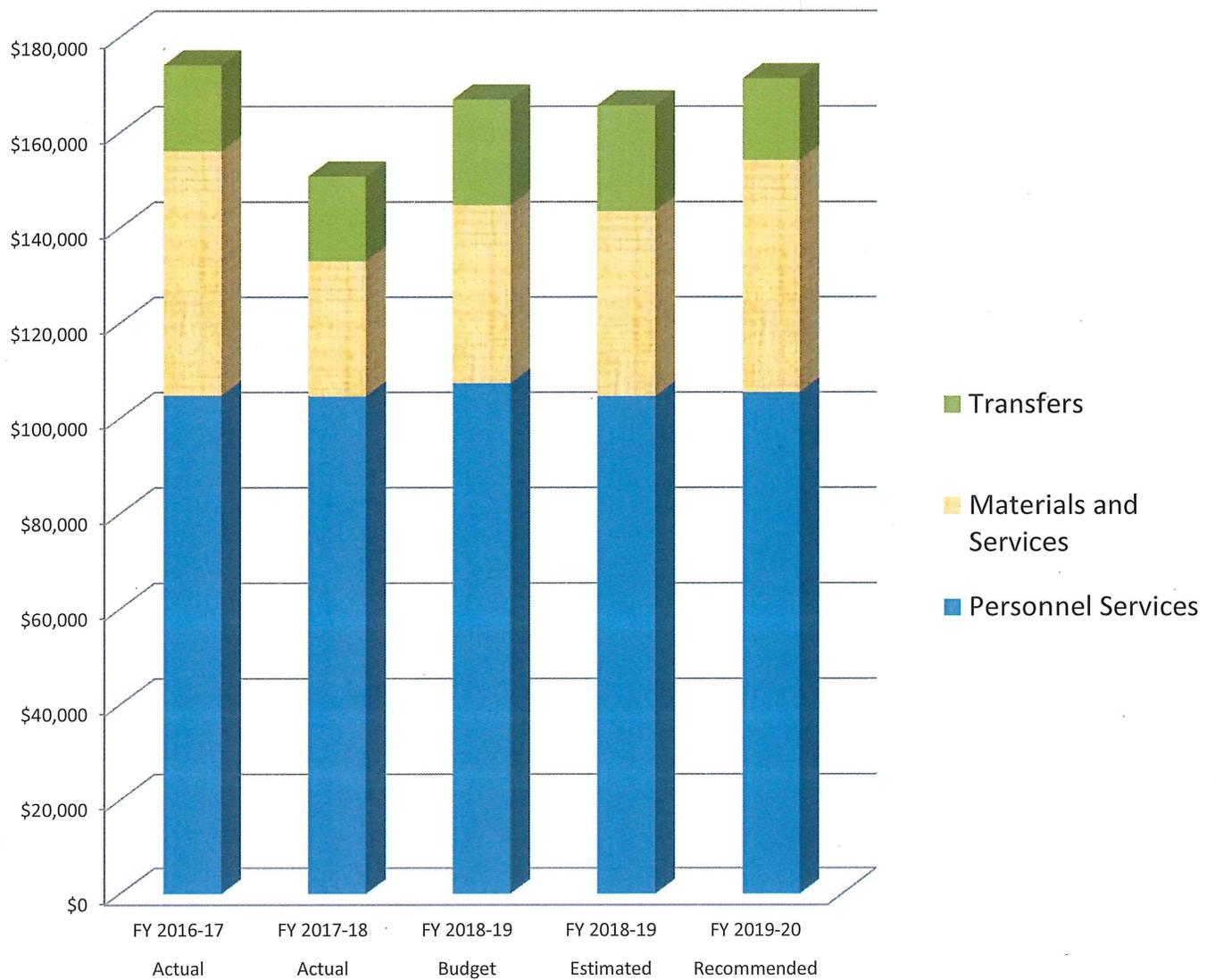




**GENERAL FUND**  
**CITY COUNCIL**  
**RECOMMENDED FY 19-20**



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund: **General Fund**  
 Department: **City Council - Summary**

CLASS	Actual	Actual	Budget	Estimated	Recommended	% Change
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20	Budgeted Vs. Recommended
Personnel Services	\$104,807	\$104,646	\$107,400	\$104,658	\$105,468	-1.80%
Materials and Services	51,327	28,382	37,356	38,862	48,760	30.53%
Transfers	18,016	17,809	22,176	22,176	17,076	-23.00%
<b>TOTAL</b>	<b>\$174,150</b>	<b>\$150,837</b>	<b>\$166,932</b>	<b>\$165,696</b>	<b>\$171,304</b>	
FTE's	-	-	-	-	-	

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

**Personnel services:**

No Significant Change

**Materials and services:**

FY 2019-20 increase reflects a \$780 increase in cell phone charges, \$5,000 in special expense to attend events other than COB and a \$3,000 increase for the annual Boards & Commissions dinner.

**Transfers:**

FY 2019-20 decrease reflects a decrease in charges paid to Reprographics

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> CITY COUNCIL
<b>PROGRAM:</b> 0511 POLICY DEVELOPMENT	<b>COUNCIL PRESIDENT:</b> 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
PERSONNEL SERVICES	\$104,807	\$104,646	\$107,400	\$105,468	\$0
MATERIALS & SERVICES	51,327	28,382	37,356	48,760	0
CAPITAL OUTLAY					
TRANSFERS	18,016	17,809	22,176	17,076	0
<b>TOTAL</b>	<b>\$174,150</b>	<b>\$150,837</b>	<b>\$166,932</b>	<b>\$171,304</b>	<b>\$0</b>

**Services & Trends:**

Acting as elected representatives of the residents of Beaverton, 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 ensuring 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.

**Program Objectives (services provided):**

City Council adopted the Beaverton Community Vision and continues to monitor progress on the accompanying Action Plan. Specific program objectives linked to the Community Vision include:

- **Vision Action Item #4:** Involve People in Community Decision Making
- **Vision Action Item #88:** Set Priorities and Be Accountable

Other objectives include:

- 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 an avenue for effective public participation through the Neighborhood Association Committees and city's Boards and Commissions.
- Represent the city's interests in community, regional, state & national organizations.

