBLIC WORKS MANAGER 3 THAT WAS ALLOCATED 50/25/25 IN 501-85-0743 / 502-85-0757 / 513-85-0739 TO 50/50 501-85-0743 / 501-85-0742.
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 170 PUBLIC WORKS LEAD
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734 (SEWER/STORM MAINTENANCE).
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW EQUIPMENT OPERATOR IN THE STREET FUND TO 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO REORGANIZATION.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
- 177 PUBLIC WORKS TECHNICIAN
 FY 16-17 REFLECTS TRANSFER OF 1 FTE PW TECH POSITION TO 502-85-0757 (SEWER CONSTRUCTION)
 FY 16-17 ALSO REFLECTS INCREASE DUE TO POSITION BEING FILLED AT A HIGHER STEP THAN WAS INCLUDED IN THE ADOPTED BUDGET.
- 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
- 304 DEPARTMENT EQUIPMENT EXPENSE
 CALIBRATION STANDARDS; ATMOSPHERIC TESTER REAGENTS
 POWER TOOL REPLACEMENTS AS NEEDED
 HYDRAULIC TRENCH PIPE SAW
- 305 SPECIAL DEPARTMENT SUPPLIES
 REPLACEMENT BLADES; CUTTING CHAINS AND SAW PARTS
 EROSION CONTROL (CB SILT SACKS, COIR LOGS . . .)
 TRAFFIC CONTROL, BARRICADES, STEEL PLATES
- 307 MEMBERSHIP FEES
 CERT TESTING FEES \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE
 1 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE \$300
 1 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$250 REGISTRATION + \$400 T&S) \$650
 1 - VACTOR TRAINING \$300
 1 - AWWA CONFERENCE NEWPORT WITH 3 NIGHT STAY (\$250 REGISTRATION + \$500 T&S) \$750
- 328 MEALS & RELATED EXPENSE
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

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
425	DUMPING EXPENSES												
	60		1,170		1,200		1,200	1,200		1,200		1,200	
434	CONSTRUCTION MATERIALS												
	4,090		12,867		87,000		40,000	87,000		87,000		87,000	
511	PROFESSIONAL SERVICES												
	1,780		1,063		75,000		79,000	77,500		77,500		77,500	
551	RENTS AND LEASES												
	1,196		1,404		4,000		4,000	4,000		4,000		4,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	17,848		22,257		182,000		130,500	184,000		184,000		184,000	
CLASS: 15 CAPITAL OUTLAY													
671	EQUIPMENT												
					43,000		43,000						
TOTAL CLASS: 15 CAPITAL OUTLAY													
					43,000		43,000						
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
			5,639		2,829		2,829	6,840		6,840		6,840	
TOTAL CLASS: 25 TRANSFERS													
			5,639		2,829		2,829	6,840		6,840		6,840	
TOTAL PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION													
	246,141	3.25	203,775	1.75	456,196	2.16	408,507	441,448	2.16	444,655	2.16	444,655	2.16
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	3,243,308	16.23	3,702,462	15.23	12,679,482	15.81	4,430,527	12,788,479	15.66	12,743,810	15.66	12,743,810	15.66
TOTAL FUND: 513 STORM DRAIN FUND													
	5,706,654	19.59	4,769,621	19.59	16,450,649	20.17	5,704,670	17,081,005	20.02	17,085,005	20.45	17,085,005	20.45

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 425 DUMPING EXPENSES
 LANDFILL DEBRIS DISPOSAL \$1,200
- 434 CONSTRUCTION MATERIALS
 28 CATCH BASIN REHABILITATIONS @ \$1,500 EACH \$42,000
 VAULT AND MANHOLE STRUCTURE REPAIRS 2 @ \$10,000 EACH \$20,000
 PIPE REPAIRS (5 @ \$5000 EACH) \$25,000
 (SOME OF THE FUNDS WERE PREVIOUSLY CAPTURED IN MAINTENANCE 433)
- 511 PROFESSIONAL SERVICES
 MANHOLE ADJUSTMENT AND SEALING: AS IDENTIFIED BY INSPECTIONS AND OVERLAYS 50 @ \$1,150 \$57,500
 TRAFFIC CONTROL, CORE DRILLING AND CLEANING COVERALLS \$3,000
 TRUCKING 100 HOURS @ \$100 PER HOUR \$10,000
 PORTABLE RESTROOM SERVICING, STREET CUTTING \$2,000
 TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$5,000
- 551 RENTS AND LEASES
 MISCELLANEOUS EQUIPMENT, SHORING AND STEEL PLATES \$2,500
 ARCTIC STORAGE LOT LEASE \$1,500

671 EQUIPMENT

817 TRSFERS TO GARAGE FUND

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
513-72	CAPITAL DEVELOPMNT-ENGINEERING											
513-72-0740-05-046	PRINCIPAL ENGINEER	0.25	532			33,165				33,165	16,905	50,070
513-72-0740-05-051	CITY ENGINEER	0.33	686			41,770				41,772	21,757	63,529
513-72-0740-05-084	PROJECT ENGINEER 1	1.50	3,116			135,990				135,985	69,415	205,400
513-72-0740-05-124	ENGINEERING CONST INSPECTOR	0.40	832			24,815			108	24,922	15,983	40,905
513-72-0740-05-221	SUPPORT SPECIALIST 2	0.25	523	1		11,795	33			11,831	5,107	16,938
	ENTERPRISE MGMT & ADMIN	2.73	5,689	1		247,535	33		108	247,675	129,167	376,842
	**** DEPARTMENT TOTAL ****	2.73	5,689	1		247,535	33		108	247,675	129,167	376,842

0880

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
513-85	PUBLIC WORKS - OPERATIONS											
513-85-0734-05-057	PUBLIC WORKS SUPERVISOR	0.50	1,040	10		37,494	504			38,001	29,639	67,640
513-85-0734-05-112	PUBLIC WORKS MANAGER 3	0.50	1,080			57,815				57,810	35,927	93,737
513-85-0734-05-123	ENGINEERING TECH 2	1.00	2,111	89		59,265	3,587		1,800	64,652	27,375	92,027
513-85-0734-05-124	ENGINEERING CONST INSPECTOR	1.00	2,160			73,660			270	73,930	33,634	107,564
513-85-0734-05-170	PUBLIC WORKS LEAD	1.50	3,110	26		92,077	1,245		445	93,763	63,670	157,433
513-85-0734-05-176	PUBLIC WORKS EQUIPMNT	4.00	8,580	210		253,429	9,331		1,350	264,110	177,748	441,858
513-85-0734-05-177	PUBLIC WORKS TECHNICIAN	5.00	10,531	108		278,832	4,556		4,710	288,098	167,648	455,746
513-85-0734-05-188	INVENTORY CONTROL TECHNICIAN	0.15	325	11		8,930	423		50	9,403	6,069	15,472
513-85-0734-05-274	SEASONAL WORKFORCE		4,110	8		69,794	204		2	70,000	9,019	79,019
0881	STORM DRAINAGE MAINTENANCE	13.65	33,047	462		931,295	19,849		8,627	959,767	550,729	1,510,496
513-85-0739-05-112	PUBLIC WORKS MANAGER 3	0.33	688			28,162				28,160	12,491	40,651
513-85-0739-05-170	PUBLIC WORKS LEAD	0.33	675	5		20,873	214		89	21,177	17,309	38,486
513-85-0739-05-176	PUBLIC WORKS EQUIPMNT	0.50	1,102	49		32,443	2,150		135	34,731	21,729	56,460
513-85-0739-05-177	PUBLIC WORKS TECHNICIAN	1.00	2,170	26		54,917	981		270	56,168	40,413	96,581
	STORM DRAINAGE CONSTRUCTION	2.16	4,634	79		136,394	3,345		494	140,236	91,942	232,178
	**** DEPARTMENT TOTAL ****	15.81	37,681	541		1,067,689	23,194		9,121	1,100,003	642,671	1,742,674

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
513-72	CAPITAL DEVELOPMNT-ENGINEERING											
513-72-0740-05-046	PRINCIPAL ENGINEER	0.25	540			34,510				34,510	18,667	53,177
513-72-0740-05-051	CITY ENGINEER	0.33	685			43,856				43,856	24,137	67,993
513-72-0740-05-084	PROJECT ENGINEER 1	1.50	3,120			141,424				141,424	79,640	221,064
513-72-0740-05-124	ENGINEERING CONST INSPECTOR	0.40	832			26,705			108	26,813	18,278	45,091
513-72-0740-05-221	SUPPORT SPECIALIST 2	0.25	520	5		12,646	180			12,825	5,971	18,796
	ENTERPRISE MGMT & ADMIN	2.73	5,697	5		259,141	180		108	259,428	146,693	406,121
	**** DEPARTMENT TOTAL ****	2.73	5,697	5		259,141	180		108	259,428	146,693	406,121

0882

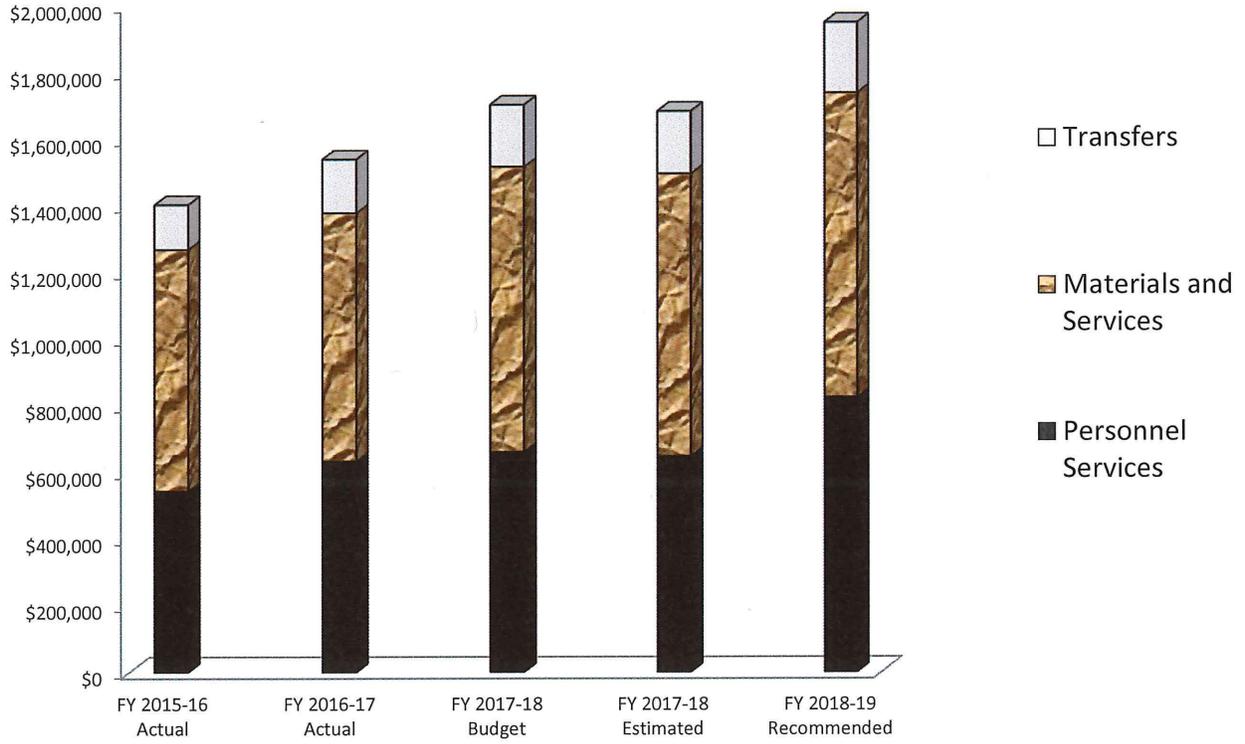
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
513-85	PUBLIC WORKS - OPERATIONS											
513-85-0734-05-049	PROG COORDINATOR -PUBLIC	1.00	2,080	10		69,223	499		270	69,992	55,620	125,612
513-85-0734-05-057	PUBLIC WORKS SUPERVISOR	0.50	1,050	10		40,847	558		80	41,485	34,094	75,579
513-85-0734-05-112	PUBLIC WORKS MANAGER 3	0.50	1,080			59,256				59,256	41,550	100,806
513-85-0734-05-124	ENGINEERING CONST INSPECTOR	1.00	2,080			72,704			270	72,974	37,436	110,410
513-85-0734-05-170	PUBLIC WORKS LEAD	2.50	5,280	55		168,095	2,621		835	171,551	107,463	279,014
513-85-0734-05-176	PUBLIC WORKS EQUIPMNT	4.00	8,400	190		253,647	8,605		1,400	263,652	194,624	458,276
513-85-0734-05-177	PUBLIC WORKS TECHNICIAN	4.00	8,320	90		228,335	3,801		1,800	233,936	156,611	390,547
513-85-0734-05-274	SEASONAL WORKFORCE		4,417			74,997			3	75,000	5,568	80,568
0883	STORM DRAINAGE MAINTENANCE	13.50	32,707	355		967,104	16,084		4,658	987,846	632,966	1,620,812
513-85-0739-05-112	PUBLIC WORKS MANAGER 3	0.33	687			30,992				30,992	14,860	45,852
513-85-0739-05-170	PUBLIC WORKS LEAD	0.33	687	15		22,844	825		142	23,808	21,144	44,952
513-85-0739-05-176	PUBLIC WORKS EQUIPMNT	0.50	1,060	50		32,011	2,265		135	34,411	23,444	57,855
513-85-0739-05-177	PUBLIC WORKS TECHNICIAN	1.00	2,120	40		57,767	1,609		270	59,646	45,510	105,156
	STORM DRAINAGE CONSTRUCTION	2.16	4,554	105		143,614	4,699		547	148,857	104,958	253,815
	**** DEPARTMENT TOTAL ****	15.66	37,261	460		1,110,718	20,783		5,205	1,136,703	737,924	1,874,627

GARAGE 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:	Garage					% 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	\$543,551	\$632,938	\$660,658	\$647,539	\$824,435	24.79%
Materials and Services	724,779	744,941	855,975	848,081	913,320	6.70%
Transfers	134,515	161,059	185,884	187,403	211,548	13.81%
SUB-TOTAL	\$1,402,845	\$1,538,938	\$1,702,517	\$1,683,023	\$1,949,303	
Contingency			54,172		40,197	
TOTAL	\$1,402,845	\$1,538,938	\$1,756,689	\$1,683,023	\$1,989,500	
FTE's	6.00	6.00	6.00		7.00	

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

Personnel services:

FY 2018-19 reflects the reallocation of 1.0 FTE Inventory Control Technician Position to the Garage Fund that was previous allocated to the General Fund 25%, Street Fund 25%, Water Fund 25%, Sewer Fund 10%, and Storm Drain Fund 15%. 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:

FY 2017-18 reflects a \$20K increase in transfers to the Operations Admin Fund and a \$6K increase in transfers to the ISD Fund.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 602 GARAGE	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

MISSION STATEMENT:

To provide high quality and efficient vehicle maintenance, repair and procurement services for the City's fleet of vehicles. Establish and achieve high standards for vehicle reliability, appearance, longevity and performance.

The primary source of revenue is inter-fund charges for maintenance and upkeep of vehicles and equipment.

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	6.00	7.00	0.00
PERSONNEL SERVICES	\$543,551	\$632,938	\$660,658	\$824,435	\$0
MATERIALS & SERVICES	724,779	744,941	855,975	913,320	0
CAPITAL OUTLAY					
TRANSFERS	134,515	161,059	185,884	211,548	0
CONTINGENCY	0	0	54,172	40,197	0
TOTAL	\$1,402,845	\$1,538,938	\$1,756,689	\$1,989,500	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$68,865	\$98,174	\$103,315	\$98,578	\$0
Miscellaneous Revenues	22,477	10,953	1,400	3,500	0
Operating Transfers	1,409,679	1,533,123	1,651,974	1,887,422	0

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

FUND: 602 GARAGE	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0762 FLEET MAINTENANCE	PROGRAM MANAGER: MIKE STERLE

Program Goal:

To provide a safe and reliable fleet of vehicles for use by city employees through the use of a comprehensive preventive maintenance program. Provide specialized support to fleet vehicle users when necessary to assure that well designed and properly equipped vehicles are regularly available for use. Convert the city's vehicle fleet to utilize a combination of renewable and domestically produced fuels (Propane auto gas, Bio-diesel, Electric, and Electric Hybrid) in support of *Council Goals "Preserve and enhance our sense of community. Use City resources efficiently to ensure long-term financial stability"*.

Program Objective:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of Fleet Vehicles Maintained	195	211	212 / 218	223
Number of Equipment Units Maintained (Includes Off Highway, Trailers, Vehicles over 26,000 GVWR)	126	128	129 / 133	133
Number of Small Equipment Units Maintained (Includes all 900 series numbered assets, Non- roadable) (New measure)			195	195
Number of Vehicles Requiring DEQ Inspection	196	198	196 / 203	208
Number of Unscheduled Repair Requests (Discontinued measure)	2,274	2,250	N/A	N/A
Labor Hours For Unscheduled Repairs (New measure)		828	775 / 1,178	1,100

Progress on FY 2017-18 Action Plan:

- The Fleet Maintenance and Sustainability Programs were approved to move forward on a pilot program to install and evaluate propane auto gas in four City vehicles. Due to costs to retrofit vehicles, the pilot will consist of only two vehicles. This will be a Dual Fuel system which will lower our greenhouse gas emissions and fuel costs. This plan also makes progress towards Council Goal "Provide responsive, cost effective service to the community."
- Continued implementation of the RTA fleet software program to fully utilize its capabilities.
- Move fleet to Floating Pin fuel card system to track fuel usage for preventative maintenance software.

FY 2018-19 Action Plan:

Complete the feasibility analysis of the propane Autogas program. Train staff on the filling procedures required for propane. Move forward in FY 2018-19 with the purchase of additional vehicles retrofitted to operate on propane auto gas, if approved.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of Fleet Vehicles/Equipment per Mechanic	64.2	68.4	68.8 / 87.7	91.5
Number of DEQ Inspections Completed	85	77	68 / 67	77
Total Number of Jobs Completed from all Work Orders	5,002	5,064	5,100 / 5,190	5,200

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

FUND: 602 GARAGE	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0762 FLEET MAINTENANCE	PROGRAM MANAGER: MIKE STERLE

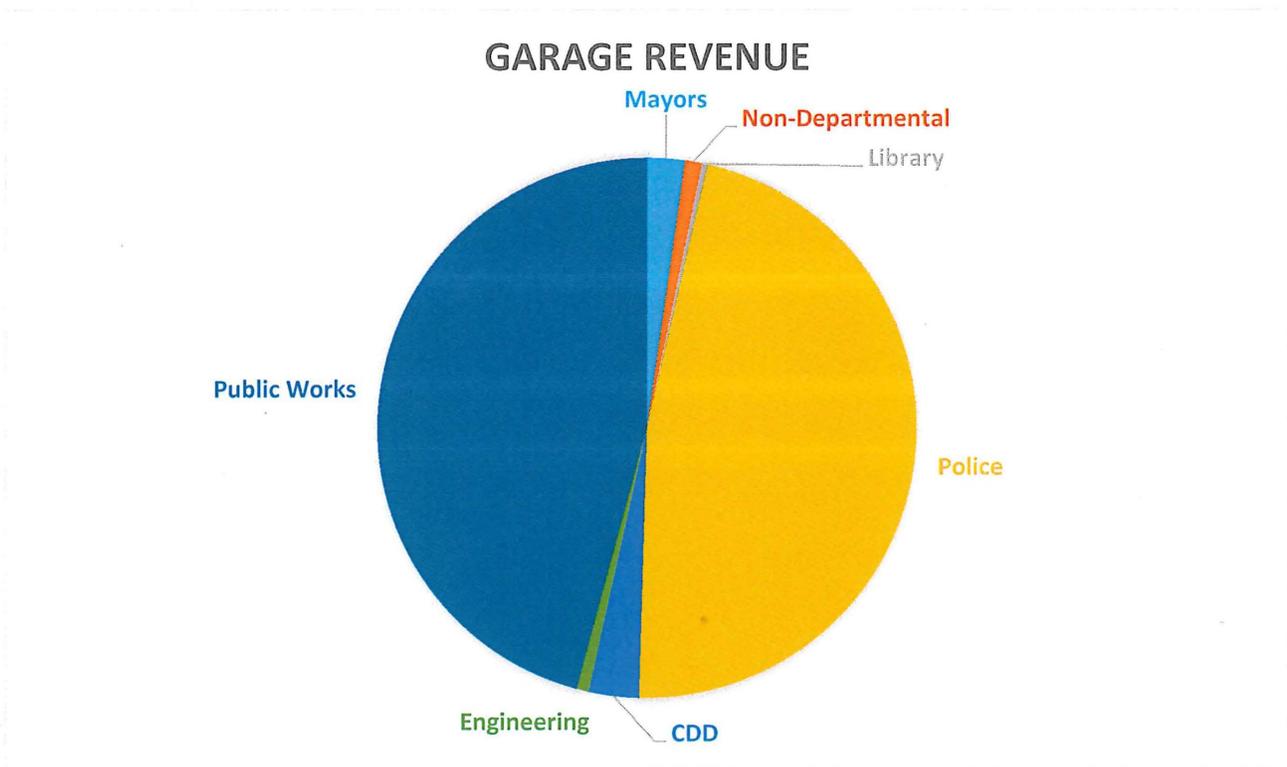
Performance Measures (continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Average Number of Work Orders per Vehicle	15.5	14.9	15.0 / 15.2	14.2
Average Number of Preventative Maintenance Services Performed	840	1,036	1,000 / 1,240	1,800

Performance Outcomes and Program Trends:

Achieve high levels of vehicle performance and reliability with the intent to eliminate unscheduled vehicle and equipment out-of-service time due to problems that can be anticipated. Establish a fleet profile that maintains an effective balance of newer vehicles requiring limited repairs and older vehicles with higher maintenance costs. The number of FTE is not keeping pace with the increasing size and complexity of the fleet, which may cause issues in the future. Use of the new fleet maintenance software will increase data analysis abilities and hopefully identify efficiency and effectiveness improvements.

The Fleet Maintenance program is funded by inter-fund transfers. The transfers are based on the number of vehicles supported and fuel used. The largest sources of transfers are the Police Department, Street Maintenance, Sewer System Maintenance and Storm Drainage Maintenance.

Garage Fund Revenue by Department:



BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE 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													
	-68,865		-98,174		-103,315		-103,315	-103,315	-93,578		-98,578			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-68,865		-98,174		-103,315		-103,315	-103,315	-93,578		-98,578			
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY													
	-7,843		-6,490				-26,378	-20,000						

384	INVESTMENT INTEREST EARNINGS													
6880	-1,009		-1,630		-1,400		-1,402	-1,400	-3,500		-3,500			

389	MISCELLANEOUS REVENUES													
	-125						-2,545	-2,700						

756	PERS RSRV DISTRIB-NON GAAP REV													
	-10,301													

757	MED/LIFE INS PREM REFUND DISTRIBUTION													
	-3,199		-2,833				-2,212	-2,212						

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-22,477		-10,953		-1,400		-32,537	-26,312	-3,500		-3,500			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND													
	-832,781		-873,605		-973,660		-586,248	-973,660	-1,074,271		-1,074,271			

412	TRSFERS FROM STREET FUND													
	-156,703		-221,220		-205,062		-141,937	-205,062	-270,985		-270,985			

419	TRSFERS FROM WATER FUND													
	-88,755		-99,563		-118,135		-85,099	-118,135	-121,969		-121,969			

421	TRSFERS FROM SEWER FUND													
	-114,794		-117,391		-148,633		-70,952	-148,633	-143,297		-143,297			

428	TRSFER FR BUILDING OPERATING FD													
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE 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
	-40,029		-43,062		-49,673		-25,144	-49,673	-52,952		-52,952			
430	TRANSFER FROM LIBRARY FUND													
	-4,817		-5,751		-5,635		-7,342	-5,635	-12,752		-12,752			
440	TRSFERS FR STREET LIGHTING FUND													
	-7,064		-19,585		-23,630		-13,556	-23,630	-24,292		-24,292			
441	TRSFERS FR STORM DRAIN FUND													
	-164,736		-152,946		-127,546		-110,279	-127,546	-186,904		-186,904			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,409,679		-1,533,123		-1,651,974		-1,040,557	-1,651,974	-1,887,422		-1,887,422			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,501,021		-1,642,250		-1,756,689		-1,176,409	-1,781,601	-1,984,500		-1,989,500			

0690

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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

136	FLEET MANAGER													
		93,070	1.00	94,766	1.00	96,476	1.00	75,846	96,444	102,709	1.00	102,709	1.00	
155	MECHANIC LEAD													
		44,899	1.00	66,106	1.00	72,651	1.00	63,434	70,463	75,783	1.00	75,783	1.00	
163	MECHANIC 2													
		98,144	2.00	119,005	2.00	129,757	2.00	100,953	129,484	134,001	2.00	134,001	2.00	
188	INVENTORY CONTROL TECHNICIAN													
										63,401	1.00	63,401	1.00	
195	MECHANIC 1													
		98,131	2.00	103,897	2.00	102,263	2.00	76,638	99,614	107,372	2.00	107,372	2.00	
0891 275	TEMPORARY EMPLOYEES													
		8,230												
299	PAYROLL TAXES AND FRINGES													
		201,077		249,164		259,511		196,936	251,534	330,665		341,169		
TOTAL CLASS: 05 PERSONNEL SERVICES														
		543,551	6.00	632,938	6.00	660,658	6.00	513,807	647,539	813,931	7.00	824,435	7.00	

CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE													
		15,955		12,739		13,000		9,762	13,000	13,000		13,000		
305	SPECIAL DEPARTMENT SUPPLIES													
		3,453		15,902		19,000		18,214	19,000	20,000		20,000		
306	NON-FLEET EQUIPMENT													
		1,677		2,552		3,000		1,156	2,000	2,500		2,500		
307	MEMBERSHIP FEES													
		300		120		920		424	420	920		920		
308	PERIODICALS & SUBSCRIPTIONS													
						200			200	200		200		
317	COMPUTER EQUIPMENT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
			1,001		660		661	661						
318	COMPUTER SOFTWARE													
	42,019		551											
321	TRAVEL, TRAINING & SUBSISTENCE													
	5,549		7,469		13,500		6,247	7,500	14,600		14,600			
331	VEHICLE EXPENSE													
	167,053		159,009		175,000		120,251	175,000	185,500		185,500			
332	VEHICLE FUEL													
	322,234		338,166		390,000		390,030	395,000	425,000		425,000			
361	UNIFORMS & SPECIAL CLOTHING													
			80						3,700		3,700			
371	EQUIPMENT OPER & MAINT EXPENSE													
	82,768		89,812		95,000		73,807	95,000	102,600		102,600			
481	OTHER EXPENSES													
			306		695		87	300	300		300			
511	PROFESSIONAL SERVICES													
	83,771		117,234		145,000		107,102	140,000	145,000		145,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	724,779		744,941		855,975		727,741	848,081	913,320		913,320			
CLASS: 25 TRANSFERS														
804	TRSFER - OPERATIONS ADMIN													
	59,157		78,409		86,072		71,727	87,591	106,201		106,201			
805	TRSFER TO G/F BLDG MAINT													
	3,848		3,616		4,454		3,712	4,454	4,335		4,335			
818	TRSFERS TO ISD-ALLOCATED													
	40,073		38,166		48,360		40,300	48,360	54,014		54,014			
819	TRSFERS TO INSURANCE FUND													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	31,437		40,868		46,998		39,165	46,998	46,998		46,998			
TOTAL CLASS: 25 TRANSFERS														
	134,515		161,059		185,884		154,904	187,403	211,548		211,548			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED														
					54,172				45,701		40,197			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					54,172				45,701		40,197			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,402,845	6.00	1,538,938	6.00	1,756,689	6.00	1,396,452	1,683,023	1,984,500	7.00	1,989,500	7.00		

0393

**GARAGE FUND
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
136	FLEET MANAGER	1.00	1.00					1.00
155	MECHANIC LEAD	1.00	1.00					1.00
163	MECHANIC 2	2.00	2.00					2.00
188	INVENTORY CONTROL TECHNICIAN	0.00	0.00					0.00
195	MECHANIC 1	2.00	2.00					2.00
	Total	6.00	6.00	0.00	0.00	0.00	0.00	6.00

FY 2018-19 PROPOSED

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
136	FLEET MANAGER	1.00					1.00
155	MECHANIC LEAD	1.00					1.00
163	MECHANIC 2	2.00					2.00
188	INVENTORY CONTROL TECHNICIAN	0.00		1.00 ^a			1.00
195	MECHANIC 1	2.00					2.00
	Total	6.00	0.00	1.00	0.00	0.00	7.00

^a FY 18-19 reallocates the Inventory Control Technician position from being split between General Fund, Street Fund, Water Fund, Sewer Fund, and the Storm Drain Fund to 100% in the Garage Fund.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE 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												
	68,865		98,174		103,315		103,315	93,578		98,578			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	68,865		98,174		103,315		103,315	93,578		98,578			
CLASS: 35 MISCELLANEOUS REVENUES													
382	SALE OF CITY PROPERTY												
	7,843		6,490				20,000						
384	INVESTMENT INTEREST EARNINGS												
	1,009		1,630		1,400		1,400	3,500		3,500			
389	MISCELLANEOUS REVENUES												
	125						2,700						
756	PERS RSRV DISTRIB-NON GAAP REV												
	10,301												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	3,199		2,833				2,212						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	22,477		10,953		1,400		26,312	3,500		3,500			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	832,781		873,605		973,660		973,660	1,074,271		1,074,271			
412	TRSFERS FROM STREET FUND												
	156,703		221,220		205,062		205,062	270,985		270,985			
419	TRSFERS FROM WATER FUND												
	88,755		99,563		118,135		118,135	121,969		121,969			
421	TRSFERS FROM SEWER FUND												
	114,794		117,391		148,633		148,633	143,297		143,297			
428	TRSFER FR BUILDING OPERATING FD												
	40,029		43,062		49,673		49,673	52,952		52,952			
430	TRANSFER FROM LIBRARY FUND												
	4,817		5,751		5,635		5,635	12,752		12,752			
440	TRSFERS FR STREET LIGHTING FUND												
	7,064		19,585		23,630		23,630	24,292		24,292			
441	TRSFERS FR STORM DRAIN FUND												
	164,736		152,946		127,546		127,546	186,904		186,904			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,409,679		1,533,123		1,651,974		1,651,974	1,887,422		1,887,422			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,501,021		1,642,250		1,756,689		1,781,601	1,984,500		1,989,500			
TOTAL DEPARTMENT: 03 REVENUE													
	1,501,021		1,642,250		1,756,689		1,781,601	1,984,500		1,989,500			

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301	BEGINNING WORKING CAPITAL BEGINNING WORKING CAPITAL	
382	SALE OF CITY PROPERTY PROCEEDS FROM SALE OF SURPLUS 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%	
389	MISCELLANEOUS REVENUES	
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	
411	TRSFERS FROM GENERAL FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
412	TRSFERS FROM STREET FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
419	TRSFERS FROM WATER FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
421	TRSFERS FROM SEWER FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
428	TRSFER FR BUILDING OPERATING FD CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
430	TRANSFER FROM LIBRARY FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
440	TRSFERS FR STREET LIGHTING FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
441	TRSFERS FR STORM DRAIN FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0762 FLEET MAINTENANCE

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

136	FLEET MANAGER												
		93,070	1.00	94,766	1.00	96,476	1.00	96,444	102,709	1.00	102,709	1.00	
155	MECHANIC LEAD												
		44,899	1.00	66,106	1.00	72,651	1.00	70,463	75,783	1.00	75,783	1.00	
163	MECHANIC 2												
		98,144	2.00	119,005	2.00	129,757	2.00	129,484	134,001	2.00	134,001	2.00	
188	INVENTORY CONTROL TECHNICIAN												
									63,401	1.00	63,401	1.00	
195	MECHANIC 1												
		98,131	2.00	103,897	2.00	102,263	2.00	99,614	107,372	2.00	107,372	2.00	
275	TEMPORARY EMPLOYEES												
		8,230											
299	PAYROLL TAXES AND FRINGES												
		201,077		249,164		259,511		251,534	330,665		341,169		

TOTAL CLASS: 05 PERSONNEL SERVICES

		543,551	6.00	632,938	6.00	660,658	6.00	647,539	813,931	7.00	824,435	7.00	
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
		15,955		12,739		13,000		13,000	13,000		13,000		
305	SPECIAL DEPARTMENT SUPPLIES												
		3,453		15,902		19,000		19,000	20,000		20,000		
306	NON-FLEET EQUIPMENT												
		1,677		2,552		3,000		2,000	2,500		2,500		
307	MEMBERSHIP FEES												
		300		120		920		420	920		920		
308	PERIODICALS & SUBSCRIPTIONS												
						200		200	200		200		
317	COMPUTER EQUIPMENT												
				1,001		660		661					

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

136 FLEET MANAGER

155 MECHANIC LEAD

163 MECHANIC 2

FY 16-17 REFLECTS INCREASE DUE TO POSITION BEING FILLED AT A HIGHER STEP THAN WAS INCLUDED IN THE ADOPTED BUDGET.

188 INVENTORY CONTROL TECHNICIAN

FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.

195 MECHANIC 1

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

304 DEPARTMENT EQUIPMENT EXPENSE

NEW MODEL YEAR SPECIALTY TOOLS \$3,000
 MISCELLANEOUS HAND TOOLS AND BROKEN TOOL REPLACEMENT \$3,500
 ONLINE REPAIR MANUALS SUBSCRIPTION \$1,500
 SCAN TOOL LICENSE FEES \$5,000

305 SPECIAL DEPARTMENT SUPPLIES

MISC. SHOP SUPPLIES; FLOOR SOAP, DEGREASER, ABSORBENT PADS, FASTENERS, ELECTRICAL SUPPLIES
 LATEX GLOVES, WELDING SUPPLIES, SPRAY PAINT,
 SMALL INCIDENTALS FOR FLEET REPAIR AND MAINT
 CHARGED TO WORK ORDERS

306 NON-FLEET EQUIPMENT

PARTS, REPAIRS AND MODIFICATION TO NON-FLEET EQUIPMENT.
 FUNDING FOR THIS ACCOUNT IS INCLUDED IN THE CHARGES TO OTHER FUNDS

307 MEMBERSHIP FEES

COLUMBIA-WILLAMETTE CLEAN CITIES COALITION \$300
 NAFA FLEET MANAGEMENT ASSOCIATION MEMBERSHIP \$500
 PACIFIC FLEET MANAGERS ASSOCIATION \$120

308 PERIODICALS & SUBSCRIPTIONS

MOTORS MAGAZINE RENEWAL \$200

317 COMPUTER EQUIPMENT

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0762 FLEET MAINTENANCE

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
318	COMPUTER SOFTWARE												
	42,019		551										
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,549		7,469		13,500		7,500	14,600		14,600			
331	VEHICLE EXPENSE												
	167,053		159,009		175,000		175,000	185,500		185,500			
332	VEHICLE FUEL												
	322,234		338,166		390,000		395,000	425,000		425,000			
361	UNIFORMS & SPECIAL CLOTHING												
			80					3,700		3,700			
371	EQUIPMENT OPER & MAINT EXPENSE												
	82,768		89,812		95,000		95,000	102,600		102,600			
481	OTHER EXPENSES												
			306		695		300	300		300			
511	PROFESSIONAL SERVICES												
	83,771		117,234		145,000		140,000	145,000		145,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	724,779		744,941		855,975		848,081	913,320		913,320			
CLASS: 25 TRANSFERS													
804	TRSFER - OPERATIONS ADMIN												
	59,157		78,409		86,072		87,591	106,201		106,201			
805	TRSFER TO G/F BLDG MAINT												
	3,848		3,616		4,454		4,454	4,335		4,335			
818	TRSFERS TO ISD-ALLOCATED												
	40,073		38,166		48,360		48,360	54,014		54,014			
819	TRSFERS TO INSURANCE FUND												
	31,437		40,868		46,998		46,998	46,998		46,998			
TOTAL CLASS: 25 TRANSFERS													
	134,515		161,059		185,884		187,403	211,548		211,548			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					54,172			45,701		40,197			

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 318 COMPUTER SOFTWARE
NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
TRAVEL AND SUBSISTENCE TO SUPPORT TRAINING
DRIVABILITY AND EMISSION DIAGNOSTICS TRAINING (DEQ MANDATE)
TRAINING TO KEEP UP WITH CHANGING AUTOMOTIVE/EQUIPMENT TECHNOLOGY \$5,600
RTA USERS TRAINING \$5,000 TYMCO SWEEPER TRAINING- WACO ,TEXAS \$2,000
GOV FLEET EXPO \$2,000
- 331 VEHICLE EXPENSE
PARTS AND REPAIRS FOR CITY VEHICLES; PREPARE NEW VEHICLES FOR SERVICE; \$175,000
ADD 3% FOR ADDITIONAL VEHICLES PURCHASED AND AGING \$5,250
ADD 3% FOR INFLATION \$5,250
- 332 VEHICLE FUEL
FUEL FOR ALL CITY VEHICLES AND EQUIPMENT.
REFLECTS OREGON FUEL TAX INCREASE .04 CENTS
USAGE UP 5000 GALLONS OVER 2016 CAL YR
- 361 UNIFORMS & SPECIAL CLOTHING
RAIN GEAR AND SAFETY GEAR \$700
UNIFORMS FOR STAFF - SHOP RAGS AND POLISHING TOWELS \$3,000
- 371 EQUIPMENT OPER & MAINT EXPENSE
PARTS AND REPAIRS FOR CITY EQUIPMENT & PREPARE NEW EQUIPMENT FOR SERVICE \$95,000
ADD 5% FOR ADDITIONAL EQUIPMENT PURCHASED AND AGING \$4,750
ADD 3% FOR INFLATION \$2,850
- 481 OTHER EXPENSES
CDL, MOTORCYCLE LICENSE RENEWALS. UPGRADES TO CDL 'A"
NEW EMPLOYEE CDL \$300
- 511 PROFESSIONAL SERVICES
OUTSIDE REPAIRS AND MAINTENANCE SERVICE ON THE CITY'S FLEET
PAINT MISC FLEET VEHICLES AND EQUIPMENT
ANNUAL AERIAL, DIELECTRIC AND CRANE INSPECTIONS
CARRYOVER PROPANE FUEL PILOT PROGRAM
INCREASE DUE TO WORKLOAD FOR REPAIRS AND MAINTIANENCE-LACK OF ADDITIONAL STAFF
- 804 TRSFR - OPERATIONS ADMIN
ALLOCATION OF SERVICES PROVIDED BY THE PUBLIC WORKS ADMINISTRATION FUND
- 805 TRSFR TO G/F BLDG MAINT
ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND
- 818 TRSFERS TO ISD-ALLOCATED
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$46,014
SOFTWARE MAINTENANCE COSTS - RTA FLEET SOFTWARE SYSTEM \$8,000
- 819 TRSFERS TO INSURANCE FUND
ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.
- 991 CONTINGENCY - UNRESERVED

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0762 FLEET MAINTENANCE

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: 30 FUND BAL/CONTINGENCY/RESERVES

54,172 45,701 40,197

TOTAL PROGRAM: 0762 FLEET MAINTENANCE

1,402,845 6.00 1,538,938 6.00 1,756,689 6.00 1,683,023 1,984,500 7.00 1,989,500 7.00

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

1,402,845 6.00 1,538,938 6.00 1,756,689 6.00 1,683,023 1,984,500 7.00 1,989,500 7.00

TOTAL FUND: 602 GARAGE FUND

1,402,845 6.00 1,538,938 6.00 1,756,689 6.00 1,683,023 1,984,500 7.00 1,989,500 7.00

BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND
DEPT: 85 PUBLIC WORKS - OPERATIONS
PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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
602-85	PUBLIC WORKS - OPERATIONS											
602-85-0762-05-136	FLEET MANAGER	1.00	2,079			96,444				96,444	60,587	157,031
602-85-0762-05-155	MECHANIC LEAD	1.00	2,044	36		68,891	1,286		286	70,463	30,597	101,060
602-85-0762-05-163	MECHANIC 2	2.00	4,201	89		125,288	3,776		420	129,484	88,567	218,051
602-85-0762-05-195	MECHANIC 1	2.00	4,008	46		97,469	1,655		490	99,614	71,783	171,397
	FLEET MAINTENANCE	6.00	12,332	171		388,092	6,717		1,196	396,005	251,534	647,539
	**** DEPARTMENT TOTAL ****	6.00	12,332	171		388,092	6,717		1,196	396,005	251,534	647,539

0903

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

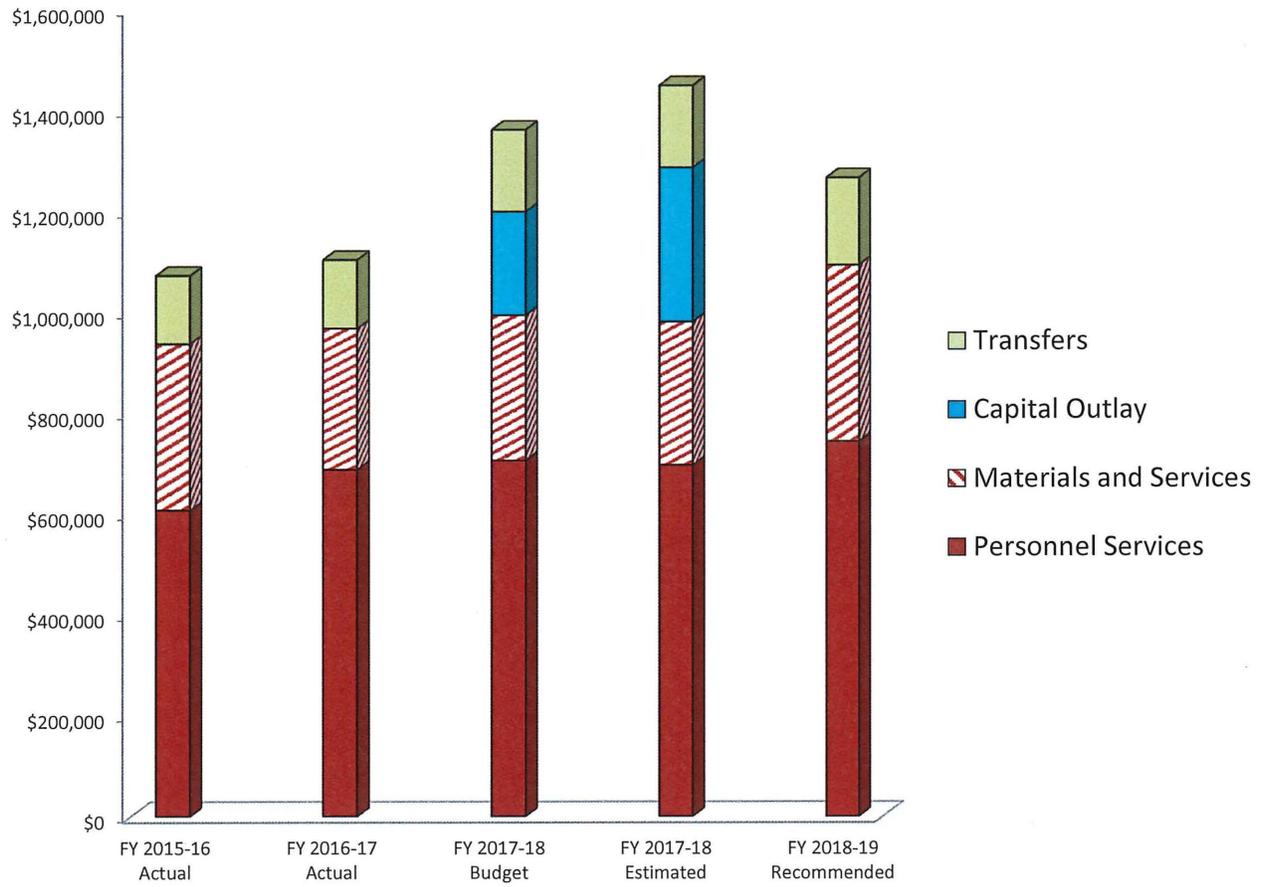
Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
602-85	PUBLIC WORKS - OPERATIONS											
602-85-0762-05-136	FLEET MANAGER	1.00	2,160			102,709				102,709	68,256	170,965
602-85-0762-05-155	MECHANIC LEAD	1.00	2,096	40		73,264	2,097		422	75,783	35,911	111,694
602-85-0762-05-163	MECHANIC 2	2.00	4,192	80		129,748	3,713		540	134,001	100,241	234,242
602-85-0762-05-188	INVENTORY CONTROL TECHNICIAN	1.00	2,096	40		61,380	1,757		264	63,401	44,777	108,178
602-85-0762-05-195	MECHANIC 1	2.00	4,192	80		104,001	2,922		449	107,372	91,984	199,356
	FLEET MAINTENANCE	7.00	14,736	240		471,102	10,489		1,675	483,266	341,169	824,435
	**** DEPARTMENT TOTAL ****	7.00	14,736	240		471,102	10,489		1,675	483,266	341,169	824,435

0904

PUBLIC WORKS ADMINISTRATION 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:		Public Works Administration Fund - Summary					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended	
Personnel Services	\$611,314	\$691,505	\$709,431	\$700,181	\$747,203	5.32%	
Materials and Services	328,471	278,145	286,292	282,756	347,471	21.37%	
Capital Outlay	-	-	204,150	304,150	-	-100.00%	
Transfers	134,407	135,443	161,695	161,695	172,155	6.47%	
SUB-TOTAL	\$1,074,192	\$1,105,093	\$1,361,568	\$1,448,782	\$1,266,829		
Contingency			34,957		36,756		
TOTAL	\$1,074,192	\$1,105,093	\$1,396,525	\$1,448,782	\$1,303,585		
FTE's	7.00	6.00	6.00		6.00		

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

Personnel services:

The Recommended Budget 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 an increase in building maintenance projects (new office in building D & parking lot repair) for \$28K and installation of a new fence for 160th site \$60K

Capital Outlay:

FY 2018-19 reflects no appropriations for capital improvements after the completion of an upgrade to the heavy duty vehicle hoist in the garage that is not recurring in FY 2017-18.

Transfers:

No significant change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

MISSION STATEMENT:

To maintain and ensure the long term integrity of the city's infrastructure in an integrated fashion that supports department program goals, and City Council Goals. Continue to foster effective partnerships with other departments, other local jurisdictions and community groups to deliver high quality services that are responsive to customer needs. .

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	7.00	6.00	6.00	6.00	0.00
PERSONNEL SERVICES	\$611,314	\$691,505	\$709,431	\$747,203	\$0
MATERIALS & SERVICES	328,471	278,145	286,292	347,471	0
CAPITAL OUTLAY	0	0	204,150	0	0
TRANSFERS	134,407	135,443	161,695	172,155	0
CONTINGENCY	0	0	34,957	36,756	0
TOTAL	\$1,074,192	\$1,105,093	\$1,396,525	\$1,303,585	\$0

Funding Sources	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$242,973	\$90,900	\$135,986	\$86,954	\$0
Miscellaneous Revenue	18,809	7,597	104,383	2,900	0
Public Works Management:					
General Fund	129,171	168,720	184,263	166,888	0
Street Fund	217,238	251,953	255,059	248,360	0
Water Fund	105,990	197,088	233,111	288,261	0
Sewer Fund	154,762	163,634	117,488	131,538	0
Garage Fund	59,157	78,409	86,072	106,201	0
Street Lighting Fund	22,677	30,057	32,994	34,895	0
Storm Drain Fund	214,314	252,722	247,169	237,588	0

Program Goal:

To deliver high quality services that preserves and enhances the value of the city's facilities and infrastructure. Maintain an exceptional and efficient standard of service delivery that is fully responsive to a request or a need for service. .

Program Objective:

Administer the staff in the city's Operations and Engineering Divisions by providing direction and support. Ensure that the staff is properly trained and equipped to complete assigned duties as required.

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

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0681 MANAGEMENT SERVICES	PROGRAM MANAGER: TERI CUNNINGHAM

Program Objective (continued):

Coordinate the efforts of the Operations and Engineering Divisions in completing annual work plans including support of city redevelopment efforts. Provide timely and accurate information about work activities to interested partners including neighborhoods, businesses and community groups. Continue to develop partnerships with community organizations and other local jurisdictions to cooperatively address city and regional needs.

Provide excellent customer service by returning contact within one day and acting on a service request as quickly as possible. Complete requests for limited service within one day. A major aspect of management services is to accomplish the city's goals and objectives that pertain to Public Works. Public Works play critical roles in achieving these City Council priorities:

- City Council Priority – Create a sidewalk fund for sidewalk construction projects
- City Council Priority – Incorporate goals and objectives of the Active Transportation Plan into the City's Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual
- City Council Priority – Complete City's non-potable water irrigation (purple pipe) system

Additionally, the department will continue its efforts in withdrawing areas from TVWD into the City of Beaverton's water system.

Progress on FY 2017-18 Action Plan:

The department has focused on fostering better communication between the Operations and Engineering divisions and with the Community Development Department.

FY 2018-19 Action Plan:

The effort to work closely within the department and with other city departments will continue. Our asset management software has been integrated to better document and track customer service requests. Furthermore, the department is making progress on achieving American Public Works Association (APWA) Accreditation. The purpose of the accreditation is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth by the APWA. The accreditation process will assist our department in memorializing many of the standards and procedures that the department has in place, while identifying areas where we can improve and create new best practices.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Percentage of labor hours captured on work orders.	98%	95%	98% / 95%	95%
Employee time loss hours due to work-related injuries.	1.85%	0.7%	0.5% / 0.5%	0.5%
Number of unanticipated requests for service via email and phone calls.	3,700	5,900	4,500 / 5,200	5,000

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN 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

-242,973 -90,900 -135,986 -135,986 -135,986 -86,267 -86,954

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-242,973 -90,900 -135,986 -135,986 -135,986 -86,267 -86,954

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-1,818 -1,368 -1,800 -1,299 -1,800 -2,900 -2,900

389 MISCELLANEOUS REVENUES

-6,555 -6,079 -2,002 -1,509

6060 399 REIMBURSEMENTS - OTHER

-150 -102,583 -102,583

756 PERS RSRV DISTRIB-NON GAAP REV

-10,436

757 MED/LIFE INS PREM REFUND DISTRIBUTION

-551 -551

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-18,809 -7,597 -104,383 -3,852 -106,443 -2,900 -2,900

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

-129,171 -168,720 -184,263 -153,553 -184,263 -166,888 -166,888

412 TRSFERS FROM STREET FUND

-217,238 -251,953 -255,059 -212,549 -259,560 -248,360 -248,360

419 TRSFERS FROM WATER FUND

-105,990 -197,088 -233,111 -194,259 -273,225 -288,261 -288,261

421 TRSFERS FROM SEWER FUND

-154,762 -163,634 -117,488 -97,907 -155,561 -131,538 -131,538

425 TRSFERS FROM GARAGE FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN 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
	-59,157		-78,409		-86,072		-71,727	-87,591	-106,201		-106,201			
440	TRSFERS FR STREET LIGHTING FUND													
	-22,677		-30,057		-32,994		-27,495	-33,576	-34,895		-34,895			
441	TRSFERS FR STORM DRAIN FUND													
	-214,314		-252,722		-247,169		-205,974	-299,531	-237,588		-237,588			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-903,309		-1,142,583		-1,156,156		-963,464	-1,293,307	-1,213,731		-1,213,731			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,165,091		-1,241,080		-1,396,525		-1,103,302	-1,535,736	-1,302,898		-1,303,585			

0910

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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

061	PUBLIC WORKS DIRECTOR													
	141,678	1.00	151,411	1.00	154,231	1.00	121,612	154,236	158,087	1.00	158,087	1.00		
076	OFFICE SUPERVISOR													
	66,769	1.00	66,833	1.00	69,534	1.00	54,566	68,571	72,094	1.00	72,094	1.00		
085	PROJECT MANAGER 1													
	86,414	1.00	85,543	1.00	89,673	1.00	65,466	85,812	91,907	1.00	91,907	1.00		
095	MANAGEMENT ANALYST													
	11,682	1.00	68,761	1.00	74,555	1.00	58,066	74,569	79,270	1.00	79,270	1.00		
215	UTILITY WORKER													
	43,778	1.00												
0911 221	SUPPORT SPECIALIST 2													
	37,217	1.00	48,474	1.00	52,531	1.00	40,605	51,896	55,881	1.00	55,881	1.00		
239	SUPPORT SPECIALIST 1													
	31,805	1.00	34,087	1.00	36,875	1.00	28,772	36,650	37,470	1.00	37,470	1.00		
299	PAYROLL TAXES AND FRINGES													
	191,971		236,396		232,032		183,169	228,447	241,603		252,494			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	611,314	7.00	691,505	6.00	709,431	6.00	552,256	700,181	736,312	6.00	747,203	6.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	2,720		3,332		4,000		3,538	4,500	5,000		5,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
			4,693											
305	SPECIAL DEPARTMENT SUPPLIES													
	1,490		2,020		2,000		1,872	2,500	2,500		2,500			
307	MEMBERSHIP FEES													
	965		1,897		2,000		665	2,000	2,000		2,000			
308	PERIODICALS & SUBSCRIPTIONS													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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
	36		66		100			100	100		100			
317	COMPUTER EQUIPMENT													
	3,995				800		805	805						
318	COMPUTER SOFTWARE													
					28,000		28,000	28,000						
321	TRAVEL, TRAINING & SUBSISTENCE													
	7,487		6,754		6,000		591	2,000	5,000		5,000			
328	MEALS & RELATED EXPENSE													
	65		504		4,010		1,217	1,000	2,000		2,000			
330	MILEAGE REIMBURSEMENT													
			660		1,800		781	900	1,800		1,800			
341	COMMUNICATIONS EXPENSE													
	46,163		46,127		68,264		50,205	68,264	70,500		70,750			
342	DATA COMMUNICATION EXPENSE													
			23,062		21,120		16,235	21,120	21,120		21,120			
351	UTILITIES EXPENSE													
	60,548		64,264		60,000		51,398	60,000	60,000		60,000			
361	UNIFORMS & SPECIAL CLOTHING													
	18,796		19,960		15,000		16,600	17,600	18,000		18,000			
381	BUILDING EXPENSE													
	10,938		10,668		9,000		8,026	9,000	8,500		8,500			
384	BUILDING MAINTENANCE PROJECTS													
	129,949		34,683		10,000		9,793	10,000	38,000		38,000			
461	SPECIAL EXPENSE													
	261		135		150		285	890	195		195			
481	OTHER EXPENSES													
	4,309		6,116		5,140		3,068	5,140	4,296		4,296			
511	PROFESSIONAL SERVICES													
	33,886		46,886		41,300		40,964	41,300	101,000		101,000			
536	MAINTENANCE CONTRACTS													
	3,261		2,416		3,500		3,167	3,500	3,500		3,500			

0912

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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
551	RENTS AND LEASES													
	3,602		3,902		4,108		4,137	4,137	3,710		3,710			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	328,471		278,145		286,292		241,347	282,756	347,221		347,471			
CLASS: 15 CAPITAL OUTLAY														
681	IMPROVEMENTS													
					204,150		293,440	304,150						
TOTAL CLASS: 15 CAPITAL OUTLAY														
					204,150		293,440	304,150						
CLASS: 25 TRANSFERS														
0803	TRSFER TO GENERAL FD-LANDSCAPE													
	63,613		69,355		80,215		66,846	80,215	83,669		83,669			
816	TRSFERS TO REPROGRAPHICS FUND													
	23,017		22,358		24,219		17,160	24,219	25,506		25,506			
818	TRSFERS TO ISD-ALLOCATED													
	47,777		43,730		57,261		47,718	57,261	62,980		62,980			
TOTAL CLASS: 25 TRANSFERS														
	134,407		135,443		161,695		131,724	161,695	172,155		172,155			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					34,957				47,210		36,756			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					34,957				47,210		36,756			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,218,767	1,448,782	1,302,898	6.00	1,303,585	6.00		

**PUBLIC WORKS ADMINISTRATION FUND
FY 2017-18 ADOPTED**

Code Position Title		Actual	Adopted	New	Transfer	Reclass	Deleted	Ending
		FY 16-17	FY 17-18					FY 17-18
61	PUBLIC WORKS DIRECTOR	1.00	1.00					1.00
76	OFFICE SUPERVISOR	1.00	1.00					1.00
85	PROJECT MANAGER 1	1.00	1.00					1.00
95	MANANGEMENT ANALYST	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00	1.00					1.00
239	SUPPORT SPECIALIST 1	1.00	1.00					1.00
	Total	6.00	6.00	0.00	0.00	0.00	0.00	6.00

FY 2018-19 PROPOSED

Code Position Title		Ending	New	Transfer	Reclass	Deleted	Proposed
		FY 17-18					FY 18-19
61	PUBLIC WORKS DIRECTOR	1.00					1.00
76	OFFICE SUPERVISOR	1.00					1.00
85	PROJECT MANAGER 1	1.00					1.00
95	MANANGEMENT ANALYST	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
239	SUPPORT SPECIALIST 1	1.00					1.00
	Total	6.00	0.00	0.00	0.00	0.00	6.00

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN 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												
	242,973		90,900		135,986		135,986	86,267		86,954			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	242,973		90,900		135,986		135,986	86,267		86,954			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	1,818		1,368		1,800		1,800	2,900		2,900			
389	MISCELLANEOUS REVENUES												
	6,555		6,079				1,509						
399	REIMBURSEMENTS - OTHER												
			150		102,583		102,583						
756	PERS RSRV DISTRIB-NON GAAP REV												
	10,436												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
							551						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	18,809		7,597		104,383		106,443	2,900		2,900			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	129,171		168,720		184,263		184,263	166,888		166,888			
412	TRSFERS FROM STREET FUND												
	217,238		251,953		255,059		259,560	248,360		248,360			
419	TRSFERS FROM WATER FUND												
	105,990		197,088		233,111		273,225	288,261		288,261			
421	TRSFERS FROM SEWER FUND												
	154,762		163,634		117,488		155,561	131,538		131,538			
425	TRSFERS FROM GARAGE FUND												
	59,157		78,409		86,072		87,591	106,201		106,201			
440	TRSFERS FR STREET LIGHTING FUND												
	22,677		30,057		32,994		33,576	34,895		34,895			
441	TRSFERS FR STORM DRAIN FUND												
	214,314		252,722		247,169		299,531	237,588		237,588			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	903,309		1,142,583		1,156,156		1,293,307	1,213,731		1,213,731			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,165,091		1,241,080		1,396,525		1,535,736	1,302,898		1,303,585			
TOTAL DEPARTMENT: 03 REVENUE													
	1,165,091		1,241,080		1,396,525		1,535,736	1,302,898		1,303,585			

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

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%

389 MISCELLANEOUS REVENUES
 SALE OF RECYCABLE MATERIALS

399 REIMBURSEMENTS - OTHER
 FY 2017-18 RELLECTS REIMBURSEMENT FROM THE CITY'S INSURANCE CARRIER FOR THE REPLACEMENT OF THE HOIST THAT WAS DAMAGED

756 PERS RSRV DISTRIB-NON GAAP REV
 RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES.

412 TRSFERS FROM STREET FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

419 TRSFERS FROM WATER FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

421 TRSFERS FROM SEWER FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

425 TRSFERS FROM GARAGE FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

440 TRSFERS FR STREET LIGHTING FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

441 TRSFERS FR STORM DRAIN FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

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

061	PUBLIC WORKS DIRECTOR												
	141,678	1.00	151,411	1.00	154,231	1.00	154,236	158,087	1.00	158,087	1.00		
076	OFFICE SUPERVISOR												
	66,769	1.00	66,833	1.00	69,534	1.00	68,571	72,094	1.00	72,094	1.00		
085	PROJECT MANAGER 1												
	86,414	1.00	85,543	1.00	89,673	1.00	85,812	91,907	1.00	91,907	1.00		
095	MANAGEMENT ANALYST												
	11,682	1.00	68,761	1.00	74,555	1.00	74,569	79,270	1.00	79,270	1.00		
215	UTILITY WORKER												
	43,778	1.00											
221	SUPPORT SPECIALIST 2												
	37,217	1.00	48,474	1.00	52,531	1.00	51,896	55,881	1.00	55,881	1.00		
239	SUPPORT SPECIALIST 1												
	31,805	1.00	34,087	1.00	36,875	1.00	36,650	37,470	1.00	37,470	1.00		
299	PAYROLL TAXES AND FRINGES												
	191,971		236,396		232,032		228,447	241,603		252,494			

TOTAL CLASS: 05 PERSONNEL SERVICES

	611,314	7.00	691,505	6.00	709,431	6.00	700,181	736,312	6.00	747,203	6.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	2,720		3,332		4,000		4,500	5,000		5,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
			4,693										
305	SPECIAL DEPARTMENT SUPPLIES												
	1,490		2,020		2,000		2,500	2,500		2,500			
307	MEMBERSHIP FEES												
	965		1,897		2,000		2,000	2,000		2,000			
308	PERIODICALS & SUBSCRIPTIONS												
	36		66		100		100	100		100			
317	COMPUTER EQUIPMENT												
	3,995				800		805						
318	COMPUTER SOFTWARE												
					28,000		28,000						

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

061	PUBLIC WORKS DIRECTOR
076	OFFICE SUPERVISOR
085	PROJECT MANAGER 1
095	MANANGEMENT ANALYST
215	UTILITY WORKER FY 16-17 REFLECTS TRANSFER OF UTILITY WORKER POSITION FROM PUBLIC WORKS ADMIN FUND TO WATER FUND, PROGRAM 0742.
221	SUPPORT SPECIALIST 2
239	SUPPORT SPECIALIST 1
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. \$5,000
304	DEPARTMENT EQUIPMENT EXPENSE
305	SPECIAL DEPARTMENT SUPPLIES BATTERIES, OPERATIONS DEPARTMENT FIRST AID BLUEPRINT PRESERVATION
307	MEMBERSHIP FEES COOPERATIVE PUBLIC AGENCIES OF WASHINGTON COUNTY MEMBERSHIP (ANNUAL). PROFESSIONAL REGISTRATION RENEWAL APWA MEMBERSHIP FOR DIRECTOR ICMA MEMBERSHIP INCREASE FOR APWA FEE
308	PERIODICALS & SUBSCRIPTIONS VALLEY TIMES \$100
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	7,487		6,754		6,000		2,000	5,000		5,000			
328	MEALS & RELATED EXPENSE												
	65		504		4,010		1,000	2,000		2,000			
330	MILEAGE REIMBURSEMENT												
			660		1,800		900	1,800		1,800			
341	COMMUNICATIONS EXPENSE												
	46,163		46,127		68,264		68,264	70,500		70,750			
342	DATA COMMUNICATION EXPENSE												
			23,062		21,120		21,120	21,120		21,120			
351	UTILITIES EXPENSE												
	60,548		64,264		60,000		60,000	60,000		60,000			
361	UNIFORMS & SPECIAL CLOTHING												
	18,796		19,960		15,000		17,600	18,000		18,000			
381	BUILDING EXPENSE												
	10,938		10,668		9,000		9,000	8,500		8,500			
384	BUILDING MAINTENANCE PROJECTS												
	129,949		34,683		10,000		10,000	38,000		38,000			
461	SPECIAL EXPENSE												
	261		135		150		890	195		195			
481	OTHER EXPENSES												
	4,309		6,116		5,140		5,140	4,296		4,296			
511	PROFESSIONAL SERVICES												
	33,886		46,886		41,300		41,300	101,000		101,000			

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
 - ODOT BRIDGE INSPECTION RE-CERTIFICATION (GOOD FOR FIVE YEARS)
 - ODOT BRIDGE CONSTRUCTION RE-CERTIFICATION
 - NWPMA
 - CPAWC
 - AWWA RE-CERTIFICATION
 - CWS TRAINING
 - APWA CONFERENCE
 - APWA - PW LEADERSHIP
 - ODOT - HMAC INSPECTION RECERT
 - EROSION CONTROL & STORMWATER MANAGEMENT SUMMIT
 - AWWA SHORT SCHOOL (FOR SEWER CERT)
 - DEPARTMENT HEAD RETREAT
 - OFFICE SUPERVISOR SAFETY TRAINING
 - MANAGEMENT ANALYST TRAVEL
 - PUBLIC WORKS DIRECTOR TRAVEL

- 328 MEALS & RELATED EXPENSE
 - MEALS FOR LOCAL CLASSES AND/OR MEETINGS, LABOR MANAGEMENT EMPLOYEE OF THE MONTH
 - OVERTIME AND CALL OUT MEALS FOR ALL PUBLIC WORKS STAFF IN ALL FUNDS AND PROGRAMS \$2,000

- 330 MILEAGE REIMBURSEMENT
 - REIMBURSEMENT FOR PERSONAL VEHICLE USE \$1,800

- 341 COMMUNICATIONS EXPENSE
 - LOCAL EXCHANGE PHONE LINES TO THE OPERATIONS COMPLEX \$700 PER MONTH \$8,400
 - CELL PHONES FOR OPS AND ENG STAFF 60 SMART PHONES/63 BASIC CELL PHONES @ \$5,175 PER MONTH \$62,350

- 342 DATA COMMUNICATION EXPENSE
 - WATER FUND: DATA PLAN FOR 12 COMMUNICATION DEVICES (\$480 EACH)
 - STREET FUND: DATA PLAN FOR 7 COMMUNICATION DEVICES
 - SEWER FUND: DATA PLAN FOR 1 COMMUNICATION DEVICE
 - STORM DRAIN FUND: DATA PLAN FOR 7 COMMUNICATION DEVICES
 - PUBLIC WORKS ADMIN FUND: DATA PLAN FOR 17 COMMUNICATION DEVICES \$21,120

- 351 UTILITIES EXPENSE
 - UTILITY EXPENSES FOR OPERATIONS COMPLEX: ELECTRICITY, NATURAL GAS, WATER AND TRASH SERVICE \$60,000

- 361 UNIFORMS & SPECIAL CLOTHING
 - BASEBALL CAPS FOR PUBLIC WORKS STAFF
 - SHIRTS AND JACKETS WITH CITY LOGO
 - FOR ALL ELIGIBLE PUBLIC WORKS STAFF AS REQUIRED BY THE SEIU CONTRACT

- 381 BUILDING EXPENSE
 - PAPER PRODUCTS FOR RESTROOMS
 - LIGHTBULBS
 - ELECTRICAL WORK & SUPPLIES
 - DOOR REPAIRS
 - OTHER SUPPLIES (PAINT FILTERS, HARDWARE)
 - UNFORESEEN REPAIRS

- 384 BUILDING MAINTENANCE PROJECTS
 - UNFORESEEN PROJECTS
 - BUILD AN OFFICE IN BUILDING D
 - PATCH AND REPAIR PARKING LOT

- 461 SPECIAL EXPENSE
 - UST PERMIT
 - DEQ PERMITS/AIR TANK PERMIT

- 481 OTHER EXPENSES
 - ORGANIZATIONAL DEVELOPMENT AND TEAMBUILDING FOR PUBLIC WORKS (107.4 FTE @ \$40 PER FTE)
 - HOLIDAY OPEN HOUSE SUPPLIES \$4,296

- 511 PROFESSIONAL SERVICES
 - JANITORIAL SERVICES FOR OPERATIONS COMPLEX BUILDINGS \$41,000
 - FENCE FOR 160TH SITE \$60,000

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

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												
	3,261		2,416		3,500		3,500	3,500		3,500		3,500	
551	RENTS AND LEASES												
	3,602		3,902		4,108		4,137	3,710		3,710		3,710	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	328,471		278,145		286,292		282,756	347,221		347,471		347,471	
CLASS: 15 CAPITAL OUTLAY													
681	IMPROVEMENTS												
					204,150		304,150						
TOTAL CLASS: 15 CAPITAL OUTLAY													
					204,150		304,150						
CLASS: 25 TRANSFERS													
803	TRSFER TO GENERAL FD-LANDSCAPE												
	63,613		69,355		80,215		80,215	83,669		83,669		83,669	
816	TRSFERS TO REPROGRAPHICS FUND												
	23,017		22,358		24,219		24,219	25,506		25,506		25,506	
818	TRSFERS TO ISD-ALLOCATED												
	47,777		43,730		57,261		57,261	62,980		62,980		62,980	
TOTAL CLASS: 25 TRANSFERS													
	134,407		135,443		161,695		161,695	172,155		172,155		172,155	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					34,957			47,210		36,756			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					34,957			47,210		36,756			
TOTAL PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)													
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,448,782	1,302,898	6.00	1,303,585	6.00	1,303,585	6.00
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,448,782	1,302,898	6.00	1,303,585	6.00	1,303,585	6.00
TOTAL FUND: 605 PUBLIC WORKS ADMIN FUND													
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,448,782	1,302,898	6.00	1,303,585	6.00	1,303,585	6.00

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536	MAINTENANCE CONTRACTS PEST CONTROL \$3,500 ANNUAL FIRE SPRINKLER TESTING ANNUAL FIRE ALARM TESTING GENERATOR MAINTENANCE FIRE ALARM MONITORING ANTIFREEZE CHARGING
551	RENTS AND LEASES STORAGE SPACE LEASE AT HARVEST COURT \$3,710
681	IMPROVEMENTS FY 2017-18 RELLECTS REPLACEMENT AND UPGRADE OF THE HEAVY DUTY EQUIPMENT HOIST THAT WAS DAMAGED LAST FISCAL YEAR. THE COST IS PARTLY OFFSET BY INSURANCE PROCEEDS OF \$102,583 SHOWN IN REVENUE ACCOUNT 399
803	TRSFER TO GENERAL FD-LANDSCAPE
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$62,980
991	CONTINGENCY - UNRESERVED



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
605-85	PUBLIC WORKS - OPERATIONS											
605-85-0681-05-061	PUBLIC WORKS DIRECTOR	1.00	2,080			154,236				154,236	69,085	223,321
605-85-0681-05-076	OFFICE SUPERVISOR	1.00	2,120	10		68,089	482			68,571	46,550	115,121
605-85-0681-05-085	PROJECT MANAGER 1	1.00	1,991			85,812				85,812	45,128	130,940
605-85-0681-05-095	MANANGEMENT ANALYST	1.00	2,080			74,569				74,569	26,937	101,506
605-85-0681-05-221	SUPPORT SPECIALIST 2	1.00	2,080	13		47,850	446		3,600	51,896	15,704	67,600
605-85-0681-05-239	SUPPORT SPECIALIST 1	1.00	1,681	10		36,326	324			36,650	25,043	61,693
	MANAGEMENT SERVICES	6.00	12,032	33		466,882	1,252		3,600	471,734	228,447	700,181
	**** DEPARTMENT TOTAL ****	6.00	12,032	33		466,882	1,252		3,600	471,734	228,447	700,181

0923

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
605-85	PUBLIC WORKS - OPERATIONS											
605-85-0681-05-061	PUBLIC WORKS DIRECTOR	1.00	2,080			158,087				158,087	72,431	230,518
605-85-0681-05-076	OFFICE SUPERVISOR	1.00	2,160	20		71,107	987			72,094	51,578	123,672
605-85-0681-05-085	PROJECT MANAGER 1	1.00	2,080			91,907				91,907	51,152	143,059
605-85-0681-05-095	MANAGEMENT ANALYST	1.00	2,080			79,270				79,270	30,978	110,248
605-85-0681-05-221	SUPPORT SPECIALIST 2	1.00	2,080	20		51,403	718		3,760	55,881	18,408	74,289
605-85-0681-05-239	SUPPORT SPECIALIST 1	1.00	1,663	20		36,806	664			37,470	27,947	65,417
	MANAGEMENT SERVICES	6.00	12,143	60		488,580	2,369		3,760	494,709	252,494	747,203
	**** DEPARTMENT TOTAL ****	6.00	12,143	60		488,580	2,369		3,760	494,709	252,494	747,203

0924

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:		Capital Projects					% Change
CLASS	Actual	Actual	Budget	Estimated	Recommended	% Change	
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budgeted Vs. Recommended	
Capital Outlay	\$3,856,875	\$1,074,883	\$5,126,833	\$3,148,000	\$4,762,000	-7.12%	
SUB-TOTAL	\$3,856,875	\$1,074,883	\$5,126,833	\$3,148,000	\$4,762,000		
Contingency			72,434		94,023		
Reserves			387,049		509,849		
TOTAL	\$3,856,875	\$1,074,883	\$5,586,316	\$3,148,000	\$5,365,872		
FTE's	-	-	-	-	-		

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

Capital outlay:

FY 2018-19 reflection an increase of \$1.4 million for the Westgate/Cedar Hills intersection project offset by a reduction of \$1.8 million for the completion of the Crescent Connection multi-use path.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 310 CAPITAL PROJECTS	DEPARTMENT: PUBLIC WORKS - ENGINEERING
PROGRAM: TRANSPORTATION & CIVIC PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

MISSION STATEMENT:

The Capital Projects Fund manages the expenditures for improvements to the city's street infrastructure system in support of traffic and congestion management. The City's Capital Improvement Program (CIP) includes projects for a five-year period but forecasts two years of funding for projects. Most projects require multiple years to complete and typically involve design, permitting, right of way acquisition, and construction. The major sources of revenue are transfers from other funds, grants, and intergovernmental payments/reimbursements.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION					
CAPITAL OUTLAY	\$3,856,875	\$1,074,883	\$5,126,833	\$4,762,000	\$0
TRANSFERS					
CONTINGENCY	0	0	459,483	603,872	0
TOTAL	\$3,856,875	\$1,074,883	\$5,586,316	\$5,365,872	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$780,069	\$798,713	\$1,208,233	\$1,379,011	\$0
Transfers from:					
General Fund	71,841	552,582	649,798	623,621	0
Storm Drain Fund	1,042,040	0	0	0	0
Street Fund	320,771	121,478	895,264	933,240	0
Transportation Dev. Tax / TIF Fund	1,965,957	282,552	2,119,328	2,268,000	0
Grants	0	336,698	0	0	0
Other Intergovernmental Revenue	470,184	146,746	711,463	150,000	0
Miscellaneous Revenue	4,724	44,346	2,230	12,000	0

For a complete narrative of the budget process and major transportation issues, refer to pages 64 - 66

Progress on the FY 2017-18 Action Plan

- The design of the Menlo Dr. (Allen Blvd to Fairmount Dr.) sidewalk project (CIP 3106A) is expected to be complete, including ROW acquisition.
- The design of the 10-foot wide Crescent Connection Multi-Use Path project (CIP 3407) was completed and construction began in February 2018.
- Construction of the Farmington Rd (Hocken-Murray) Improvement, MSTIP3d project (CIP 3302) is complete.
- Construction of the Canyon Rd Alternative Bike Network project (CIP 3518) along Millikan Way began in April 2017 and was completed in September 2017.
- City staff completed design on the 10-foot wide Denney Rd Multi-Use Path project (CIP 3410) and construction is expected to begin in the summer of 2018 or spring of 2019.
- The design of the Utility Undergrounding in the Vicinity of 1st Ave and Lombard Ave project (CIP 3326) was completed. Construction has been postponed indefinitely.
- The design of the Westgate Dr./Cedar Hills Blvd/Dawson Way Intersection Realignment project (CIP 3321) was completed and the acquisition of right of way began in November 2017.
- The design of the Library Fountain Improvements (CIP 3522) is expected to be 30% complete. Construction has been postponed indefinitely.
- The design of the Canyon Rd (Hocken Ave - Short St) Improvements (CIP 3519A) moved from the project scoping phase to the preliminary design phase. The driveway impact process began in August 2017 and is expected to be complete in April 2018. The design of the Hocken Ave roadway improvements through the railroad crossing (CIP 3408) is coordinated with the design of CIP 3519A.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 310 CAPITAL PROJECTS	DEPARTMENT: PUBLIC WORKS - ENGINEERING
PROGRAM: TRANSPORTATION & CIVIC PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

- Construction began on ADA Ramp Replacement, Phase 2 (CIP 5106B) in February 2018 and is expected to be complete in May 2018.
- The design of the bridge pile replacement for the Cedar Hills Blvd Bridge (BB005) (CIP 3411) was completed and replacement is scheduled for the summer of 2018 during the in-water summertime work window.
- The Metro Nature in the Neighborhoods grant program assisted with funding for Crescent Connection Multi-Use Path project (CIP 3407).
- The City of Beaverton/ODOT IGA for the Washington Square adaptive Signal System (CIP 3201) is expected to be complete in May 2018 with design starting immediately thereafter.
- A consultant was selected and design for the Western Ave (5th Street – Allen Blvd) Improvement (CIP 3328) began in January 2018.
- Data collection for the Murray Blvd/Allen Blvd Intersection Improvement (CIP 3329) was completed in January 2018. A traffic analysis and a proposed lane configuration are expected to be complete by June 2018.
- The Beaverton Hillsdale Hwy Fiber Connection Improvements (CIP 3412) were completed.

FY 2018-19 Action Plan:

CIP NO.	PROJECT NAME
3106A	Menlo Drive (Allen Blvd to Fairmont Dr.) Sidewalk – Complete construction.
3106B	Placeholder Sidewalk Project – Determine project limits and select design consultant.
3201	Washington Square Adaptive Signal System – Complete design.
3321	Westgate Dr. / Cedar Hills Blvd / Dawson Way Intersection Realignment - Complete right of way acquisition
3328	Western Ave (5 th St-Allen Blvd) Improvement – Complete design.
3329	Murray Blvd/Allen Blvd Intersection Improvement - Complete feasibility study, project scoping and planning level cost estimates.
3407	Crescent Connection Shared Use Path – Complete construction.
3408	Hocken Ave (RR-TV Hwy) Widening – Complete design in coordination with CIP 3519A.
3410	Denney Rd Shared Use Path – Begin construction.
3519A	Canyon Rd (Hocken Ave – Short St) Improvements (MTIP) – Complete 60% plans and begin ROW acquisition.
3522	Library Fountain Improvements (CIP 3522) – Complete design and cost estimate.
3411	Pile Replacement at Cedar Hills Blvd Bridge (BB005) – Complete pile replacement.
5106C	ADA Ramp Replacement, Phase 3 – Award contract and begin ADA ramp replacement.
3413	Hall Blvd Fiber Connection - Complete fiber installation.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 310 CAPITAL PROJECTS	DEPARTMENT: PUBLIC WORKS - ENGINEERING
PROGRAM: TRANSPORTATION & CIVIC PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

CIP Projects for FY 2018/19 and associated City of Beaverton Council Priorities and Community Vision(s) that they support are as follows:

CIP NO.	PROJECT NAME
3106A	Menlo Drive (Allen Blvd to Fairmont Dr.) Sidewalk – This project responds to Community Vision Action #48 - install safe sidewalks and pedestrian lighting citywide and # - 49 create safe routes to schools. ***
3201	Washington Square Adaptive Signal System - This project responds to Community Vision Action Plan # 47 - Implement solutions to reduce traffic congestion and #52 - Use signals to improve safety.
3321	Westgate Dr./Cedar Hills Blvd/Dawson Way Intersection Realignment - This project responds to Community Vision Action Plan #46 - strategically widen roads, add signals & turn lanes and #48 - install safe sidewalks and pedestrian lighting citywide. ***
3328	Western Ave (5th St-Allen Blvd) Improvement - This project responds to Community Vision Action Plan #48 - install safe sidewalks and pedestrian lighting citywide, #50 - expand paths and trails and connect to major destinations, #51 - install or improve crosswalks citywide, #53 - install bikeways along major commuter routes, #99 improve pedestrian connections in neighborhoods. ***
3329	Murray Blvd/Allen Blvd Intersection Improvement - This project responds to Community Vision Action Plan #46 - strategically widen roads, add signals & turn lanes and #47 - implement solutions to reduce highway road congestion.
3407	Crescent Connection Shared Use Path – This project responds to Community Vision Action Plan #54 - upgrade trails to include lighting & better connectivity and #88 - connect parks and green spaces with trails/bike routes. ***
3408	Hocken Ave (RR-TV Hwy) Widening – This project responds to Community Vision Action Plan #46 - strategically widen roads, add signals & turn lanes, #48 - install safe sidewalks & pedestrian lighting citywide, and #53 install bikeways along major commuter routes. ***
3410	Denney Rd Shared Use Path – This project responds to Community Vision Action Plan #54 - upgrade trails to include lighting & better connectivity and #88 - connect parks and green spaces with trails/bike routes. ***
3519A	Canyon Rd (Hocken Ave – Short St) Improvements (MTIP) – This project responds to Community Vision Action Plan #65 - create pedestrian friendly zone. ***
3411	Pile Replacement at Cedar Hills Blvd Bridge (BB005) - Three timber piles were identified in the last bridge inspection as being in very poor condition and in need of replacement.
5106C	ADA Ramp Replacement, Phase 3 - This project responds to Community Vision Action Plan #48 - install safe sidewalks & pedestrian lighting citywide. ***
3413	Hall Blvd Fiber Connection - This project responds to Community Vision Action Plan # 47 - Implement solutions to reduce traffic congestion and #52 - Use signals to improve safety.

*** Project responds to the Council Priorities of filling sidewalk gaps and incorporating the goals and objectives of the Active Transportation Plan (ATP) into the City’s Capital Improvement Plan (CIP).