**Progress on FY 2018-19 Action Plan:**

- 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.
- Developed specific ways that the city can encourage housing that is "affordable,".
- Finalized street camping rules and worked with community partners to provide related support services programs.
- Publicized services already available to prevent homelessness and promote recovery and support.
- Create a sidewalk fund for sidewalk construction projects.
- Supported the implementation of elements of the City's Active Transportation Plan
- Took a leadership role in convening regional partners to address regional issues of homelessness, annexation, and strategic land acquisitions.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> CITY COUNCIL
<b>PROGRAM:</b> 0511 POLICY DEVELOPMENT	<b>COUNCIL PRESIDENT:</b> LACEY BEATY

- Furthered the work to create “Purple Pipe” in the South Cooper Mountain area to use non-potable water for irrigation.
- Supported diversity, equity, and inclusion in city programs, activities and services..

**FY 2019-2020 Action Plan:**

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

- Pursue a Beaverton Behavioral Health Court.
- Broaden the city’s five-to-ten-year capital improvement plan to include all aspects of the rights-of-way (e.g., ramps, sidewalks, bike lanes and street lights)
- Focus on transportation technology planning and initial deployment.
- Plan for the renovation of the Griffith Drive building.
- Recruit and coordinate more partners to address issues of homelessness.
- Promote emergency preparedness at the neighborhood level.
- Build stronger relationships among local special districts.
- Ensure that sidewalk projects and similar public improvements benefit different areas of the city.
- Evaluate policies for managing city-owned property.
- Prepare a long-range budget plan or philosophy to address foreseeable major expenses.

**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.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Projected</b>	<b>FY 2019-20 Proposed</b>
Number of Regular Council Meetings	30	30	30 / 45	45
Number of Work Sessions/Joint Meetings with other government entities*	20	6	10 / 36	10
Number of City Council Round Tables	6	10	10 / 7	10

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

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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			
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299 PAYROLL TAXES AND FRINGES

	8,807		8,646		11,400		7,212	8,658	9,468		9,468			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	104,807		104,646		107,400		87,212	104,658	105,468		105,468			
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	91		240		100		143	150	100		100			
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308 PERIODICALS & SUBSCRIPTIONS

	30				80									
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317 COMPUTER EQUIPMENT

							895	895						
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321 TRAVEL, TRAINING & SUBSISTENCE

	28,626		5,942		15,200		7,469	15,200	15,200		15,200			
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328 MEALS & RELATED EXPENSE

	532		759		2,150		616	1,500	2,400		2,400			
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341 COMMUNICATIONS EXPENSE

	1,008		857		876		939	1,025	1,200		1,980			
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342 DATA COMMUNICATION EXPENSE

	487							240	480		480			
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461 SPECIAL EXPENSE

					750			750	1,000		6,000			
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523 BOARDS & COMMISSIONS EXPENSES

	20,553		20,584		18,200		19,102	19,102	22,600		22,600			
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TOTAL CLASS: 10 MATERIALS & SERVICES

	51,327		28,382		37,356		29,164	38,862	42,980		48,760			
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

	18,016		17,809		22,176		12,489	22,176	18,079		17,076			
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TOTAL CLASS: 25 TRANSFERS

	18,016		17,809		22,176		12,489	22,176	18,079		17,076			
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TOTAL DEPARTMENT: 05 CITY COUNCIL

	174,150		150,837		166,932		128,865	165,696	166,527		171,304			
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 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		96,000			
299	PAYROLL TAXES AND FRINGES	8,807	8,646	11,400		8,658	9,468	9,468		9,468			

TOTAL CLASS: 05 PERSONNEL SERVICES

		104,807	104,646	107,400		104,658	105,468	105,468		105,468			
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	91	240	100		150	100	100		100			
308	PERIODICALS & SUBSCRIPTIONS	30		80									
317	COMPUTER EQUIPMENT					895							
321	TRAVEL, TRAINING & SUBSISTENCE	28,626	5,942	15,200		15,200	15,200	15,200		15,200			
328	MEALS & RELATED EXPENSE	532	759	2,150		1,500	2,400	2,400		2,400			
341	COMMUNICATIONS EXPENSE	1,008	857	876		1,025	1,200	1,200		1,980			
342	DATA COMMUNICATION EXPENSE	487				240	480	480		480			
461	SPECIAL EXPENSE			750		750	1,000	1,000		6,000			
523	BOARDS & COMMISSIONS EXPENSES	20,553	20,584	18,200		19,102	22,600	22,600		22,600			

TOTAL CLASS: 10 MATERIALS & SERVICES

		51,327	28,382	37,356		38,862	42,980	42,980		48,760			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	18,016	17,809	22,176		22,176	18,079	17,076		17,076			
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

003 COUNCILOR

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 9.86% AND CONSISTS OF THE FOLLOWING:  
 7.65% FICA AND 2.21% IN OTHER PAYROLL TAXES FOR UNEMPLOYMENT, TRIMET, LONG TERM DISABILITY, LIFE INSURANCE, AND WORKERS COMPENSATION INSURANCE.

301 OFFICE EXPENSE

MISCELLANEOUS OFFICE SUPPLIES \$100

308 PERIODICALS & SUBSCRIPTIONS

MISCELLANEOUS PUBLICATIONS

317 COMPUTER EQUIPMENT

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, & LEGISLATIVE, AND CONGRESSIONAL DELEGATION) \$1,000  
 COUNCIL RETREAT \$500

341 COMMUNICATIONS EXPENSE

CELL PHONE CHARGES FOR 3 COUNCILOR PHONES AT \$55 PER EACH MONTH \$1,980

342 DATA COMMUNICATION EXPENSE

TABLET DATA PLAN FOR 1 COUNCILOR \$40 PER MONTH \$480

461 SPECIAL EXPENSE

LOGO APPAREL FOR CITY COUNCILORS (5 @ \$200/EACH) \$1,000  
 COUNCILORS TO ATTEND EVENTS AT OTHER AGENCIES AND NON-PROFITS \$5,000

523 BOARDS & COMMISSIONS EXPENSES

ANNUAL BOARDS AND COMMISSIONS DINNER \$21,400  
 BUDGET COMMITTEE MEETINGS \$1,200

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$17,076

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 25 TRANSFERS

	18,016		17,809		22,176		22,176	18,079		17,076			
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TOTAL PROGRAM: 0511 POLICY DEVELOPMENT

	174,150		150,837		166,932		165,696	166,527		171,304			
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TOTAL DEPARTMENT: 05 CITY COUNCIL

	174,150		150,837		166,932		165,696	166,527		171,304			
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City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

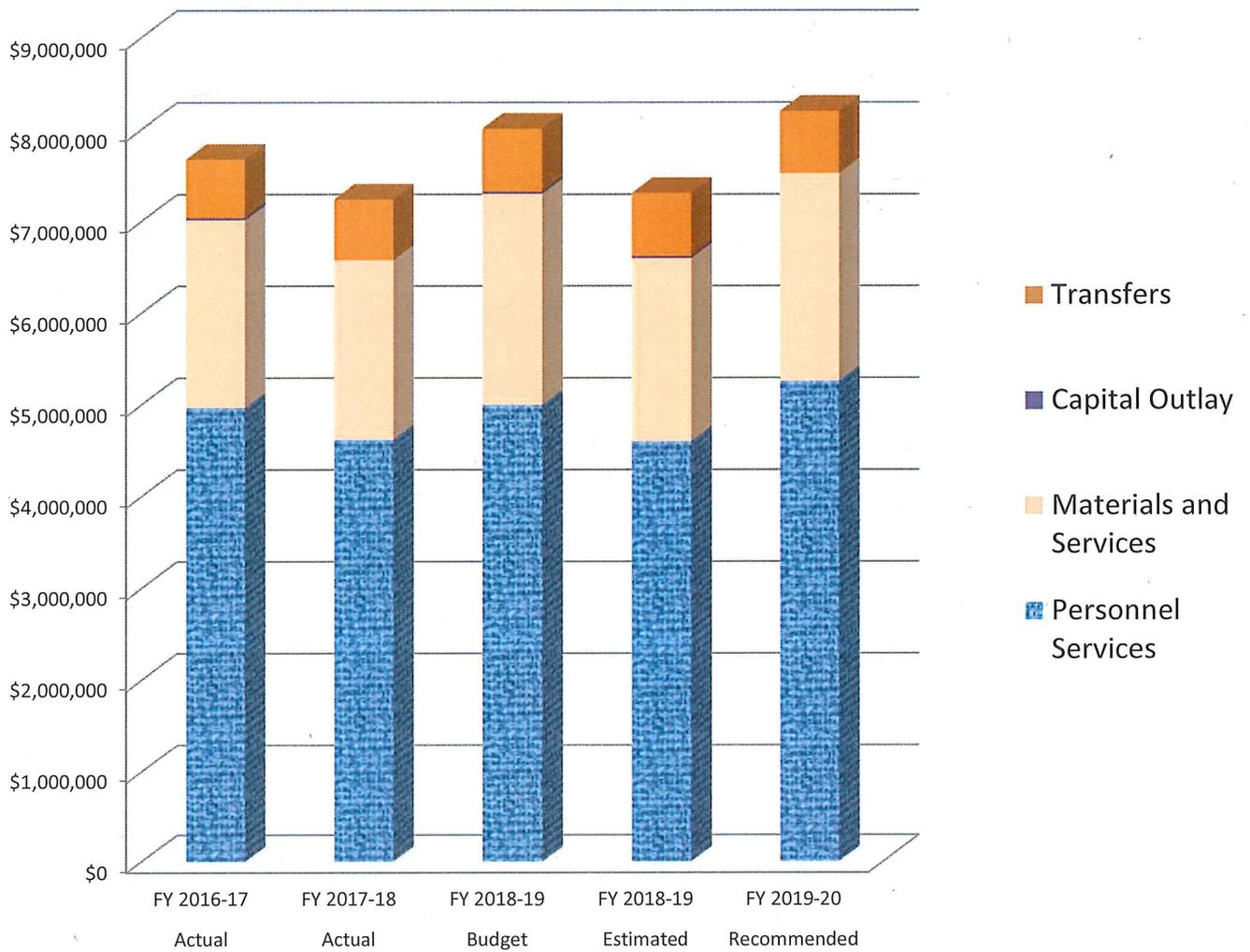
DEPT: 05 CITY COUNCIL

PROGRAM: 0511 POLICY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS




**GENERAL FUND  
MAYOR'S OFFICE  
RECOMMENDED FY 19-20**



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund: **General Fund**  
 Department: **Mayor's Office - Summary**

CLASS	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	% Change Budgeted Vs. Recommended
Personnel Services	\$4,967,014	\$4,620,086	\$4,998,057	\$4,598,548	\$5,255,797	5.16%
Materials and Services	2,044,449	1,954,830	2,300,142	1,995,599	2,264,637	-1.54%
Capital Outlay	29,472	-	25,000	25,126	-	N/A
Transfers	633,302	663,140	686,416	686,416	679,141	-1.06%
<b>SUB-TOTAL</b>	<b>\$7,674,237</b>	<b>\$7,238,056</b>	<b>\$8,009,615</b>	<b>\$7,305,689</b>	<b>\$8,199,575</b>	
Reserve for equip.			44,176		97,182	
<b>TOTAL</b>	<b>\$7,674,237</b>	<b>\$7,238,056</b>	<b>\$8,053,791</b>	<b>\$7,305,689</b>	<b>\$8,296,757</b>	
<b>FTE's</b>	<b>47.48</b>	<b>43.23</b>	<b>41.23</b>		<b>42.23</b>	

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

**Personnel services:**

FY 2019-20 reflects an increase of 1.0 FTE Support Specialist 2 position in the Events program. The Recommended Budget also reflects step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**Materials and services:**

No Significant Change

**Capital outlay:**

FY 2019-20 reflects a decrease due to replacement vehicle for the Recycling program purchased in FY 2018-19.