**City of Beaverton
CIP Financial Plan
FY 2017-18 Estimated**

CIP #	Proj #	Project Name	Funding Source									
			Anticipated TOTAL Project Cost	General Fund	Street Fund	Other Funds	TLT	TDI	TIF	BURA	Grants, IGA	Funding Total
Transportation Capital Improvement Projects:												
3106	3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk	1,716,000	204,350	100,650							305,000
3189	3189	Annual Traffic Calming Project	40,000		40,000							40,000
3192	3192	Hocken Bridge							9,000			9,000
3223	3223	Traffic Enhancement Projects				1,000						1,000
3302	3302	Farmington Rd (Hocken-Murray), MSTIP 3D	21,400,000								50,000	50,000
3307	3307	Utility Undergrounding										-
3321	3321	Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment	2,100,000					310,000				310,000
3328	3328	Western Ave (5th St-Allen Blvd) Improvement	4,000,000	89,000				75,000			100,000	264,000
3329	3329	Murray Blvd/Allen Blvd Intersection Improvement						10,000				10,000
3407	3407	Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)	2,697,000					1,504,537			486,463	1,991,000
3408	3408	Hocken Ave (RR-TV Hwy) Widening	1,591,000						72,000			72,000
3410	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)	710,000	7,500	7,500							15,000
3411	3411	Cedar Hills Blvd Bridge Pile Repair	125,000		-							-
3412	3412	BH Hwy Fiber Connection	53,000		53,000							53,000
3413	3413	Hall Blvd Fiber Connection										-
4118A	4118A	Settler Wy Utility Replacements, Phase 1										-
		TOTALS	300,850	300,850	201,150	1,000	-	1,899,537	81,000	-	636,463	3,120,000
Facility, Civic, Cultural Capital t Projects:												
3509	3509	Public Safety Center	35,000,000			1,123,105						1,123,105
3518	3518	Canyon Rd Alternative Bike Network	875,000	171,750	171,750							343,500
3519	3519A	Canyon Rd Intersection Improvements (MTIP)	5,035,000	76,500	76,500							153,000
3521	3521	Beaverton Center for the Arts					1,038,371					1,038,371
3522	3522	Library Fountain Improvements		199,000								199,000
		TOTALS	447,250	447,250	248,250	1,123,105	1,038,371	-	-	-	-	2,856,976
BURA Capital Improvement Projects:												
6502	????	Crescent Street Improvements					100,000			100,000		200,000
3523	3523	Downtown Wayfinding Phase 2								-		-
6501	5099	Parking Garage Lot 2 at The Round								612,197		612,197
6505	5102	Parking Garage In Old Town								-		-
6503	?	BURA Land Acquisition								552,230		552,230
?	?	Creekside Streetscape Improvements								350,000		350,000
		TOTALS	-	-	-	-	100,000	-	-	1,614,427	-	1,714,427
		Totals =>	748,100	748,100	449,400	1,124,105	1,138,371	1,899,537	81,000	1,614,427	636,463	7,691,403

**City of Beaverton
CIP Financial Plan
FY 2018-19 Recommended**

CIP #	Proj #	Project Name	Funding Source								Funding Total	
			Anticipated TOTAL Project Cost	General Fund	Street Fund	Other Funds	TLT	TDT	TIF	BURA		Grants, IGA
Transportation Capital Improvement Projects:												
3106	3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk	1,716,000	202,621	438,240	687,139					1,328,000	
3106	3106B	Placeholder sidewalk Project									-	
3189	3189	Annual Traffic Calming Project	40,000		40,000						40,000	
3201	3201	Washington Square Adaptive Signal System									-	
3223	3223	Traffic Enhancement Projects				100,000					100,000	
3307	3307	Utility Undergrounding									-	
3321	3321	Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment	2,100,000					1,616,000			1,616,000	
3328	3328	Western Ave (5th St-Allen Blvd) Improvement	4,000,000	85,000				84,000		150,000	319,000	
3329	3329	Murray Blvd/Allen Blvd Intersection Improvement						400,000			400,000	
3407	3407	Beaverton Creek Shared-Use Path (Cedar Hills Blvd Lombard Ave)	2,697,000	64,000				64,000			128,000	
3408	3408	Hocken Ave (RR-TV Hwy) Widening	1,591,000						104,000		104,000	
3410	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)	781,000	272,000	260,000						532,000	
3411	3411	Cedar Hills Blvd Bridge Pile Repair	125,000		150,000						150,000	
3413	3413	Hall Blvd Fiber Connection	45,000		45,000						45,000	
5095	5095	US Hwy 26 at Cedar Hills Blvd Improvements	800,000					200,000			200,000	
3410	3410A	Beaverton Creek Trail (On-Street from King Blvd to Lombard Ave)		12,000							12,000	
TOTALS			635,621	933,240	787,139	-	2,364,000	104,000	-	150,000	4,974,000	
Facility, Civic, Cultural Capital t Projects:												
3509	3509	Public Safety Center				17,194,047					17,194,047	
3519	3519A	Canyon Rd Intersection Improvements (MTIP)	5,035,000	115,000	115,000						230,000	
3521	3521	Beaverton Center for the Arts				1,172,113	297,085		297,085		1,766,283	
3522	3522	Library Fountain Improvements									-	
TOTALS			115,000	115,000	18,366,160	297,085	-	-	297,085	-	19,190,330	
BURA Capital Improvement Projects:												
6502	????	Crescent Street Improvements					100,000		100,000		200,000	
	3523	Downtown Wayfinding Phase 2									-	
6501	5099	Parking Garage Lot 2 at The Round							130,000		130,000	
6505	5102	Parking Garage in Old Town									-	
6503	?????	BURA Land Acquisition							754,334		754,334	
	?????	Creekside Streetscape Improvements							350,000		350,000	
TOTALS			-	-	-	100,000	-	-	1,334,334	-	1,434,334	
Totals =>				750,621	1,048,240	19,153,299	397,085	2,364,000	104,000	1,631,419	150,000	25,598,664

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 310 CAPITAL PROJECTS 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

	-780,069		-798,713		-1,208,233		-1,208,233	-1,208,233	-1,379,011		-1,379,011			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-780,069		-798,713		-1,208,233		-1,208,233	-1,208,233	-1,379,011		-1,379,011			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

			-336,698											
--	--	--	----------	--	--	--	--	--	--	--	--	--	--	--

329 OTHER INTERGOVERNMENTAL REV

093	-470,184		-146,746		-711,463		-27,662	-636,463	-150,000		-150,000			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-470,184		-483,444		-711,463		-27,662	-636,463	-150,000		-150,000			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-4,724		-6,677		-2,230		-6,691	-9,330	-12,000		-12,000			
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389 MISCELLANEOUS REVENUES

			-37,669											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-4,724		-44,346		-2,230		-6,691	-9,330	-12,000		-12,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-71,841		-552,582		-649,798		-395,122	-491,298	-623,621		-623,621			
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412 TRSFERS FROM STREET FUND

	-320,771		-121,478		-895,264		-58,640	-201,150	-933,240		-933,240			
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441 TRSFERS FR STORM DRAIN FUND

	-1,042,040													
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443 TSFR FR TRANSP DEV TAX FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 310 CAPITAL PROJECTS 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
					-1,948,032		-1,667,179	-1,899,537	-2,164,000		-2,164,000			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-1,965,957		-282,552		-171,296		-13,124	-81,000	-104,000		-104,000			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-3,400,609		-956,612		-3,664,390		-2,134,065	-2,672,985	-3,824,861		-3,824,861			
TOTAL DEPARTMENT: 03 REVENUE														
	-4,655,586		-2,283,115		-5,586,316		-3,376,651	-4,527,011	-5,365,872		-5,365,872			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 310 CAPITAL PROJECTS FUND DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISITION(LAND/BLDG)													
	6,159		377,259											
652	RIGHT-OF-WAY AND EASEMENT COST													
	11,471		49,537		269,000		38,878	300,000	290,000		290,000			
682	CONSTRUCTION													
	3,163,055		160,216		3,820,538		1,880,865	1,957,500	3,727,000		3,727,000			
683	CONST DESIGN & ENGR INSPECTION													
	676,190		487,871		1,037,295		842,513	890,500	745,000		745,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	3,856,875		1,074,883		5,126,833		2,762,256	3,148,000	4,762,000		4,762,000			

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

983	RESERVE - UTIL UNDERGROUNDING													
					387,049				509,849		509,849			
991	CONTINGENCY - UNRESERVED													
					72,434				94,023		94,023			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					459,483				603,872		603,872			

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

	3,856,875		1,074,883		5,586,316		2,762,256	3,148,000	5,365,872		5,365,872			
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CAPITAL PROJECTS - WATER OPERATING FUND PROJECTS

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:	Water Operations					
	Actual	Actual	Budget	Estimated	Recommended	% Change
CLASS	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$1,013,303	\$1,402,392	\$1,816,732	\$1,509,474	\$2,158,628	18.82%
Materials and Services	2,873,154	3,237,292	3,955,346	3,669,009	4,005,298	1.26%
Capital Outlay	687,413	173,926	79,153	122,902	265,450	235.36%
Transfers	3,646,920	4,416,912	3,416,756	3,456,870	4,924,748	44.14%
SUB-TOTAL	\$8,220,790	\$9,230,522	\$9,267,987	\$8,758,255	\$11,354,124	
Contingency						
Unreserved			8,926,176		7,984,944	
JWC Emergency			500,000		500,000	
Rate Stabilization			600,000		600,000	
Reserve for equip.			324,323		342,168	
TOTAL	\$8,220,790	\$9,230,522	\$19,618,486	\$8,758,255	\$20,781,236	
FTE's	10.75	10.75	16.25	16.25	19.00	

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

Personnel services:

FY 2018-19 reflects a net increase of 2.75 FTE consisting of: 3.0 FTE new positions for Water Operations; 2 FTE Water Distribution Equipment Operators, 1 FTE Water Customer Service Technician and the reallocation of a 0.25 FTE Inventory Control Technician from the Water Fund to the Garage Fund. 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 changes.

Capital outlay:

FY 2018-19 reflects an increase for vehicle replacements over the amount budgeted in FY 2017-18.

Transfers:

FY 2018-19 reflect in increase of \$1.5 million to the water debt service fund for the annual on the new \$21 million in water revenue bond issue.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX WATER REPLACEMENT PROJECTS	PROGRAM MANAGER: DAVID WINSHIP

DRINKING WATER PROGRAM

For a complete narrative of the budget process for Water Construction Projects, refer to pages 66 – 67.

The Drinking Water Program is funded by: the Water Construction Fund (505) which obtains revenue from Water System Development Charges (SDCs), loans and water revenue bonds and the Water Fund (501) that obtains revenue from water sales, water connection permits, and fees.

The City of Beaverton (City) provides drinking water to approximately 70,000 of the total 96,165 residents within Beaverton city-limits. TVWD currently serves approximately 16,000 Beaverton residents within the withdrawal areas depicted on the following page. These residents are scheduled to be served by the City within 5-7 years. An additional, 8,000 new residents are expected in the South Cooper Mt. area will be served by the City of Beaverton.

Progress on FY 2017-18 Action Plan:

Replacement Projects

The City currently owns, operates and maintains approximately 286 miles of 2” through 36” diameter waterlines. In 1991, the City identified approximately 162,240 lineal feet of water lines ranging in size from 2 to 24 inches and 2,265 fire hydrants that would require replacement over the estimated following 35 years. To date, the City has replaced approximately 107,041 lineal feet (66 %) of the previously identified waterlines for replacement because they were at the end of useful life.

Significant water renewal and replacement projects budgeted, designed and/or constructed in FY 2017-18:

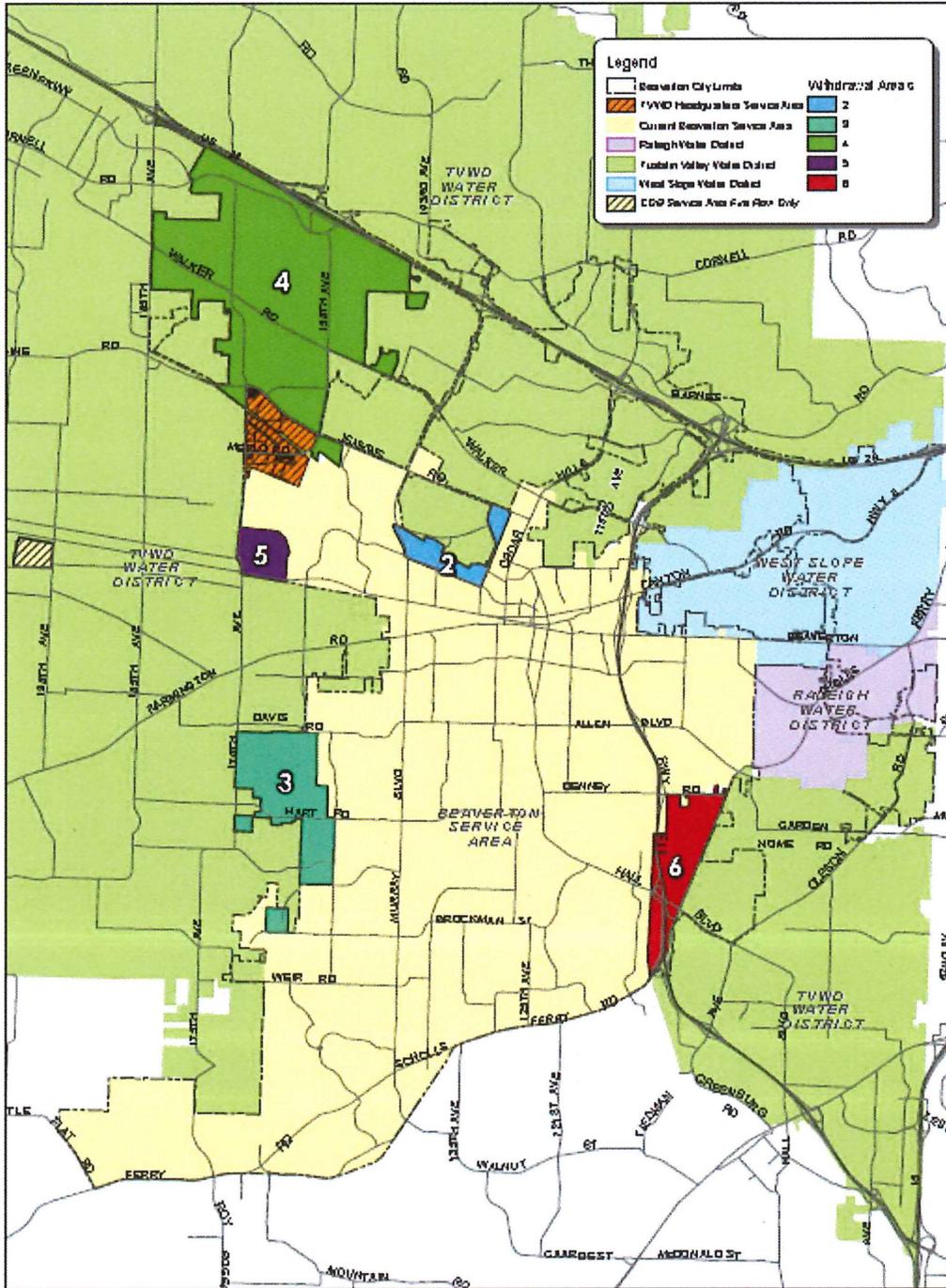
<u>CIP No.</u>	<u>CIP Project Name</u>
3302	Farmington Road Waterline Improvements (148th Ave to Hocken Rd)
4109	Denney Rd (105th Ave - Rollingwood DR and King Blvd - Belaire DR) 12-inch Waterline
4131	140th Ct (140th Ave to End) Waterline Replacement
4083	Duncan Ln (Jamieson to the West) Waterline Upgrade
3611	JWC Upgrade Projects
4060	Water System Security Upgrades
4017A	Water System Master Plan (last update-2009)
4128	TVWD Cooperative Water Projects, service area analysis
4118A	Settler Way Waterline Replacement (1,400 LF of 6" & 8") Phase 1 (includes Greenway Ridge)
4118B	Settler Way Waterline Replacement (2,000 LF of 6" & 8") Phase 2
4107	Annual Water Line Maintenance and Replacement Projects
4120	Taralynn Ave. Allen Blvd. to end
4121	Kimberly CT
4132	27 th CT – Kimberly CT @ 142 nd Ave
4134A	Pressure Reducing Valves – PRV (various locations)
6037	Beaverdam RD – Rose Biggi Ave. to Watson Ave

Water Master Plan Update (CIP 4017A)

The City hired Murraysmith and Associates in 2016 to complete an update to the City’s 2009 Water Master Plan. Originally anticipated to be complete summer 2017, rapid growth from development in South Cooper Mountain (SCM), City participation in the Willamette Water Supply Program (WWSP), and withdrawal of some existing TVWD service areas made water demand forecasting difficult, and ultimately delayed the master plan completion. Now that City participation in the WWSP is confirmed (5 MGD), better forecasting for SCM is known, and the City and TVWD have signed a 40-year IGA covering withdrawal and transfer of service areas from TVWD to the City’s water service area, Murraysmith can estimate total water demand, develop a CIP project list, and determine if water SDCs are adequate in both the short-term and long-term. The Water Master Plan Update is scheduled to be complete summer 2018. A reset of SDC charges will follow.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX WATER REPLACEMENT PROJECTS	PROGRAM MANAGER: DAVID WINSHIP



Known Withdrawal Areas

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

Beaverton

0 2,500 5,000
Feet

Withdrawal and transfer of water service areas from TVWD to the City's water service area from IGA

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX WATER REPLACEMENT PROJECTS	PROGRAM MANAGER: DAVID WINSHIP

Aquifer Storage and Recover (ASR)

During the winter and spring, when streamflow in the Tualatin River is plentiful, the City injects treated drinking water originating from the Joint Water Commission (JWC) water treatment plant into deep natural underground basalt formations (aquifers), mixing with and displacing native groundwater. During the summer months, when natural streamflow in the Tualatin River is low, treated water is recovered (pumped out) from ASR wells to supplement JWC surface water and help meet Beaverton’s overall peak season demands which have reached as high as 17 million gallons per day (mgd).

Since 1999, the City has used ASR as an alternative means to increase summer time drinking water supply and currently provides up to 5 mgd. In 2017, the average daily drinking water demand was 7.15 mgd and the highest demand day was 13.61 mgd for the City’s water service area. Beaverton’s ASR technology plays a vital role in meeting peak (summer) season customer water demand, which reached 15.2 million gallons on August 1, 2015. That single day volume included nearly 2 million gallons wheeled through the Beaverton water system to the City of Tigard under a water purchase contract Tigard has with the Joint Water Commission (JWC) for the summer.

Drinking water from ASR wells represents up to 30 percent of daily water consumed in the summer period, and 7.3 percent of all water consumed in 2017 by Beaverton water customers. Beaverton’s ASR program involves conveying treated drinking water from the JWC water treatment plant into natural underground basalt formations (aquifers), where it is stored for later use. The City currently has two operational ASR Wells Nos. 2 and 4. ASR 3, was drilled in 2000, and construction of a pumping station is planned for 2018, and is listed as CIP No. 4021G.

Since 1999, the City has pumped out over 4.25 billion gallons of potable water stored in the three wells and from native groundwater reserves to help meet peak summer season water demand. Acting as a conservation measure, ASR conserves surface water from primary sources (rivers and dams) during environmentally stressful summer seasons. In calendar year 2017, a total of 191 million gallons (MG) of stored water and native groundwater were recovered (pumped into the water system) from the ASR wells to help meet summer customer drinking water consumption.

ASR Well No. 1, originally constructed as a conventional groundwater well in 1945, was refitted for ASR use in 1997, having a peak pumping capacity of 1 mgd. Having reached the end of its useful life, ASR No. 1 was permanently taken out of service and converted to a groundwater monitoring well. The current total peak pumping capacity of the remaining ASR Well Nos. 2 and 4 is 5 mgd, with an overall underground storage capacity volume of about 851 MG, which can be pumped out under the City’s ASR and groundwater permits with the Oregon Water Resources Department.

Once completed, ASR Well No. 5 (CIP 4021D) will expand ASR capacity by 2 mgd. ASR 5 will increase the reliability and capacity of supply both for the City of Beaverton and indirectly for our JWC partners. An increase in 2 mgd during average peak season water demand will provide for an equivalent added supply of potable water to approximately 15,800 new Beaverton residents (using current average-day per capita water use) as Beaverton’s residential and commercial and industrial business grows. Water storage volume in the new ASR well will be approximately 237 million gallons (727.3 acre-feet), which will be recovered (pumped out of the well) during the peak summer months to supply City of Beaverton water users during peak-season demand. ASR Well No. 5 will raise the current peak pumping capacity of 5 mgd to 7 mgd.

Joint Water Commission Supply

The Joint Water Commission (JWC) water treatment plant has a nominal capacity of 75 million gallons per day (mgd) of treated drinking water. The City of Beaverton owns a 25 percent share of JWC’s water plant capacity, equivalent to 18.75 mgd of drinking water to supply water to 70,000 city water customers of the total 95,385 residents and businesses within the city limits. To convey the JWC treated water to Beaverton, the City owns the equivalent of 14 mgd-capacity in the 13-mile long South Transmission Line; and equivalent of 2.1 mgd capacity in the 14-mile long Northside Transmission Line; along with full ownership of the Beaverton’s 7-mile long 36-inch diameter transmission line, which in combination the three carries potable water from the JWC water treatment plant to Beaverton’s in-town storage reservoirs and distribution system. The City’s budget included \$515,900 in FY 2016-17, Beaverton’s proportional share of the total cost based on ownership share, for various projects. The projects replace and upgrade selected parts of the Water Treatment Plant, added backup power generation and other projects related to operation and maintenance of overall JWC assets.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX WATER REPLACEMENT PROJECTS	PROGRAM MANAGER: DAVID WINSHIP

FY 2018-19 Action Plan:

Significant water system improvement and replacement projects budgeted for FY 2018-19:

<u>CIP No.</u>	<u>CIP Project Name</u>
6073B	Beaverdam Rd (Cedar Hills Blvd - Watson) Utility Improvement, Phase 2
4120	Taralynn Ave (Allen Blvd - EOP) Waterline Replacement
6095	11th Street - Lee to Alger (1,150 LF 6" DIP)
3106A	Menlo DR (Allen Blvd to Fairmount DR) Sidewalk Water Meter Service Relocation
4132	27th Court - Kimberly Ct to 142nd Ave (600 LF of 6")
4118A	Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)
4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2
4078B	Sexton Mountain Pump Station Upgrade
4134	Davies/Brockman PRV Upgrade
3611	JWC Upgrade Projects
4017A	Water System Master Plan
4134A	PRV Upgrades (various locations)

Scoggins Dam and Hagg Lake

In 2001, in partnership with the U.S. Bureau of Reclamation (Reclamation), the City of Beaverton joined Clean Water Services, the Tualatin Valley Water District, and City of Hillsboro as water supply partners to form the Tualatin Basin Water Supply Project Partnership (TBWSP). The purpose of the project was to increase the storage capacity behind Scoggins Dam to about 100,000 acre-feet to meet long-term water supply needs. The TBWSP consisted of raising the height of Scoggins Dam (which forms Hagg Lake); construction of a large pipeline from the dam to the JWC water treatment plant; a large pumping station to pump water from the Tualatin River into Hagg Lake during the winter; and expansion of the JWC water treatment plant south of Forest Grove. Since 1973, when Reclamation was developing the Tualatin Project (Scoggins Dam, Hagg Lake), the City of Beaverton has been a direct municipal "repayment contractor" to Reclamation for 4,000 acre-feet (1.3 billion gallons) annually. Beaverton has two current contracts with Reclamation dating as far back as 1971.

During the summer, when drinking water demand is high and Tualatin River streamflow is low, Beaverton requests release of water from Hagg Lake (Scoggins Reservoir) and Barney Reservoir (formed behind a dam on the Trask River in the Coast Range) to compensate for the amount of water removed for Beaverton's summer use. Scoggins Dam is situated on Scoggins Creek creating Hagg Lake. Flows from the dam downstream into lower Scoggins Creek are tributary to the Tualatin River, near Gaston. Completion of the Scoggins Dam construction occurred in 1975.

Scoggins Dam/Hagg Lake is currently Beaverton's and Washington County's primary source of water in the summer and a central component to our region's water supply. Hagg Lake supports nearly 250,000 jobs, provides drinking water for more than 400,000 residents, irrigates 17,000 acres of cropland, provides important flood control and recreation opportunities, and sustains water quality in the Tualatin River to protect fish and wildlife habitat.

A potentially catastrophic problem was identified with Scoggins Dam in 2007 by Reclamation staff, related to a Cascadia Subduction Zone earthquake. Between 2009 and 2010, a Risk Analysis was performed on Scoggins Dam to determine the risk from seismic events with Scoggins Dam, owned and operated by Reclamation. Evaluation of risks associated with seismic-induced overtopping and spillway wall failure causing potential catastrophic dam failure provided justification to initiate expedited action to reduce risks based on Reclamation guidelines. Risks associated with earthquake-induced internal erosion were found to be within the range of justification to take action to reduce risk. Based on the findings of these risk analyses, a decision was made in 2010 to move into a Corrective Action Study (CAS).

Scoggins Dam has been classified as one of the most seismically at-risk dams that Reclamation manages. This classification means that failure of the dam due to a large earthquake could result in significant damages or even loss of life to communities if it is not upgraded. Reclamation has spent the last six years developing and refining alternatives, with scopes and cost estimates to complete a seismic retrofit of the Scoggins Dam in a Corrective Action Study under Reclamation's Safety of Dams Program. The estimates for structural modifications of the existing dam are \$200 to \$500 million. Through local leadership from Clean Water Services, the JWC partners—Beaverton, Hillsboro, Forest Grove and the TVWD continue to support the work to secure

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 501 WATER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX WATER REPLACEMENT PROJECTS	PROGRAM MANAGER: DAVID WINSHIP

Scoggins Dam to reduce the risk of failure in a major earthquake in order to protect public safety, secure our region’s water supply, and help meet future needs.

During FY 18-19, the Principal Engineer in the Public Works Department will continue to work in partnership with Clean Water Services, will continue to work directly with Reclamation staff from the Boise and Denver federal offices on the designated Project Management Team (PMT). The PMT continues to work toward a final PMP containing a determination of corrective actions to modify the existing Scoggins Dam. The Principal Engineer is a member of the PMT, representing the JWC members who have repayment contracts with Reclamation.

In a relatively new development of the project, Reclamation and Clean Water Services sent a letter in November 2015 to approximately 28 property owners downstream of Scoggins to inform them of a newly considered dam safety/water supply concept that could impact their property and a subsequent local informational meeting was held with property owners and local residents. In addition, on March 23, 2017, a neighborhood project meeting was held near the current dam site. The new concept under consideration is a new downstream dam as a replacement of the existing Scoggins Dam, which forms Hagg Lake. The downstream dam concept would inundate the area currently occupied by Stimson Mill and a number of nearby homes and properties. Reclamation and CWS are coordinating with Stimson Lumber. Stimson is supportive of the efforts to review this concept and have indicated that they want to keep the mill in the area and retain the jobs should relocation be necessary. Reclamation and CWS are working closely on this new concept with the other Tualatin Repayment Contractors—Tualatin Valley Irrigation District, and the Cities of Hillsboro, Beaverton and Forest Grove.

The picture below is one of several concepts currently under consideration including options which would strengthen and raise the dam in its current location. Studies, reviews and other processes will continue for several years before the preferred alternative by Reclamation is selected. During FY 18-19, the downstream roller-compacted concrete replacement dam will be designed at the feasibility level, following successful drilling to find foundation rock at the downstream location in late 2017. As the lead partner, CWS will continue the outreach efforts with the neighbors, property owners and stakeholders on this project. Scoggins Dam/Hagg Lake is central to our region’s economic vitality and environmental health and it must be strengthened to protect public safety and secure our primary water supply.



**City of Beaverton
CIP Financial Plan - Water
FY 2017-18 Estimated**

Fund #	CIP #	Project #	Project Name	SDC	Surcharge	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
Water Capital Improvement Projects:									
501	3611	3611	JWC Projects					995,325	995,325
									1,792,250
501	3700	4017	Water System Hydraulic Modeling & Mapping					50,000	50,000
501	3700	4031Q	Annual Waterline Maintenance & Replacement Projects (3700)					50,000	50,000
			Totals - 3700	-	-	-	-	100,000	100,000
501	3701	3302	Farmington Rd. Waterline Improvement (148th to Hocken) 4,000 LF of 12" & 16"					2,500	2,500
501	3701	3407	Beaverton Creek Shared Use Path					38,000	38,000
501	3701	3518	Canyon Road Alternative Bike Network					24,000	24,000
501	3701	4060	Water System Security Upgrades					40,000	40,000
501	3701	4088	Energy Recovery Hydro Projects (Energy Trust of Oregon)					10,000	10,000
501	3701	4111	Hyland Way					63,000	63,000
501	3701	4116	6th St 8-Inch Waterline (Stott Ave to Watson Ave)					166,000	166,000
501	3701	4118	Greenway Ridge Waterline (6-inch replacement)					189,000	189,000
501	3701	4120	Taralynn Avenue - Allen Blvd. to end (1,000 LF of 6")					15,000	15,000
501	3701	4121	Kimberly Court (1,100 LF of 6")					553,000	553,000
501	3701	4134	Davies/Brockman; Weir Rd/158th Ave PRV Upgrades					70,000	70,000
501	3701	4133	Backup Emergency Generator					5,000	5,000
501	3701	6095	Sellwood Subdivision (1,150 LF 6" DIP)					210,000	210,000
501	3701	4017A	Water System Master Plan					96,000	96,000
501	3701	4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design					90,000	90,000
501	3701	4118A	Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)					474,000	474,000
501	3701	4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2					26,000	26,000
501	3701	4134A	2017 Water System PRVs Project - SW 153rd Ave&Beaverton CreekTC/Division&Village Place					340,000	340,000

**City of Beaverton
CIP Financial Plan - Water
FY 2017-18 Estimated**

Fund #	CIP #	Project #	Project Name	SDC	Surcharge	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Funding Total
501	3701	4152	Chestnut PI (BH Hwy - Cypress St) 1200 LF of 8"					400,000	400,000
501	3701	6073B	Beaverdam Rd Waterline Replacement (Rose Biggi Ave - Watson Ave), Phase 2; 800 LF of 8"					305,000	305,000
			Totals - 3701	-	-	-	-	3,116,500	3,116,500
									2,955,551
505	3620	3302	Farmington Rd. Waterline Improvement (148th to Hocken) 4,000 LF of 12"	2,500					2,500
505	3620	4006	Water System Telemetry (annual upgrade project)	75,000					75,000
	3620	4150	Denney Road Commerce Center (Opportunity Project) Replacement of 2,000 LF with 12" Waterline Upsizing. Joint project with redevelopment	380,000					380,000
505	3620	4118A	Settler Way Waterline Replacement (1,400 LF of 6" & 8") Phase 1 (includes Greenway Ridge)	422,000					422,000
505	3620	4118B	Settler Way Waterline Replacement (2,000 LF of 6" & 8") Phase 2	26,000					26,000
505	3620	3408	Hocken Ave (RR-TV highway)	5,000					5,000
			Totals - 3620	910,500	-	-	-	-	910,500
									1,313,500
505	3621	4021D	ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)				200,000		200,000
									1,600,000
505	3622	4058A	Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)			250,000			250,000
505	3622	5092C	SW 175th/Weir Road Water Transmission Line Project (Bond)			745,000			745,000
505	3622	5092B	175th/Kemmer Intersection (upgrade existing and new 24" waterline) (Bond)			200,000			200,000
505	3622	4151	Kemmer Rd (176th Ave - 182nd Ave) 24-Inch Waterline Extension (Bond)			175,000			175,000
			Totals - 3622 (North Cooper Mtn. Reservoir #2 and Transmission Lines) (Bond)	-	-	1,370,000	-	-	1,370,000
									2,209,625
505	3623	4021G	South Cooper Mt. - Non-potable (purple pipe) Water System (G2A)	700,000					700,000
									425,000
505	3625	6083	South Cooper Mt. Infrastructure (Potable)	50,000					50,000
									750,000
505	3627	5090	Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)			136,000			136,000
505	3627	4128C	158th at Merlo Connection to Jenkins (Bond)			1,422,000			1,422,000
505	3627	4128A	Cedar Hills Blvd/Jenkins Rd/Walker Rd Water System Improvements (Bond)			1,135,000			1,135,000
505	3627	4128D	Waterhouse South Area 4 Withdrawal Area (Bond)			200,000			200,000
505	3627	4128E	Urban Renewal Area 2 Withdrawal Area (Bond)			150,000			150,000
505	3627	4128F	Southwest Beaverton Area 3 Withdrawal Area (Bond)			100,000			100,000
505	3627	4128G	SW 170th/Arbor Creek TVWD Withdrawal Area 5 (Bond)			100,000			100,000
505	3627	4128H	Denney-Whitford, TVWD Withdrawal Area 6 (Bond)			150,000			150,000
			Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)	-	-	3,393,000	-	-	3,393,000
									3,350,000
505	3631	4107	Meridian Pump Station Replacement (Bond)			200,000			200,000
									400,000
505	3636	4051	Scoggins Dam Raise (TBWSP)	2,000					2,000
									2,000
505	3643	4126	Willamette Water Supply Program (WWSP) (Bond)			50,000			50,000
505	3643	4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)			150,000			150,000
			Totals - 3643 Willamette Water Supply (Bond)	-	-	200,000	-	-	200,000
									844,000
505	3644	4122	Alvord Lane Waterline, 2,600 LF of 16" (Bond)			580,000			580,000
505	3644	5092A	SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines) (Oppor			866,000			866,000
505	3644	4148	South Cooper Mountain LID			50,000			50,000
			Totals - 3644 (South Cooper Mtn. Extra Capacity Projects), (Bond)	-	-	1,496,000	-	-	1,496,000
									1,974,000
			Totals =>	1,662,500	-	6,659,000	200,000	4,211,825	12,733,325

**City of Beaverton
CIP Financial Plan - Water
FY 2018-19 Recommended**

Fund #	CIP #	Proj #	Project Name	SDC	Surcharge	Bond Proceeds	IFA Loan Proceeds	Operating: Maint & Replacement	Developer Reimb	Funding Total
Water Capital Improvement Projects:										
501	3611	3611	JWC Projects					1,882,250		1,882,250
501	3700	4017	Water System Hydraulic Modeling & Mapping					50,000		50,000
501	3700	4031Q	Annual Waterline Maintenance & Replacement Projects (3700)					50,000		50,000
			Totals - 3700					100,000		100,000
501	3701	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)					6,000		6,000
501	3701	3519A	Canyon Rd Intersection Improvements (MSTIP)					10,000		10,000
501	3701	4060	Water System Security Upgrades					40,000		40,000
501	3701	4111	Hyland Way					820,000		820,000
501	3701	4120	Taralynn Avenue - Allen Blvd. to end (1,000 LF of 6")					210,000		210,000
501	3701	4134	Davies/Brockman; Weir Rd/158th Ave PRV Upgrades					265,000		265,000
501	3701	4133	Backup Emergency Generator					10,000		10,000
501	3701	6095	Sellwood Subdivision (1,150 LF 6" DIP)					360,000		360,000
501	3701	3106A	Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk Water Meter Service Relocation					60,000		60,000
501	3701	4017A	Water System Master Plan					27,000		27,000
501	3701	4078C	Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design					60,000		60,000
501	3701	4118A	Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)					10,000		10,000
501	3701	4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2					410,000		410,000
501	3701	3407	Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)					6,000		6,000
501	3701	3321	Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment					15,000		15,000
501	3701	4134A	2017 Water System PRVs Project - SW 153rd Ave&Beaverton CreekTC/Division&Village Place					5,000		5,000
			Totals - 3701					2,314,000		2,314,000
	3620	4150	Denney Road Commerce Center (Opportunity Project) Replacement of 2,000 LF with 12" Waterline Upsizing, Joint project with redevelopment NEW	370,000						370,000
505	3620	4154	Urban Reserve Infrastructure Analysis (6B area)	100,000						100,000
505	3620	4006	Water System Telemetry (annual upgrade project)	100,000						100,000
505	3620	4018	Wellhead Protection	5,000						5,000
505	3620	4133	Backup Emergency Generator	5,000						5,000
505	3620	4021F	ASR Well No. 6, (Fence 2 lots, well maintenance/testing)	50,000						50,000
505	3620	4021H	ASR Well No. 7 (Cooper Mt. ASR well maintenance/testing)	50,000						50,000
505	3620	4024Q	Water Extra-Capacity Projects	100,000						100,000
505	3620	4118A	Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)	10,000						10,000
505	3620	4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2	470,000						470,000
505	3620	3408	Hocken Ave (RR-TV highway)	15,000						15,000
			Totals - 3620	1,275,000						1,275,000
505	3621	4021D	ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)					1,100,000		1,100,000
505	3622	4058A	Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)			500,000				500,000
505	3622	5092C	SW 175th/Weir Road Water Transmission Line Project (Bond)			2,000				2,000
505	3622	5092B	175th/Kemmer Intersection (upgrade existing and new 24" waterline) (Bond)			920,000				920,000
505	3622	4151	Kemmer Rd (176th Ave - 182nd Ave) 24-Inch Waterline Extension (Bond)			515,000				515,000
			Totals - 3622 (North Cooper Mtn. Reservoir #2 and Transmission Lines) (Bond)			1,937,000				1,937,000
505	3623	4021G	South Cooper Mt. - Non-potable (purple pipe) Water System	600,000						600,000
505	3625	4140	SCM 24" Waterline Extension - High School to west (1,100 LF) (may be paid by SDC credits)	600,000						600,000
505	3627	5090	Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)			1,035,000				1,035,000
505	3627	4128C	158th at Merlo Connection to Jenkins (Bond)			15,000				15,000
505	3627	4128A	Cedar Hills Blvd/Jenkins Rd/Walker Rd Water System Improvements (Bond)			8,000				8,000
505	3627	4128D	Waterhouse South Area 4 Withdrawal Area (Bond)			200,000				200,000
505	3627	4128E	Urban Renewal Area 2 Withdrawal Area (Bond)			1,650,000				1,650,000
505	3627	4128F	Southwest Beaverton Area 3 Withdrawal Area (Bond)			50,000				50,000
505	3627	4128G	SW 170th/Arbor Creek TVWD Withdrawal Area 5 (Bond)			100,000				100,000
505	3627	4128H	Denney-Whitford, TVWD Withdrawal Area 6 (Bond)			100,000				100,000
			Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)			3,158,000				3,158,000
505	3631	4107	Meridian Pump Station Replacement (Bond)			2,950,000				2,950,000
505	3636	4061	Scoggins Dam Raise (TBWSP)	4,000						4,000
505	3643	4126	Willamette Water Supply Program (WWSP) (Bond)			350,000				350,000
505	3643	4141	WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)			1,650,000				1,650,000
			Totals - 3643 Willamette Water Supply (Bond)			2,000,000				2,000,000
505	3644	4122	Alvord Lane Waterline, 2,600 LF of 16" (Bond)			632,000			158,000	790,000
505	3644	5092A	SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines) (Opportunity Project) (Bond)			10,000				10,000
505	3644	4128	South Cooper Mountain LID			50,000				50,000
			Totals - 3644 (South Cooper Mtn. Extra Capacity Projects) (Bond)			692,000			158,000	850,000
			Totals =>	2,479,000		10,737,000	1,100,000	4,296,250	158,000	18,770,250

CAPITAL PROJECTS - WATER CONSTRUCTION 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 Construction					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Capital Outlay	\$1,562,002	\$4,038,523	\$12,868,125	\$8,521,500	\$14,474,000	12.48%
SUB-TOTAL	\$1,562,002	\$4,038,523	\$12,868,125	\$8,521,500	\$14,474,000	
Contingency			-		-	
Contingency - Dedicated			396,121		1,800,946	
Reserve			6,582,375.00		3,853,175	
Reserve			-			
TOTAL	\$1,562,002	\$4,038,523	\$19,846,621	\$8,521,500	\$20,128,121	

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

Capital outlay:

FY 2018-19 increase reflects the addition of opportunity projects (in coordination with projects from other agencies) such as SW 175th - Scholls to Alvord, Willamette Water Supply Intertie, Jenkins Waterline Extension, 175th/Kemmer Intersection, South Cooper Mtn 24" Waterline Extension (High School to west). Some of these opportunity projects will be paid with the \$21 Million Water Revenue Bond Issue. Also included is construction of Cedar Hills/Jenkins/Walker Rd Waterline Improvements.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 505 WATER CONSTRUCTION	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

Program Trends:

The City's water utility operation is accounted for in the Water Fund. For financial reporting purposes, the Water Fund is a consolidation of the Water Operating Fund, Water Construction Fund and Water Debt Service Fund. For budgetary and financial control purposes, a separate budget is presented for each of these operations. The budget presented in this program is for the Water Construction Fund. This fund accounts for expenditures for improvements to the system with the three sources of revenue: System Development Charges (SDCs), transfers from operating revenue and an occasional revenue bond. Due to an increase in real estate development, SDCs have rebounded somewhat from previous recessionary years. Contributions of operating funds for the replacement portion of capital projects continues to be a challenge as metered consumption has flattened and operating revenue is limited. The sale of revenue bonds funds for major facility construction projects is expected over the next five years. The budget proposes a \$21 million Water Revenue Bond being sold in June 2018.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
CAPITAL OUTLAY	\$1,562,002	\$4,038,523	\$12,868,125	\$14,474,000	\$0
TRANSFERS					
CONTINGENCY	0	0	6,978,496	5,654,121	0
TOTAL	\$1,562,002	\$4,038,523	\$19,846,621	\$20,128,121	\$0

Funding Sources:

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$1,860,962	\$1,879,643	\$992,721	\$16,390,121	\$0
Intergovernmental Revenue	54,750	750,000	0	0	0
System Development Fees	983,855	176,990	1,010,000	1,200,000	0
Miscellaneous Revenue	12,077	100,966	13,900	438,000	0
Loan Proceeds	0	347,645	16,600,000	1,100,000	0
Transfers from:					
Water Fund	530,000	1,776,000	1,230,000	1,000,000	0

Funding of Projects:

3620 Water Extra Capacity Supply System	1,245,819	889,917	1,313,500	1,275,000	0
3621 ASR No. 5 Project	263,739	1,096,318	1,600,000	1,100,000	0
3622 Cooper Mtn Rsvr #2 and Water Lines	0	202,535	2,209,625	1,937,000	0
3623 Non Potable Purple Pipe Projects	0	69,128	425,000	600,000	0
3625 So. Cooper Mtn Water Capacity Proj	0	69	750,000	600,000	0
3627 Withdrawal of Areas from TVWD	0	1,681,277	3,350,000	3,158,000	0
3631 Meridian Pump Station Repl.	0	29,048	400,000	2,950,000	0
3636 Scoggins Dam Raise Project	0	0	2,000	4,000	0
3643 Willamette Water Supply System	52,444	42,895	844,000	2,000,000	0
3644 So. Cooper Mtn. Extra Capacity	0	27,336	1,974,000	850,000	0

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 505 WATER CONSTRUCTION	DEPARTMENT: PUBLIC WORKS
PROGRAM: INCREASED CAPACITY CAPITAL PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

Progress on FY 2017-18 Action Plan:

Significant water capacity projects budgeted, designed and/or constructed in FY 2017-18 include the following projects. Projects appear in the budget under the various funds and programs. Each project has its own identifier and may have allocations for various object codes such as Construction (#682) or Right of Way/Easement Costs (#652).

During FY 2017-18, the list of projects continued to grow as development opportunities occurred in the Cooper Mountain area and the city began a schedule of taking over water service responsibilities from the Tualatin Valley Water District (TVWD) for properties already within the city limits.

Program: Water Extra Capacity- 3620

<u>CIP Project No.</u>	<u>CIP Project Name</u>
3302	Farmington Road Utility Improvements (148th Ave to Hocken Rd), complete
4133	Backup Generator
4024P	Water Extra-Capacity Projects
4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2

Program: ASR 5 Project – IFA Loan – 3621

4021D	ASR Well No. 5 – Completed preliminary design for well siting location
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Program: Cooper Mountain Reservoir #2 and Transmission Mains (bonded) – 3622

5092B	175th/Kemmer Intersection (upgrade existing and new 24" waterline)
5092C	SW 175th/Weir Road Water Transmission Line
4058A	Cooper Mt. Reservoir No. 2, preliminary design only

Program: Non-Potable “Purple Pipe” Mains – 3623

4021G	ASR No. 3 in South Cooper Mt. (SCM) - Non-potable purple-pipe water system
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Program: S. Cooper Mtn. SDC Projects – 3625

6083	South Cooper Mt. Infrastructure – Potable
5092A	SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines)

Program: Withdrawal of Areas from TVWD – 3627

5090	Jenkins Bridge Crossing, preliminary design only
4128C	158 th @ Merlo Connection to Jenkins Road
4128A	Cedar Hills Blvd/Jenkins/Walker Road system improvements

Program: Meridian Pump Station – 3631

4107	Meridian Pump Station Replacement and Upgrade, preliminary design only
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Program: Willamette River Water Supply – 3643 (bonded)

4126	Willamette Water Supply Program – Continue participation with preliminary design and joined the Willamette Water Intake Facility Commission (WIF)
4141	WWSP Supply Intertie @ Cornelius Pass Road and TV Highway

Program: S. Cooper Mtn. Extra Capacity Projects (bonded) – 3644

4122	Alvord Lane Waterline, 2,500 LF of 16"
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FY 2018-19 Action Plan:

During FY 2018-19, the list of projects shows continued progress on development opportunities occurring in the Cooper Mountain area and the city transferring water service responsibilities from TVWD for about 16,000 city residents over the next 5-7 years. On Feb. 20, 2018, the City Council approved a 40-year IGA with TVWD and authorized the Mayor to sign the IGA.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 505 WATER CONSTRUCTION	DEPARTMENT: PUBLIC WORKS
PROGRAM: INCREASED CAPACITY CAPITAL PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

There will be opportunities for an initial investment in the assets of the Willamette Water Supply Project (WWSP). Significant extra-capacity water system improvements consists of:

Program: Water Extra Capacity- 3620

CIP Project No.	CIP Project Name
4024P	Water Extra-Capacity Projects
4118B	Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2

Program: ASR 5 Project – IFA Loan – 3621

4021D	ASR Well No. 5 – Sorrento Pump Station Seismic Upgrade
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Program: Cooper Mountain Reservoir #2 and Transmission Mains (bonded) – 3622

5092B	175th/Kemmer Intersection (upgrade existing and new 24" waterline)
4058A	Cooper Mt. Reservoir No. 2, preliminary design only

Program: Non-Potable “Purple Pipe” Mains – 3623

CIP No.	CIP Project Name
4021G	ASR No. 3 in South Cooper Mt. (SCM) – Supply source to Non-potable purple-pipe water system

Program: S. Cooper Mtn. SDC Projects – 3625

6083	South Cooper Mt. Infrastructure – Potable
5092A	SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines)

Program: Withdrawal of Areas from TVWD – 3627

5090	Jenkins Bridge Crossing
4128A	Cedar Hills Blvd/Jenkins/Walker Road system improvements
4128C	158 th @ Merlo Connection to Jenkins Road
4128D	Waterhouse South Area 4 withdrawal area - preliminary design only
4128E	Millikan Way Area 2 withdrawal area - preliminary design and construction
4128F	Southwest Beaverton 3/5 withdrawal area - preliminary design only

Program: Meridian Pump Station – 3631

4107	Meridian Pump Station Replacement and Upgrade, preliminary design only
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Program: Willamette River Water Supply – 3643 (bonded)

4126	Willamette Water Supply Program – intake facility upgrade
4141	WWSP Supply Intertie @ Cornelius Pass Road and TV Highway

Program: S. Cooper Mtn. Extra Capacity Projects (bonded) – 3644

4122	Alvord Lane Waterline, 1,300 LF of 16"
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Aquifer Storage and Recover (ASR) – ASR No. 5

During FY 18-19, final design engineering and land use approval will occur. The new ASR No. 5 (providing 2 MGD) will replace ASR No. 1 (out of service). The City’s future total peak pumping capacity in ASR wells is 7 MGD which consists of ASR Well No. 2 (2 MGD), ASR Well No. 4 (3 MGD) and ASR Well No. 5 (2 MGD).