**Transfers:**

No Significant Change

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S
	<b>DEPARTMENT HEAD:</b> MAYOR DENNIS DOYLE

**MISSION STATEMENT:**

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	40.98	40.23	41.23	42.23	0.00
PERSONNEL SERVICES	\$4,339,396	\$4,313,472	\$4,998,057	\$5,255,797	\$0
MATERIALS & SERVICES	1,819,177	1,852,180	2,300,142	2,264,637	0
CAPITAL OUTLAY	0	0	25,000	0	0
TRANSFERS	617,589	651,641	685,814	679,141	0
CONTINGENCY	0	0	44,176	97,182	0
<b>TOTAL</b>	<b>\$6,776,162</b>	<b>\$6,817,293</b>	<b>\$8,053,189</b>	<b>\$8,296,757</b>	<b>\$0</b>

**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 in the General Fund:

- Mayor's Office Administration
- Mayor's Office Programs
- City Recorder & Elections
- General Services Division
  - Emergency Management
  - Facilities and Property Management
  - Sustainability, Recycling and Solid Waste
- Public Engagement Division
  - Center for Mediation and Dialogue
  - City Events
  - Community Services
  - Cultural Inclusion
  - Marketing
  - Neighborhood and Public Involvement
  - Public Information

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted	FY 2019-20 Proposed
Mayor's Budget Cost Per Capita	\$71.04	\$70.60	\$83.02	\$84.62
Mayor's Budget as Percent of Total Budget	5.044%	4.797%	4.800%	2.821%

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0521 MAYOR'S ADMINISTRATION	<b>PROGRAM MANAGER:</b> 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 and implementation. The Mayor's Administration provides focus and leadership for the successful completion of the community vision, branding, sustainability, hunger and homelessness awareness effort, cultural inclusion and other important efforts. The Mayor's Office leads the city in developing highly effective, innovative programs, policies and strategies to address current and future needs of the city.

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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	2.00	2.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$376,889	\$401,134	\$514,983	\$548,751	\$0
MATERIALS & SERVICES	43,113	68,105	246,877	257,538	0
CAPITAL OUTLAY					
TRANSFERS	2,481	2,199	3,327	2,202	0
<b>TOTAL</b>	<b>\$422,483</b>	<b>\$471,438</b>	<b>\$765,187</b>	<b>\$808,491</b>	<b>\$0</b>

**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 residents, fostering opportunities for public engagement, facilitating interaction with residents, city staff and elected officials.

The Mayor's Office Administration supports the entire Community Vision and its accompanying Action Plan. Specific target areas directly supported by this program include:

- **Community Vision Target:** Facilitate Access to Essential Services for All
- **Community Vision Target:** Provide High Quality Public Services
- **Community Vision Target:** Provide Open, Responsive and Coordinated Government Services

Other key objectives include:

- Provide executive level oversight on the City's sustainability efforts.
- Support local businesses through new initiatives and collaborative efforts such as, local investment, job creation, and micro-lending.
- Increase the percentage of residents who regard the value of city services for taxes paid as excellent or good.
- Be proactive on legislative issues important to the City and the region at the state and federal level.
- Offset City funding resources on projects by pursuing grant funding at the state and federal level.
- Welcome and facilitate the addition of unincorporated areas on a voluntary basis.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0521 MAYOR'S ADMINISTRATION	<b>PROGRAM MANAGER:</b> MAYOR DENNIS DOYLE

**Progress on FY 2018-19 Action Plan:**

- Continued to support the Visioning Advisory Committee's efforts to oversee implementation of the Beaverton Community Vision plan with nearly 78% of action items underway or ongoing and 15% completed.
- Broke ground on the Public Safety Center in September, 2018.
- Pursued federal grant funding and was awarded \$900,000 total to support various programs and projects.
- Promoted the arts in Beaverton with the *Art Lives Here* summer campaign which included a press conference for the naming of the Patricia Reser Center for the Arts.
- Achieved significant progress toward established fundraising goals for the Patricia Reser Center for the Arts
- Continued the implementation of the Diversity, Equity and Inclusion Plan (DEIP), including continuation of Multi-Cultural Night Markets, Welcoming Week Initiatives, and equity and inclusion training for all city employees. The DEIP is scheduled to be updated in the coming fiscal year.
- Supported and provided funds for the production and release of the *Leading with Race: Research Justice in Washington County*.
- Continued efforts to pursuing a housing plan with a focus on affordable housing including the hire of an affordable housing manager, adoption of a five-year housing action plan, and initial planning efforts for the Metro Housing Bond implementation.

**FY 2019-2020 Action Plan:**

- Continue to support the Visioning Advisory Committee's efforts to oversee implementation of the Beaverton Community Vision plan.
- Maintain Beaverton's *Open for Business* reputation by building strong relationships with the local business and development community.
- Foster and maintain local investments to help stimulate the local economy.
- Engage with the community along Allen Blvd. to explore the changes in the area as further development occurs including the construction and opening of the Public Safety Center.
- Continue and expand the marketing, public information, fundraising and community support elements of the Patricia Reser Center for the Arts.
- Support the update of the Diversity, Equity and Inclusion Plan and implementation its accompanying actions.
- Continue to coordinate efforts with partner organizations to support affordable housing options including the implementation of the Metro Housing Bond and programs to support families and individuals experiencing housing insecurity.
- Continue to pursue State and Federal funding sources for major community projects.
- Maintain existing relationships with strategic partners, associations, and special districts.
- Continue efforts to market and enhance the city's brand as a friendly, responsive and welcoming city.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Number of City &amp; intergovernmental activities:</b>				
Letters of support written/contacts made	231	200	200	200
Public Events Attended	222	233	233	233
Media Contacts	161	161	150	150
Council/Staff Updates & Briefings	26	26	26 / 22	26
Number of Bills Tracked in State Legislature	290	296	40 / 41	300
Amount of testimony or support materials created for federal, state, county or local hearings.	40	42	8 / 5	40

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0522 MAYOR'S OFFICE DIRECTOR PROGRAM	<b>DEPARTMENT HEAD:</b> ABIGAIL ELDER

**Program Goal:**

Assist the Mayor, 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. Oversee the activities of the department and make decisions regarding policies, programs, personnel and budgets.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.00	3.00	3.00	4.00	0.00
PERSONNEL SERVICES	\$454,588	\$440,112	\$465,620	\$668,333	\$0
MATERIALS & SERVICES	\$295,245	\$217,072	\$66,231	\$112,333	\$0
CAPITAL OUTLAY					
TRANSFERS	119,789	112,530	128,900	131,697	0
<b>TOTAL</b>	<b>\$869,622</b>	<b>\$769,714</b>	<b>\$660,751</b>	<b>\$912,363</b>	<b>\$0</b>

The Mayor's Office Director works to ensure good communication between staff at all levels of the organization, within all departments, and with city leadership.

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 Vision. The 2016 update remains Mayor Doyle's primary touchpoint for bringing grassroots, community-driven, aspirations to life.

**FY 2018-19 Highlights:**

- Assisted the Mayor implementing the 2018 City Council priorities.
- Assisted the Mayor implementing the 2018 Department Head Business Plan.
- Worked with Department Head team to lead the day-to-day operations of the City.
- Oversaw the operations and delivery of program services for the Mayor's Office Department, totaling 17 programs, 44 employees and \$7.9 million budget.
- Oversaw Capital Campaign and Management efforts for the Patricia Reser Center for the Arts
- Provided executive support for the completion and implementation of Beaverton's Climate Action Plan with a Smart Cities focus. City Council will consider adoption of the Plan in summer 2019.

**FY 2019-20 Priorities:**

- Assist the Mayor in implementation of 2019 City Council priorities.
- Assist the Mayor in implementation of 2019 Department priorities.
- Support Departments in the day-to-day operations of the City.
- Support Departments in public engagement efforts for major city projects and programs.
- Oversee the operations and delivery of program services for the Mayor's Office Department.
- Oversee Capital Campaign and management efforts for the Patricia Reser Center for the Arts.
- Provide executive support for city's activities related to addressing homelessness.
- Provide executive support for review and planning of city facilities.
- Support internal and external Diversity, Equity and Inclusion (DEI) efforts, including the update of the city DEI Plan.

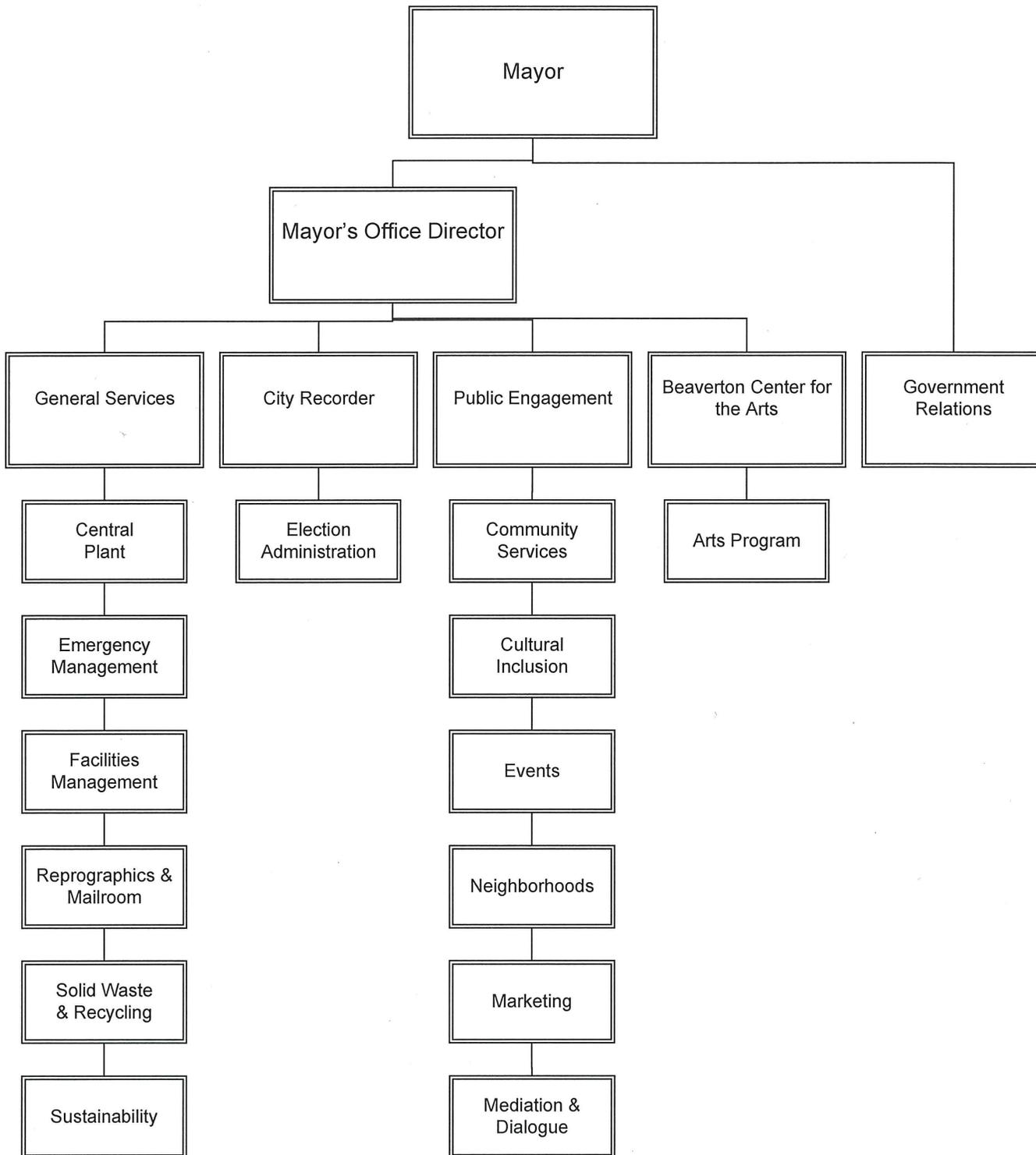
CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0522 MAYOR'S OFFICE DIRECTOR PROGRAM	<b>DEPARTMENT HEAD:</b> ABIGAIL ELDER

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Number of resident volunteers contributing hours to assist with various programs in the Mayor's Office Department	3,750	3,900	3,900	4,000
Number of testimonies or support materials created for federal, state, county or local hearings (in addition to Mayor's Administration 0521 efforts)	40	25	8	12

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0522 MAYOR'S OFFICE DIRECTOR PROGRAM	<b>DEPARTMENT HEAD:</b> ABIGAIL ELDER



CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0450 BUILDING MAINTENANCE SERVICES	<b>PROGRAM MANAGER:</b> TRAVIS TAYLOR

**Program Goal:**

To manage the funding necessary to maintain and hold the city's building assets to a high level of standards resulting in pleasant facilities for occupants and residents 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	6.00	6.00	6.00	6.00	0.00
PERSONNEL SERVICES	\$635,191	\$682,354	\$684,324	\$713,663	\$0
MATERIALS & SERVICES	19,453	21,690	15,634	16,504	0
CAPITAL OUTLAY					
TRANSFERS	24,746	14,203	31,541	16,381	0
CONTINGENCY	0	0	44,176	97,182	0
<b>TOTAL</b>	<b>\$679,390</b>	<b>\$718,247</b>	<b>\$775,675</b>	<b>\$843,730</b>	<b>\$0</b>

**Program Objective:**

The Facilities and Property Management program manages the electrical and mechanical systems, the security cameras and access control systems, and provide contractor management for janitorial, heating & cooling, and other systems. Staff evaluate 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.