The project is financed by a \$5 million loan and loan-forgiveness funds from the State of Oregon Infrastructure Finance Agency (IFA) and the US EPA with additional funding from the Water Construction Fund. The City’s application for the US EPA Safe Drinking Water Revolving Loan Fund was deemed Environmentally Innovative for its proposed design, efficiency and function. ASR Well No. 5 is located at the existing Sorrento Reservoir and Pump Station site owned by the City of Beaverton on Hanson Road near 135th Avenue.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 505 WATER CONSTRUCTION	DEPARTMENT: PUBLIC WORKS
PROGRAM: INCREASED CAPACITY CAPITAL PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

In FY 2016-17, ASR Well No. 5 was drilled to a depth of 945 feet and accesses a productive deposit of groundwater below 500 feet. For comparison, ASR No. 2 & 4 wells are drilled to about 500 feet deep. Because the ASR No. 5 well is sealed to 480 feet, it is effectively drawing water from a separate deeper zone that is below and not directly accessible by neighboring ASR wells (No. 2 & 4). The modified seal configuration, which was approved by Oregon Water Resources Department, helps limit interference/interaction (well productivity decreases) that could occur when ASR No. 5 is pumped at the same time as ASR No. 2 or 4.

An increase in 2 MGD during average peak season water demand from ASR No. 5 will provide for an equivalent supply of potable water to approximately 19,400 residents (9,700 population per 1 MGD), using current average-day per capita water use. The ASR capacity also provides for Beaverton residents in case of an emergency when water supply from the JWC is interrupted. Similar ASR benefits are expected in the future with ASR Nos. 6 and 7. This investment reserves the location and well for future needs when justified by growth in City water customer use by residents and businesses and for City-wide fire protection. This increases the reliability and capacity of supply both for the City of Beaverton and indirectly for our JWC partners.

To offset energy used to recover (pump) water from the ASR No. 5 well in the summer season, the ASR system will incorporate variable-speed hydropower generation from excess water pressure that is typically dissipated during the aquifer injection (storage) process. The City's proposed ASR Well No. 5 project will install premium efficiency pumps and motors and also incorporate the renewable energy technology to offset pumping costs, complementing the City's energy sustainability goals. The project will help to recover 91,000 Kwh of energy annually and save over \$5,000 annually on energy costs. The ASR No. 5 project also includes expanded emergency backup power generating capacity.

The use of ASR by Beaverton is an important bridge during the next decade to conserve stored water in the event of: a drought period, imposed Scoggins reservoir fill restriction(s), water quality problems, seismic events up to the intensity of the Cascadia Subduction Zone earthquake, or other water-limiting events in the future. ASR 5 and other ASR facilities are believed to be more resilient during a large earthquake due to being located on top and penetrating into deep rock formations of more stable Columbia River Basalt. With the significant seismic risks now known concerning Scoggins Dam, the schedule is uncertain to strengthen and raise the existing, or replace the dam at a downstream location by the US Bureau of Reclamation.

South Cooper Mountain (SCM) Annexation Area – Water Infrastructure

One of the most significant City of Beaverton infrastructure planning, design and construction projects of the last 30 years will continue in FY 2018-19. The South Cooper Mountain annexation area (544 acres), which is largely undeveloped, was added to the Urban Growth Boundary (UGB) in 2011 and annexed to the City of Beaverton January 2013. In FY 17-18, construction of Mountainside High School was completed and additional subdivisions were approved for land use. Overall, about 3,000 living units were in various stages of land use approval in FY 17-18 and a 700 living-unit development is under construction with at least 300 living units predicted to be completed in FY 18-19.

City engineering staff will continue to work closely with developers and other governmental agencies to ensure construction of regional potable water facilities within South Cooper Mountain. Construction will be completed in FY 18-19 on 1500 linear feet of 16" and 24" waterline in SW 175th Ave as part of the Washington County project to widen the roadway. City and SCM developers will also construct 2,100 linear feet of 16" waterline for the Alvord Ln Waterline Extension project and multiple pressure reducing valve and metering vaults that will provide 675 foot-pressure zone water to the upper elevations of South Cooper Mountain developments. The waterline extensions and vaults construction will begin in FY 17-18 and be completed in FY 18-19.

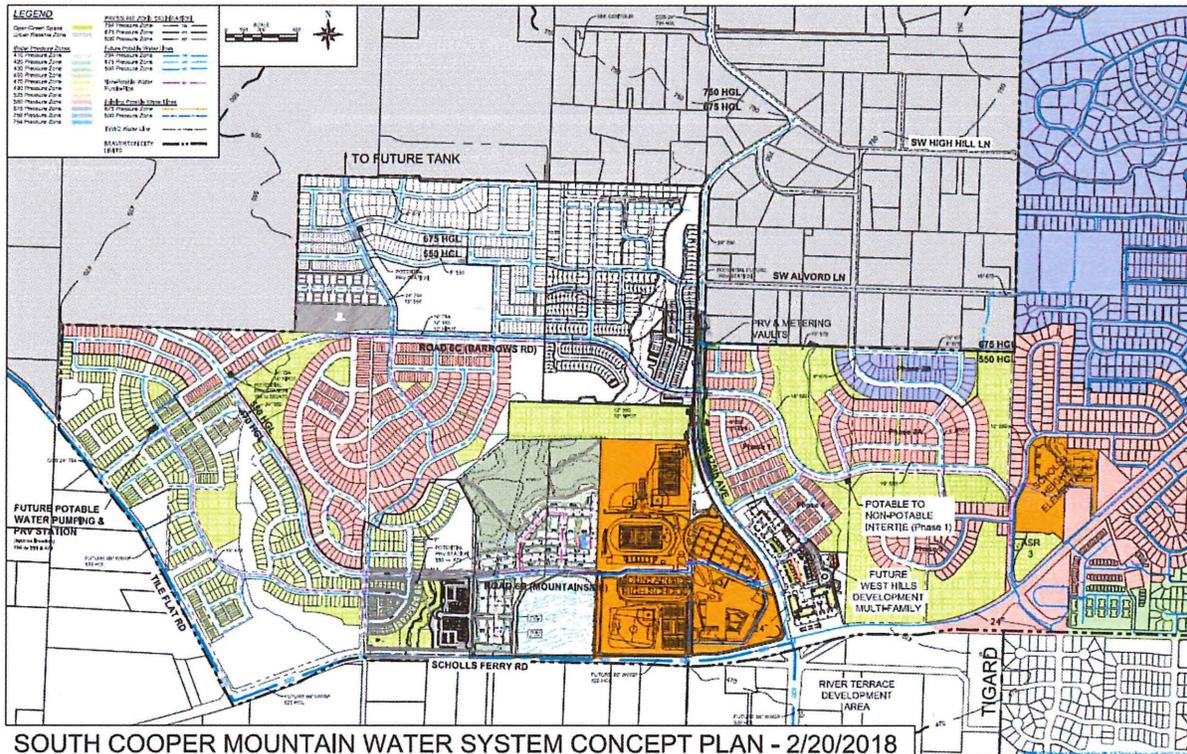
During FY 2015-16, the South Cooper Mountain Concept Plan was adopted with a vision that serves as a long-term guide for future growth and development of the South Cooper Mountain area, including concept plans for public infrastructure for streets, water, sewer and storm drainage. The concept plan covers public infrastructure for the entire 6B Urban Reserve (1,776 acres) including the 544-acre South Cooper Mountain annexation area. The City Council supports a recommendation to Metro to include Urban Reserve 6B in the next addition of land to be added to the Metro land area within the UGB.

An infrastructure study which is part of the concept plan (and continuing in CIP No. 6083), requires extensive evaluation of potable water supply and service needs and projected costs to ensure provision of water service and fire protection for a fully developed area. Hydraulic modeling for the future water system in the annexation area and beyond produced a grid of needed

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 505 WATER CONSTRUCTION	DEPARTMENT: PUBLIC WORKS
PROGRAM: INCREASED CAPACITY CAPITAL PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

waterlines. In FY 18-19, engineering staff will expand investigation and planning/design of both potable and non-potable water infrastructure to serve the remainder of SCM within the city limits and in the proposed Urban Reserve 6B areas.



SOUTH COOPER MOUNTAIN WATER SYSTEM CONCEPT PLAN - 2/20/2018

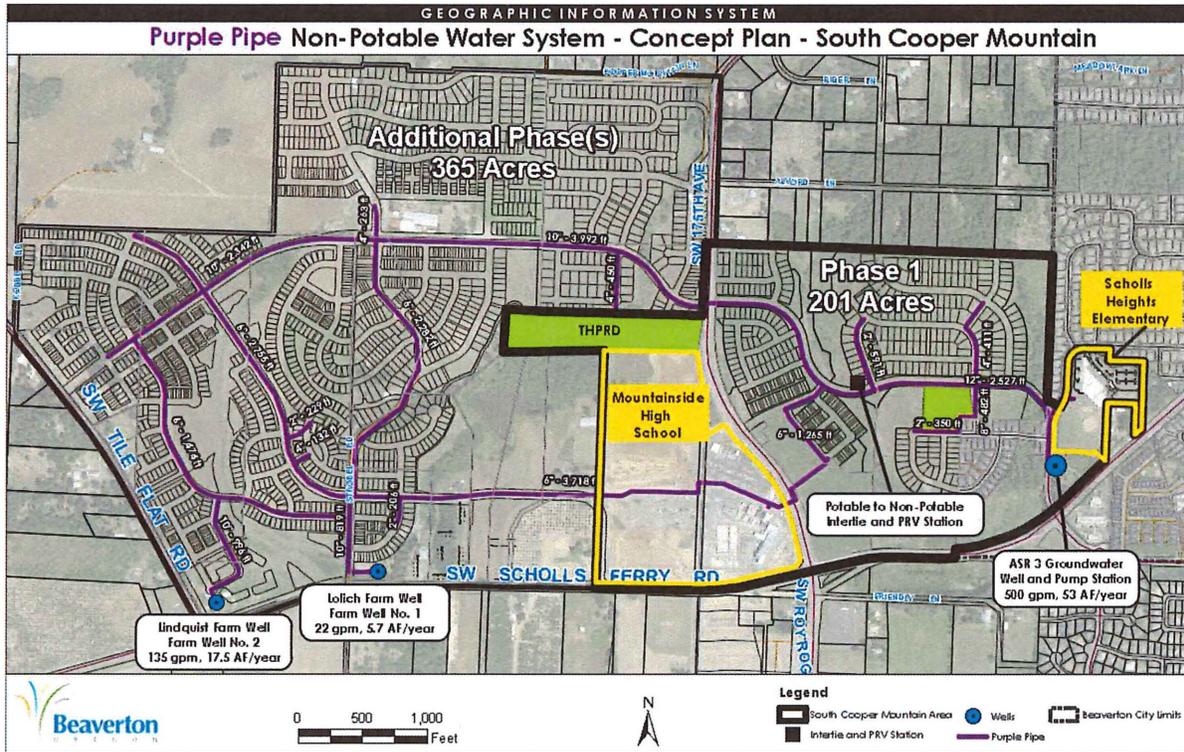
An engineering consultant study in 2008 concluded that within about 5 years, the City’s upper-elevation water storage needs would exceed the capacity of the 5.5 million gallon reservoir on Cooper Mountain (Cooper Mountain Reservoir No. 1), currently serving these areas of the City. In 2009, the Beaverton City Council adopted a Water System Master Plan that included the 2008 upper elevation storage findings. An updated Beaverton Water Master Plan by a consultant and the City’s engineering staff will be completed in FY 18-19 which recommends 5.5 million-gallon Cooper Mt. Reservoir No. 2. The 2018 master plan update includes a siting study of potential locations for another future reservoir Cooper Mt. Reservoir No. 3, with a capacity of approximately 5 million gallons, located above an elevation of 550 feet and within a reasonable distance of existing water mains to fill and drain the reservoir. Currently, approximately 15,000 of the total 70,000 residents served by Beaverton’s water system receive drinking water from the existing upper-elevation water storage reservoir on Cooper Mountain (No. 1). Within the 544-acre annexed area of the South Cooper Mountain, 8,000 people will added to the City’s upper elevation water service area in the coming years, and another 8,000 residents when the remaining Urban Reserve 6B is brought into the Urban Growth Boundary and annexed to the City of Beaverton. Public Works engineering staff will continue working toward preliminary design a future water reservoir, Cooper Mountain Reservoir No. 2 (CIP 4058A) and 2 mile-long 24” water transmission main, and other needed water infrastructure to serve upper elevations of southwest Beaverton.

ASR Well No. 3 to Supply Native Groundwater to Non-Potable Purple Pipe Water System, CIP 4021G

ASR No. 3, located on a City-owned subdivision lot, was drilled in 2000, and has not yet been developed for pumping due to other higher productivity wells (ASR Nos. 2 and 4) located in the Sorrento Ridge area. However, due in part to the South Cooper Mountain area annexation, new high school and concentrated residential development, the use of the native groundwater from the well referred to as ASR Well No. 3, is now planned to provide non-potable summer irrigation water for the landscaping and recreation areas of the new development area. The existing ASR Well No. 3, which includes the City’s groundwater rights, will be capable of providing up to 575,000 gallons of native groundwater per day that can be used for irrigation and other outdoor uses.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 505 WATER CONSTRUCTION	DEPARTMENT: PUBLIC WORKS
PROGRAM: INCREASED CAPACITY CAPITAL PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON



To partially mitigate the increase in potable water demand related to non-potable water uses (e.g., landscaping irrigation, decorative fountains and ponds, outdoor use, toilet flushing), the City is developing and building a non-potable “purple pipe” system in SCM, which will include approximately 27,000 lineal feet (over five miles in length) of buried purple-colored plastic water pipe. The non-potable water system will use native groundwater from a 1,000-foot deep well, drilled in 2000 (ASR No. 3) into a local underground Columbia River Basalt, deep-basalt aquifer. Following the completion of the non-potable pumping and distribution system preliminary study, a pumping system and purple-pipe distribution system is being developed. The purple-pipe water distribution system will extend from the SW Loon Drive (ASR No. 3) groundwater well near Scholls Ferry Road west to Tile Flat Road. The system currently extends to the west side of the new Beaverton School District - Mountainside High School, which will use non-potable water for their irrigation needs.

Developers continued to install purple-pipe throughout new subdivisions within South Cooper Mountain in FY 17-18. The City will construct a potable to non-potable intertie in FY 17-18 that will pressurize the system purple-pipe system with potable water. The system will be operational for developments in South Cooper Mountain to use until the work at ASR 3 is completed, after which the system will supply non-potable water. A land use pre-application meeting for the well improvements at ASR 3 was held in FY 17-18. Final design of the well improvements and land use application will be completed in FY 18-19.

The City is also working with Clean Water Services on a project to determine viability of using stormwater to recharge the aquifer at ASR 3. A grant from Oregon Water Resources Department funded a feasibility study that was completed in FY 17-18. The feasibility study showed that stormwater could be treated to the appropriate drinking water standard for groundwater injection. Additional grant funding is being sought by City and Clean Water Services staff to do a pilot treatment project in the coming fiscal year.

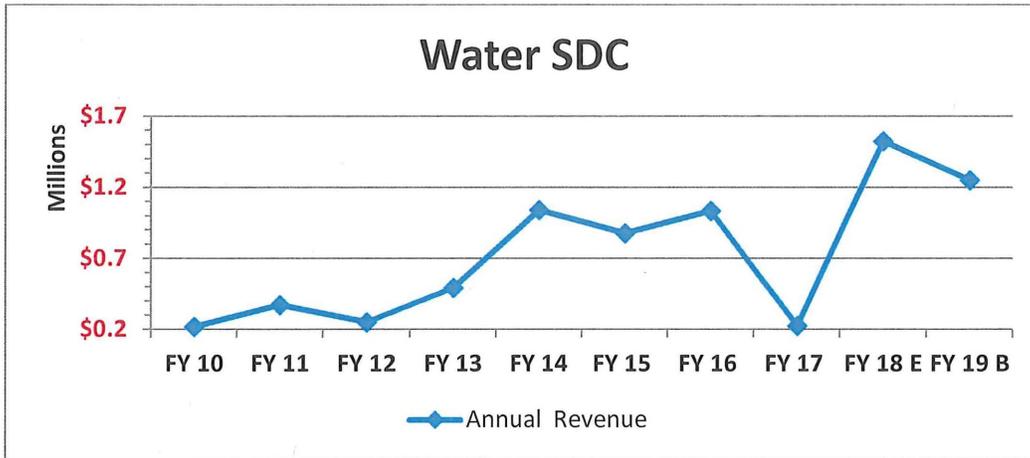
CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 505 WATER CONSTRUCTION	DEPARTMENT: PUBLIC WORKS
PROGRAM: INCREASED CAPACITY CAPITAL PROJECTS	DEPARTMENT HEAD: DAVID DONALDSON

System Development Charges

At the conclusion of the 2018 Water Master Plan, the system development charges will be adjusted for the project list that is produced for the coming 25 years or so covered by the plan. The current SDC for a typical single-family home is set at: \$5,533.

This graph illustrates the trend line of this important revenue source for water system capital investments. In some cases a developer may receive credits for oversizing mains and valves which reduces the actual amount charged.



BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 505 WATER CONSTRUCTION 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

-1,860,962 -1,879,643 -992,721 -992,721 -992,721 -16,115,121 -16,390,121

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-1,860,962 -1,879,643 -992,721 -992,721 -992,721 -16,115,121 -16,390,121

CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

-54,750 -750,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-54,750 -750,000

CLASS: 20 PERMITS & FEES

346 WATER SDC REIMBURSEMENT FEES

-152,490 -23,066 -135,000 -186,918 -210,000 -200,000 -200,000

353 WATER SDC IMPROVEMENT FEES

-831,365 -153,924 -875,000 -1,109,342 -1,265,000 -1,000,000 -1,000,000

TOTAL CLASS: 20 PERMITS & FEES

-983,855 -176,990 -1,010,000 -1,296,260 -1,475,000 -1,200,000 -1,200,000

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-12,077 -11,557 -13,900 -7,595 -13,900 -280,000 -280,000

389 MISCELLANEOUS REVENUES

-89,409 -158,000 -158,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-12,077 -100,966 -13,900 -7,595 -13,900 -438,000 -438,000

CLASS: 40 INTERFUND TRANSFERS/LOANS

419 TRSFERS FROM WATER FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 505 WATER CONSTRUCTION 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
	-530,000		-1,776,000		-1,230,000		-1,230,000	-1,230,000	-1,000,000		-1,000,000			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-530,000		-1,776,000		-1,230,000		-1,230,000	-1,230,000	-1,000,000		-1,000,000			
CLASS: 45 NON-REVENUE RECEIPTS														
450 PROCEEDS-LOANS														
			-347,645		-1,600,000			-200,000	-1,100,000		-1,100,000			
451 BOND SALE PROCEEDS														
					-15,000,000			-21,000,000						
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
			-347,645		-16,600,000			-21,200,000	-1,100,000		-1,100,000			
TOTAL DEPARTMENT: 03 REVENUE														
	-3,441,644		-5,031,244		-19,846,621		-3,526,576	-24,911,621	-19,853,121		-20,128,121			

0952

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 505 WATER CONSTRUCTION FUND DEPT: 75 INFRASTRUCTURE PROJECTS

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: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST

100,000 27,500 7,000

682 CONSTRUCTION

1,055,731 3,162,592 8,839,125 3,324,634 5,903,000 11,456,000 11,456,000

683 CONST DESIGN & ENGR INSPECTION

506,271 875,931 3,929,000 1,375,246 2,611,500 3,018,000 3,018,000

TOTAL CLASS: 15 CAPITAL OUTLAY

1,562,002 4,038,523 12,868,125 4,727,380 8,521,500 14,474,000 14,474,000

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

993 RESERVE - BOND PROCEEDS

6,582,375 3,853,175 3,853,175

994 RESERVE - SDC

396,121 1,525,946 1,800,946

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

6,978,496 5,379,121 5,654,121

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

1,562,002 4,038,523 19,846,621 4,727,380 8,521,500 19,853,121 20,128,121

CAPITAL PROJECTS - 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:	<i>Sewer System improvements</i>					
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
Capital Outlay	\$935,096	\$422,872	\$2,470,307	\$1,771,274	\$1,977,000	-19.97%
SUB-TOTAL	935,096	422,872	2,470,307	1,771,274	1,977,000	
Contingency			-		-	
			-		-	
Reserve for equip.			-	-	-	
TOTAL	<u>\$935,096</u>	<u>\$422,872</u>	<u>\$2,470,307</u>	<u>\$1,771,274</u>	<u>\$1,977,000</u>	
FTE's	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

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

Capital outlay:

FY 2018-19 reflects a slightly reduced level for construction improvement and replacement projects over the FY 2017-18 budget and for inline with the FY 2017-18 Estimated.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 502 SEWER	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX SEWER PROJECTS	PROGRAM MANAGER: DAVID WINSHIP

SANITARY SEWER PROGRAM

For a complete narrative of the budget process for Sanitary Sewer Construction Projects, refer to [page 66](#). The listing of projects and the funding sources can be found on [page 424](#).

Increased-Capacity Projects

Recommendations made in the city's January 2004 Sanitary Sewer Collection System Master Plan and the 2009 Clean Water Services Master Plan are used by city staff to determine which projects are necessary to increase the capacity of the sewer system to serve new development and redevelopment and/or underdeveloped land. An updated master plan will be completed in early FY 2018-19.

Replacement and Rehabilitation Projects

The city's sewer system is comprised of approximately 275 miles of piping ranging in size from 6 to 21 inches and more than 7,781 manholes. A significant portion of the sewer lines in older sections of the city and some newly annexed areas are nearing or exceeding 65 years of service, which is considered as the average useful life span of sanitary sewers. City staff evaluate all the older sewer lines with TV inspection and rate all older pipes and designate a systematic time line for replacement of each pipe in the CityWorks asset management program.

Sanitary Sewer projects budgeted for FY 2017-18 and FY 2018-19 are as follows:

Progress on FY 2017-18 Action Plan:

CIP Projects

- 3302 Farmington Trunk Improvement – Murray to Hocken Rd (COB MP FA-01) - complete
- 3316 Rose Biggi Ave Extension (Crescent St to Hall Blvd) - complete
- 4118A Settler Way Utility Improvements – complete construction
- 5092A 175th Ave (Alvord Ln – Scholls Ferry) Roadway Improvements –continued construction
- 6000 Sanitary Sewer Master Plan – continue
- 6000A System Development Charge Rate Study - continue
- 6006 Erickson Trunk Upsizing (6th to SW Allen) CWS R110 – evaluation and pre-design
- 6083 South Cooper Mt. Infrastructure Engineering – continued design
- 6095 Sellwood Subdivision Utility Improvements - design
- 6099 South Cooper Mountain (West) Additional Capacity Improvement (12"-24") – continued design
- 8098A & 8089B Utility Improvements at Dover Ln Near Oleson Rd – continued design

FY 2018-19 Action Plan:

CIP Projects

- 4118B Settler Way Phase 2 –design and construction
- 5092A 175th Ave (Alvord Ln – Scholls Ferry) Roadway Improvements –complete construction
- 6000 Sanitary Sewer Master Plan - complete MP and South Cooper Mt update
- 6000A System Development Charge Rate Study - complete study
- 6006 Erickson Trunk Upsizing (6th to SW Allen) CWS R110 – design and construction
- 6083 South Cooper Mt. Infrastructure Engineering – continued design
- 6095 Sellwood Subdivision Utility Improvements – design and construction
- 6099 – South Cooper Mountain (West) Additional Capacity Improvement (12"-24") – design and construction
- 8098A & 8089B Utility Improvements at Dover Ln Near Oleson Rd – continue design
- 3519A Canyon Rd Intersection Improvements (MSTIP) - design

**City of Beaverton
CIP Financial Plan - SEWER
FY 2017-18 Estimated**

Fund #	Project #	CIP #	Project Name	Anticipated ENTIRE Project Total	Funding Source				Funding Total	
					SDC	Surcharge	Operating: Maint & Replacement	Grants, IGA		
Sewer Capital Improvement Projects:										
502	3811	6000	Sanitary Sewer Master Plan	250,000	293,274				293,274	
502	3811	6006	Erickson Trunk Upsizing (6th St - 10th St) CWS R110	1,100,000				200,000	200,000	
502	3811	6000A	Rate Study - City of Beaverton Sewer SDC		35,000				35,000	
Total-3811 Sewer Collection System						328,274	-	-	200,000	528,274
502	3812	5092A	175th Ave (Alvord Ln - Scholls Ferry) Roadway Improvements, MSTIP	480,000	476,000			85,000	561,000	
502	3812	6099	South Cooper Mtn (West) Additional Capacity Improvement (12"-24")	794,500	-			-	-	
Total - 3812 South Cooper Mtn Project						476,000	-	-	85,000	561,000
502	3850	3410	Shared Use Path along Denney (King Blvd- Fanno Creek Trailhead)	781,000					-	
502	3850	4118A	Settler Way Waterline Replacement, PH 1			310,000			310,000	
502	3850	4118B	Settler Way Waterline Replacement, PH 2			12,000			12,000	
502	3850	6095	Sellwood Subdivision Utility Improvement Master Plan L			350,000			350,000	
502	3850	8098A	Utility Improvements at Dover Ln Near Oleson Rd (Dover South)	285,000		10,000			10,000	
Total-3850 Maintenance & Replacement						-	682,000	-	-	682,000
Totals =>						804,274	682,000	-	285,000	1,771,274

**City of Beaverton
CIP Financial Plan - SEWER
FY 2018-19 Recommended**

Fund #	Project #	CIP #	Project Name	Anticipated ENTIRE Project Total	Funding Source				Funding Total
					SDC	Surcharge	Operating: Maint & Replacement	Grants, IGA	
Sewer Capital Improvement Projects:									
502	3811	6006	Erickson Trunk Upsizing (6th St - 10th St) CWS R110	1,100,000				200,000	200,000
502	3811	6000A	Rate Study - City of Beaverton Sewer SDC	60,000	25,000				25,000
Total-3811 Sewer Collection System					25,000	-	-	200,000	225,000
502	3812	5092A	175th Ave (Alvord Ln - Scholls Ferry) Roadway Improvements, MSTIP	480,000	10,000				10,000
502	3812	6099	South Cooper Mtn (West) Additional Capacity Improvement (12"-24")	794,500	326,500			468,000	794,500
Total - 3812 South Cooper Mtn Project					336,500	-	-	468,000	804,500
502	3850	3410	Shared Use Path along Denney (King Blvd- Fanno Creek Trailhead			7,500			7,500
502	3850	3519A	Canyon Rd Intersection Improvements (MSTIP)			10,000			10,000
502	3850	4118B	Settler Way Waterline Replacement, PH 2			300,000			300,000
502	3850	6095	Sellwood Subdivision Utility Improvement Master Plan L	800,000		325,000			325,000
502	3850	8098B	Utility Improvements at Dover Ln Near Oleson Rd (Dover North)	285,000		50,000			50,000
502	3850	8098A	Utility Improvements at Dover Ln Near Oleson Rd (Dover South)	285,000		255,000			255,000
Total-3850 Maintenance & Replacement					-	947,500	-	-	947,500
Totals =>					-	947,500	-	668,000	1,977,000

CAPITAL PROJECTS - 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:	Infrastructure Projects					
	Actual	Actual	Budget	Estimated	Recommended	% Change
CLASS	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	Budgeted Vs. Recommended
Capital Outlay	\$867,469	442,289	2,914,000	\$483,692	\$3,490,000	19.77%
Transfers	\$1,042,040	-	-	-	-	0.00%
SUB-TOTAL	1,909,509	442,289	2,914,000	483,692	3,490,000	
Contingency			-		-	
Reserve for equip.			-	-	-	
TOTAL	<u>\$1,909,509</u>	<u>\$442,289</u>	<u>\$2,914,000</u>	<u>\$483,692</u>	<u>\$3,490,000</u>	
FTE's	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

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

Capital outlay:

FY 18-19 reflects several large projects which includes Major Storm Pipe Rehabilitation Projects (\$800K)

Transfers:

No significant change.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX STORM DRAIN PROJECTS	PROGRAM MANAGER: DAVID WINSHIP

For a complete narrative of the budget process for Storm Drainage Construction Projects, refer to [page 67](#). The listing of projects and the funding sources can be found on [page 434](#).

The Storm Drainage Program is based on the 1994 Storm Drainage Master Plan, engineering consultant studies of specific streams and watersheds in Beaverton, the Clean Water Services Healthy Streams Plan, 2008 HDR Significant Stormwater Outfalls Report, the city's ongoing maintenance history and television scan (internal inspection) reports, and stormwater system performance observations by Public Works staff during heavy rainfall events. The plans, studies and reports help staff identify the improvements needed to detain and convey a 25-year storm. First hand public works staff observations during heavy rainfall is then used to validate and adjust the designs. The priority for the design and construction of the associated improvements is based on the highest potential to safeguard public and private property from damage due to storm events. Project selection and implementation are vetted to embrace the spirit and direction of the Beaverton Community Vision Action Plan and Council Priorities. A well-functioning and reliable storm drainage system is a key foundational element of several of the items in the Beaverton Community Vision Action Plan and Council Priorities, including:

- *Mayor and City Council Priorities for 2018, Incorporate goals and objectives of the Active Transportation Plan into the City's Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual, and Community Action Goal # 99. Improve pedestrian connections in Neighborhoods As a part of creating stormwater ponds and swales, sometimes the required maintenance access path can be built in such a way to provide a neighborhood pedestrian connection. This was recently achieved with CIP project 8104B.*
- *Community Action Goal # 13. Use art, murals, and landscaping to beautify Beaverton, & Community Action Goal # 73, Expand public art and promote murals and sidewalk. As part of the Small Works effort, City staff is pursuing a storm drain catch basin mural project, which will be an artistic community education activity in the Neighbors Southwest NAC near Progress Lake. This effort will provide art along the active transportation routes for all to enjoy.*
- *Community Action Goal # 79. Enhance Stormwater treatment facilities and processes. To this end, Beaverton staff invented the "Beaverton Primary Surface Water Runoff (stormwater) Treatment Vault" and built several functional models; the results of Version 3.x are impressive. This design is now being used on MSTIP projects as well as by the City of Tigard.*
- *Community Action Goal 67-70. Create a vibrant Downtown. To this end, the City of Beaverton is investing in regional public surface water runoff (stormwater) treatment facilities to help promote redevelopment in an area that is targeted for increased density and pedestrian connectivity according to the Central City Strategy of the Civic Plan, including portions of SW Canyon Road and the BURA boundary. A regional facility collects and treats surface water runoff from a large area that could see multiple redevelopment projects and allows them to develop without having to provide on-site treatment. The larger regional facilities provide efficient operations. CIP projects 8119, 8135A, and 8135B are intended to achieve this for their respective watershed areas.*

Storm Drainage projects budgeted for FY 2017-18 and FY 2018-19 are as follows:

Progress on FY 2017-18 Action Plan:

CIP Projects

- 3106 Menlo Drive Sidewalk Project – Design work in progress
- 4118A Settler Way Utility Replacement Phase 1– Design and Construction
- 4118B Settler Way Utility Replacement Phase 2– Design
- 5088A SW Walker Road, Schendel to 173rd Washington County MSTIP – done
- 5090 SW 158th, Jenkins to Walker Road Washington County MSTIP– construction almost done
- 5090(a) SW Jenkins Road, 158th to Murray Blvd Washington County MSTIP– design
- 5092 SW 175th Scholls Ferry Road to Alvord Washington County MSTIP– construction started
- 8098 Dover Area (South) Utility Rehabilitation and Replacement – delayed
- 8101 Storm Drainage Master Plan – delayed
- 8119 141th Ave (Millikan Way to Vernier Driveway) Storm Conveyance Pipe and stormwater outfall to Beaverton Creek Retrofit – design.
- 8122 Major CIPP Storm Pipe Rehabilitation/Replacement Project – delayed
- 8128 Jamieson SWM project, Phase 1b - deleted
- 8130 144th Ave Flood Remediation and Habitat Restoration Project – construction started
- 8132 Small Works– work in progress

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 513 STORM DRAIN	DEPARTMENT: PUBLIC WORKS
PROGRAM: 3XXX STORM DRAIN PROJECTS	PROGRAM MANAGER: DAVID WINSHIP

FY 2018-19 Action Plan:

CIP Projects

- 3106 Menlo Drive Sidewalk Project – work in progress, may start construction
- 4118B Settler Way Utility Replacement Phase 2– Finish design, construction
- 5088B SW Walker Road, Murray Blvd to 158th Washington County MSTIP - design
- 5088C SW Walker Road, SW173rd to SW 185th Washington County MSTIP - design
- 5089, SW Walker Road and SW Murray Blvd Intersection Washington County MSTIP - design
- 5090(a) SW Jenkins Road, 158th to Murray Blvd Washington County MSTIP– design
- 5092 SW 175th Scholls Ferry Road to Alvord Washington County MSTIP– finish construction
- 8098 Dover Area (South) Utility Rehabilitation and Replacement – design
- 8101 Storm Drainage Master Plan – start work
- 8119 141th Ave (Millikan Way to Vernier Driveway) Storm Conveyance Pipe and stormwater outfall to Beaverton Creek Retrofit – design.
- 8122 Major CIPP Storm Pipe Rehabilitation/Replacement Project – design and construction
- 8130 144th Ave Flood Remediation and Habitat Restoration Project – finish construction
- 8132 Small Works (includes activities such as debris screen replacements, roadway seepage mitigating, storm drain mural project, etc. - work in progress
- 8135A 11750 SW BH Hwy Stormwater Outfall to Beaverton Creek Retrofit – design
- 8135B 4140 SW Watson Ave Stormwater Outfall to Beaverton Creek Retrofit – design

Funding:

Storm drainage improvements are funded by the Storm Drain Fund through utility fees set out in Beaverton code. "Increased-capacity" improvements are financed through Systems Development Charges (SDCs), of which there are three: storm water conveyance, storm water quantity control, and storm water quality control. "Maintenance and replacement" projects are financed by the equivalent to a \$2 per month surface water management surcharge to the regular service charge. Surcharge revenue is segregated from other storm drain revenues to be used generally for the purposes of rehabilitation, replacing, renewing and improving the storm drainage system.

Storm drainage improvements for Washington County MSTIP (Major Streets Transportation Improvement Program) projects are largely funded by property taxes collected by Washington County as they are largely needed to make the roadway functional during rainfall events. Upon construction completion, the City is the owner of the stormwater facilities that serve County roads located within the city limits.

City of Beaverton
CIP Financial Plan - STORM DRAIN
FY 2017-18 Estimated

Fund #	Proj #	CIP #	Project Name	Anticipated TOTAL Project Cost	Funding Source					Funding Total
					SDC					
Storm Capital Improvement Projects:				Conveyance/ Extra Capacity	Stormwater Quantity	Stormwater Quality	Surcharge	Grants, IGA		
513	3915	8119	141st Ave (Millikan to Vernier) Conveyance Pipe and WQ Retrofit	280,000	30,000					30,000
513	3915	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)	~360,000/yr	18,000					18,000
Total - 3915 Misc Conveyance/Extra Cap					48,000	-	-	-	-	48,000
513	3916	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)	~360,000/yr		5,000				5,000
Total - 3916 Storm Quantity Projects					-	5,000	-	-	-	5,000
513	3917	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)	~360,000/yr			2,000			2,000
Total - 3917 Storm Quality Projects					-	-	2,000	-	-	2,000
513	3950	8098A	Dover Area (South) Utility Rehabilitation and Replacement	500,000				5,000		5,000
513	3950	8098B	Dover Area (North) Utility Rehabilitation and Replacement	500,000				15,000		15,000
513	3950	8122	Major CIPP storm pipe rehab project (annual recurring work item)	15,000,000				2,000		2,000
513	3950	8130	144th Ave Flood Remediation & Habitat Restoration	155,000				22,000		22,000
513	3950	8132	Small Works Projects, Eng. Svcs., Follow-up Creek prj Maintenance work, and In-house OH Charges (annual recurring work item)	~360,000/yr				17,000		17,000
513	3950	3519A	Canyon Rd Intersection Improvements (MTIP)	See below				31,000		31,000
513	3950	4118A	Settler Wy Utility Replacements, Phase 1	232869 see below				233,000		233,000
513	3950	4118B	Settler Wy Utility Replacements, Phase 2	See below				9,000		9,000
513	3950	4139	114th Water line --storm pipe move.					39,692		39,692
513	3950	6095	Sellwood Subdivision	See below				55,000		55,000
Total - 3950 Maintenance & Replacement					-	-	-	428,692	-	428,692
Totals =>					48,000	5,000	2,000	428,692	-	483,692

City of Beaverton
CIP Financial Plan - STORM DRAIN
FY 2018-19 Recommended

Fund #	Proj #	CIP #	Project Name	Anticipated TOTAL Project Cost	Funding Source					Funding Total
					SDC					
				Conveyance/ Extra Capacity	Stormwater Quantity	Stormwater Quality	Surcharge	Grants, IGA		
Storm Capital Improvement Projects:										
513	3915	8119	141st Ave (Millikan to Vernier) Conveyance Pipe and WQ Retrofit	280,000	220,000				220,000	
513	3915	8125	South Cooper Mtn Storm Conveyance		50,000				50,000	
513	3915	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)		100,000				100,000	
Total - 3915 Misc Conveyance/Extra Cap					370,000	-	-	-	370,000	
513	3916	8123	Existing Stormwater Pond capacity expansion at TBD (annual recurring work item)	~30,000/yr		30,000			30,000	
513	3916	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)			35,000			35,000	
Total - 3916 Storm Quantity Projects					-	65,000	-	-	65,000	
513	3917	8023	Attempt to get ROW for Primary Treatment Vaults, WQ Retrofits, Four locations	120,000			75,000		75,000	
513	3917	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)				25,000		25,000	
Total - 3917 Storm Quality Projects					-	-	100,000	-	100,000	
513	3950	3410	Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead) - associated Storm conduit R&R work				74,000		74,000	
513	3950	5089	Walker Rd and Murray Bv Intersection MSTIP - potential upgrade opportunity	MSTIP			5,000		5,000	
513	3950	5180	130th Ave (Hart Rd to Allen Bv) Street Side Rain Garden in the shape of Traffic Calming.				45,000		45,000	
513	3950	8098A	Dover Area (South) Utility Rehabilitation and Replacement	500,000			230,000		230,000	
513	3950	8098B	Dover Area (North) Utility Rehabilitation and Replacement	500,000			30,000		30,000	
513	3950	8101	Stormwater Master Planning-Via City staff and resources, mostly	400,000			200,000		200,000	
513	3950	8122	Major CIPP storm pipe rehab project (annual recurring work item)	15,000,000			810,000		810,000	
513	3950	8130	144th Ave Flood Remediation & Habitat Restoration	155,000			108,000		108,000	
513	3950	8132	Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)				190,000		190,000	
513	3950	3106A	Menlo Dr (Allen Blvd to Fairmount Dr)				533,000		533,000	
513	3950	8135A	11750 SW Bvtn Hillsdale Hwy Stormwater Outfall to Beaverton Creek Retrofit	800,000			150,000		150,000	
513	3950	8135B	4140 SW Watson Ave Stormwater Outfall to Beaverton Ck Retrofit	900,000			170,000		170,000	
513	3950	4118B	Settler Wy Utility Replacements, Phase 2				255,000		255,000	
513	3950	6095	Sellwood Subdivision				155,000		155,000	
Total - 3950 Maintenance & Replacement					-	-	2,955,000	-	2,955,000	
Totals =>					370,000	65,000	100,000	2,955,000	-	3,490,000

CAPITAL DEVELOPMENT FUND

- **City Park Fountain Improvements Project**

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

20,494 190,000 199,000 500,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

20,494 190,000 199,000 500,000

TOTAL PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

20,494 190,000 199,000 500,000

TOTAL DEPARTMENT: 03 REVENUE

1,156,508 37,548,034 39,231,189 38,908,991 36,208,731 35,508,731

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

411 TRSFERS FROM GENERAL FUND
CONSTRUCTION PHASE DELAYED TO FUTURE YEAR.

BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT
 PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

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													
682 CONSTRUCTION													
									450,000				
683 CONST DESIGN & ENGR INSPECTION													
			20,494		190,000		199,000		50,000				
TOTAL CLASS: 15 CAPITAL OUTLAY			20,494		190,000		199,000		500,000				
TOTAL PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS			20,494		190,000		199,000		500,000				
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	913,994		1,315,151		39,231,189		4,504,331	36,208,731		35,508,731			
TOTAL FUND: 301 CAPITAL DEVELOPMENT FUND													
	913,994		1,315,151		39,231,189		4,504,331	36,208,731		35,508,731			

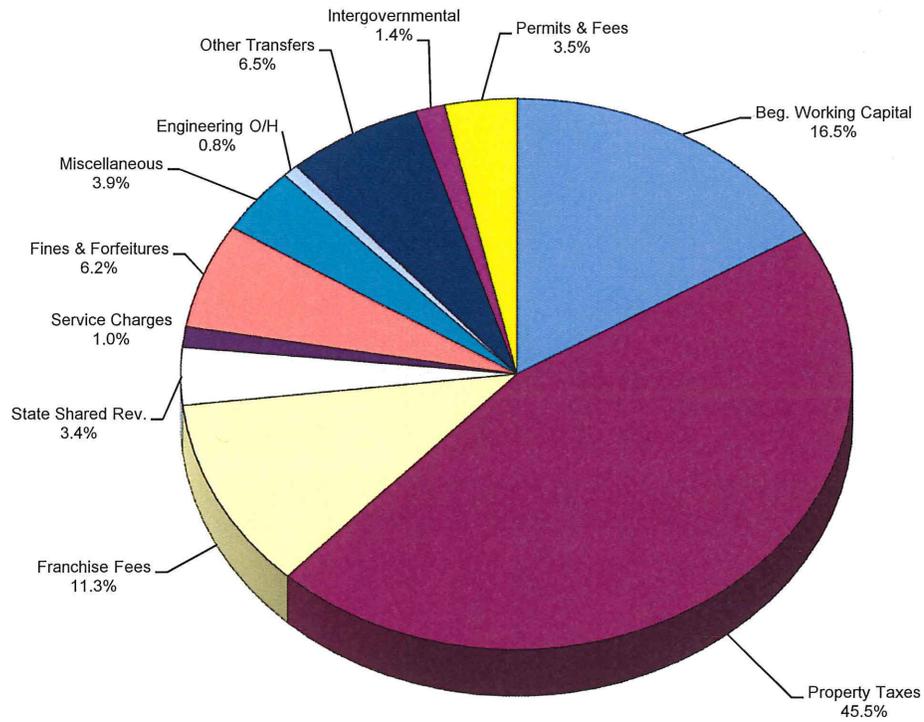
BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND
DEPT: 70 COMMUNITY DEVELOPMENT DEPT
PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

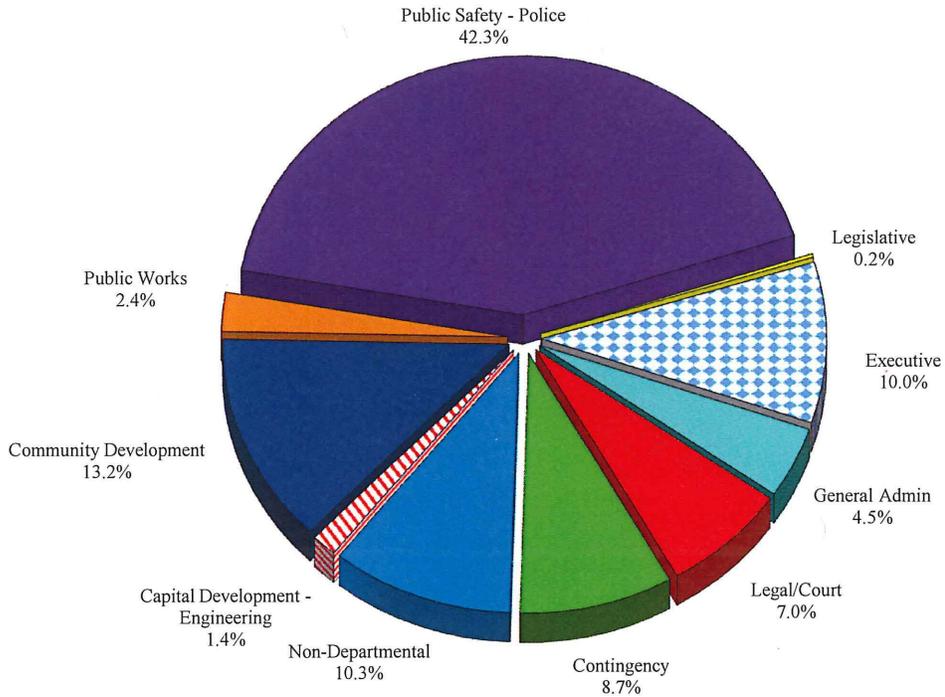
OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

682	CONSTRUCTION CONSTRUCTION PHASE DELAYED TO FUTURE YEAR.
683	CONST DESIGN & ENGR INSPECTION DESIGN FOR SAFETY AND OPERATIONAL IMPROVEMENTS

CITY OF BEAVERTON, OREGON
RECOMMENDED GENERAL FUND REVENUES FY 2018-19
BY MAJOR CATEGORY

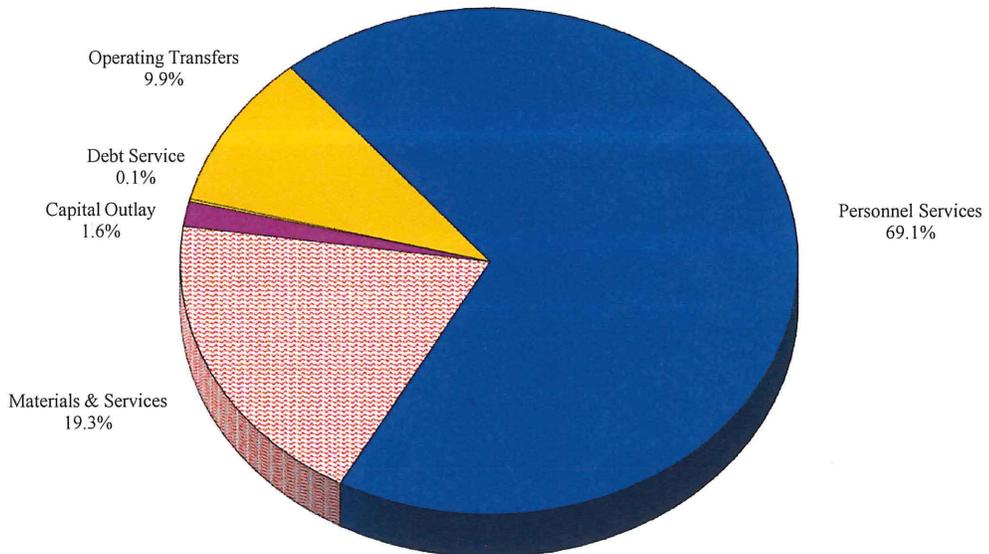


CITY OF BEAVERTON, OREGON
RECOMMENDED GENERAL FUND BUDGET FY 2018-19



General Admin. = Finance and Human Resources. Non-departmental are expenditures in a cost center.

BY EXPENDITURE TYPE



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 - Summary					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$41,002,071	\$42,820,648	\$47,125,907	\$44,536,124	\$49,897,895	5.88%
Materials and Services	10,526,543	13,647,320	14,017,955	12,921,343	13,870,151	-1.05%
Capital Outlay	528,575	398,668	1,471,045	1,047,361	1,151,535	-21.72%
Debt Service	180,252	170,331	106,692	106,692	106,692	0.00%
Transfers	5,171,156	6,908,037	8,066,600	7,696,787	7,142,236	-11.46%
SUB-TOTAL	\$57,408,597	\$63,945,004	\$70,788,199	\$66,308,307	\$72,168,509	
Contingency - Franch. Fee			1,899,035		1,994,451	
Contingency			4,928,584		3,766,168	
Reserve - Tree Preservation			127,678		165,878	
Reserve - Police Forfeitures			30,480		47,011	
Contingency - Equip.			837,072		874,858	
TOTAL	\$57,408,597	\$63,945,004	\$78,611,048	\$66,308,307	\$79,016,875	
FTE's	337.73	344.28	350.83		357.13	

Explanation of item(s) that are significant (10% and greater than \$100,000):

Personnel services:

The Recommended Budget includes a net increase of 6.30 full-time equivalent (FTE) positions over FY 2017-18 levels of which one is not funded. The 6.30 FTE net new positions is comprised of 6.70 FTE new positions as follows: 1.0 FTE Government Affairs Manager Position, a net .70 FTE Assistant Finance Director, 1.0 FTE Court Clerk, 3.0 FTE Police Officer Positions, 1.0 FTE Senior Development Project Manager for Affordable Housing; and reflects the transfer of a net .55 FTE positions from the General Fund to other City Operating Funds and a transfer of .15 FTE position from the Community Development Block Grant Fund to the General Fund. 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:

FY 2018-19 decrease is mainly a result of a reduction in purchasing less replacement vehicles this year compared to FY 2017-18.

Debt Service:

No Significant Change

Transfers:

FY 2018-19 decrease reflects reduced debt service assistance on the 2017 Public Safety Bond Issue compared to FY 2017-18.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL FUND REVENUE	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

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.)*

Trends, Services and Issues:

The General Fund consists of a variety of current revenue sources consisting of seven major categories in the FY 2018-19 budget:

- Property Taxes (54%)
- Right of Way Fees (15%)
- Interfund Transfers (8%)
- Fines and Forfeitures (7%)
- Intergovernmental Assistance (7%)
- Miscellaneous (5%)
- Fees, Charges, Licenses and Permits (4%)

For the past several years, the City Council requested an examination on the potential to diversify revenue especially from non-property tax resources. In FY 2015-16, the % of revenue coming from property taxes was 62%. There is variation in the trends of individual revenue sources but overall General Fund Revenue will increase 2-4-% in each of the coming years. The yield from some of these fees are very dependent on the health of the local economy as development related income dipped considerably during the Great Recession. With the options and alternatives for adjustment, the trend line changes to 3-7% over the next few years. These trends assume no significant change in city boundaries or state statutes which might affect revenue sources. The specific gain depends on the effective date of the change and customer response.

The rates of several types of fees, permits and licenses increased in last year and the staff is recommending the City Council again consider adjustments to more adequately cover the cost of administering the programs associated with other revenue sources. These include alcohol licenses, alarm permits and planning fees. The latter type should see increases due to the expected permit activity from subdivisions in the South Cooper Mountain area and downtown redevelopment also. Property taxes are projected to increase by approximately 3.5% each year. Cooper Mountain area assessed valuation will not increase significantly until FY 2019-20. This is due to delays in construction and the property valuation schedule. While the overall assessed valuation is growing at a faster rate, much of the yield is accruing to the urban renewal district. FY 17-18 values are expressed as estimated and FY 18-19 values reflect the budget.



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL FUND REVENUE	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

An area of emphasis are Right of Way (ROW) fees where the City Council increased the rate for the electric and natural gas utilities utilizing authority to impose a privilege tax in addition to the franchise fee. These increases generate an additional \$1.5 million annually beginning in FY 2015-16. The net amount of franchise or ROW fees is significant as the City routinely transfers a portion of these fees to the Street Fund and an amount is also transferred to the Special Revenue Debt Service Fund until FY 2020-21. The latter is for the purpose of meeting obligations from borrowing funds for the tenant improvements at The Beaverton Building.

The new revenue coming from these privilege tax increases in ROW fees is identified as a specific reserve in the Non-Departmental portion of the General Fund until such time as the City Council develop specific direction for the use of the funds. In recent years, funds were transferred to the Capital Development Fund for sidewalk improvements in a particular neighborhood lacking quality pedestrian connectivity and affordable housing. As the Council continues to identify a "pedestrian focus" as a high priority, similar transfers are likely in the coming years. For FY 18-19 the emphasis is on affordable housing programs.

A new ordinance requiring non-franchised utilities to begin paying a license fee to occupy the right-of-way should generate about \$700,000 annually. Much of that additional revenue will come from three water districts that serve portions of the community.

Fines from municipal court activities such as traffic citations are trending downward. Fines from photo radar enforcement of speed limits is increasing.

Revenue from State and Federal agencies are difficult to project so the estimated growth is very conservative. There a few grant applications in the development stage, so federal funds in the coming years will likely be nominal.

As the City Council moves forward with adjustments in the rates of some of these fees and charges there are several considerations as they examine the question of "how do we expand our revenues?"

- How effective and efficient is the task of collecting the revenue?
- Does the fee or charge place an unfair burden on customers who can least afford the fee or charge? Do customers have an opportunity to avoid or reduce their consumption of the service in order to reduce that burden?
- Does the rate cover the cost of providing the service, processing the application or enforcing the program covered by the fee? If not 100%, is there a policy determination to subsidize the cost of service?
- Is this an elastic or inelastic source of revenue in response to inflation? It is volatile and unpredictable with changes in real estate development markets?
- How does the City create an understanding of the "need" to raise revenue among its stakeholders? Are some of these fee adjustments more understandable than others?

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
City's Taxable Assessed Valuation (in 000's) - Net of urban renewal	\$8,938,055	\$9,344,513	\$9,652,767	\$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	\$0.45	\$0.34
Future Capacity in Tax Dollars	\$3,942,576	\$4,062,060	\$4,319,613	\$3,363,337
General Operations Tax Levy Per Capita	\$396	\$410	\$421	\$444
Property Tax - % of General Fund Current Revenue	53.4%	51.8%	53.6%	53.9%

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL FUND REVENUE	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

Performance Outcomes and Program Trends:

The City's budget receives the annual Distinguished Budget Presentation award that demonstrates the commitment to provide our citizens a budget document serving as an operations guide and as a financial plan. This discussion of revenue trends is consistent with the best practices recommended to continue to receive such recognition. Staff continue to refine projections of volatile funds or those related to debt service obligations.

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 an operating 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. The increased millage rate will be allocated to the General Fund (5¢/1000 assessed valuation), Library Fund (3¢) and Street Lighting Fund 3¢.

The status of short-term interest rates shows improved interest earnings on the investment portfolio. The investment strategy moves to a "laddering" of maturities with investments moving out several years. The staff looks at options that are on the State Treasurer's approved list but more attractive than the benchmark based upon an earnings rate 2.01 % available from the Local Government Investment Pool on a portfolio averaging \$90 Million. A change in the Investment Policy in 2014 allows the city to extend the length of maturities toward the five-year mark.

State and Federal revenue sources remain important elements in the City's financial picture. Except for the State's cigarette tax which is not a direct source of the City's revenue, most of the Oregon indicators are positive. City staff actively pursue Federal grants and obtain several each year. Mayor Doyle and members of the city council are active at the state and Federal level advocating on behalf of the community.

The FY 2018-19 budget anticipates improvement in many of the City's various revenue streams across all funds. Revenue sources such as right of way fees, business license fees, hotel and motel taxes, planning and site development permit fees, passport processing fees, county gas tax receipts, building permit fees, and system development fees for streets, water, sewer and storm-water systems exhibit indications of increase. Each respective budget reflects these improved revenue streams. The Building Fund's fees for plan examination and inspections should crest \$4.6 million which would be a new record year. During the Great Recession, the General Fund provided significant financial support to maintain core staff functions in the Building Fund. Beginning in FY 18-19, a portion of the funds will be transferred back to the General Fund. This will leave the Building Fund with substantial fund balances in excess of its target of 50%.

The department will continue to enhance the financial reporting to the operating departments and monthly monitoring of revenue streams that may be elastic or volatile. Interdepartmental cooperation and communication is one of the highest priorities for this fiscal year as we refine the overhead cost allocation method and the multi-year capital facilities plan. We look forward to the challenges and opportunities ahead.

FUND SUMMARY BY CLASS

FUND: 001 GENERAL FUND

REVENUES BY CLASS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 - YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT		AMOUNT		AMOUNT		ACTUAL	EST AMT	AMOUNT		AMOUNT		AMOUNT	
CLASS: 05	BEGINNING WORKING CAPITAL													
	11,864,460		14,093,113		14,540,399		14,540,400	14,540,399	12,385,231		12,980,791			
CLASS: 10	TAXES													
	40,455,557		42,398,589		43,595,733		40,467,031	44,516,073	45,629,355		46,006,355			
CLASS: 15	INTERGOVERNMENTAL REVENUE													
	3,063,518		2,940,218		4,393,076		2,674,432	4,342,400	3,788,616		3,788,616			
CLASS: 20	PERMITS & FEES													
	1,735,012		2,639,633		2,023,237		1,401,114	1,708,025	2,068,025		2,068,025			
CLASS: 25	SERVICE FEES													
	1,191,489		1,084,609		1,124,735		772,891	1,011,617	960,290		960,290			
CLASS: 30	FINES & FORFEITURES													
	4,930,106		4,841,550		4,876,216		3,612,180	4,864,116	4,864,116		4,864,116			
CLASS: 35	MISCELLANEOUS REVENUES													
	4,136,530		5,072,736		3,129,703		2,375,307	3,390,726	3,181,178		3,201,178			
CLASS: 40	INTERFUND TRANSFERS/LOANS													
	4,125,023		5,414,944		4,927,949		4,119,524	4,915,742	4,886,392		5,147,504			
TOTAL: 001	GENERAL FUND REVENUES													
	71,501,695		78,485,392		78,611,048		69,962,879	79,289,098	77,763,203		79,016,875			

0973

City of Beaverton - Finance
 Budget Preparation - 2019

FUND SUMMARY BY CLASS

FUND: 001 GENERAL FUND

EXPENDITURES BY CLASS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 - YTD		2018		2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACTUAL	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES																
	41,002,071	337.73	42,820,648	344.28	47,125,907	350.83	35,152,938	44,536,124	49,394,385	355.43	49,897,895	357.13				
CLASS: 10 MATERIALS & SERVICES																
	10,526,543		13,647,320		14,017,955		10,675,773	12,921,343	15,060,689		13,870,151					
CLASS: 15 CAPITAL OUTLAY																
	528,575		398,668		1,471,045		1,192,491	1,047,361	1,107,235		1,151,535					
CLASS: 20 DEBT SERVICE																
	180,252		170,331		106,692		88,910	106,692	106,692		106,692					
CLASS: 25 TRANSFERS																
	5,171,156		6,908,037		8,066,600		5,284,726	7,696,787	7,650,005		7,142,236					
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES																
					7,822,849				4,444,197		6,848,366					
TOTAL: 001 GENERAL FUND EXPENDITURES																
	57,408,597	337.73	63,945,004	344.28	78,611,048	350.83	52,394,838	66,308,307	77,763,203	355.43	79,016,875	357.13				

0974

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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												
		11,864,460	14,093,113		14,540,399		14,540,399	12,385,231		12,980,791			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		11,864,460	14,093,113		14,540,399		14,540,399	12,385,231		12,980,791			
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CLASS: 10 TAXES

302	CITY 3% MARIJUANA SALES TAX		72,821		351,000		476,000	476,000		476,000			
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304	ROW FEE - TELECOM SERVICES	163,297	271,611		164,000		550,000	550,000		550,000			
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305	ROW FEE - CITY UTILITIES	2,101,526	2,142,494										
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306	INTEREST ON DELINQUENT TAXES	7,504	13,802		10,000		20,000	15,000		15,000			
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308	ROW FEE - CABLE TV (MACC)	1,088,251	944,104		925,000		950,000	950,000		950,000			
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310	ROW FEE TO OTHER FUNDS	-1,684,060	-1,684,060		-1,684,060		-1,684,060	-1,684,060		-1,384,060			
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311	PROPERTY TAXES - CURRENT YEAR	31,872,776	33,361,338		34,341,938		34,520,516	35,638,480		35,638,480			
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312	PROPERTY TAXES - PRIOR YEARS	356,343	349,425		300,000		300,000	300,000		300,000			
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313	BUSINESS LICENSE TAXES	638,571	674,588		640,000		670,000	670,000		670,000			
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314	ROW FEE - PGE BASE 3.5%	2,760,505	2,619,872		2,795,000		2,742,135	2,700,000		2,742,000			
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0975

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

302 CITY 3% MARIJUANA SALES TAX

304 ROW FEE - TELECOM SERVICES
 TELECOM FRANCHISE FEES BASED ON FLAT ANNUAL PAYMENT OR AS A PERCENTAGE OF GROSS REVENUES

305 ROW FEE - CITY UTILITIES
 BEGINNING FY2017-18 THIS REVENUE STREAM IS ACCOUNTED FOR IN FIVE SEPARATE REVENUE ACCOUNTS NUMBERS 507, 508, 509, 510, AND 511

306 INTEREST ON DELINQUENT TAXES
 CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

308 ROW FEE - CABLE TV (MACC)
 CABLE TV FRANCHISE TAX IS DISTRIBUTED BY THE METROPOLITAN AREA COMMUNICATIONS COMMISSION (MACC) AND IS BASED ON 5% OF GROSS REVENUES FROM COMCAST, FRONTIER AND CENTURY LINK

310 ROW FEE TO OTHER FUNDS
 THIS ACCOUNT WAS ESTABLISHED TO REFLECT THE TRANSFER OF A PORTION OF RIGHT OF WAY FEES TO THE STREET FUND TO ASSIST WITH THE STREET OVERLAY PROGRAM -\$300,000
 THIS ACCOUNT ALSO TRANSFERS FRANCHISE FEE REVENUES FROM THE GENERAL FUND TO THE SPECIAL REVENUE BOND DEBT SERVICE FUND FOR THE MONTHLY PRINCIPAL AND INTEREST ON THE BOND TO REMODEL THE SOUTH OFFICE BUILDING -\$1,084,060
 THIS DEBT WILL BE PAID OFF IN FY 2020-21 WITH A FINAL PAYMENT OF \$361,354

311 PROPERTY TAXES - CURRENT YEAR
 ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY. \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:
 FY 16 \$3.72 GENERAL FUND, \$0.33 LIBRARY FUND, \$0.13 STREET LIGHTING FUND; TOTALING \$4.18 WITH VOTER APPROVED DEBT OF \$0.20 GIVES A TOTAL TAX RATE OF \$4.38.
 FY 17 \$3.7272 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1833 WITH VOTER APPROVED DEBT OF \$0.1915 GIVES A TOTAL TAX RATE OF \$4.3748
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758
 FY 19 \$3.7644 GENERAL FUND, \$0.3614 LIBRARY FUND, \$0.1547 STREET LIGHTING FUND; TOTALING \$4.2805 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.4858
 FY 19 REFLECTS A 5 CENT INCREASE TO FUND 3 NEW POLICE OFFICER POSITIONS, A 3 CENT INCREASE FOR LIBRARY OPERATIONS AND A 3 CENT INCREASE TO FUND LED STREET LIGHT REPLACEMENTS

312 PROPERTY TAXES - PRIOR YEARS
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

313 BUSINESS LICENSE TAXES
 LICENSE FEES BASED UPON BASE FEE OF \$75 FOR 4 EMPLOYEES AND \$8.50 PER EMPLOYEE FOR EACH EMPLOYEE OVER 4. FY 2014-15 AND PRIOR YEARS THE BASE FEE WAS \$50

314 ROW FEE - PGE BASE 3.5%
 BASE ELECTRICITY RIGHT OF WAY FEE IS BASED ON 3.5% OF GROSS REVENUES. THE BASE 3.5% IS ACCOUNTED FOR IN THIS ACCOUNT; THE 1.5% PRIVILEGE FEE IS ACCOUNTED FOR IN ACCOUNT 504

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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
315	ROW FEE - NWNNG BASE 3.0%												
	634,718		713,305		648,000		691,900	691,900		691,900			
316	ROW FEE - FRONTIER												
	99,801		89,625		85,000		80,000	70,000		70,000			
317	ROW FEE - CENTURY LINK												
	8,910		8,792		7,800		7,300	7,000		7,000			
318	ROW FEE - GARBAGE HAULERS												
	859,415		892,983		862,000		913,000	915,000		950,000			
319	ROW FEE - OTHER UTILITIES												
			81,376		100,000		115,000	115,000		115,000			
503	ROW FEE - OTHER WATER DISTRICTS												
			209,721		300,000		377,000	380,000		380,000			
504	ROW FEE - PGE PRIVILEGE 1.5%												
	1,124,855		1,161,255		1,125,000		1,160,000	1,160,000		1,160,000			
505	ROW FEE - NWNNG PRIVILEGE 2.0%												
	423,145		475,537		432,000		456,000	450,000		450,000			
507	ROW FEE - CWS, SEWER												
					987,905		987,905	1,000,000		1,000,000			
508	ROW FEE - CWS, SWM												
					73,662		69,000	79,000		79,000			
509	ROW FEE - COB, SEWER												
					202,342		202,342	210,000		210,000			
510	ROW FEE - COB, SWM												
					277,111		260,000	284,000		284,000			
511	ROW FEE - COB, WATER												
					652,035		652,035	652,035		652,035			
TOTAL CLASS: 10 TAXES													
	40,455,557		42,398,589		43,595,733		44,516,073	45,629,355		46,006,355			
CLASS: 15 INTERGOVERNMENTAL REVENUE													
322	STATE REVENUE SHARING												
					997,000		1,025,000	1,025,000		1,025,000			
324	STATE LIQUOR TAX												
	1,349,223		1,455,656		1,370,000		1,513,000	1,513,000		1,513,000			
325	STATE CIGARETTE TAX												
	123,746		120,417		120,000		120,000	120,000		120,000			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 315 ROW FEE - NWNNG BASE 3.0%
 NATURAL GAS FRANCHISE FEES BASED ON 3% OF GROSS REVENUES.
 THE BASE 3% IS ACCOUNTED FOR IN THIS ACCOUNT; THE 2.0% PRIVILEGE FEE IS ACCOUNTED FOR
 IN ACCOUNT 505
- 316 ROW FEE - FRONTIER
 TELEPHONE RIGHT OF WAY FEES BASED ON 4.03% OF GROSS REVENUES.
- 317 ROW FEE - CENTURY LINK
 TELEPHONE RIGHT OF WAY FEES BASED ON 4.03% OF GROSS REVENUES,
- 318 ROW FEE - GARBAGE HAULERS
 GARBAGE HAULERS RIGHT OF WAY FEES BASED ON 4% OF RESIDENTIAL COLLECTION REVENUE AND
 5.5% OF COMMERCIAL COLLECTION REVENUE.
- 319 ROW FEE - OTHER UTILITIES
 5% RIGHT OF WAY FEE FROM MISCELLANIOUS UTILITIES OPERATING WITHIN THE CITY'S RIGHT-OF-WAY
 UNDER THE NEW ORDINANCE EFFECTIVE 10/1/2016
- 503 ROW FEE - OTHER WATER DISTRICTS
 5% RIGHT OF WAY FEE FOR OPERATING WITHIN THE CITY'S RIGHT-OF-WAYS EFFECTIVE 10/1/2016
 WATER SERVICE PROVIDERS:
 TUALATIN VALLEY WATER DISTRICT
 WEST SLOPE WATER DISTRICT
 RALEIGH WATER DISTRICT
- 504 ROW FEE - PGE PRIVILEGE 1.5%
 1.5% PRIVILEGE RIGHT OF WAY FEE ON PGE'S ELECTRICY SALES
- 505 ROW FEE - NWNNG PRIVILEGE 2.0%
 2.0% PRIVILEGE RIGHT OF WAY FEE ON NW NATURAL'S GAS SALES
- 507 ROW FEE - CWS, SEWER
 5% RIGHT OF WAY FEE ON CLEAN WATER SERVICES' CHARGES FOR DISTRICT-WIDE SEWER SERVICES
- 508 ROW FEE - CWS, SWM
 5% RIGHT OF WAY FEE ON CLEAN WATER SERVICES' CHARGES FOR DISTRICT-WIDE SURFACE WATER
 MANAGEMENT REVENUES
- 509 ROW FEE - COB, SEWER
 5% RIGHT OF WAY FEE ON THE CITY'S CHARGES FOR LOCAL SEWER SERVICE REVENUES AND ON THE
 \$2 SURCHARGE REVENUES
- 510 ROW FEE - COB, SWM
 5% RIGHT OF WAY FEE ON THE CITY'S CHARGES FOR LOCAL SURFACE WATER MANAGEMENT REVENUES AND
 ON THE \$2 SURCHARGE REVENUES
- 511 ROW FEE - COB, WATER
 5% RIGHT OF WAY FEE ON THE CITY'S CHARGES FOR WATER SERVICES

- 322 STATE REVENUE SHARING
 PER CAPITA DISTRIBUTION BASED ON POPULATION AND CENSUS TRACT DATA. FUNDED BY STATE LIQUOR
 TAXES FROM THE 12% DISTRIBUTION POOL.
 BEGINNING IN FY2017-18 THE STATE REVENUE SHARING IS RECORDED IN THE GENERAL FUND.
 IN PRIOR YEARS THIS REVENUE WAS ACCOUNTED FOR IN A SEPARTE FUND (FUND 103 STATE REVENUE
 SHARING FUND)
- 324 STATE LIQUOR TAX
 PER CAPITA DISTRIBUTION BASED UPON POPULATION:
 FUNDED BY STATE LIQUOR TAXES FROM THE 20% DISTRIBUTION POOL
- 325 STATE CIGARETTE TAX
 PER CAPITA DISTRIBUTION BASED UPON POPULATION:

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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
326	COUNTY 2.5% LODGING TAX												
	778,024												
327	GRANTS - FEDERAL												
	443,656		626,605		559,755		326,302	252,427		252,427			
328	GRANTS - STATE												
	94,827		79,827		33,000		33,000	33,000		33,000			
329	OTHER INTERGOVERNMENTAL REV												
	144,196				150,000		150,000						
553	GRANTS - EPA BROWNFIELDS ASSMT												
	115,492		60,303		138,626		118,626						
554	GRANTS - STATE CJC B-SOBR												
			171,236		160,420		93,943	95,189		95,189			
555	GRANTS - FEDERAL SAMHSA-SOBR												
	6,734		133,875		108,250		65,000	50,000		50,000			
557	DUII BLOOD DRAW GRANT FED												
	7,620		6,870		14,400		7,800	8,000		8,000			
558	SCHOOL DIST POLICE SRO REIMB												
			108,671		113,000		113,000	113,000		113,000			
559	METRO RECYCLE/WASTE REDUCTION GRANTS												
			176,758		176,750		185,929	187,000		187,000			

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
326	COUNTY 2.5% LODGING TAX PERCENTAGE DISTRIBUTION FROM COUNTY OF 9% TRANSIENT TAX, THE CITY RECEIVES 27.77% OF THE TAX REVENUE COLLECTED OR 2.5% OF THE 9% TAX BEGINNING FY16-17, THE REVENUE IS TRANSFERED TO THE NEW LODGING TAX (TLT) FUND.
327	GRANTS - FEDERAL FY 17-18 ODOT DUII COURT GRANT IS ACCOUNTED FOR IN OBJECT 564 EMERGENCY MANAGEMENT PERFORMANCE GRANT \$97,181 URBAN AREA SECURITY INITIATIVE GRANT \$27,712 FEMA NATIONAL PREPAREDNESS DIRECTORATE GRANT \$1,800 BULLETPROOF VEST PARTNERSHIP PROGRAM GRANT \$8,625 COMMUNITY ORIENTED POLICING (COP) \$41,667 ODOT CONSTRUCTION ZONE GRANT \$27,506 ODOT SAFETY BELT GRANT \$40,000 ODOT DUII HVE OT GRANT \$61,791 ODOT PED SAFETY GRANT \$5,044 2016 STATE HOMELAND SECURITY GRANT \$5,440 2016 STATE HOMELAND SECURITY CERT GRANT \$9,536 FY 18-19 EMERGENCY MANAGEMENT PERFORMANCE GRANT \$97,000 COMMUNITY ORIENTED POLICING (COP) \$41,667 ODOT SAFETY BELT GRANT \$40,000 ODOT DUII HVE OVERTIME GRANT \$60,000 BULLETPROOF VEST PARTNERSHIP PROGRAM GRANT \$8,000 ODOT PEDESTRIAN SAFETY OT GRANT \$5,760
328	GRANTS - STATE ANNUAL DISPUTE RESOLUTION GRANT FY 2015-16 REFLECTS RECEIPT OF A \$60,000 BROWNFIELDS GRANT ON THE 1ST AND ANGEL PROPERTY
329	OTHER INTERGOVERNMENTAL REV ALL METRO RECYCLE GRANTS ARE TRANSFERRED TO A SEPARATE REVENUE ACCOUNT 559 FY 2017-18 METRO 2040 PLANNING AND DEVELOPMENT GRANT FOR DOWNTOWN DESIGN PROJECT \$150,000
553	GRANTS - EPA BROWNFIELDS ASSMT EPA FEDERAL BROWNFIELDS ASSESSMENT GRANT. THE TOTAL GRANT AWARD IS \$400,000 THE GRANT EXPENDITURES ARE ACCOUNTED FOR IN PROGRAM 0654, OBJECT CODE 414.
554	GRANTS - STATE CJC B-SOBR NEW \$288,750 STATE GRANT AWARDED IN FY 2014-15 THROUGH THE STATE OF OREGON'S CRIMINAL JUSTICE COMMIISION COVERING TWO FISCAL YEARS - FY 2014-15 ADN FY2015-16 2ND GRANT AWARDED FOR TWO ADDITIONAL FISCAL YEARS FY 2017-18 AND FY 2018-19
555	GRANTS - FEDERAL SAMHSA-SOBR NEW \$324,750 FEDERAL GRANT AWARDED IN FY2014-15 THROUGH SAMSHA TREATMENT DRUG COURTS COVERING THREE FEDERAL FISCAL YEAR'S (EACH YEAR IS AWARDED \$108,250): 10/1/2015 TO 9/30/2016; 10/1/2016 TO 9/30/2018; AND 10/1/2017 TO 9/30/2018
557	DUII BLOOD DRAW GRANT FED
558	SCHOOL DIST POLICE SRO REIMB EFFECTIVE FY 16-17 THE SCHOOL DISTRICT WILL FUND APPROXIMATELY 80% OF THE NEW SCHOOL RESOURCE OFFICE AT THE NEW SOUTH COOPER MOUNTAIN HIGH SCHOOL
559	METRO RECYCLE/WASTE REDUCTION GRANTS FY 2017-18: TARGETED BUSINESS SECTOR COMMERCIAL ORGANICS OUTREACH \$80,000 ANNUAL WASTE REDUCTION SERVICE GRANT \$49,093 RECYCLE AT WORK MAINTENANCE \$56,836 FY 2018-19: TARGETED BUSINESS SECTOR COMMERCIAL ORGANICS OUTREACH \$80,000 ANNUAL WASTE REDUCTION SERVICE GRANT \$50,000 RECYCLE AT WORK MAINTENANCE \$57,000

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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
563	STATE MARIJUANA SALES TAX				451,875		490,800	292,000		292,000			
564	FED GRANTS - DUUI COURT						100,000	100,000		100,000			
TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE													
	3,063,518		2,940,218		4,393,076		4,342,400	3,788,616		3,788,616			
CLASS: 20 PERMITS & FEES													
331	PLANNING DEV. REV & ANNEX FEES				380,312		420,000	380,000		380,000			
	288,471		387,911										
337	SITE DEVEL PERMIT FEES				1,550,000		1,200,000	1,600,000		1,600,000			
	1,360,542		2,163,767										
339	PARKING PERMITS				1,500		1,600	1,600		1,600			
	1,200		1,620										
340	MARIJUANA FACILITY LICENSE				425		425	425		425			
	375		650										
342	ALARM SYSTEM PERMITS				80,000		75,000	75,000		75,000			
	73,954		75,330										
359	CITY LIQUOR LICENSES				11,000		11,000	11,000		11,000			
	10,470		10,355										
TOTAL CLASS: 20 PERMITS & FEES													
	1,735,012		2,639,633		2,023,237		1,708,025	2,068,025		2,068,025			
CLASS: 25 SERVICE FEES													
360	HVAC & DOMESTIC HOT WTR SALES				962,502		849,611	793,875		793,875			
	1,032,966		931,304										
365	FACILITY MANAGEMENT FEES				162,233		162,006	166,415		166,415			
	158,523		153,305										
TOTAL CLASS: 25 SERVICE FEES													
	1,191,489		1,084,609		1,124,735		1,011,617	960,290		960,290			
CLASS: 30 FINES & FORFEITURES													
370	STATE VICTIMS ASSISTANCE REV.				35,216		35,216	35,216		35,216			
	34,938		35,216										
371	COURT FINES AND FORFEITURES				2,534,000		2,550,000	2,550,000		2,550,000			
	2,725,548		2,567,227										
373	PARKING FINES				21,000		18,900	18,900		18,900			
	29,596		18,796										
374	PHOTO RADAR COURT FINES				841,000		860,000	860,000		860,000			
	801,542		814,854										

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 563 STATE MARIJUANA SALES TAX
 CITY'S DISTRIBUTION OF THE STATE-WIDE MARIJUANA TAX REVENUES
- 564 FED GRANTS - DUII COURT
 BEGINNING FY 2018-19 THIS IS A NEW ACCOUNT TO RECORD THE ANNUAL GRANT FROM THE OREGON DEPARTMENT OF REVENUE FOR THE B-SOBR COURT PROGRAM. THIS GRANT HAS BEEN AWARDED TO THE CITY SINCE OCTOBER 2011 AND IS EXPECTED TO CONTINUE FOR THE FORESEEABLE FUTURE.
- 331 PLANNING DEV. REV & ANNEX FEES
 FEES CHARGED FOR PLANNING SERVICES BASED UPON FEES SCHEDULE SET BY CITY COUNCIL RESOLUTION.
- 337 SITE DEVEL PERMIT FEES
 SITE DEVELOPMENT PERMIT FEES
- 339 PARKING PERMITS
 PARKING PERMITS FOR THE 3 CITY OWNED LOTS AND 5 DOWNTOWN STREETS @ \$30 PER QUARTER PER PERMIT FOR EMPLOYEES OF BUSINESS LOCATED IN THE PARKING DISTRICT AREAS. THE PERMITS ARE FREE TO RESIDENTS LIVING IN THE PARKING DISTRICT.
- 340 MARIJUANA FACILITY LICENSE
 6 FACILITY LICENSES
- 342 ALARM SYSTEM PERMITS
 ALARM PERMITS FEES BASED ON \$10 PER RESIDENTIAL AND \$15 PER COMMERCIAL PERMIT
- 359 CITY LIQUOR LICENSES
 LIQUOR PERMIT FEES BASED ON \$35 FOR RENEWAL OF EXISTING PERMIT, \$75 FOR CHANGE OF OWNERSHIP, AND \$100 FOR NEW PERMIT
- 360 HVAC & DOMESTIC HOT WTR SALES
 SPACE CONDITIONING AND DOMESTIC HOT WATER FOR THE BEAVERTON CENTRAL PLANT. FY 2017-18 ESTIMATED AND FY 2018-19 PROPOSED REFLECT THE REDUCTION OF HEATING AND COOLING RATES TO THE BEAVERTON BUILDING TO REFLECT THE REBATE NEGOTIATED ON THE OTHER COMMERCIAL PROPERTIES.
- 365 FACILITY MANAGEMENT FEES
 FACILITY MANAGEMENT FOR THE BEAVERTON CENTRAL PLANT.
- 370 STATE VICTIMS ASSISTANCE REV.
 VICTIM ASSISTANCE FUNDS PROVIDED THROUGH THE STATE OF OREGON AS A PART OF THE UNITARY ASSESSMENT PAID TO THE STATE THROUGH THE FINES COLLECTED BY THE CITY'S MUNICIPAL COURT
- 371 COURT FINES AND FORFEITURES
 FINE REVENUE COLLECTED THROUGH THE MUNICIPAL COURT'S OPERATIONS
- 373 PARKING FINES
 PARKING FINES BASED ON \$10 PER PARKING VIOLATION.
- 374 PHOTO RADAR COURT FINES
 CITATION REVENUE FROM PHOTO RADAR PROGRAM (2 VANS IN OPERATION)

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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
375	PHOTO RED LIGHT COURT FINES												
	1,338,482		1,405,457		1,445,000		1,400,000	1,400,000		1,400,000			
TOTAL CLASS: 30 FINES & FORFEITURES													
	4,930,106		4,841,550		4,876,216		4,864,116	4,864,116		4,864,116			
CLASS: 35 MISCELLANEOUS REVENUES													
380	LIEN SEARCHES												
	63,675		52,950		63,000		52,000	52,000		52,000			
381	RENTAL OF CITY PROPERTY												
	5,590		7,435		2,000		18,000	18,000		18,000			
382	SALE OF CITY PROPERTY												
	20,371		1,822,213		5,000		100,000						
384	INVESTMENT INTEREST EARNINGS												
	119,123		184,645		244,200		371,600	481,000		481,000			
388	PASSPORT EXECUTION FEE												
	130,968		156,560		140,000		175,000	210,000		230,000			
389	MISCELLANEOUS REVENUES												
	107,718		141,811		151,000		156,531	140,000		140,000			
390	CONTRIBUTIONS AND DONATIONS												
	14,830		2,813		5,000		5,000	5,000		5,000			
391	REIMBURSEMENTS FROM TRI MET												
	610,680		570,121		631,343		550,000	550,000		550,000			
396	FEDERAL FORFEITURE REVENUES												
	1,744		51,091		25,893		118,414	10,000		10,000			
398	SRVS PROVIDED TO OTHER FUNDS												
	885,750		647,453		557,037		557,037	600,000		600,000			
399	REIMBURSEMENTS - OTHER												
	156,147		246,854		100,000		180,000	100,000		100,000			
751	E-SUITES RENTAL INCOME-3RD FLR												
	563,498		558,234		575,000		553,920	553,920		553,920			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

375 PHOTO RED LIGHT COURT FINES
 CITATION REVENUE FROM RED LIGHT PROGRAM AT 4 INTERSECTIONS WHICH MONITORS IN TOTAL 8 STRAIGHT THROUGH LANES, 8 RIGHT TURN LANES, AND 2 LEFT TURN LANES.

380 LIEN SEARCHES
 LIEN SEARCH FEE \$25.

381 RENTAL OF CITY PROPERTY
 COMMUNITY CENTER RENTAL FEES

382 SALE OF CITY PROPERTY
 PROCEEDS FROM THE SALE OF CITY PROPERTY AND EQUIPMENT
 FY 2016-17 ESTIMATE REFLECTS THE REIMBURSEMENT FROM BURA FOR THE CITY'S BUY OUT OF METRO'S 4/9THS INTEREST IN THE WESTGATE PROPERTY APPRAISED AT \$1,800,000
 FY 2017-18 REFLECTS THE SALE OF THE ASPEN PARK PROPERTY ON 155TH AVENUE TO THE TUALATIN PARK AND RECREATION DISTRICT FOR \$90,000

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%

388 PASSPORT EXECUTION FEE
 PROCESSING AGENCY FEE FOR PASSPORT PROCESSING AS SET BY THE US DEPARTMENT OF STATE. THE PROCESSING FEE IS \$25 PER APPLICATION. BEGINNING APRIL 1, 2018, THE US DEPARTMENT OF STATE HAS INCREASED THE PROCESSING FEE TO \$40 PER APPLICATION.