Program staff participate in a number of internal city committees, including Public Safety Center Steering Committee, Patricia Reser Center of the Arts Building Committee, Real Estate Committee, various safety committees, and will lead the anticipated Facilities Master Plan committee.

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 various stake holders on the move to the new Public Safety Center, ongoing planning for the Patricia Reser Center for the Arts and planning for the vacated space projects in Griffith.

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

Fund/Dept./Program/Object	Sites	Total FY 2018-19 Budgeted	Total FY 2019-20 Proposed
001-10-0450-xxx	Facilities personnel and expenses	\$ 765,093	\$ 686,576
001-13-0003-xxx	Community Center, Kiosk, Harvest Court	\$ 174,951	\$ 198,845
001-13-0007-xxx	City Hall/The Beaverton Building	\$ 1,185,949	\$ 1,558,510
001-13-0008-xxx	Griffith Park Building	\$ 503,225	\$ 501,050
115-35-0551-351, 381, 384, 511, 536	Main Library	\$ 404,763	\$ 532,490
115-35-0558-351, 381, 384, 511, 536	Murray Scholls Branch Library	\$ 281,495	\$ 39,736
605-85-0681-351, 381, 384, 511, 536	Public Works/Operations	\$ 214,905	\$ 182,100
106-70-6100-381	CDBG Childcare Center	\$ 1,500	\$
<b>TOTALS</b>		<b>\$ 3,531,881</b>	<b>\$ 3,699,307</b>

The total budget responsibility for this program was \$4,226,010 in FY 2017-18, and \$3,531,881 in FY 2018-19. The total proposed for FY 2019-20 is \$3,699,307.

Just over 333,559 square feet of occupied City owned and leased property is maintained by this program.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0450 BUILDING MAINTENANCE SERVICES	<b>PROGRAM MANAGER:</b> TRAVIS TAYLOR

**CITY-OWNED BUILDING INVENTORY**

Facility	Building Age (yrs.)	Approx. Sq. Ft.	Insured Value (property & contents)
Main Library	18	69,500	\$47,446,554
The Beaverton Building	15	107,000	\$26,837,945
Griffith Park Building	34	74,750	\$22,314,340
Public Works/Operations Center	39	31,689	\$6,238,434
Sorrento Pump Station	67	4,754	\$5,096,188
Sexton Mountain Reservoir	23	960	\$17,279,710
Community Center	28	9,274	\$1,536,222
House at 12470 SW Fifth Street	29	1,812	\$255,056
Daycare Center on Longhorn Lane	31	7,227	\$1,227,432

**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	1 years	\$1,900	13,800
Beaverton Library @ Murray Scholls*	Dec 2009	7 years	\$21,916	11,707

**FY 2018-19 Action Plan:**

- Evaluated all city-owned public buildings for compliance with ADA Title II.
- Initiated more than 130 work orders connected with the ADA Transition Plan to date, 115 of those work orders are complete; the remaining 15 will be folded into larger remodel projects scheduled for spring and summer 2019.

**FY 2019-20 Action Plan:**

- Support the Public Safety Center construction and move-in effort culminating, spring of 2020.
- Develop, evaluate, and begin implementation of plans for the Griffith Drive Building and Community Center as part of the larger Facility Master Plan effort
- Support the Patricia Reser Center for the Arts design effort, operational modeling, anticipated ground breaking, fall of 2019
- Centralize city HVAC, door access, cameras, fire alarm panels, panic buttons, after hours call-outs and emergency response efforts
- Standardize city furniture packages and develop replacement schedule for aging/unsafe furnishings

**Performance Measures:**

	FY 2018-19 Budgeted	FY 2018-19 Actual	FY 2019-20 Proposed
Number of requests received through the city facility work request system (Facility Dude)	1,375	1,225	1,355
Number of after-hour call-outs for emergency facility repairs or maintenance per year?	15	9	10
Preventative Maintenance Work Orders Created	New measures	490	490
Preventative Maintenance Work Orders completed on time		382	450

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0450 BUILDING MAINTENANCE SERVICES	<b>PROGRAM MANAGER:</b> TRAVIS TAYLOR

**FY2018-19 PROPOSED, BUDGETED & COMPLETED**

BUILDING	PROJECT	
Beaverton Bldg.	Seal exterior of bldg.	Completed
	Remove water/mineral stains on windows	Completed
	Pressure wash exterior	Completed
	Remodel 2 <sup>nd</sup> floor for Finance Dept.	Completed
	<i>Rebuild pump room on roof</i>	Spring 2019
	4 <sup>th</sup> Floor CDD staff moved and Building Department relocated	Completed
Community Center	Repair roof & gutters	Completed
	Exterior paint	Completed
Griffith Bldg.	Remodeling for new meeting rooms	Completed
	Court Security Enhancements	Completed
Library	Replace pavers in front	On-Going
	Retrofit 1 <sup>st</sup> and 2 <sup>nd</sup> floor book stacks with LED lights	Completed
Public Works	Emergency Hoist replacement (insurance claim)	On-Going

**FY 2019-20 PROPOSED**

BUILDING	PROJECT	PROPOSED
Beaverton Bldg.	Replace roof	\$135,000
	Install? Front vestibule	\$105,000
	Purchase Furniture upgrades Conference rooms	\$18,000
	Upgrades to Evoko room management system	\$17,000
	Marker Boards and Chair rails	\$7,000
Branch Library	Install security camera system	15,000
	Replace Book Drop and Additional Signage	\$4,500
Community Center	Remodel space previously occupied by LifeWorks	\$40,000
	Repair Roof and Gutters	\$60,000
	Replace HVAC Heat Pump	\$16,050
Griffith Bldg.	Remodel Municipal Court to use spaces vacated by police	\$20,000
	Replace two HVAC units	\$45,000
Library	Replace pavers in front (year 3 of 4 year project)	\$125,000
	New LED Exterior lights	\$15,000
	New and existing exterior signs, wayfinding, and implement select phases of library space study	\$28,000
Public Works	Repair Paving	\$25,000
	Repair and add to Hoist Additions	\$13,000
<b>TOTAL PROJECTS</b>		<b>\$688,550</b>

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0526 CULTURAL INCLUSION	<b>PROGRAM MANAGER:</b> 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.50	3.00	3.00	2.00	0.00
PERSONNEL SERVICES	\$400,324	\$348,486	\$387,009	\$218,435	\$0
MATERIALS & SERVICES	137,405	116,572	122,733	115,075	0
CAPITAL OUTLAY					
TRANSFERS	34,825	39,599	34,917	16,514	0
<b>TOTAL</b>	<b>\$572,554</b>	<b>\$504,657</b>	<b>\$544,659</b>	<b>\$350,024</b>	<b>\$0</b>

**Program Objectives (services provided):**

The Cultural Inclusion Program focuses on increasing civic engagement of historically underrepresented communities and creating institutional change for racial equity. It houses the city's language access work and welcoming city initiative, as well as supporting staff development on topics of diversity, equity, and inclusion. The program also hosts an award-winning leadership program and acts as a liaison to communities of color, immigrants and refugees, intentionally working to build long-term relationships and engagement opportunities on behalf of the city.

- **Welcoming:** Support integration and access to city programs and resources for target communities.
- **Inclusive:** Lead internal racial equity initiatives to create institutional change.
- **Representative:** Increase participation of target communities in decision-making and leadership roles.
- **Responsive:** Ensure that the city uses a framework of equity to develop key priorities and allocate resources.

**Program Objectives Link to the Beaverton Community Vision Action Plan:**

- **Vision Action Item # 4** Increase city workforce diversity
- **Vision Action Item #5** Expand outreach to underrepresented populations
- **Vision Action Item #8** Expand the night market with crafts, food and entertainment
- **Vision Action Item #15** Continue City festivals and hold events in neighborhoods
- **Vision Action Item #19** Identify ways to strengthen police-community interactions
- **Vision Action Item #94** Expand networking, resources for multicultural businesses

**Progress on FY 2018-19 Action Plan:**

- **Diversity Advisory Board and Diversity, Equity, and Inclusion Plan (DEIP)** – Completed comprehensive renewal of the DEIP with the use of new data from countywide study and developed measurable indicators for each goal area. Supported Diversity Advisory Board (DAB) subcommittees build stronger connections with staff and connect with opportunities to advise on major city projects and programs. Monitored overall city progress on implementing the DEIP and supported completion of action items including the Beaverton Night Market.
- **Organizational Development on Diversity, Equity, and Inclusion (DEI)** – Continued to spearhead the work of the cross-departmental Internal Equity Team, annual Equity Seminar Series, and other professional development opportunities for staff on DEI topics. Convened and led discussions on the *Leading with Race: Research Justice in Washington County* study with staff, elected officials, and community leaders. Provided technical assistance and outreach for equity projects initiated in other city departments.
- **Language Access and Title VI** – Acted as the clearinghouse to facilitate translation and interpretation requests from all city departments and maintained necessary equipment and contracts. Conducted regular staff trainings and advised on the use of language assistance tools for city communications and activities. Supported efforts to improve accessibility and engagement with English Language Learners and expand public awareness of city materials and services in other languages. Responded to Title VI Civil Rights complaints from the public.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

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

- **Leadership Development & Public Involvement** – Supported city outreach and recruitment of underrepresented communities for volunteer, city workforce opportunities and community engagement on major city projects. Co-hosted the seventh year of the Beaverton Organizing and Leadership Development (BOLD) Program with community partner. Expanded strategic partnerships in local immigrant and refugee communities and other communities of color.
- **Welcoming Beaverton** – Promoted and increased community ownership over Beaverton’s reputation as a welcoming city through communications, official messaging, grant funding, and quarterly partner gatherings. Convened the fourth-annual Beaverton Welcoming Week in collaboration with over a dozen host partners.
- **Human Rights Advisory Commission (HRAC)** – Took over staff liaison role to support to the HRAC and helped guide the group in refocusing and developing new goals.

**FY 2019-20 Action Plan:**

- **Support the Diversity Advisory Board (DAB) and Human Rights Advisory Commission** – Support healthy and engaged boards to inform the work of the Cultural Inclusion program and city leadership on issues of diversity, equity, inclusion, and human rights. Support board subcommittees to build connections with relevant staff and advise on major city projects. Support the DAB and city staff in monitoring and implementing action items from the Diversity, Equity, and Inclusion Plan, including the Beaverton Night Market.
- **Organizational Development on Diversity, Equity, and Inclusion (DEI)** – Launch implementation of the new Diversity, Equity, and Inclusion Plan by raising awareness among staff and working internally to set department-specific goals. Spearhead the work of the cross-departmental Internal Equity Team, annual Equity Seminar Series, and other professional development opportunities for staff on DEI topics. Continue to provide technical assistance and outreach support for equity projects initiated in other city departments.
- **Language Access** – Act as the clearinghouse to facilitate translation and interpretation requests from all city departments and maintain necessary equipment and contracts. Conduct regular staff trainings and advise on the use of language assistance tools for city communications and activities. Support efforts to improve accessibility and engagement with English Language Learners and expand public awareness of city materials and services in other languages.
- **Leadership Development & Public Engagement** – Support city outreach and recruitment of underrepresented communities for volunteer and city workforce opportunities and community engagement on major city projects. Conduct a RFP process to determine community partner to continue the Beaverton Organizing and Leadership Development (BOLD) Program. Continue to develop new strategic partnerships and relationships in local immigrant and refugee communities and other communities of color. Develop pilot educational session for underrepresented communities on running for elected office.
- **Welcoming Beaverton** – Promote and increase community ownership over Beaverton’s reputation as a welcoming city through communications, official messaging, grant funding, and quarterly partner gatherings. Convene the fifth-annual Beaverton Welcoming Week. Increase number and impact of community-initiated welcoming activities throughout the entire year and across city neighborhoods through expanded grant funding and support.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