389 MISCELLANEOUS REVENUES
 MISCELLANEOUS FEES: BUSINESS LISTS, JURY FEES, COPY FEES, NSF FEES, REIMBURSEMENTS BEGINNING FY 2015-16 POLICE RECORD COPY FEES ARE ACCOUNTED FOR IN A SEPARATE ACCOUNT 758

390 CONTRIBUTIONS AND DONATIONS
 MISCELLANEOUS DONATIONS RECEIVED DURING THE YEAR

391 REIMBURSEMENTS FROM TRI MET
 REIMBURSEMENT FROM TRI MET FOR SALARY AND FRINGE BENEFITS FOR FOUR (4) POLICE OFFICERS ASSIGNED TO LIGHT RAIL PLUS CELL PHONE EXPENSE.

396 FEDERAL FORFEITURE REVENUES

398 SRVS PROVIDED TO OTHER FUNDS
 REVENUE FROM SERVICES PROVIDED TO CAPITAL PROJECTS FOR PROJECT ENGINEERING AND SITE DEVELOPMENT INSPECTIONS.

399 REIMBURSEMENTS - OTHER
 POLICE DUII/SAFE BELT ENFORCEMENT OT REIMBURSEMENTS FROM OR ASSOCIATION OF POLICE - \$58,000
 FY 2016-17 REFLECTS A ONE TIME \$82,210 REFUND FROM WASTE MANAGEMENT FOR OVERBILLING CITY STREET AND PARK GARBAGE CAN PICK UP FROM 2013 THROUGH 2016
 FY 2017-18 REFLECTS A RECEIPT OF PROGRAM INCOME FOR THE EECBG GRANT FROM UNLIMITED CHOICES. THE FUNDS WILL BE USED FOR ENERGY EFFICIENCY EXPENSE IN FY 18-19. (001-10-0656-334)

751 E-SUITES RENTAL INCOME-3RD FLR
 RENTAL INCOME FROM THE 3RD FLOOR E-SUITES AT THE ROUND CITY HALL BUILDING \$553,920

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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
752	BVTN BLDG RENT INCOME FLRS 1&2												
	451,915		361,399		351,911		334,633	361,258		361,258			
753	ENERGY EFFICIENCY REBATES												
			346										
754	FORECLOSURE MEDIATION SVC FEE												
	49,080		33,480		30,000		30,000	30,000		30,000			
755	SPONSORSHIP REVENUES												
							3,500						
756	PERS RSRV DISTRIB-NON GAAP REV												
	664,858												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	215,878		166,612		166,188		102,955						
758	POLICE PUBLIC RECORDS RECEIPTS												
	74,705		65,587		70,000		70,000	70,000		70,000			
759	BAC GRANTS AND DONATIONS												
			3,070				5						
760	BAC MEMBERSHIP FEE & OTHER REV												
			62										
762	POLICE RESERVE OFCR REIMB												
					12,131		12,131						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	4,136,530		5,072,736		3,129,703		3,390,726	3,181,178		3,201,178			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
412	TRSFERS FROM STREET FUND												
	1,195,525		1,308,064		1,487,171		1,487,171	1,485,093		1,485,093			
414	TRSFERS FROM STATE REV. SHG. FD												
	251,994		1,299,915										
417	TRSFERS FROM ASSESSMENT FUND #1												
	61,863				1,300		1,300	1,300		1,300			
419	TRSFERS FROM WATER FUND												
	360,406		356,391		493,587		493,587	548,392		548,392			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

752	BVTN BLDG RENT INCOME FLRS 1&2 RENTAL INCOME FROM TENANTS ON THE 2ND FLOOR AT THE BEAVERTON BUILDING: CENTRAL PLANT SPACE LEASE \$73,260 ATKINS FAITHFUL AND GOULD \$59,216 CONGRESSWOMAN BONAMICI \$61,272 WASHINGTON COUNTY VISITORS ASSN \$81,378 I-BRIDGE LLC (RENEGOTIATED LEASE REDUCED SPACE EFFECTIVE 9/1/2016) LEASE ENDED DECEMBER 2017 AND RELOCATED TO THE E-SUITES. THE SPACE WAS RE-LEASED TO RFPIO RFPIO \$57,744 PROFESSIONAL THERAPEUTIC LEASE \$28,388
753	ENERGY EFFICIENCY REBATES
754	FORECLOSURE MEDIATION SVC FEE FORECLOSURE MEDIATION SERVICE FEES
755	SPONSORSHIP REVENUES
756	PERS RSRV DISTRIB-NON GAAP REV RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS FY 15-16
757	MED/LIFE INS PREM REFUND DISTRIBUTION MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS
758	POLICE PUBLIC RECORDS RECEIPTS CHARGES FOR PRODUCING POLICE RECORD DOCUMENTS
759	BAC GRANTS AND DONATIONS
760	BAC MEMBERSHIP FEE & OTHER REV
762	POLICE RESERVE OFCR REIMB FY 2017-18 REFLECTS BEAVERTON POLICE RESERVE ACCOUNT CLOSE OF REMAINING BALANCE
412	TRSFERS FROM STREET FUND OVERHEAD COST ALLOCATION ACCOUNTING BUILDING MAINTENANCE LANDSCAPE BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION
414	TRSFERS FROM STATE REV. SHG. FD EFFECTIVE 7/1/2017, THE STATE REVENUE SHARING FUND WAS ELIMINATED AND ALL THE ACTIVITIES ARE NOW ACCOUNTED FOR IN THE GENERAL FUND AND THE REMAINING BALANCE IN THE STATE REVENUE FUND WAS TRANSFERRED TO THE GENERAL FUND.
417	TRSFERS FROM ASSESSMENT FUND #1 TRANSFER FROM LOMBARD GARDENS LID PRINCIPAL AND INTEREST PAYMENTS FY 15-16 REFLECTS RESIDUAL EQUITY TRANSFER FROM THE CLOSED OUT LID PROGRAMS.
419	TRSFERS FROM WATER FUND OVERHEAD COST ALLOCATION ACCOUNTING CHARGES BUILDING MAINTENANCE LANDSCAPE CHARGES BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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
421	TRSFERS FROM SEWER FUND												
	322,621		322,548		336,502		336,502	354,528		354,528			
425	TRSFERS FROM GARAGE FUND												
	3,848		3,616		4,454		4,454	4,335		4,335			
428	TRSFER FR BUILDING OPERATING FD												
	317,605		413,812		618,774		618,774	529,367		790,479			
430	TRANSFER FROM LIBRARY FUND												
	948,658		1,033,809		1,086,228		1,086,228	1,117,025		1,117,025			
432	TRSFER FR PUBLIC WRKS ADMN FUND												
	63,613		69,355		80,215		80,215	83,669		83,669			
437	TRSFERS FRM INSURANCE FUND												
	76,154		99,569		85,125		85,125	95,492		95,492			
438	TRSFERS FRM BEAVERTON ARTS COMM												
			8,972										
439	TRSFERS FRM CAPITAL DEVELOPMENT												
	32,291				83,899		83,899						
440	TRSFERS FR STREET LIGHTING FUND												
	35,854		42,503		42,063		42,063	42,320		42,320			
441	TRSFERS FR STORM DRAIN FUND												
	374,875		403,310		424,580		424,580	444,428		444,428			
444	TRSFER FROM BURA GENERAL FUND												
	59,719		30,111		139,435		127,228	146,854		146,854			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

421	TRSFERS FROM SEWER FUND OVERHEAD COST ALLOCATION ACCOUNTING CHARGES BUILDING MAINTENANCE LANDSCAPE BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION
425	TRSFERS FROM GARAGE FUND BUILDING MAINTENANCE
428	TRSFR FR BUILDING OPERATING FD OVERHEAD COST ALLOCATION \$436,951 BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION \$46,074 BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$46,342 REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC \$261,112 DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL)
430	TRANSFER FROM LIBRARY FUND OVERHEAD COST ALLOCATION BUILDING MAINTENANCE LANDSCAPE
432	TRSFR FR PUBLIC WRKS ADMN FUND LANDSCAPE
437	TRSFERS FRM INSURANCE FUND OVERHEAD COST ALLOCATION ACCOUNTING CHARGES
438	TRSFERS FRM BEAVERTON ARTS COMM FY 16-17 PROGRAM MOVED TO THE GENERAL FUND, SEE PROGRAM #0528 IN MAYOR'S OFFICE FY 17-18 PROGRAM MOVED TO THE LODGING TAX FUND, SEE PROGRAM #0528 IN FUND 107
439	TRSFERS FRM CAPITAL DEVELOPMENT FY 2014-15 REFLECTS THE CLOSEOUT OF THE BEAVERTON BUILDING'S TENANT IMPROVEMENT PROJECT WITH THE REMAINING PROCEEDS TRANSFERRED TO THE GENERAL FUND. FY 2016-17 REFLECTS THE CLOSEOUT OF THE GRIFFITH BUILDING IMPROVEMENT PROJECT WITH THE REMAINING PROCEEDS TRANSFERRED TO THE GENERAL FUND.
440	TRSFERS FR STREET LIGHTING FUND OVERHEAD COST ALLOCATION
441	TRSFERS FR STORM DRAIN FUND GENERAL FUND OVERHEAD COST ALLOCATION ACCOUNTING CHARGES BUILDING MAINTENANCE LANDSCAPE BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION
444	TRSFR FROM BURA GENERAL FUND OVERHEAD TRANSFER FROM BURA TO GENERAL FUND SUPPORT. FY 2015-16 ESTIMATED: 10% OF DEVELOPMENT DIVISION MANAGER \$15,884 10% OF SENIOR DEVELOPMENT PROJECT MANAGER \$13,835 75% OF EXTRA HELP SENIOR DEVELOPMENT MANAGER POSITION \$30,000 FY 2016-17 PROPOSED: 10% OF THE DEVELOPMENT DIVISION MANAGER \$16,765 10% OF THE SENIOR DEVELOPMENT PROJECT MANAGER \$15,780 75% OF THE PARKING MGR EXTRA HELP POSITION UNTIL THE REGULAR POSITION IS HIRED \$7,500. 75% OF HIRED SENIOR DEVELOPMENT POSITION \$101,118

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL 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
449	TSFR FR TRANS DEVL TAX/TIF FD												
	19,997		22,969		44,616		44,616	33,589		33,589			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	4,125,023		5,414,944		4,927,949		4,915,742	4,886,392		5,147,504			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	71,501,695		78,485,392		78,611,048		79,289,098	77,763,203		79,016,875			
TOTAL DEPARTMENT: 03 REVENUE													
	71,501,695		78,485,392		78,611,048		79,289,098	77,763,203		79,016,875			

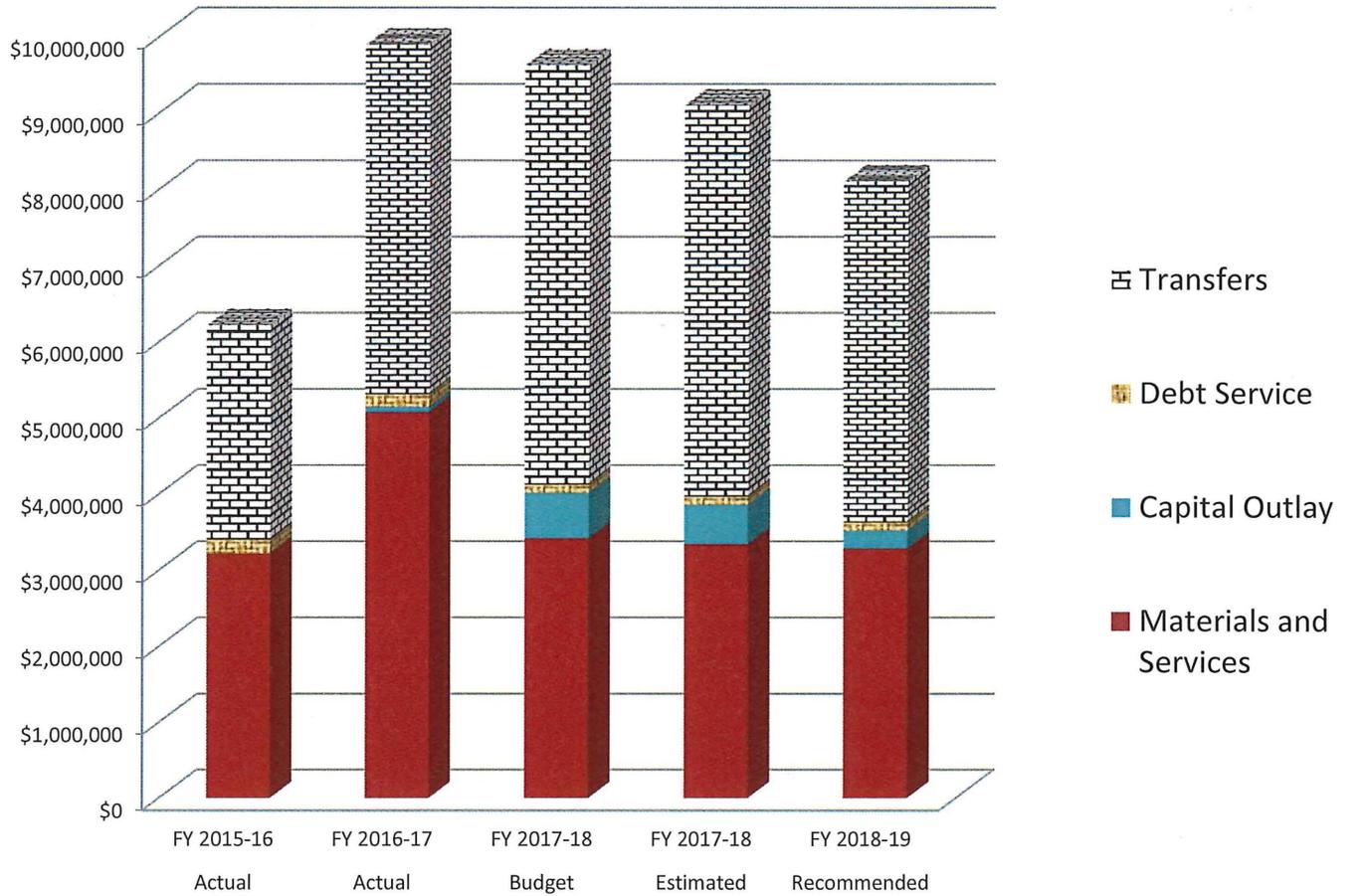
BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

449 TSFR FR TRANS DEVL TAX/TIF FD
OVERHEAD COST ALLOCATION
BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION

GENERAL FUND NON-DEPARTMENTAL 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: **Non-Departmental - 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
Materials and Services	\$3,218,560	\$5,079,923	\$3,421,306	3,343,655	3,287,761	-3.90%
Capital Outlay	-	61,662	595,337	516,469	234,000	-60.69%
Debt Service	180,252	170,331	106,692	106,692	106,692	0.00%
Transfers	2,816,836	4,583,456	5,501,378	5,131,565	4,476,722	-18.63%
SUB-TOTAL	\$6,215,648	\$9,895,372	\$9,624,713	\$9,098,381	\$8,105,175	
Contingency			4,928,584		3,766,168	
Contingency - FR Fee			1,899,035		1,994,451	
Reserve for equip.			109,651		109,058	
TOTAL	\$6,215,648	\$9,895,372	\$16,561,983	\$9,098,381	\$13,974,852	
FTE's	-	-	-	-	-	

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

Materials and services:

No Significant Change

Capital outlay:

FY 2018-19 decrease is a result of a reduction in the level of space improvement needs at The Beaverton Building over FY 2017-18 levels.

Transfers:

FY 2018-19 decrease reflects reduced debt service assistance on the 2017 Public Safety Bond Issue compared to FY 2017-18.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
DEPARTMENT HEAD: PATRICK O'CLAIRE	

MISSION STATEMENT:

To provide a cost center for citywide expenditures including general memberships, central telephone and janitorial services, utilities expense and the General Fund's share of allocated expenses for internal services and financial emergencies and provide program accounting for the Beaverton Central Plant's operations. To provide for the management of The Beaverton Round Executive Suites and other privately leased space at The Beaverton Building as well as similar leases at other facilities.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES	\$3,218,560	\$5,079,923	\$3,421,306	\$3,287,761	\$0
CAPITAL OUTLAY	0	61,662	595,337	234,000	0
DEBT SERVICE	180,252	170,331	106,692	106,692	0
TRANSFERS	2,816,836	4,583,456	5,501,378	4,476,722	0
CONTINGENCY	0	0	6,937,270	5,869,677	0
TOTAL	\$6,215,648	\$9,895,372	\$16,561,983	\$13,974,852	\$0

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0003 NON-DEPARTMENTAL	DEPARTMENT HEAD: PATRICK O'CLAIRE

Program Goal:

To provide a cost center for citywide expenditures including general memberships, central telephone and janitorial services, utilities expense and the General Fund's share of allocated expenses for internal services. To maintain an operating contingency sufficient to finance economic and financial emergencies, generally equal to 16% of expenditures. Contingency amount is the excess of revenue and resources over expenditure requirements. Refer to the Statement of Financial Policies for the purpose and use of contingency account.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES	\$1,257,437	\$2,379,846	\$645,486	\$651,587	\$0
CAPITAL OUTLAY	0	0	27,500	24,500	0
DEBT SERVICE					
TRANSFERS	2,816,836	4,583,456	5,501,378	4,476,722	0
CONTINGENCY	0	0	6,937,270	5,869,677	0
TOTAL	\$4,074,273	\$6,963,302	\$13,111,634	\$11,022,486	\$0

Program Objective (services provided):

The amount budgeted as Materials & Services represents citywide membership fees, telephone, janitorial and utilities expenses.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Projected/Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Total General Fund Contingency	\$14,093,098	\$14,540,388	\$7,822,849	\$6,848,366
General Fund Contingency as a Percent of General Fund Budgeted Expenditures, target is 16%	26.373%	25.328%	9.951%	8.667%
Non-Departmental Expenditures Per Capita (Less Contingency)	\$65.97	\$104.22	\$100.59	\$84.28
Non-Departmental Expenditures as Percent of City's Total Budget (less contingencies and capital projects)	5.034%	7.366%	7.318%	3.209%

Performance Outcome:

Maintaining an undesignated contingency amount of at least 16% provides the City with resources equal to 2 months of the General Fund's operations. This doesn't include the amount reserved from the utility privilege taxes imposed in 2015.

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

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0003 NON-DEPARTMENTAL	DEPARTMENT HEAD: PATRICK O'CLAIRE

Progress on FY 2017–18 Action Plan:

Note specific actions by building below:

- Account Number 352 Beaverton Activities Center - due to the passage of the Public Safety Center bond measure, tenant leases were terminated and community meetings moved to the Griffith Park Building. An exception was given to CASH-Oregon to provide tax assistance to the community until April 30, 2018.
- Account number 386 Community Center – paint the exterior of the entire building.

Managed expenses for each building as applicable. Expenses include janitorial, utilities, maintenance and repair, and improvements.

Other city buildings' costs are accounted for in other programs or funds:

- The Beaverton Building – in Program 0007 in the General Fund
- Griffith Park Building – in Program 0008 in the General Fund
- The Operations Complex - in the Public Works Administration Fund
- The Main and Branch Libraries - in the Library Fund

FY 2018-19 Action Plan:

Proposed projects include:

- Beaverton Activities Center – coordination with contractor and Police Department Project Manager to prepare building for demolition. Recycle and/or dispose of furnishings as appropriate.
- Account Number 354 Harvest Court – no projects proposed
- Account Number 386 Community Center - replace roof and gutters which was under-budgeted in FY 2017-18.
- Start or continue projects identified in the ADA Title II Transition Plan
- Comply with the reporting requirements of new accounting standards for the disclosure of property tax rebates from the Government Standards and Accounting Board (GASB 77)

Continue managing expenses as specified above.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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														
303 OFFICE FURNITURE & EQUIPMENT	9,831		12,926		15,000		13,566	11,000	15,000		15,000			
307 MEMBERSHIP FEES	70,385		73,204		89,500		75,832	89,500	92,526		92,526			
317 COMPUTER EQUIPMENT	184				369		351	351						
341 COMMUNICATIONS EXPENSE	41,549		47,227		50,000		31,623	50,000	50,000		50,000			
350 GRIFFITH PARK BUILDING EXPENSE	670,216													
351 UTILITIES EXPENSE	800,331		969,500		973,670		625,266	878,000	835,000		825,000			
352 BVTN ACTIVITIES CENTER EXPENSE	75,817		69,540		44,720		47,482	44,720						
354 HARVEST COURT EXPENSE	16,093		33,811		21,500		22,912	27,242	23,000		23,000			
356 KIOSK MAINTENANCE EXPENSE	1,280		503		300		199	150	200		200			
359 PROPERTY TAX REBATE EXPENSE	208,508		216,348		244,286		226,504	226,504	237,830		237,830			
362 BLDG PERMIT/FEE WAIVER/DISCNT	15													
381 BUILDING EXPENSE	41,574		58,699		62,631		62,618	62,631	65,000		65,000			
384 BUILDING MAINTENANCE PROJECTS	131,054		350,555		430,000		210,231	542,000	323,750		418,750			
385 PARKING GARAGE EXPENSE	10,866		132,052		38,400		36,732	36,732	36,732		36,732			
386 COMMUNITY CENTER EXPENSE														

9660

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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
	52,914		52,545		98,500		48,835	81,000	144,148		144,148			
388	PROPERTY INSURANCE													
	13,503		14,619		15,000		15,000	15,000	15,000		15,000			
406	BANK SERVICE FEES													
	43,758		29,910		43,000		22,927	43,000	43,000		43,000			
431	PLANT MAINTENANCE													
	59,176		68,284		90,000		84,361	76,500	90,000		90,000			
461	SPECIAL EXPENSE													
	7,251		7,632		2,280		651	2,280	2,280		2,280			
475	EMERG. INCIDENT ACTIVATION EXP													
	551													
479	LOT 2 & 3 EXPENSES													
							7,885	10,000			10,000			
480	PROPERTY TAX EXPENSE													
	15,531		20,084		22,000		24,779	24,779	23,000		23,000			
481	OTHER EXPENSES													
	52,477		27,039		26,000		24,800	26,000	26,000		26,000			
510	3RD FLOOR E-SUITES EXPENSE													
	223,182		216,512		225,000		219,552	208,000	220,000		220,000			
511	PROFESSIONAL SERVICES													
	581,868		787,311		828,700		718,195	788,866	851,395		851,395			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
			1,800,000											
536	MAINTENANCE CONTRACTS													
	17,386		18,362		26,450		24,484	26,100	24,900		24,900			
551	RENTS AND LEASES													
	73,260		73,260		74,000		54,945	73,300	74,000		74,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	3,218,560		5,079,923		3,421,306		2,599,730	3,343,655	3,192,761		3,287,761			

0997

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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: 15 CAPITAL OUTLAY

605 BUILDINGS AND BUILDING IMPROVE

61,662 433,337 517,081 485,000 80,000

641 VEHICLES

27,500 26,469 26,469 24,500 24,500

682 CONSTRUCTION

109,500 109,500 109,500

683 CONST DESIGN & ENGR INSPECTION

25,000 5,000 5,000 20,000 20,000

TOTAL CLASS: 15 CAPITAL OUTLAY

61,662 595,337 548,550 516,469 154,000 234,000

CLASS: 20 DEBT SERVICE

791 PAYMENT OF CONSTRUCTION LOAN

180,252 170,331 106,692 88,910 106,692 106,692 106,692

TOTAL CLASS: 20 DEBT SERVICE

180,252 170,331 106,692 88,910 106,692 106,692 106,692

CLASS: 25 TRANSFERS

808 TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)

282,028 344,741 290,299 241,916 290,299 314,830 314,830

814 TRSFERS TO CAPITAL PROJ. FUND

71,841 552,582 649,798 395,122 491,298 623,621 623,621

815 TRSFERS TO CAPITAL DEV. FUND

750,952 1,985,005 702,750 251,262 509,250 915,000 215,000

817 TRSFERS TO GARAGE FUND

20,637 15,554 17,039 13,066 17,039 18,981 18,981

818 TRSFERS TO ISD-ALLOCATED

1,416,206 1,327,851 1,735,903 1,446,586 1,735,903 1,923,608 1,923,608

819 TRSFERS TO INSURANCE FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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
	275,172		357,723		411,381		342,818	411,381	411,381		411,381		411,381	
823	TRSFERS TO DEBT SERVICE FUND													
					1,190,387		920,200	1,190,387	200,000		100,000			
830	TRANSFER TO LIBRARY FUND													
											127,231			
831	TRSMR TO LIBRARY FD-COLLECTION													
											165,000			
837	TRSMR TO LODGING TAX (TLT) FUND													
					503,821			486,008	577,070		577,070			
TOTAL CLASS: 25 TRANSFERS														
	2,816,836		4,583,456		5,501,378		3,610,970	5,131,565	4,984,491		4,476,722			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
980	CONTINGENCY- ROW FEE FUTURE USE													
					1,899,035				3,165,414		1,994,451			
991	CONTINGENCY - UNRESERVED													
					4,928,584				185,567		3,766,168			
996	RESERVE - EQUIPMENT REPLACEMT													
					109,651				109,058		109,058			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					6,937,270				3,460,039		5,869,677			
TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL														
	6,215,648		9,895,372		16,561,983		6,848,160	9,098,381	11,897,983		13,974,852			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0003 NON-DEPARTMENTAL

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

303	OFFICE FURNITURE & EQUIPMENT												
	9,831		12,926		15,000		11,000		15,000			15,000	
307	MEMBERSHIP FEES												
	70,385		73,204		89,500		89,500		92,526			92,526	
341	COMMUNICATIONS EXPENSE												
	41,549		47,227		50,000		50,000		50,000			50,000	
350	GRIFFITH PARK BUILDING EXPENSE												
	670,216												
352	BVTN ACTIVITIES CENTER EXPENSE												
	75,817		69,540		44,720		44,720						
354	HARVEST COURT EXPENSE												
	16,093		33,811		21,500		27,242		23,000			23,000	
356	KIOSK MAINTENANCE EXPENSE												
	1,280		503		300		150		200			200	
359	PROPERTY TAX REBATE EXPENSE												
	208,508		216,348		244,286		226,504		237,830			237,830	
362	BLDG PERMIT/FEE WAIVER/DISCNT												
	15												
386	COMMUNITY CENTER EXPENSE												
	52,914		52,545		98,500		81,000		144,148			144,148	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 303 OFFICE FURNITURE & EQUIPMENT
 EQUIPMENT APPROPRIATION AVAILABLE FOR EMERGENCY USE (MAYOR'S AUTHORIZATION REQUIRED)
- 307 MEMBERSHIP FEES
 NATIONAL LEAGUE OF CITIES \$6,700
 LEAGUE OF OREGON CITIES \$67,626
 LEGAL ADVOCACY PROGRAM \$1,200
 PORTLAND STATE METROPOLITAN STUDIES \$2,000
 LOC FOUNDATION PARTICIPATION \$1,000
 UNITED STATES CONFERENCE OF MAYORS \$5,300
 GOVERNMENT ETHICS COMMISSION \$900
 INTERNATIONAL CITY COUNTY MANAGEMENT ASSOCIATION \$1,000
 ANNUAL OREGON WEEK IN JAPAN \$1,000
 METROPOLITAN MAYORS CONSORTIUM ANNUAL DUES \$5,800
- 341 COMMUNICATIONS EXPENSE
 CITY WIDE COSTS-TELEPHONE SYS INCL. LINE CHARGES AND ACCESS
 TELEPHONE BILL MONITORING AND PAYMENT SERVICES
 LONG DISTANCE CHARGES
- 350 GRIFFITH PARK BUILDING EXPENSE
 FY 16-17 EXPENSES MOVED TO NEW PROGRAM 001-13-0008
 FY 15-16 EXPENSES MOVED HERE FROM 001-10-0450-XXX (VARIOUS OBJECT CODES)
 AND 001-03-0003-511
- 352 BVTN ACTIVITIES CENTER EXPENSE
 FY 17-18 WAS REDUCED AS THE BUILDING WAS VACATED DURING THE FISCAL YEAR AND WILL BE
 DECOMMISSIONED STARTING 1/1/1. THE SITE WILL BE REPURPOSED FOR THE NEW PUBLIC SAFETY
 BUILDING.
 FY 2018-19 - NO APPROPRIATION IS REQUIRED
- 354 HARVEST COURT EXPENSE
 UTILITIES \$16,800
 JANITORIAL \$3,539
 GUTTER CLEANING \$750
 MAINTENANCE CONTRACTS \$1,465
 MAINTENANCE & REPAIR (PARTS, MATERIALS, BULBS, PAPER PRODUCTS, ETC.) \$446
 FY 2017-18 REFLECTS INCREASE DUE TO UNEXPECTED UTILITY COSTS AND REMOVAL OF
 MODULAR FURNITURE TO ALLOW POLICE EVIDENCE TO EXPAND ON THE CITY STORAGE SIDE
 CARRY FORWARD FENCE FOR RECORDS ARCHIVES
 FY 15-16 EXPENSES MOVED HERE FROM 001-10-0450-354 AND UTILITIES FROM 001-60-0621-381
- 356 KIOSK MAINTENANCE EXPENSE
 MISC REPAIRS; PARTS
 FY2016-17 REFLECTS INCREASE FOR REPAIRS TO ROOF EAVES DUE TO WATER DAMAGE/DRY ROT
- 359 PROPERTY TAX REBATE EXPENSE
 PROPERTY TAX REBATES UNDER THE ANNEXATION AGREEMENTS FOR:
 PETERKORT PHASE 1 PROPERTIES (REBATE CONTINUES TO FY 2019-20) \$96,708
 PETERKORT PHASE 2 PROPERTIES (REBATE CONTINUES TO FY 2019-20) \$141,122
 LITHIA MOTORS ANNEXATION 1 - 3 PROPERTIES (REBATE CONCLUDED FY 2017-18)
 JENKINS 45 DEGREE CENTRAL PROPERTIES REBATE CONCLUDED FY 2014-15
 SOUTH COOPER MOUNTAIN REBATE CONCLUDED FY 2014-15
- 362 BLDG PERMIT/FEE WAIVER/DISCNT
 BUILDING PERMIT FEE DISCOUNTS AT PROJECTS APPROVED BY CITY COUNCIL
 FY 15-16 EXPENSE WAS THE FINAL PAYMENT FOR 45 DEGREE CENTRAL
- 386 COMMUNITY CENTER EXPENSE
 UTILITIES \$23,300
 JANITORIAL \$23,748
 MAINTENANCE CONTRACTS \$3,000
 MAINTENANCE & REPAIRS (PARTS, MATERIALS, BULBS, PAPER PRODUCTS, ETC.) \$4,100
 REPLACE ROOF AND GUTTERS (FROM FY 2017-18, NOT ENOUGH BUDGETED TO DO PROJECT) \$70,000
 REPLACE TWO HVAC UNITS OVER TENANT SPACE ON EAST END; END OF LIFE \$20,000

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0003 NON-DEPARTMENTAL

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												
	43,758		29,910		43,000		43,000	43,000		43,000		43,000	
461	SPECIAL EXPENSE												
	7,251		7,632		2,280		2,280	2,280		2,280		2,280	
475	EMERG. INCIDENT ACTIVATION EXP												
	551												
479	LOT 2 & 3 EXPENSES												
							10,000			10,000			
480	PROPERTY TAX EXPENSE												
							2,704						
481	OTHER EXPENSES												
	52,477		27,039		26,000		26,000	26,000		26,000		26,000	
511	PROFESSIONAL SERVICES												
	6,042		8,361		9,600		9,100	7,153		7,153		7,153	
525	PMTS TO OTHER GOVERNMENT AGENCIES												
			1,800,000										
536	MAINTENANCE CONTRACTS												
	750		800		800		450	450		450		450	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,257,437		2,379,846		645,486		623,650	641,587		651,587			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
					27,500		26,469	24,500		24,500		24,500	
TOTAL CLASS: 15 CAPITAL OUTLAY													
					27,500		26,469	24,500		24,500			
CLASS: 25 TRANSFERS													
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)												
	282,028		344,741		290,299		290,299	314,830		314,830		314,830	
814	TRSFERS TO CAPITAL PROJ. FUND												
	71,841		552,582		649,798		491,298	623,621		623,621		623,621	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
406	BANK SERVICE FEES TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD.	
461	SPECIAL EXPENSE FOR SURFACE WATER UTILITY CHARGES ON WESTGATE SITE - REDUCED BY SALE OF 2 PARCELS	
475	EMERG. INCIDENT ACTIVATION EXP EXPENSES ASSOCIATED WITH EOC ACTIVATIONS DURING MAJOR EMERGENCIES AND DISASTERS BUDGET AMENDMENT TRANSFERS THIS EXPENSE TO THE EMERGENCY MGMT PROGRAM 0635	
479	LOT 2 & 3 EXPENSES LOTS 2 & 3 MANAGEMENT COST, LANDSCAPE MAINTENANCE EXPENSE, AND UTILITY EXPENSES \$10,000	
480	PROPERTY TAX EXPENSE PROPERTY TAXES ON THE FARMINGTON AND BETTS PROPERTY LEASE. FY 2018-19 REFLECTS ASSIGNMENT OF PROPERTY TAX EXPENSE TO THE LESSEE LASCALLA.	
481	OTHER EXPENSES LIEN SEARCH SERVICES ANNUAL DEBT SERVICE FEES FOR G.O. BOND ISSUED FOR THE G.O. BOND ISSUES BANK CHARGES NOW APPEAR IN OBJECT CODE 406 IN ALL FUNDS BEGINNING FY 16-17 INVESTMENT ADVISORY SERVICES (\$25,000) AND INVESTMENT CUSTODIAL SERVICES - SAFEKEEPING (\$2,500) HAVE BEEN TRANSFERRED TO THE FINANCE DEPARTMENT'S PROGRAM 0548 OPERATIONS	
511	PROFESSIONAL SERVICES AFTER HOUR ACTIVITY & EVENT SECURITY \$1,000 JANITORIAL SERVICES FOR PARK RESTROOMS \$6,153 FY 15-16 REFLECTS DECREASE DUE TO MOVING JANITORIAL EXPENSES TO INDIVIDUAL BUILDINGS	
525	PMTS TO OTHER GOVERNMENT AGENCIES FY 2016-17 REFLECTS THE CIT'S BUY OUT OF METRO'S 4/9THS INTEREST IN THE WESTAGE PROPERTY BASED ON APPRAISED VALUE. PER IGA, BURA WILL REIMBURSE THE CITY FOR THE BUY OUT.	
536	MAINTENANCE CONTRACTS TYPEWRITER MAINTENANCE FOR 9 TYPEWRITERS @ \$50/EACH \$450	
641	VEHICLES 1 REPLACEMENT FOR VEHICLE NO. 1-619, (2002 CHEVROLET MALIBU) WITH FORD FUSION HYBRID \$24,500	
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19) ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES	
814	TRSFERS TO CAPITAL PROJ. FUND FY 2017-18 PROJECTS 3106 SIDEWALK PROJ BUDEGTED - \$394,798; ESTIMATE - \$394,798 3410 SHARE USE PATH ALONG DENNEY RD BUDGETED - \$255,000; ESTIMATE \$7,500 3228 WESTERN AVENUE 5TH STREET TO ALLEN ESTIMATE - \$89,000 FY 2018-19 PROJECTS 3106 SIDEWALK CONSTRUCITON PROJECTS \$202,621 3328 WESTERN AVE IMPROVEMENT \$85,000 3407 BEAVERTON CREEK SHARED USE PATH \$64,000 3410 SHARE USE PATH ALONG DENNEY RD \$272,000	

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0003 NON-DEPARTMENTAL

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
815	TRSFERS TO CAPITAL DEV. FUND												
	750,952		1,985,005		702,750		509,250	915,000		215,000			
817	TRSFERS TO GARAGE FUND												
	20,637		15,554		17,039		17,039	18,981		18,981			
818	TRSFERS TO ISD-ALLOCATED												
	1,416,206		1,327,851		1,735,903		1,735,903	1,923,608		1,923,608			
819	TRSFERS TO INSURANCE FUND												
	275,172		357,723		411,381		411,381	411,381		411,381			
823	TRSFERS TO DEBT SERVICE FUND												
					1,190,387		1,190,387	200,000		100,000			
830	TRANSFER TO LIBRARY FUND												
										127,231			
831	TRSFER TO LIBRARY FD-COLLECTION												
										165,000			
837	TRSFER TO LODGING TAX (TLT) FUND												
					503,821		486,008	577,070		577,070			
TOTAL CLASS: 25 TRANSFERS													
	2,816,836		4,583,456		5,501,378		5,131,565	4,984,491		4,476,722			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
980	CONTINGENCY- ROW FEE FUTURE USE												
					1,899,035			3,165,414		1,994,451			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 815 TRSFERS TO CAPITAL DEV. FUND
 - FY 2017-18 PROJECTS:
 - 3518 CANYON RD ALTERNATIVE BIKE NETWORK BUD \$188,500/ EST \$171,750
 - 3519 CANYON RD INTERSECTION IMPROVEMENTS BUD \$324,250/EST \$76,500
 - 3522 LIBRARY FOUNTAIN IMPROVEMENTS BUD \$190,000/EST \$199,000
 - 3513 PROPERTY ACQUISITION ACCOUNT REVISED ESTIMATE \$62,000 TO POTENTIALLY PAY OFF THE UMREIN LAND PURCHASE CONTRACT
 - FY 2018-19 PROJECTS:
 - 3519 CANYON RD INTERSECTION IMPROVEMENTS \$115,000
 - 3513 PROPERTY ACQUISITION ACCOUNT TO PROVIDE FUNDING FOR POTENTIAL LAND PURCHASES \$100,000
- 817 TRSFERS TO GARAGE FUND
 - ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND
- 818 TRSFERS TO ISD-ALLOCATED
 - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$1,923,608
- 819 TRSFERS TO INSURANCE FUND
 - ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$411,381
- 823 TRSFERS TO DEBT SERVICE FUND
 - TRANSFER TO THE GENERAL OBLIGATION DEBT SERVICE FUND FOR DEBT SERVICE ASSISTANCE ON THE 2017 PUBLIC SAFETY BOND ISSUE DURING THE TWO YEAR OVERLAP WITH THE EXISTING LIBRARY BOND ISSUE DEBT SERVICE. THE OVERLAP PERIOD ENDS IN FY 2018-19 \$100,000
- 830 TRANSFER TO LIBRARY FUND
 - FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATION
 - LIBRARY SAFETY OFFICER \$70,475
 - ADDITIONAL STAFF TIME FOR LIBRARY HOURS CHANGE \$56,756
- 831 TRSFR TO LIBRARY FD-COLLECTION
 - TRANSFER TO LIBRARY FUND TO ASSIST WITH THE PURCHASE OF LIBRARY MATERIALS \$165,000
- 837 TRSFR TO LODGING TAX (TLT) FUND
 - 100% SUBSIDY OF THE ARTS PROGRAM 0528' S OPERATING COSTS IN THE TRANSIENT LODGING TAX FUND \$577,070

- 980 CONTINGENCY- ROW FEE FUTURE USE
 - ROW FEES SET ASIDE FOR FUTURE USE:
 - AUTHORIZED USES OF ROW FEES:
 - FY 2015-16:
 - UTILITY UNDERGROUNDING PROJECT \$65,000
 - FY 2016-17:
 - SIDEWALK IMPROVEMENT PROJECT 3106 \$552,582 (FUND MENLO DRIVE FAIRMOUNT TO BERTHOLD)
 - AFFORDABLE HOUSING PROGRAM \$200,000
 - ACQUISITION DUE DILIGENCE EXPENSE \$65,000
 - FY 2017-18:
 - TRANSFER TO THE DEBT SVC FUND TO ASSIST THE PUBLIC SAFETY BOND \$1,190,387
 - SIDEWALK IMPROVEMENT PROJECT 3106 \$394,798 (FUND MENLO DRIVE FAIRMOUNT TO BERTHOLD)
 - AFFORDABLE HOUSING PROGRAM \$300,000
 - ACQUISITION DUE DILIGENCE EXPENSE \$75,000
 - FY 2018-19:
 - TRANSFER TO THE DEBT SVC FUND TO ASSIST THE PUBLIC SAFETY BOND - \$100,000
 - SIDEWALK IMPROVEMENT PROJECT 3106 MENLO DRIVE FAIRMOUNT TO BERTHOLD - \$202,621
 - TRANSFER TO LIBRARY FUND TO ASSIST WITH COLLECTION PURCHASE - \$165,000
 - TRANSFER TO LIBRARY FUND TO ASSIST WITH NEW LIBRARY SAFETY OFFICER - \$70,475
 - TRANSFER TO LIBRARY FUND TO ASSIST WITH THE STAFFING TO INCREASE HOURS THE LIBRARY IS OPEN - \$56,756
 - FUNDING FOR THE AFFORDABLE HOUSING PROGRAM:
 - SR. DEVELOPMENT PROJCTCT MANAGER FOR THE AFFORDABLE HOUSING PROGRAM - \$123,732
 - AFFORDABLE HOUSING ACTIVITIES IN PROGRAM 0662 ACCOUNT 509 - \$855,000

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0003 NON-DEPARTMENTAL

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	
991	CONTINGENCY - UNRESERVED				4,928,584			185,567		3,766,168				
996	RESERVE - EQUIPMENT REPLACEMT				109,651			109,058		109,058				
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					6,937,270			3,460,039		5,869,677				
TOTAL PROGRAM: 0003 NON-DEPARTMENTAL					4,074,273		6,963,302	13,111,634		5,781,684		9,110,617		11,022,486

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 13 NON-DEPARTMENTAL
PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR VEHICLE REPLACEMENT



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 Bonded Debt					% 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						
Debt Service	\$1,723,000	\$1,730,500	\$3,089,511	\$3,089,511	\$2,180,622	-29.42%
SUB-TOTAL	\$1,723,000	\$1,730,500	\$3,089,511	\$3,089,511	\$2,180,622	
Contingency - Reserve			165,064		85,743	
TOTAL	<u>\$1,723,000</u>	<u>\$1,730,500</u>	<u>\$3,254,575</u>	<u>\$3,089,511</u>	<u>\$2,266,365</u>	
FTE's	-	-	-	-	-	

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

Debt Service:

FY 2018-19 reduction reflects a lower debt service payment on the library bonds which will be paid off in June 2019.

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

FUND: 201 GENERAL BONDED DEBT	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

MISSION STATEMENT:

Debt management of outstanding General Obligation Bonds. The bonded debt in this fund is a voted general obligation bond issue. Payments of the maturing principal and interest are funded through a property tax levy. This levy is a levy outside the tax base and is not within the \$10 governmental limit set by Measure 5.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION					
DEBT SERVICE	\$1,723,000	\$1,730,500	\$3,089,511	\$2,180,622	\$0
TRANSFERS					
CONTINGENCY	0	0	165,064	85,743	0
TOTAL	\$1,723,000	\$1,730,500	\$3,254,575	\$2,266,365	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$116,686	\$136,691	\$149,589	\$165,764	\$0
Property Taxes	1,736,587	1,734,569	1,904,499	1,984,801	0
Miscellaneous Revenue	6,418	8,829	10,100	15,800	0
Transfers from General Fund	0	0	1,190,387	100,000	0

The City has two General Obligation Debt Issues outstanding for the Library Building and the Public Safety Center. The 2005 Refunding Bond Issue refunded the callable portion of the 1999 Bond Issue. In 1999, Library Bonds were issued with maturing dates from 2000 to 2019 with interest rates from 4.25% to 5% in an original amount of \$21,895,000. The proceeds were used for the costs of designing, building and furnishing a new library. The bond principal and interest are payable from an additional property tax levy. This bond matures on June 1, 2019.

Voters approved a General Obligation Bond Measure for a new Public Safety Building in November 2016 authorizing \$35 million in GO Bonds. The bonds were publicly bid and awarded on February 8, 2017. Principal payments on the 2017 series are deferred until FY 2019-20 to as to allow the debt service levy to remain constant at approximately 20¢ per \$1000 assessed valuation with priority for the 2005 series bonds. This required a supplemental source of funds to meet debt service obligations for FY 2017-18 of approximately \$1.2 million via an inter-fund transfer from the General Fund. In FY 2018-19, the amount of transfer is approximately \$230,000.

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

FUND: 201 GENERAL BONDED DEBT	DEPARTMENT: FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

GENERAL OBLIGATION DEBT

General Obligation Refunding Bonds Series 2005 were issued on August 16, 2005, with interest rates from 3% to 5% in an original amount of \$13,575,000. The proceeds were used to refund a portion of the 1999 GO Library Bonds. The remaining principal and interest payments are as follows:

2005 GO Refunding Bonds

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2018-2019	1,000,000	50,000	1,050,000
total	\$1,000,000	\$50,000	\$1,050,000

General Obligation Bonds Series 2017 were issued February 2017, with interest rates from 3% to 5% in an original amount of \$33,845,000. The bonds are for the construction of an approximately 90,000 square foot public safety center. The facility will house the City's police department, emergency management division, and other public safety services. This bond was authorized by the voters at the November 2017 General Election.

2017 GO Public Safety Center Bonds

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2018-2019		1,130,622	1,130,622
2019-2020	815,000	1,130,621	1,945,621
2020-2021	900,000	1,106,172	2,006,172
2021-2022	995,000	1,079,171	2,074,171
2022-2023	1,090,000	1,049,321	2,139,321
2023-2024	1,195,000	1,016,622	2,211,622
2024-2025	1,325,000	956,871	2,281,871
2025-2026	1,465,000	890,621	2,355,621
2026-2027	1,615,000	817,372	2,432,372
2027-2028	1,755,000	752,771	2,507,771
2028-2029	1,890,000	700,121	2,590,121
2029-2030	2,030,000	643,421	2,673,421
2030-2031	2,175,000	582,521	2,757,521
2031-2032	2,330,000	517,271	2,847,271
2032-2033	2,490,000	447,371	2,937,371
2033-2034	2,660,000	372,671	3,032,671
2034-2035	2,845,000	289,546	3,134,546
2035-2036	3,035,000	200,640	3,235,640
2036-2037	3,235,000	103,520	3,338,520
Total	\$33,845,000	\$13,787,246	\$47,632,246

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 201 GENERAL BONDED DEBT 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

	-116,686		-136,691		-149,589		-149,589	-149,589	-165,764		-165,764			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-116,686		-136,691		-149,589		-149,589	-149,589	-165,764		-165,764			
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-396		-710		-500		-1,049	-1,200	-1,000		-1,000			
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311 PROPERTY TAXES - CURRENT YEAR

1011	-1,715,846		-1,714,426		-1,888,999		-1,845,869	-1,888,999	-1,968,801		-1,968,801			
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312 PROPERTY TAXES - PRIOR YEARS

	-20,345		-19,433		-15,000		-9,349	-15,000	-15,000		-15,000			
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TOTAL CLASS: 10 TAXES

	-1,736,587		-1,734,569		-1,904,499		-1,856,267	-1,905,199	-1,984,801		-1,984,801			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-5,864		-8,651		-9,800		-7,883	-9,800	-15,500		-15,500			
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389 MISCELLANEOUS REVENUES

	-554		-178		-300		-151	-300	-300		-300			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-6,418		-8,829		-10,100		-8,034	-10,100	-15,800		-15,800			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 201 GENERAL BONDED DEBT 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
					-1,190,387		-920,200	-1,190,387		-200,000		-100,000		
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS							-1,190,387	-920,200	-1,190,387		-200,000		-100,000	
TOTAL DEPARTMENT: 03 REVENUE							-1,859,691	-1,880,089	-3,254,575	-2,934,090	-3,255,275	-2,366,365	-2,266,365	

1012

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 201 GENERAL BONDED DEBT 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: 20 DEBT SERVICE

707	BOND PRINCIPAL 2005 GO REFUND													
	1,450,000		1,530,000		1,480,000			1,480,000	1,000,000		1,000,000			
712	BOND INTEREST 2017 GO													
					1,485,511		920,200	1,485,511	1,130,622		1,130,622			
736	BOND INTEREST 2005 GO REFUND													
	273,000		200,500		124,000		62,000	124,000	50,000		50,000			
TOTAL CLASS: 20 DEBT SERVICE														
	1,723,000		1,730,500		3,089,511		982,200	3,089,511	2,180,622		2,180,622			

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

1013	992	UNAPPROPRIATED ENDING FUND BAL												
					165,064				185,743		85,743			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					165,064				185,743		85,743			

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	1,723,000		1,730,500		3,254,575		982,200	3,089,511	2,366,365		2,266,365			
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BP WORKSHEET & JUSTIFICATION

FUND: 201 GENERAL BONDED DEBT 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												
		116,686		136,691		149,589		149,589		165,764		165,764	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL		116,686		136,691		149,589		149,589		165,764		165,764	
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		396		710		500		1,200		1,000		1,000	

311	PROPERTY TAXES - CURRENT YEAR												
		1,715,846		1,714,426		1,888,999		1,888,999		1,968,801		1,968,801	

312	PROPERTY TAXES - PRIOR YEARS												
		20,345		19,433		15,000		15,000		15,000		15,000	

TOTAL CLASS: 10 TAXES		1,736,587		1,734,569		1,904,499		1,905,199		1,984,801		1,984,801	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		5,864		8,651		9,800		9,800		15,500		15,500	

389	MISCELLANEOUS REVENUES												
		554		178		300		300		300		300	

TOTAL CLASS: 35 MISCELLANEOUS REVENUES		6,418		8,829		10,100		10,100		15,800		15,800	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
						1,190,387		1,190,387		200,000		100,000	

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS						1,190,387		1,190,387		200,000		100,000	
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TOTAL PROGRAM: 0000 UNRESTRICTED		1,859,691		1,880,089		3,254,575		3,255,275		2,366,365		2,266,365	
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TOTAL DEPARTMENT: 03 REVENUE		1,859,691		1,880,089		3,254,575		3,255,275		2,366,365		2,266,365	
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BP WORKSHEET & JUSTIFICATION

FUND: 201 GENERAL BONDED DEBT FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES

311 PROPERTY TAXES - CURRENT YEAR
 VOTER APPROVED PROPERTY TAXES TO REPAY BONDED DEBT WHICH IS OUTSIDE OF THE CITY'S MAXIMUM TAX RATE. TAX RATES FOR THE GO BOND DEBT ARE AS FOLLOWS:
 FY 2013-14 \$0.2290 FOR THE LIBRARY BUILDING
 FY 2014-15 \$0.1954 FOR THE LIBRARY BUILDING
 FY 2015-16 \$0.2002 FOR THE LIBRARY BUILDING
 FY 2016-17 \$0.1915 FOR THE LIBRARY BUILDING
 FY 2017-18 \$0.1749 FOR THE LIBRARY BUILDING AND \$0.0304 FOR THE NEW PUBLIC SAFETY BUILDING
 TOTAL FOR FY 2017-18 \$0.2053
 FY 2018-19 \$0.1109 FOR THE LIBRARY BUILDING AND \$0.0944 FOR THE NEW PUBLIC SAFETY BUILDING
 FOR A TOTAL COMBINED LEVY OF \$0.2053. THIS IS THE LAST YEAR OF DEBT SERVICE ON THE LIBRARY BONDS AS THEY MATURE IN FY2018-19 ON JUNE 1, 2019

312 PROPERTY TAXES - PRIOR YEARS

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%

389 MISCELLANEOUS REVENUES

411 TRSFERS FROM GENERAL FUND
 FY 2017-18 AND FY 2018-19 REFELCTS A TRANSFER IN FROM THE GENERAL FUND TO ASSIST WITH THE 2017 PUBLIC SAFETY BUILDING GENERAL OBLIGATION BOND ISSUE'S DEBT SERVICE DURING THE TWO YEAR OVERLAP WITH THE EXISTING LIBRARY BUILDING GO BOND DEBT SERVICE. THE OVERLAP PERIOD ENDS IN FY 2018-19 AS THE LIBRARY BONDS MATURE ON JUNE 30, 2019.

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 201 GENERAL BONDED DEBT FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0001 DEBT SERVICE

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: 20 DEBT SERVICE													
707	BOND PRINCIPAL 2005 GO REFUND												
	1,450,000		1,530,000		1,480,000		1,480,000	1,000,000		1,000,000			
712	BOND INTEREST 2017 GO												
					1,485,511		1,485,511	1,130,622		1,130,622			
736	BOND INTEREST 2005 GO REFUND												
	273,000		200,500		124,000		124,000	50,000		50,000			
TOTAL CLASS: 20 DEBT SERVICE													
	1,723,000		1,730,500		3,089,511		3,089,511	2,180,622		2,180,622			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
992	UNAPPROPRIATED ENDING FUND BAL												
					165,064			185,743		85,743			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					165,064			185,743		85,743			
TOTAL PROGRAM: 0001 DEBT SERVICE													
	1,723,000		1,730,500		3,254,575		3,089,511	2,366,365		2,266,365			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	1,723,000		1,730,500		3,254,575		3,089,511	2,366,365		2,266,365			
TOTAL FUND: 201 GENERAL BONDED DEBT FUND													
	1,723,000		1,730,500		3,254,575		3,089,511	2,366,365		2,266,365			

BP WORKSHEET & JUSTIFICATION

FUND: 201 GENERAL BONDED DEBT FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0001 DEBT SERVICE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 707 BOND PRINCIPAL 2005 GO REFUND
 PRINCIPAL DEBT SERVICE ON 2005 LIBRARY REFUNDING BONDS. THIS IS THE LAST PRINCIPAL PAYMENT ON THE LIBRARY BONDS AS THEY MATURE IN FY 2018-19 WITH THE FINAL DEBT SERVICE PAYMENT ON JUNE 1, 2019. \$1,000,000
- 712 BOND INTEREST 2017 GO
 INTEREST DEBT SERVICE ON 2017 PUBLIC SAFETY CENTER GO BONDS. \$1,130,622 THE BONDS MATURE IN FY 2018-19. PRINCIPAL PAYMENTS BEGIN IN FY 2020-21
- 736 BOND INTEREST 2005 GO REFUND
 INTEREST DEBT SERVICE ON 2005 LIBRARY REFUNDING BONDS. THIS IS THE LAST INTEREST PAYMENT ON THE LIBRARY BONDS AS THEY MATURE IN FY 2018-19 WITH THE FINAL DEBT SERVICE PAYMENT ON JUNE 1, 2019. \$50,000

- 992 UNAPPROPRIATED ENDING FUND BAL



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:		Special Revenue Debt Fund					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended	
Debt Service	\$1,084,057	\$1,084,057	\$1,084,057	\$1,084,057	\$1,084,058	0.00%	
SUB-TOTAL	1,084,057	1,084,057	\$1,084,057	\$1,084,057	\$1,084,058		
Contingency - Reserve			274,211		279,013		
			0				
TOTAL	<u>\$ 1,084,057</u>	<u>\$ 1,084,057</u>	<u>\$1,358,268</u>	<u>\$1,084,057</u>	<u>\$1,363,071</u>		
FTE's	-	-	-	-	-		

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

Debt Service:

No significant change

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

FUND: 202 SPECIAL REVENUE DEBT FUND	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

MISSION STATEMENT:

Debt management of outstanding Revenue Bonds. The bonded debt of this fund is for the “tenant improvements” of City Hall (The Beaverton Building). Payments of the principal and interest are funded through an annual appropriation and transfer of a portion of the Right of Way (ROW) fees from the General Fund. There are no property taxes supporting the debt service for this borrowing so it is not subject to the \$10 governmental limit set by Measure 5.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
DEBT SERVICE	\$1,084,057	\$1,084,057	\$1,084,057	\$1,084,058	\$0
TRANSFERS					
CONTINGENCY	0	0	274,211	279,013	0
TOTAL	\$1,084,057	\$1,084,057	\$1,358,268	\$1,363,071	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$268,948	\$270,050	\$271,808	\$274,211	\$0
Franchise Fee Allocation from General Fund	1,084,060	1,084,060	1,084,060	1,084,060	0
Miscellaneous Revenue	1,100	1,756	2,400	4,800	0

This Revenue Bond is for improvements made to the City Hall at The Beaverton Building. The City purchased the building in April 2012 from cash reserves. The City Council authorized the issuance of Revenue Bonds for the improvements in June 2013. The interest rate is 2.31%. The amount borrowed was \$7 million and matures in seven years. Occupancy occurred in August 2014. Approximately \$93,500 is transferred from the operating funds (i.e. Building, Water) with staff in The Beaverton Building to the General Fund as a contribution toward the annual debt service obligations.

The City Council pledges its ROW fees to fund the principle and interest. The annual ROW fees exceed \$10 million and annual debt service will require only a portion of that revenue stream. The terms of the borrowing require a debt service coverage ratio equal to at least 1.20% of annual debt service.

The debt service schedule achieves maturity with a final payment due October 1, 2020.

<u>FISCAL YEAR</u>	<u>INTEREST</u>	<u>PRINCIPAL</u>	<u>TOTAL</u>
2018-19	\$45,885	\$1,038,173	\$1,084,058
2019-20	21,648	1,062,410	1,084,058
2020-21	1,732	359,620	361,352
	<u>\$69,265</u>	<u>\$2,460,203</u>	<u>\$2,529,468</u>

These same revenue sources also serve as secondary security for a Line of Credit (revenue bond) issued to the Beaverton Urban Redevelopment Agency (BURA) on a parity basis with this 2013 Special Revenue Bond. BURA intends to pay the principal and interest on the Line of Credit from tax increment earned in the urban renewal area. Interest only payments are required until maturity in FY 2020-21. See BURA Debt Service (Fund 903) for more information.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 202 SPECIAL REVENUE DEBT 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	-268,948		-270,050		-271,808		-271,808	-271,808	-274,211		-274,211			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL	-268,948		-270,050		-271,808		-271,808	-271,808	-274,211		-274,211			
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CLASS: 10 TAXES

309 ROW FEE - ALLOCATION FROM GF	-1,084,060		-1,084,060		-1,084,060		-903,383	-1,084,060	-1,084,060		-1,084,060			
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TOTAL CLASS: 10 TAXES	-1,084,060		-1,084,060		-1,084,060		-903,383	-1,084,060	-1,084,060		-1,084,060			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS	-1,100		-1,756		-2,400		-1,794	-2,400	-4,800		-4,800			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES	-1,100		-1,756		-2,400		-1,794	-2,400	-4,800		-4,800			
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TOTAL DEPARTMENT: 03 REVENUE	-1,354,108		-1,355,866		-1,358,268		-1,176,985	-1,358,268	-1,363,071		-1,363,071			
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 202 SPECIAL REVENUE DEBT 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: 20 DEBT SERVICE

739	BOND PRIN 2013 SPEC REV BONDS													
	968,728		991,344		1,014,488		843,777	1,014,488	1,038,173		1,038,173			
740	BOND INTRST 2013 SPEC REV BOND													
	115,329		92,713		69,569		59,604	69,569	45,885		45,885			
TOTAL CLASS: 20 DEBT SERVICE														
	1,084,057		1,084,057		1,084,057		903,381	1,084,057	1,084,058		1,084,058			

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

992	UNAPPROPRIATED ENDING FUND BAL													
					274,211				279,013		279,013			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					274,211				279,013		279,013			

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

021	1,084,057		1,084,057		1,358,268		903,381	1,084,057	1,363,071		1,363,071			
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BP WORKSHEET & JUSTIFICATION

FUND: 202 SPECIAL REVENUE DEBT 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												
	268,948		270,050		271,808		271,808	274,211		274,211			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	268,948		270,050		271,808		271,808	274,211		274,211			
CLASS: 10 TAXES													
309	ROW FEE - ALLOCATION FROM GF												
	1,084,060		1,084,060		1,084,060		1,084,060	1,084,060		1,084,060			
TOTAL CLASS: 10 TAXES													
	1,084,060		1,084,060		1,084,060		1,084,060	1,084,060		1,084,060			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	1,100		1,756		2,400		2,400	4,800		4,800			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	1,100		1,756		2,400		2,400	4,800		4,800			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,354,108		1,355,866		1,358,268		1,358,268	1,363,071		1,363,071			
TOTAL DEPARTMENT: 03 REVENUE													
	1,354,108		1,355,866		1,358,268		1,358,268	1,363,071		1,363,071			

BP WORKSHEET & JUSTIFICATION

FUND: 202 SPECIAL REVENUE DEBT FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

309 ROW FEE - ALLOCATION FROM GF

TRANSFER ROW FEE REVENUE FROM THE GENERAL FUND TO PAY THE MONTHLY PRINCIPAL AND INTEREST ON THE BONDS AND PROVIDE FOR THE DEBT SERVICE RESERVE EQUALING 25% OF THE ANNUAL DEBT SERVICE. THE BONDS MATURE ON OCTOBER 1, 2020, WITH A FINAL PAYMENT OF \$361,352 IN FY 2019-20 CONSISTING OF \$359,620 IN PRINCIPAL AND \$1,732 IN INTEREST.

384 INVESTMENT INTEREST EARNINGS

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%

BP WORKSHEET & JUSTIFICATION

FUND: 202 SPECIAL REVENUE DEBT FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT

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: 20 DEBT SERVICE													
739	BOND PRIN 2013 SPEC REV BONDS												
	968,728		991,344		1,014,488		1,014,488	1,038,173		1,038,173			
740	BOND INTRST 2013 SPEC REV BOND												
	115,329		92,713		69,569		69,569	45,885		45,885			
TOTAL CLASS: 20 DEBT SERVICE													
	1,084,057		1,084,057		1,084,057		1,084,057	1,084,058		1,084,058			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
992	UNAPPROPRIATED ENDING FUND BAL												
					274,211			279,013		279,013			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					274,211			279,013		279,013			
TOTAL PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT													
	1,084,057		1,084,057		1,358,268		1,084,057	1,363,071		1,363,071			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	1,084,057		1,084,057		1,358,268		1,084,057	1,363,071		1,363,071			
TOTAL FUND: 202 SPECIAL REVENUE DEBT FUND													
	1,084,057		1,084,057		1,358,268		1,084,057	1,363,071		1,363,071			

BP WORKSHEET & JUSTIFICATION

FUND: 202 SPECIAL REVENUE DEBT FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 739 BOND PRIN 2013 SPEC REV BONDS
PRINCIPAL COSTS ON THE 2013 SPECIAL REVENUE BOND DEBT FOR THE BEAVERTON BUILDING IMPROVEMENTS. THE BONDS MATURE ON OCTOBER 1, 2020, WITH A FINAL PRINCIPAL PAYMENT OF \$359,620 IN FY 2019-20.
- 740 BOND INTRST 2013 SPEC REV BOND
INTEREST COST ON THE 2013 SPECIAL REVENUE BONDS FOR THE BEAVERTON BUIDLING IMPROVEMENTS THE BONDS MATURE ON OCTOBER 1, 2020, WITH A FINAL PAYMENT OF \$1,732 IN FY 2019-20.

- 992 UNAPPROPRIATED ENDING FUND BAL



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:	Assessment Debt Service					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Transfers	\$72,845	\$3,189	\$18,319	\$18,700	\$14,400	-21.39%
SUB-TOTAL	\$72,845	\$3,189	\$18,319	\$18,700	\$14,400	
Contingency - Reserve			-		-	
TOTAL	\$72,845	\$3,189	\$18,319	\$18,700	\$14,400	

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

Transfers:

FY 2018-19 reflects a reduction in the transfers to the storm drain fund for financing of the LID construction

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 401 ASSESSMENT #1	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

MISSION STATEMENT:

Management of assessment districts debt service requirements.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
TRANSFERS CONTINGENCY	\$72,845	\$3,189	\$18,319	\$14,400	\$0
TOTAL	\$72,845	\$3,189	\$18,319	\$14,400	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$61,863	\$0	\$0	\$0	\$0
Miscellaneous Revenue	1,228	557	3,519	3,600	0
Assessment Principal	9,754	2,632	14,800	10,800	0

The Assessment Debt Service Fund accounts for the financing and collection of assessments from benefited property owners and the payment of principal and interest on improvement bonds. The primary source of funds are principal collections and interest earning on local improvement districts.

Remaining balances have been transferred to appropriate funds as all projects are closed and accounts are paid by the end of FY 2013-14.

From time to time, members of the staff discuss the formation of local improvement districts crafted to respond to infrastructure issues in an area and the respective benefits. If additional LIDs are formed they will be reflected in this fund.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 401 ASSESSMENT FUND #1

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														
	-61,863													
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL	-61,863													
CLASS: 35 MISCELLANEOUS REVENUES														
384 INVESTMENT INTEREST EARNINGS														
	-36		-21		-19		-39		-100		-100		-100	
385 INTEREST COLLECTED ON ASSMTS														
	-1,192		-536		-3,500		-576		-3,800		-3,500		-3,500	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES	-1,228		-557		-3,519		-615		-3,900		-3,600		-3,600	
CLASS: 45 NON-REVENUE RECEIPTS														
455 ASSMT PMTS - BONDED PRINCIPAL														
	-9,754		-2,632		-14,800		-6,409		-14,800		-10,800		-10,800	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS	-9,754		-2,632		-14,800		-6,409		-14,800		-10,800		-10,800	
TOTAL DEPARTMENT: 03 REVENUE	-72,845		-3,189		-18,319		-7,024		-18,700		-14,400		-14,400	

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 401 ASSESSMENT FUND #1

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: 25 TRANSFERS

807 TRSFR TO GENERAL FUND

	61,863				1,300			1,300	1,300				1,300	
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829 TRSFERS TO STORM DRAIN FUND

	10,982		3,189		17,019			17,400	13,100				13,100	
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TOTAL CLASS: 25 TRANSFERS

	72,845		3,189		18,319			18,700	14,400				14,400	
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	72,845		3,189		18,319			18,700	14,400				14,400	
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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 Debt Service					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Debt Service	\$2,121,909	\$1,499,208	\$748,426	\$748,426	\$2,293,004	206.38%
SUB-TOTAL	\$2,121,909	\$1,499,208	\$748,426	\$748,426	\$2,293,004	
Contingency			71,954		72,854	
TOTAL	\$2,121,909	\$1,499,208	\$820,380	\$748,426	\$2,365,858	

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

Debt Service:

FY 2018-19 reflects the issuance of \$21 million in water revenue bonds and the corresponding increase in principal and interest debt service payments.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 504 WATER DEBT SERVICE	DEPARTMENT: FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE

MISSION STATEMENT:

Amounts budgeted in this fund are for payment of maturing principal and interest of the Water Revenue and Refunding Bond Series 2016, a Series 2018 Water Revenue Bond and a loan from the State of Oregon Infrastructure Financing Authority (Drinking Water Revolving Fund). Transfer expenditures are for the unspent water revenue bond proceeds and are contributed to the construction fund for the uncompleted water projects included in the bond sale, if any. Contingency is the unappropriated excess of resources over expenditure requirements.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION					
DEBT SERVICE	\$2,121,909	\$1,499,208	\$748,426	\$2,293,004	\$0
TRANSFERS					
CONTINGENCY	0	0	71,954	72,854	0
TOTAL	\$2,121,909	\$1,499,208	\$820,380	\$2,365,858	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$69,556	\$70,879	\$68,321	\$71,954	\$0
Miscellaneous Revenue	1,323	1,490	600	900	0
Transfers from Water Fund	2,121,909	1,495,160	751,459	2,293,004	0

WATER BONDS

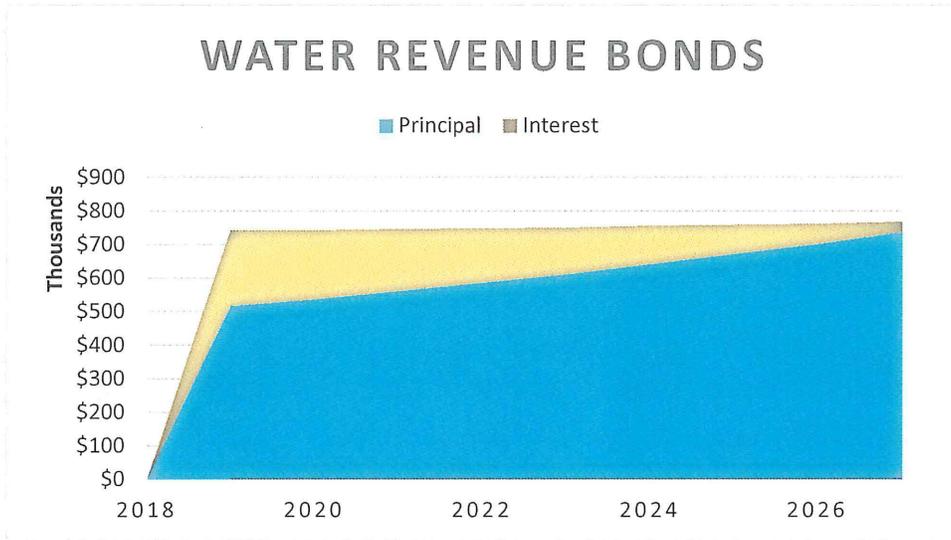
Water Revenue and Refunding Bonds Series 2016 were issued in November 2016, with an interest rate of 1.84% in an original amount of \$5,615,000. The refunding resulted in net present value savings of approximately \$611,104. The proceeds of the initial series 2006 Water Revenue Bond were used to finance the costs of additions, replacements, expansions and/or improvements to the City's Water System, and the acquisition of all real and personal property necessary, useful or convenient thereto and the City's share of the Joint Water Commission capital expansion project. The remaining principal and interest payments for Water Revenue and Refunding Bonds Series 2016 are as follows:

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018-2019	590,000	92,644	682,644
2019-2020	600,000	81,788	681,788
2020-2021	610,000	70,748	680,748
2021-2022	625,000	59,524	684,524
2022-2023	635,000	48,024	683,024
2023-2024	645,000	36,340	681,340
2024-2025	660,000	24,472	684,472
2025-2026	670,000	12,328	682,328
Total	<u>\$5,035,000</u>	<u>425,868</u>	<u>\$5,460,868</u>

In June 2018, the City is planning to issue up to \$21,000,000 in Water Revenue Bonds. The bond proceeds will be used to finance the costs of infrastructure construction in the new South Cooper Mountain area: a second 5.5mg reservoir at the existing Cooper Mountain Reservoir site with applicable transmission and distribution lines and opportunity projects with other jurisdictions that would result in savings to the City based on the timing of construction. Since the City expects to issue late in fiscal year, there would be no principal or interest payments in FY 17-18. The debt service schedule will appear in the FY 2018-19 budget document.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 504 WATER DEBT SERVICE	DEPARTMENT: FINANCE
	DEPARTMENT HEAD: PATRICK O'CLAIRE



Current Debt Service Projections (2016 Series)

SAFE DRINKING WATER REVOLVING LOAN

The City entered into a financing contract with the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority (IFA), for the financing of the Aquifer Storage and Recovery Well Number 5. The loan is federal financial assistance under Capitalization Grants for Drinking Water State Revolving Funds and is pass-thru financing from the State. The IFA provides the City with a 20 year non-revolving loan with an interest rate of 2.96% in the amount of \$5,000,000 of which \$750,000 is a forgivable loan, leaving a remaining loan of \$4,250,000. The allowance of a \$750,000 “forgivable” portion of the loan brings the net interest rate to nearly zero.

The terms of the loan include that the project be completed within 36 months of the date of the contract which was entered into on 12/9/2015. Repayment starts 90 days after the earlier of the project completion date or 36 month deadline and are due and payable each December 1. Repayment is expected to begin sometime in FY 17-18 and the schedule is dependent on the rate of expenditure and draw-down of funds. Future budgets will contain detail on these obligations.

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Water Revenue Bond Debt Service	3.88	4.38	7.54 / 7.35	7.0
Ratio Coverage				

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 504 WATER DEBT SERVICE 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														
	-69,556		-70,879		-68,321		-68,321	-68,321	-71,954		-71,954			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
	-69,556		-70,879		-68,321		-68,321	-68,321	-71,954		-71,954			
CLASS: 35 MISCELLANEOUS REVENUES														
384 INVESTMENT INTEREST EARNINGS														
	-1,323		-1,490		-600		-93	-600	-900		-900			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-1,323		-1,490		-600		-93	-600	-900		-900			
CLASS: 40 INTERFUND TRANSFERS/LOANS														
419 TRSFERS FROM WATER FUND														
	-2,121,909		-1,495,160		-751,459		-116,768	-751,459	-2,293,004		-2,293,004			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-2,121,909		-1,495,160		-751,459		-116,768	-751,459	-2,293,004		-2,293,004			
TOTAL DEPARTMENT: 03 REVENUE														
	-2,192,788		-1,567,529		-820,380		-185,182	-820,380	-2,365,858		-2,365,858			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 504 WATER DEBT SERVICE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

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: 20 DEBT SERVICE

708	BOND PRINCIPAL 2006													
	470,000		425,000											
719	2018 BOND PRINCIPAL WTR REV BOND								705,250		705,250			
720	2018 BOND INTEREST WTR REV BOND								840,000		840,000			
741	BOND PRIN 2014 WATER REV BONDS													
	1,292,024		751,225											
742	BOND INTRST 2014 WTR REV BONDS													
	30,240		11,118											
1034 743	2016 BOND PRIN - REFUND 2006 REV BONDS				580,000			580,000	590,000		590,000			
744	2016 BOND INT - REFUND 2006 REV BONDS													
			58,259		103,316		51,658	103,316	92,644		92,644			
755	BOND INTEREST 2006													
	264,535		127,096											
798	CONTRACTUAL DEBT													
	65,110		65,110		65,110		65,110	65,110	65,110		65,110			
799	DEBT SERVICE FEES													
			61,400											
TOTAL CLASS: 20 DEBT SERVICE														
	2,121,909		1,499,208		748,426		116,768	748,426	2,293,004		2,293,004			

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

992 UNAPPROPRIATED ENDING FUND BAL

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 504 WATER DEBT SERVICE FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

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
					71,954				72,854		72,854			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					71,954				72,854		72,854			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	2,121,909		1,499,208		820,380		116,768	748,426	2,365,858		2,365,858			

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BP WORKSHEET & JUSTIFICATION

FUND: 504 WATER DEBT SERVICE 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
 69,556 70,879 68,321 68,321 71,954 71,954

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL
 69,556 70,879 68,321 68,321 71,954 71,954

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS
 1,323 1,490 600 600 900 900

TOTAL CLASS: 35 MISCELLANEOUS REVENUES
 1,323 1,490 600 600 900 900

CLASS: 40 INTERFUND TRANSFERS/LOANS

419 TRSFERS FROM WATER FUND
 2,121,909 1,495,160 751,459 751,459 2,293,004 2,293,004

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS
 2,121,909 1,495,160 751,459 751,459 2,293,004 2,293,004

TOTAL PROGRAM: 0000 UNRESTRICTED
 2,192,788 1,567,529 820,380 820,380 2,365,858 2,365,858

TOTAL DEPARTMENT: 03 REVENUE
 2,192,788 1,567,529 820,380 820,380 2,365,858 2,365,858

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

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%

419 TRSFERS FROM WATER FUND

FY 2015-16 AND FY 2016-17 COVERS DEBT SERVICE FOR:
 2006 WATER REVENUE BONDS
 2014 WATER REVENUE AND REFUNDING BONDS
 BUREAU OF RECLAMATION FOR 2 WATER RIGHTS CONTRACTS TOTALING 4,000 AC FT IN THE
 SCOGGINS RESERVOIR AND DAM.
 FY 2017- 18 COVERS DEBT SERVOCE FOR:
 2016 WATER REFUNDING BOND (REFUNDING THE 2006 BOND ISSUE)
 BUREAU OF RECLAMATION FOR 2 WATER RIGHTS CONTRACTS TOTALING 4,000 AC FT IN THE
 SCOGGINS RESERVOIR AND DAM.
 FY 2018-19 COVERS DEBT SERVICE FOR:
 2016 WATER REFUNDING BOND (REFUNDING THE 2006 BOND ISSUE)
 BUREAU OF RECLAMATION FOR 2 WATER RIGHTS CONTRACTS TOTALING 4,000 AC FT IN THE
 SCOGGINS RESERVOIR AND DAM.
 2018 NEW \$21 MILLION WATER REVENUE BOND ISSUE

BP WORKSHEET & JUSTIFICATION

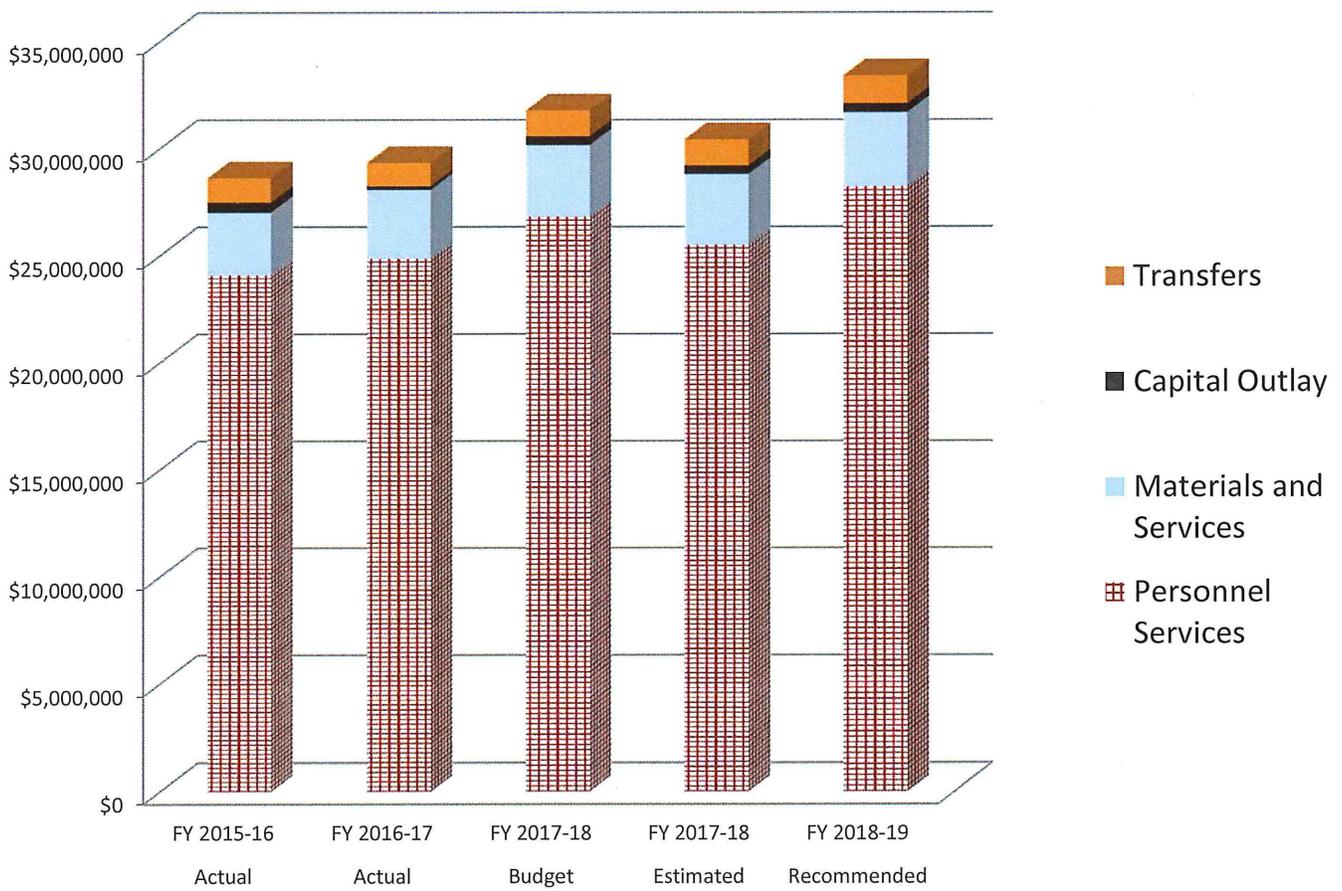
FUND: 504 WATER DEBT SERVICE FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0001 DEBT SERVICE

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: 20 DEBT SERVICE													
708	BOND PRINCIPAL 2006												
	470,000		425,000										
719	2018 BOND PRINCIPAL WTR REV BOND								705,250		705,250		
720	2018 BOND INTEREST WTR REV BOND								840,000		840,000		
741	BOND PRIN 2014 WATER REV BONDS												
	1,292,024		751,225										
742	BOND INTRST 2014 WTR REV BONDS												
	30,240		11,118										
743	2016 BOND PRIN - REFUND 2006 REV BONDS				580,000		580,000	590,000		590,000			
744	2016 BOND INT - REFUND 2006 REV BONDS												
			58,259		103,316		103,316	92,644		92,644			
755	BOND INTEREST 2006												
	264,535		127,096										
798	CONTRACTUAL DEBT												
	65,110		65,110		65,110		65,110	65,110		65,110			
799	DEBT SERVICE FEES												
			61,400										
TOTAL CLASS: 20 DEBT SERVICE													
	2,121,909		1,499,208		748,426		748,426	2,293,004		2,293,004			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
992	UNAPPROPRIATED ENDING FUND BAL												
					71,954			72,854		72,854			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					71,954			72,854		72,854			
TOTAL PROGRAM: 0001 DEBT SERVICE													
	2,121,909		1,499,208		820,380		748,426	2,365,858		2,365,858			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	2,121,909		1,499,208		820,380		748,426	2,365,858		2,365,858			
TOTAL FUND: 504 WATER DEBT SERVICE FUND													
	2,121,909		1,499,208		820,380		748,426	2,365,858		2,365,858			

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

708	BOND PRINCIPAL 2006 PRINCIPAL PAYMENT 2006 BOND ISSUE.
719	2018 BOND PRINCIPAL WTR REV BOND BOND PRINCIPAL 2018 WATER REVENUE BONDS \$705,250
720	2018 BOND INTEREST WTR REV BOND BOND INTEREST 2018 WATER REVENUE BONDS \$840,000
741	BOND PRIN 2014 WATER REV BONDS PRINCIPAL PAYMENT 2014 WATER REVENUE REFUNDING BONDS; THESE BONDS WERE ISSUED TO REFUND THE OUTSTANDING 2004 AND 2004B WATER REVENUE BONDS
742	BOND INTRST 2014 WTR REV BONDS INTEREST 2014 WATER REVENUE REFUNDING BONDS; THESE BONDS WERE ISSUED TO REFUND THE OUTSTANDING 2004 AND 2004B WATER REVENUE BONDS
743	2016 BOND PRIN - REFUND 2006 REV BONDS
744	2016 BOND INT - REFUND 2006 REV BONDS
755	BOND INTEREST 2006 INTEREST PAYMENT 2006 BOND ISSUE
798	CONTRACTUAL DEBT DEBT ON SCOGGINS DAM
799	DEBT SERVICE FEES DEBT SERVICE FEES FOR BOND PAYING AGENT SERVICES
992	UNAPPROPRIATED ENDING FUND BAL

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:	General Fund						
Department:	Police - 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	\$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%	
SUB-TOTAL	\$28,622,833	\$29,332,549	\$31,771,076	\$30,403,866	\$33,386,323		
Contingency			30,480		47,011		
Reserves - K-9			-		0		
Reserves - Equipment			439,486		478,204		
	\$28,622,833	\$29,332,549	\$32,241,042	\$30,403,866	\$33,911,538		
FTE's	174.40	176.40	179.80		184.80		

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
POLICE CHIEF: 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
TOTAL	\$29,036,436	\$29,862,201	\$32,682,515	\$33,911,538	\$0

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
	POLICE CHIEF: 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.)*

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted	Proposed
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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0611 ADMINISTRATION	POLICE CHIEF: 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
TOTAL	\$527,192	\$844,007	\$767,998	\$835,739	\$0

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0611 ADMINISTRATION	POLICE CHIEF: 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**

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0611 ADMINISTRATION	POLICE CHIEF: 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:

Police Department Stats 1/1/17 Through 12/31/17					
	Beaverton	Gresham	Hillsboro	Medford	Salem
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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0621 SUPPORT SERVICES	POLICE CHIEF: 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
TOTAL	\$4,536,316	\$4,505,128	\$4,989,117	\$5,150,873	\$0

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0621 SUPPORT SERVICES	POLICE CHIEF: 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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0621 SUPPORT SERVICES	POLICE CHIEF: 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 ¹	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 ² / 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 ³	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 ⁴ / 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

¹ Reflects increase in the number of newly trained officers.

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

³ Reflects new method of calculating counter contacts.

⁴ New measurement for 2017.

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0621 SUPPORT SERVICES	POLICE CHIEF: 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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	POLICE CHIEF: 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
TOTAL	\$15,690,455	\$17,181,250	\$18,513,984	\$19,637,074	\$0

(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
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CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	POLICE CHIEF: 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.*

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FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	POLICE CHIEF: 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 ¹	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 ¹	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 ²	3,208	N/A ² / 3,529	3,500
NIBRS Group A Offense per 1,000 Pop.	N/A ²	34	N/A ² / 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

¹Decrease 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.

²Reflects 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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	POLICE CHIEF: 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 ¹	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 ²	750 / 320 ³	125
Citizens Assisted via Child Safety Seat Clinics	494	326 ⁴	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 ⁵	200 / 224	225
Suspect Apprehensions	48	126 ⁵	95 / 78	90
Narcotics Deployments	158	174 ⁵	160 / 164	165
TriMet West Precinct				
Arrests	370	364	365 / 183 ⁶	200 ⁶
Details Conducted at Max Light Rail Stations	N/A ⁷	N/A ⁷	N/A ⁷ / 141	145
Code Services				
Number of abatement actions	6 ⁸	12 ⁸	12 ⁸ / 13	13
Number of cases opened	2,071 ⁸	2,285 ⁸	2,300 ⁸ / 2,483	2,400
Number of citations issued	20 ⁸	15 ⁸	15 ⁸ / 22	20
Number of problem reports taken	3,500 ⁸	3,670 ⁸	3,700 ⁸ / 3,640	3,650
Voluntary compliance rate	96% ⁸	96% ⁸	96% ⁸ / 98%	97%
Sidewalks repaired	132 ⁸	187 ⁸	180 ⁸ / 121	125

¹ 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.

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

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

⁴ Reflects cancellation of three clinics to reduce overtime costs and one due to weather.

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

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

⁷ New performance measure.

⁸ Reflects conversion from fiscal year to calendar year reporting.

CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	POLICE CHIEF: 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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FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0622 OPERATIONS (PATROL)	POLICE CHIEF: 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

FUND: 001 GENERAL SERVICES	DEPARTMENT: POLICE
PROGRAM: 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	POLICE CHIEF: 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
TOTAL	\$4,852,247	\$4,063,351	\$4,955,205	\$4,806,904	\$0

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

FUND: 001 GENERAL SERVICES	DEPARTMENT: POLICE
PROGRAM: 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	POLICE CHIEF: 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
Criminal Investigations:				
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 ¹	300 ¹
Group A Offenses Cleared	123	109	90 / 163 ¹	180 ¹
Percent of Group A Offenses Cleared	58%	65%	60% / 53%	60%
NIBRS Group B Offenses Investigated	197	82**	150 / 34 ¹	50 ¹
Group B Offenses Cleared	126	67	100 / 27 ¹	38 ¹
Percent of Group B Offenses Cleared	64%	82%	70% / 79%	76%
Number of Arrests	151	93 ²	150 / 135	140
Drugs:				
Drug Cases/Reports Investigated	93	93	80 / 66	80
Drug Arrests	99	108	90 / 87	90
Property and Evidence Control:				
# 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 ³	12,000 ³

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

² Reflects overall lower trend in calls for service.

³ 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

FUND: 001 GENERAL SERVICES	DEPARTMENT: POLICE
PROGRAM: 0623 INVESTIGATIVE SERVICES (DETECTIVES / DRUGS / PROPERTY & EVIDENCE)	POLICE CHIEF: 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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0625 COMMUNITY SERVICES	POLICE CHIEF: 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
TOTAL	\$2,467,696	\$2,112,966	\$2,381,974	\$2,434,378	\$0

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0625 COMMUNITY SERVICES	POLICE CHIEF: 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

FUND 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0625 COMMUNITY SERVICES	POLICE CHIEF: JIM MONGER

Workload Measures:	Calendar Year 2015 Actual	Calendar Year 2016 Actual	Calendar Year 2017 Budgeted/Actual	Calendar Year 2018 Proposed
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 ¹	30,000 / 45,588 ²	40,000
Number of pounds of collected prescription drugs and over the counter medication	2,993	3,654 ³	3,600 / 2,500 ⁴	3,000
Volunteer Hours Donated by Citizens	8,090	6,507 ⁵	7,500 / 5,893 ⁶	7,500
Volunteer Hours Donated by BPD Members (Employees, Cadets, and Reserve Officers)	1,900	1,423 ⁷	1,900 / 3,947 ⁸	3,500
Victim Services				
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 ⁹	9,000 / 7,631	12,000 ¹⁰
School Outreach				
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 ¹¹	5,000 / 3,149 ¹²	4,000
Number of police reports taken by SROs	387	294	400 / 357	375
Citizens Academy				
Number of Academies Held	4	4	4 / 2 ¹³	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 ¹⁴	17 / 18	18
Hours Spent Training Citizens	144	141	150 / 59 ¹³	65
Number of Community Development Crime Prevention Reviews	28	15	25 / 27	27

¹ Reflects Public Safety Center Bond Measure educational efforts and new outreach efforts.

² Reflects attendance at new events, such as the Night Market Event.

³ Reflects increase in use and volume of prescription drug drop box.

⁴ Reflects more drug boxes locations available in the community.

⁵ Reflects cancellation of events to reduce overtime costs and others related to weather.

⁶ Reduction reflects transition to new volunteer coordinator.

⁷ Reflects fewer reserve officers.

⁸ Reflects extra hours contributed by police cadets.

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

¹⁰ Implementing 24 hour on-call coverage of victim advocates.

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

¹² Two SROs were on administrative leave due to officer-involved shooting incident.

¹³ Disabled Citizens and Military Mentor Academies were discontinued due to lack of interest.

¹⁴ Reflects cancellation of 8-hour landlord seminar due to weather.

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0625 COMMUNITY SERVICES	POLICE CHIEF: 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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0626 PHOTO RADAR PROGRAM	POLICE CHIEF: 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					
TOTAL	\$570,876	\$586,148	\$610,104	\$634,344	\$0

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0626 PHOTO RADAR PROGRAM	POLICE CHIEF: 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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0627 PHOTO RED LIGHT ENFORCEMENT	POLICE CHIEF: 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					
TOTAL	\$362,294	\$379,701	\$383,849	\$412,226	\$0

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0627 PHOTO RED LIGHT ENFORCEMENT	POLICE CHIEF: JIM MONGER

Workload Measures:	Calendar Year 2015 Actual	Calendar Year 2016 Actual	Calendar Year 2017 Budgeted/Actual	Calendar Year 2018 Proposed
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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0637 JUSTICE ASSISTANCE GRANT (JAG)	POLICE CHIEF: 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.

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	\$29,360	\$25,428	\$0	\$0	\$0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$29,360	\$25,428	\$0	\$0	\$0

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

FUND: 001 GENERAL	DEPARTMENT: POLICE
PROGRAM: 0638 BODY-WORN CAMERA GRANT	POLICE CHIEF: 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					
TOTAL	\$0	\$164,222	\$80,284	\$0	\$0

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
	Total	176.40	179.80	0.00	0.00	0.00	0.00	179.80

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 ^a				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 ^b			2.00
239	SUPPORT SPECIALIST 1	1.00					1.00
284	TRAF SAFETY PROGRAM SPECIALIST	1.00					1.00
	Total	179.80	3.00	2.00	0.00	0.00	184.80

^a FY 18-19 proposes 3 new Police Officer positions.

^b 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 DUUI 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		
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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
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

- 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		
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			
TOTAL PROGRAM: 0626 PHOTO TRAFFIC ENFORCEMENT													
	570,876	.75	586,148	.75	610,104	.75	624,105	670,496	.75	634,344	.75		

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

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

1118

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

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											
001-60-0622-05-275	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

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

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 3509 PUBLIC SAFETY CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

497 DEBT ISSUANCE COST

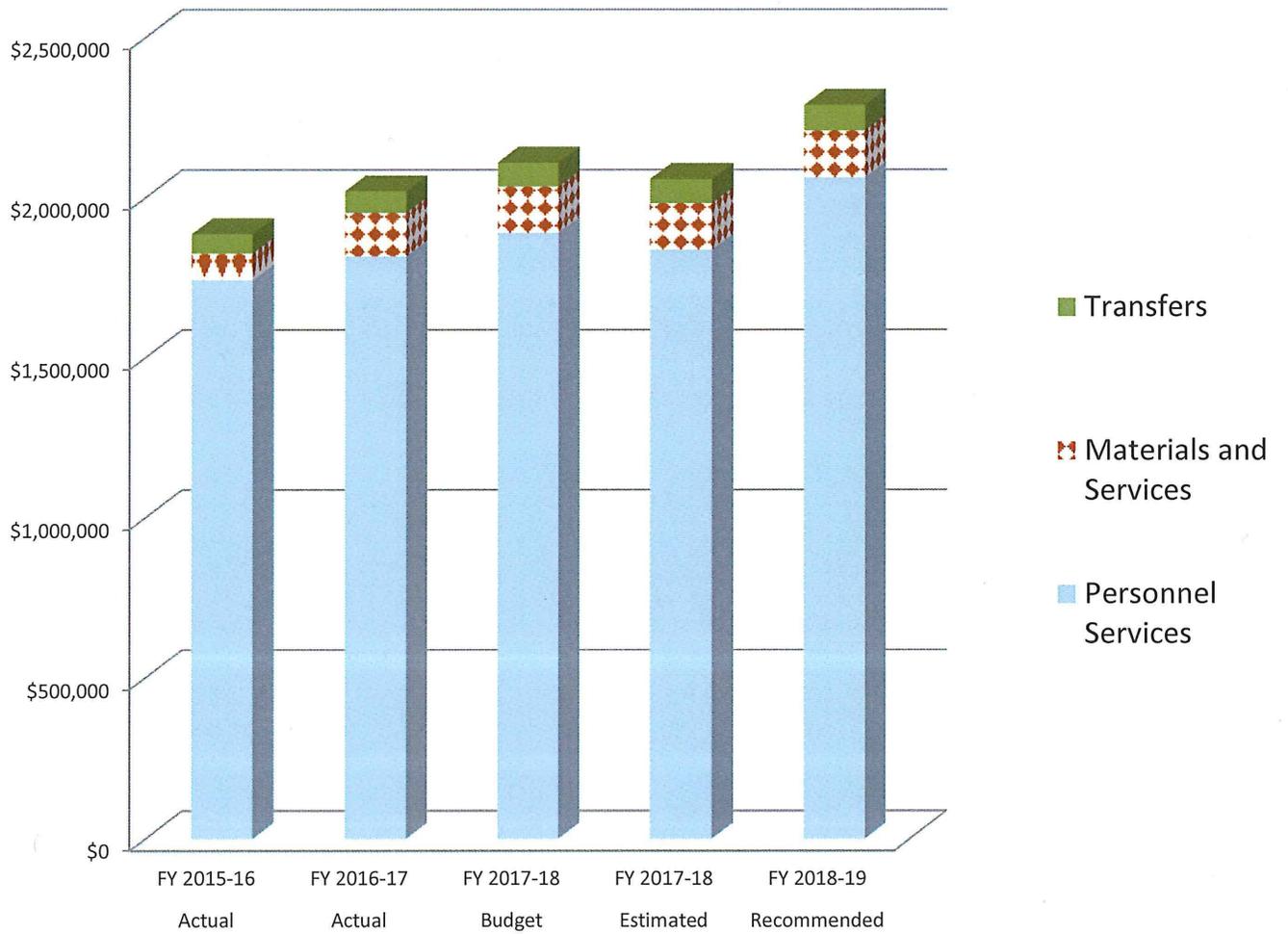
498 UNDERWRITERS DISCOUNT, BOND

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:	General 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	\$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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
DEPARTMENT HEAD: 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
TOTAL	\$1,885,900	\$2,019,117	\$2,109,018	\$2,288,143	\$0

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**

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	DEPARTMENT HEAD: 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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	DEPARTMENT HEAD: 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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	DEPARTMENT HEAD: 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

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0541 FINANCIAL ADMINISTRATION	DEPARTMENT HEAD: 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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0542 PURCHASING	PROGRAM MANAGER: 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
TOTAL	\$173,798	\$186,918	\$201,510	\$216,029	\$0

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**

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0542 PURCHASING	PROGRAM MANAGER: 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.

Workload Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
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

VENDOR	DESCRIPTION	AMOUNT
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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0542 PURCHASING	PROGRAM MANAGER: 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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0548 FINANCE OPERATIONS	PROGRAM MANAGER: 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
TOTAL	\$1,364,559	\$1,476,484	\$1,538,840	\$1,686,472	\$0

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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0548 FINANCE OPERATIONS	PROGRAM MANAGER: 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.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Proposed
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
Bond Ratings (underlying ratings):				
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:

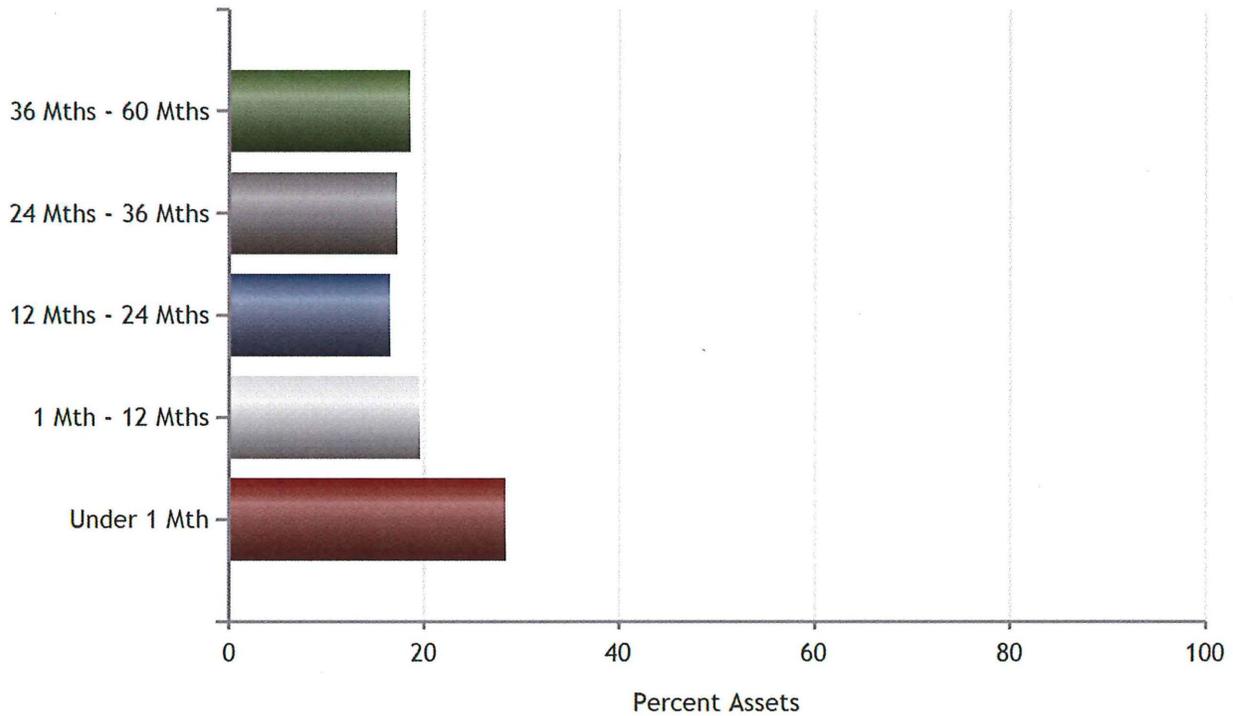
The City's current bond ratings strongly reflect the City's financial condition because of our fiscal policy. The ratings will assist the City securing favorable interest rates on future bond issues. Standard and Poor's confirmed the City's ratings for the General Obligation Bonds in February 2017 in 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**

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0548 FINANCE OPERATIONS	PROGRAM MANAGER: 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.

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

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

FUND: 001 GENERAL	DEPARTMENT: FINANCE
PROGRAM: 0548 FINANCE OPERATIONS	PROGRAM MANAGER: DAVE WAFFLE

Total Number of Employees Reported in New Businesses	545
Total Number of Businesses Located in City Limits	3,297
Total Number of Employees Reported at Businesses Located in City Limits	29,977
Business Terminated for the Year	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
	Total	15.85	15.85	0.00	0.00	0.00	0.00	15.85

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 ^a				1.70
149	PURCHASING AGENT	1.00					1.00
169	SENIOR ACCOUNTANT	2.10		(0.30) ^b			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
	Total	15.85	0.70	(0.30)	0.00	0.00	16.25

^a 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.

^b 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
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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
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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 IN THE BUDGET SYSTEM FOR THE FISCAL YEAR 2019. THE BUDGETARY DATA FOR THIS OBJECT DESCRIPTION WAS ENTERED IN THE BUDGET SYSTEM FOR THE FISCAL YEAR 2018.

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%
SUB-TOTAL	259,116	291,301	331,579	285,601	347,972	
Contingency						
Reserve for equip.			0	-	-	
TOTAL	\$259,116	\$291,301	\$331,579	\$285,601	\$347,972	
FTE's	1.44	1.44	1.64	1.64	2.08	

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

FUND: 501 WATER	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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
TOTAL	\$259,116	\$291,301	\$331,579	\$347,972	\$0

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

FUND: 501 WATER	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
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

FUND: 501 WATER	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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

FUND: 501 WATER	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: SUE ANN KONIAK

The graph below illustrates the variability of water sales during the seasons of the year. 1st 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
	Total	1.64	1.64	0.00	0.00	0.00	0.00	1.64

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 ^a			0.40
245	ACCOUNTING ASSISTANT	1.00	0.34 ^b				1.34
248	ACCOUNTING SPECIALIST	0.34					0.34
	Total	1.64	0.34	0.10	0.00	0.00	2.08

^a 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.

^b 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

1167

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

1168

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%
SUB-TOTAL	\$303,346	\$340,361	\$379,209	\$334,749	\$399,088	
Contingency						
Reserve for equip.						
TOTAL	\$303,346	\$340,361	\$379,209	\$334,749	\$399,088	
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

FUND: 502 SEWER	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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
TOTAL	\$303,346	\$340,361	\$379,209	\$399,088	\$0

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

FUND: 502 SEWER	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
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

FUND: 502 SEWER	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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.

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19*
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		

1174

**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
	Total	1.63	1.63	0.00	0.00	0.00	0.00	1.63

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 ^a			0.40
245	ACCOUNTING ASSISTANT	1.00	0.33 ^b				1.33
248	ACCOUNTING SPECIALIST	0.33					0.33
	Total	1.63	0.33	0.10	0.00	0.00	2.06

^a 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.

^b 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

1180

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

1181

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%
SUB-TOTAL	\$303,431	\$336,964	\$379,320	\$334,731	\$399,112	
Contingency						
TOTAL	\$303,431	\$336,964	\$379,320	\$334,731	\$399,112	
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

FUND: 513 STORM DRAIN	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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
TOTAL	\$303,431	\$336,964	\$379,320	\$399,112	\$0

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

FUND: 513 STORM DRAIN	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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.

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
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

FUND: 513 STORM DRAIN	DEPARTMENT: FINANCE
PROGRAM: 0545 UTILITY BILLING	PROGRAM MANAGER: 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		

1187

**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
	Total	1.63	1.63	0.00	0.00	0.00	0.00	1.63

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 ^a			0.40
245	ACCOUNTING ASSISTANT	1.00	0.33 ^b				1.33
248	ACCOUNTING SPECIALIST	0.33					0.33
	Total	1.63	0.33	0.10	0.00	0.00	2.06

^a 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.

^b 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

1193

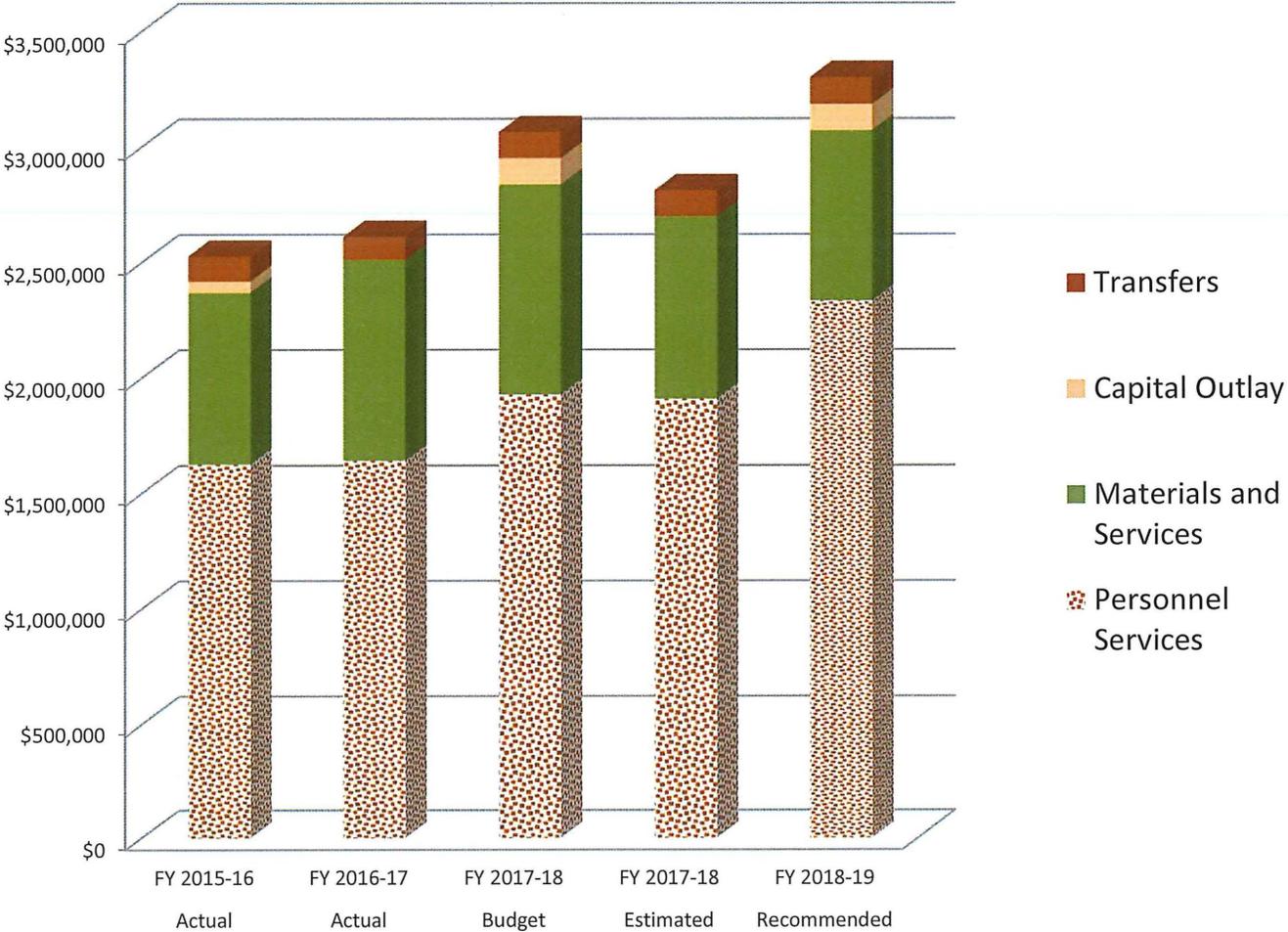
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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%
SUB-TOTAL	\$2,527,324	\$2,611,732	\$3,064,054	\$2,812,429	\$3,300,658	
Contingency			-		-	
Reserve for equip.			-		-	
TOTAL	\$2,527,324	\$2,611,732	\$3,064,054	\$2,812,429	\$3,300,658	
FTE's	16.50	16.50	18.40		19.40	

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
DEPARTMENT HEAD: 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
TOTAL	\$2,527,324	\$2,611,732	\$3,064,054	\$3,300,658	\$0

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
	DEPARTMENT HEAD: 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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
	DEPARTMENT HEAD: 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."

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	PROGRAM MANAGER: 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
TOTAL	\$2,314,634	\$2,259,564	\$2,674,305	\$3,034,167	\$0

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.

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	PROGRAM MANAGER: KAY RENFRO

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	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
<u>Cases Filed by Charge</u>				
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>
Subtotal	26,559	26,847	27,030 / 23,511	26,505
<i>*We expect these numbers to increase as the new speeding enforcement is implemented along with the photo red light enforcement.</i>				
<u>Cases Filed by Charge</u>				
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>
Subtotal:	2,044	1,891	1,960 / 1,895	1,870
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>
Subtotal:	1,927	1,068	1,302 / 1,575	1,280
Grand Total:	<u>30,350</u>	<u>29,806</u>	<u>30,292 / 26,981</u>	<u>29,655</u>
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>
TOTAL	<u>16,695</u>	<u>15,095</u>	<u>15,330 / 13,050</u>	<u>12,300</u>

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	PROGRAM MANAGER: 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

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	PROGRAM MANAGER: KAY RENFRO

Performance Measures (Continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
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

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
PROGRAM: 0571 MUNICIPAL COURT SERVICES	PROGRAM MANAGER: KAY RENFRO

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.

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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
PROGRAM: B-SOBR Program 0573, 0574 & 0575 Beaverton Sobriety Opportunity for Beginning Recovery	PROGRAM MANAGER: 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
TOTAL	\$142,699	\$102,675	\$121,079	\$120,444	\$0

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
TOTAL	\$69,991	\$249,493	\$268,670	\$146,047	\$0

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

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

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

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.

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

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

- 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.

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

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

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

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

- Any defendant who arrested for a DUI 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

FUND: 001 GENERAL	DEPARTMENT: MUNICIPAL COURT
PROGRAM: B-SOBR Program 0573, 0574 & 0575 Beaverton Sobriety Opportunity for Beginning Recovery	PROGRAM MANAGER: 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						
1211	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													

1212

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
	Total	16.50	18.40	0.00	0.00	0.00	0.00	18.40

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 ^a				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
	Total	18.40	1.00	0.00	0.00	0.00	19.40

^a 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										

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 DUII COURT COORDINATOR
 FY 17-18 MID-YEAR REFLECTS .60 FTE DUII 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

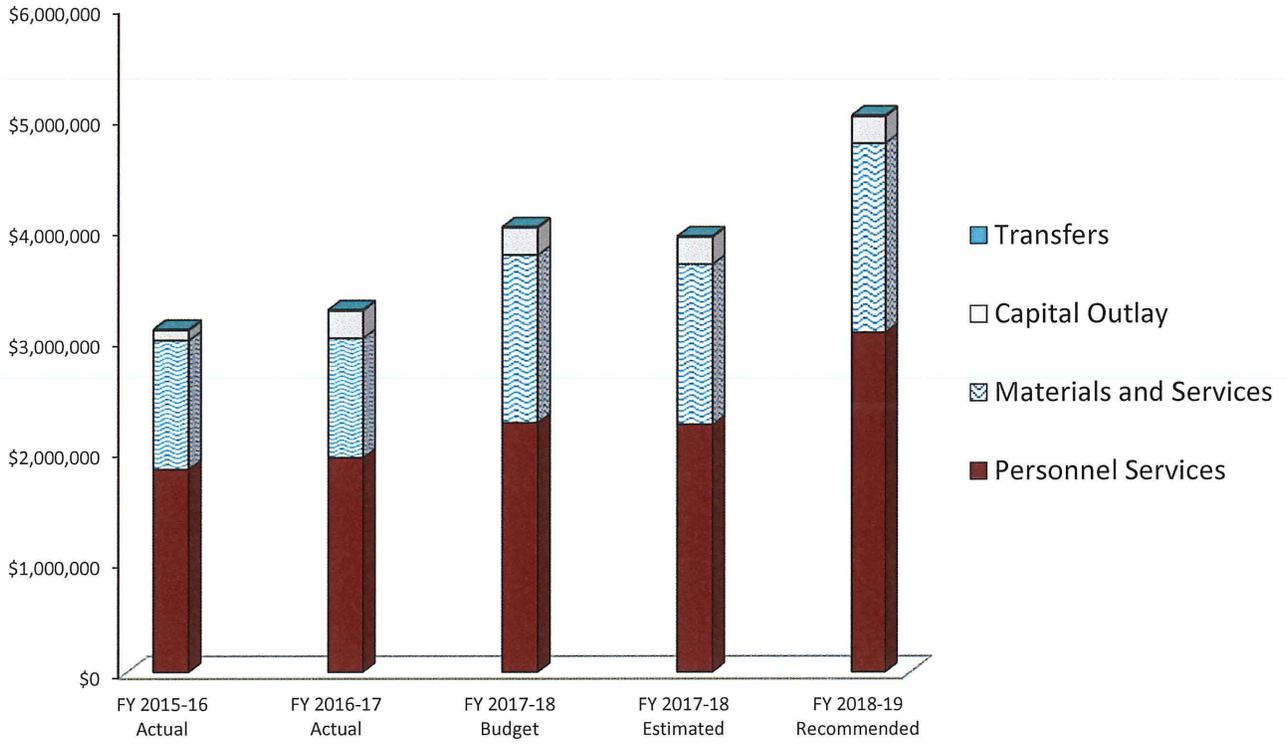
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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

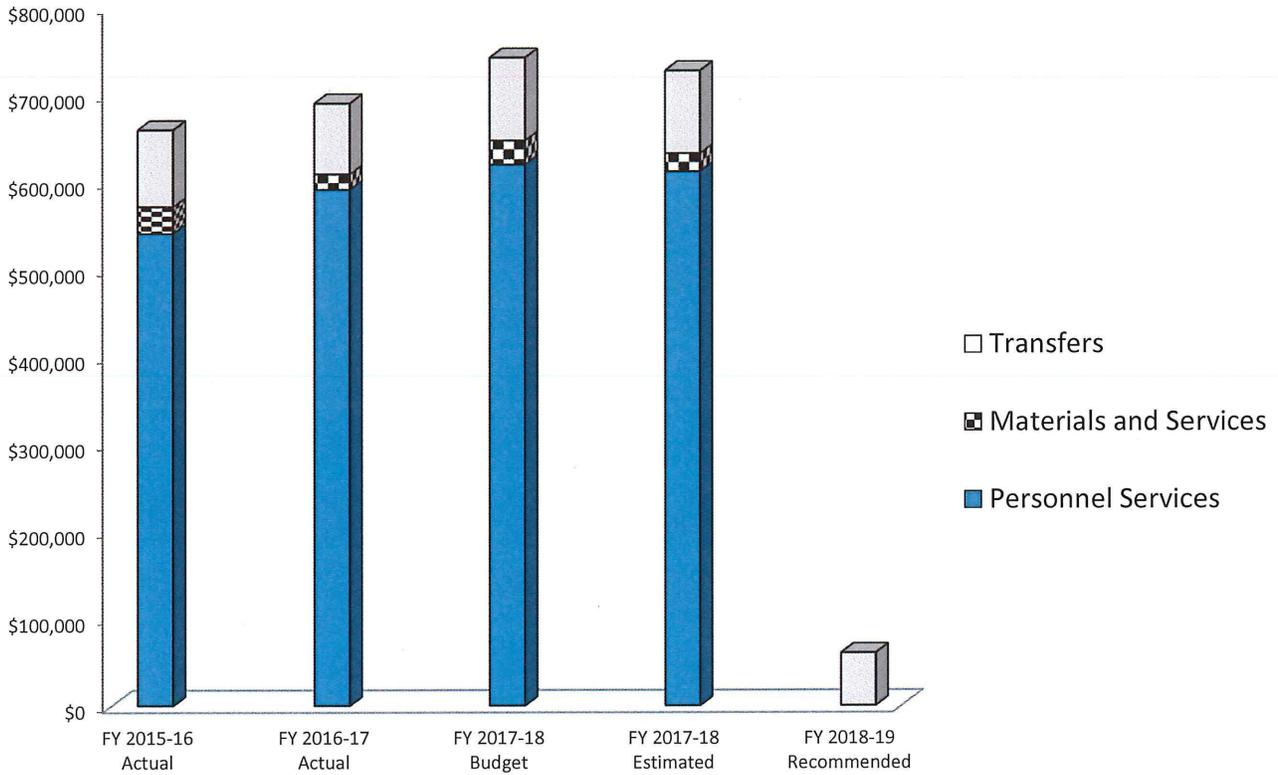
INFORMATION SYSTEMS FUND

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:	Information Systems					% 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%
SUB-TOTAL	\$3,093,627	\$3,268,708	\$4,016,036	\$3,931,602	\$5,020,621	
Contingency			243,574		72,203	
Contingency - Equip.			80,000		80,000	
TOTAL	\$3,093,627	\$3,268,708	\$4,339,610	\$3,931,602	\$5,172,824	
FTE's	17.50	17.50	18.50		23.50	

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

Fund: Geographic Information Systems - Summary						% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
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%
SUB-TOTAL	\$659,965	\$690,222	\$742,290	\$727,467	\$61,238	
Contingency			25,570		-	
Reserve - Equip.			20,000		-	
TOTAL	\$659,965	\$690,222	\$787,860	\$727,467	\$61,238	
FTE's	5.00	5.00	5.00		-	

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

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
DEPARTMENT HEAD: 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
TOTAL	\$3,753,592	\$3,958,930	\$5,127,470	\$5,234,062	\$0

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

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0525 WEB SERVICES	PROGRAM MANAGER: 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					
TOTAL	\$380,379	\$367,308	\$374,439	\$406,034	\$0

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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0525 WEB SERVICES	PROGRAM MANAGER: ELZBIETA CRAIG

- 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

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0525 WEB SERVICES	PROGRAM MANAGER: ELZBIETA CRAIG

Performance Measures (Continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Websites:				
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
Technical Support:				
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,

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0525 WEB SERVICES	PROGRAM MANAGER: ELZBIETA CRAIG

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.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0678 GIS SERVICES	PROGRAM MANAGER: 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
TOTAL	\$659,965	\$690,222	\$787,860	\$819,234	\$0

(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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0678 GIS SERVICES	PROGRAM MANAGER: 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)

Performance Measures:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Actual	Budgeted/Revised	Proposed
Demand Measure:				
# of GIS service requests processed	420	322	350 / 274	300
# of AMS requests processed	548	478	500 / 770	600
Efficiency Measure:				
% 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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0678 GIS SERVICES	PROGRAM MANAGER: MIKE JUN

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.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0711 SYSTEMS AND PROGRAMMING	PROGRAM MANAGER: 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					
TOTAL	\$1,111,831	\$1,141,472	\$1,302,551	\$1,353,902	\$0

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
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0711 SYSTEMS AND PROGRAMMING	PROGRAM MANAGER: TAYLOR HOLLANDSWORTH

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Demand Measures:				
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
Effectiveness Measures:				
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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0711 SYSTEMS AND PROGRAMMING	PROGRAM MANAGER: TAYLOR HOLLANDSWORTH

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

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0712 OPERATIONS	PROGRAM MANAGER: 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
TOTAL	\$1,243,240	\$1,348,327	\$2,240,209	\$2,233,042	\$0

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

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0712 OPERATIONS	PROGRAM MANAGER: 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

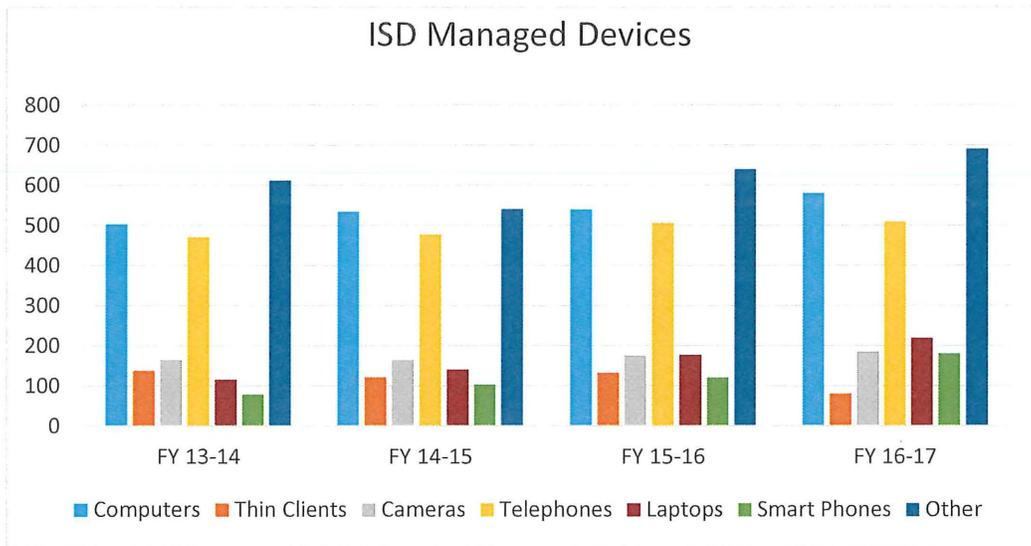
Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Demand Measures:				
Number of support requests (help desk requests)	6,200	6,485	6,500 / 6,700	7,000
Number of help desk support calls	3,800	3,157	4,000 / 3,000	3,100
Number of PC Devices	565	579	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
Workload Measures:				
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
Effectiveness Measures				
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**

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0712 OPERATIONS	PROGRAM MANAGER: 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

FUND: 603 INFORMATION SYSTEMS	DEPARTMENT: INFORMATION SYSTEMS
PROGRAM: 0713 NEW PROJECTS	PROGRAM MANAGER: 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					
TOTAL	\$358,177	\$411,601	\$422,411	\$421,850	\$0

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

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

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 ADMIN 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		

1254

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
 399

399 REIMBURSEMENTS - OTHER

-50

756 PERS RSRV DISTRIB-NON GAAP REV

-8,185

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			

1256

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
	Total	17.50	18.50	0.00	0.00	0.00	0.00	18.50

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 ^a			7.00
106	WEB MANAGER	1.00					1.00
108	GIS MANAGER	0.00		1.00 ^a			1.00
145	GIS ANALYST	0.00		1.00 ^a			1.00
148	GIS SPECIALIST	0.00		2.00 ^a			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
	Total	18.50	0.00	5.00	0.00	0.00	23.50

^a 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
	Total	5.00	5.00	0.00	0.00	0.00	0.00	5.00

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) ^a			0.00
108	GIS MANAGER	1.00		(1.00) ^a			0.00
145	GIS ANALYST	1.00		(1.00) ^a			0.00
148	GIS SPECIALIST	2.00		(2.00) ^a			0.00
	Total	5.00	0.00	(5.00)	0.00	0.00	0.00

^a 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

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

BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

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 CONSOLIDATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

407 TRSFERS FR STREET FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLIDATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

408 TRSFERS FR WATER FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLIDATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

409 TRSFERS FR SEWER FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLIDATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

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 TRSFR 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 TRSFR 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 TRSFR 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

APPROVED: _____ DATE: _____
 SUPERVISOR: _____ DATE: _____
 DEPARTMENT: _____ DATE: _____

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	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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

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 DISTRIBUTION 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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FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

341	<p>COMMUNICATIONS EXPENSE</p> <p>CONTINUING GENERAL COMMUNICATIONS COSTS THAT SUPPORT ALL CITY FUNCTIONS</p> <p>PUBLIC COMMUNICATIONS CABLE ACCESS \$30,000</p> <p>INTERNET SERVICED PROVIDER CONNECTION THROUGH HILLSBORO \$20,000</p> <p>CELLULAR PHONE AIR TIME FOR 10 ISD PHONES @ \$528 PER MONTH \$6,336</p> <p>MACC ANNUAL TCI CHARGES \$600</p> <p>DESKTOP FAX SERVICES \$250</p> <p>VOICE OVER INTERNET PROTOCOL \$13,500</p> <p>MISCELLANEOUS CONNECTIONS \$4,200</p> <p>COMMUNITY CENTER/CITY HALL COMCAST INTERNET AND TV \$3,600</p> <p>WEB CERTIFICATES \$2,500</p> <p>MOBILE DEVICE MANAGEMENT \$3,500</p> <p>NETMOTION SOFTWARE (150 DEVICES) (3 YEAR DUE FY17-18) AND DIAGNOSTICS (1 YEAR) \$5,000</p> <p>JUNIPER EXTERNAL VITRUAL PRIVATE NETWORK \$400</p> <p>ARUBA WIRELESS NETWORK \$2,000</p> <p>CONTINUING COMMUNICATIONS EXPENSE IN SUPPORT OF THE POLICE DEPARTMENT</p> <p>REGJIN SERVER CONNECTION TO POLICE \$5,000</p> <p>REGIONAL JUSTICE INFORMATION SYSTEM TO POLICE (REGJIN) \$131,000</p> <p>NEIGHBORHOOD RESOURCE CENTERS (CANYON/STERLING/EOC/CITY HALL INTERNET/TV/MEDIATION) \$2,600</p> <p>CJIS TWO FACTOR AUTHENTICATION (241 DEVICES) \$3,500</p> <p>CONTINUING GENERAL COMMUNICATIONS COSTS ON A THREE YEAR RENEWAL CYCLE</p> <p>MAINTENANCE FOR CISCO PHONE SYSTEM (3 YEAR LICENSE DUE IN FY 17-18)</p> <p>NEW COMMUNICATION EXPENSE (FY 18-19)</p> <p>VOIP MONTHLY BILLING (\$8489.50 X 6) \$50,937</p>
342	<p>DATA COMMUNICATION EXPENSE</p> <p>DATA PLAN FOR 1 COMMUNICATIONS DEVICE \$480</p>
371	<p>EQUIPMENT OPER & MAINT EXPENSE</p> <p>COMPUTER EQUIPMENT PARTS AND COMPONENTS TO REPAIR AND REPLACE EXISTING</p> <p>COMPUTER HARDWARE AND OTHER RELATED COMPONENTS, EXTERNAL REPAIRS AND HARD RECOVERY. MINOR EQUIPMENT</p> <p>REPLACEMENT. \$20,000</p>
511	<p>PROFESSIONAL SERVICES</p> <p>CABLING FOR NEW INSTALLATIONS \$5,000</p> <p>RADIO/TELEPHONE/NETWORK/SANS AND COMMUNICATIONS CONSULTANT \$10,000</p> <p>SECURITY/SPAM AND VIRUS CONSULTANT \$7,500</p> <p>OFFICE 365 CONSULTANT \$50,000</p> <p>KNOWBE4 SECURITY AWARENESS TRAINING FOR CITY STAFF \$8,000</p>
536	<p>MAINTENANCE CONTRACTS</p>

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	
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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	
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819	TRSFERS TO INSURANCE FUND	4,432		5,761		6,625		6,625		6,625		6,625	
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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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FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

671 EQUIPMENT

FY 2017-18 ESTIMATED REFLECT ADDITIONAL FUNDING FROM MACC 2018 SPRING GRANTS FOR:
 GIS PORTAL REPLACEMENT \$47,861
 UPGRADING THE LIBRARY BUILDING'S PUBLIC ACCESS SWITCHES \$22,357
 FY2018-19 BUDGET:
 GENERAL SWITCH, COMMUNICATIONS AND SERVER REPLACEMENT \$40,000
 VOIP PHONE SYSTEM REPLACEMENT \$120,000
 MACC GRANT FUNDED PROJECT FROM THE 2018 SPRING GRANT ALLOCATION:
 UPGRADE WIRELESS NETWORK AT THE GRIFFITH PARK BUILDING \$70,077

816 TRSFERS TO REPROGRAPHICS FUND

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

819 TRSFERS TO INSURANCE FUND

ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT

CONTINGENCY DEDICATED FOR FUTURE SYSTEM EQUIPMENT REPLACEMENT

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