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

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Number of translation requests fulfilled annually for city print materials	N/A	N/A	New Measure / 86	90
Number of interpretation requests fulfilled annually for city events and activities	N/A	N/A	New Measure / 31	40
Number of graduates from the BOLD Program to date	N/A	N/A	New Measure / 143	163
Number of BOLD graduates that have served on City of Beaverton boards and commissions	N/A	N/A	New Measure / 21	24
Number of partner organizations and agencies actively engaged in Welcoming Beaverton activities (i.e. hosted a Welcoming Week event and/or regularly attends quarterly Welcoming Beaverton Partner Gatherings)	N/A	N/A	New Measure / 30	34
Number of attendees for staff trainings, workshops, meetings on DEI	235	650	250 / 256	

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0527 EVENTS	<b>PROGRAM MANAGER:</b> LANI PARR

**Program Goals:**

The goal of the Events Program is to utilize engaging events to connect and celebrate our diverse community and 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	2.50	2.00	2.00	3.00	0.00
PERSONNEL SERVICES	\$201,466	\$188,355	\$199,382	\$284,909	\$0
MATERIALS & SERVICES	245,027	197,644	199,839	199,893	0
CAPITAL OUTLAY					
TRANSFERS	106,452	117,919	120,874	136,518	0
<b>TOTAL</b>	<b>\$552,945</b>	<b>\$503,918</b>	<b>\$520,095</b>	<b>\$621,320</b>	<b>\$0</b>

**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, Picnic in the Park, Bike Beaverton, and the Celebration Parade. Many events are coordinated with organizations such as the Tualatin Hills Park and Recreation District (THPRD) and Neighborhood Associations Councils (NACs).

As an internal service provider to city departments, the Events Program helps staff with organizing and hosting events for projects. The team coordinates event logistics, concept development, vendor research, marketing, setup and evaluation. Examples include ribbon cuttings, ground breakings, business recruitment meetings, open houses, forums or public input opportunities, and more.

**Community Events in 2018:**

- State of the City | Jan 2018 | Attendance 293 | Volunteers 12
- Beaverton Volunteer Fair | Mar 2018 | Attendance 504 | Volunteers 11
- Beaverton Half Marathon | Jun 2018 | Runners 900 | Volunteers 100
- Three Picnics in the Park | Jun, Aug 2018 | Attendance 1,798 | Volunteers 43
- 4<sup>th</sup> of July 5k Run/Walk | Jul 2018 | Attendance 749 | Volunteers 22
- Two Night Markets | Jul, Aug 2018 | Attendance 12,690 | Vendors 55 | Volunteers 33
- Flicks by the Fountain movie night presentation | Aug 2018 | Attendance 692 | Volunteers 10
- The 61<sup>st</sup> annual Beaverton Celebration Parade | Sep 2018 | Attendance 5,058 | Participants 1,547 | Volunteers 16
- The 10<sup>th</sup> annual Bike Beaverton | Sep 2018 | Attendance 418 | Volunteers 21
- Beaverton International Celebration in partnership with THPRD | Sep 2018 | Attendance 511 | Volunteers 12
- Tree Lighting Ceremony and Holiday Open House | Nov, Dec 2018 | Attendance 7,183 | Volunteers 56
  - This event includes a collaboration with the German International School for a German Holiday Market

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0527 EVENTS	<b>PROGRAM MANAGER:</b> LANI PARR

**40 Internal Service Events coordinated in FY 18–19:**

- 5 Open House events for city programs
- 6 Ribbon cuttings for downtown storefront projects
- 2 Mayor's Youth Advisory Board (MYAB) events for youth engagement
- 1 Developer Round Table event
- 4 Information events for Community Development Department (CDD)
- 2 Voters Forum events
- 1 Groundbreaking event for Public Safety Center
- 4 Placemaking grant winner events
- 1 Coffee Connection event in collaboration with Chamber of Commerce
- 1 Concert in the Park for NACs to help bring events to local neighborhoods
- 1 Boards & Commissions Appreciation Dinner event
- 4 Staff Appreciation events
- 1 Restaurant Week grand opening event
- 4 Boards & Commissions meeting events
- 1 City Hall touring event
- 1 What's On Tap with Mayor Denny Doyle event
- 1 Movie Night for NACs to help bring events to local neighborhoods

**The Events team strives to expand event programming that reflects the community through the Vision Action Items.**

- ***Vision Action Item # 5. Expand outreach to under-represented populations.*** Continue to collaborate with the Cultural Inclusion team as well as THPRD for the Beaverton International Celebration as part of Welcoming Week. The events team will work to provide more experiences and opportunities for attendees to interact with vendors, performers, food, arts, crafts, and themes of existing events to better reach under-represented populations. Additionally, the team will post event notifications and information 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, coordinate two night markets in the summer of 2019 with a goals 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 the community. This includes collaborating with partners to better utilize resources and opportunities that achieve city goals. Continue to support the NACs and assist their needs with neighborhood events such as concerts and movie nights in local neighborhoods.

**FY 2019-20 Action Plan:**

**The following events will be presented in FY 2019-20:**

- Beaverton Volunteer Fair
- 4th of July event in partnership with THPRD
- Two Beaverton Night Markets
- Picnic in the Park
- Flicks by the Fountain
- 62<sup>nd</sup> Annual Beaverton Celebration Parade
- Bike Beaverton
- Beaverton International Celebration
- Beaverton Half Marathon in partnership with Run with Paula Events
- Tree Lighting, German Holiday Market in partnership with German International School
- State of the City Address

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0527 EVENTS	<b>PROGRAM MANAGER:</b> LANI PARR

**Performance Measures:**

	FY 2017 - 18 Actual	FY 2018 - 19 Budgeted/Revised	FY 2019 - 20 Proposed
Number of overall public activities or events participated in, supported or organized by the program:	45	25 / 54	55
Attendance at program lead events:	31,046	29,000 / 30,796	31,000
Number of community volunteers assisting with events:	293	250 / 336	350
Number of hours of internal services provided by the events program staff	379	250 / 405	500

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

**Program Goal:** To facilitate communication and collaboration between the City of Beaverton and nonprofit, community-based, and faith-based organizations working to address the basic needs of low-income populations in Beaverton.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	0.50	1.00	2.00	2.00	0.00
PERSONNEL SERVICES	\$41,996	\$93,886	\$197,072	\$189,873	\$0
MATERIALS & SERVICES	\$529,046	\$655,939	\$705,938	\$701,235	\$0
CAPITAL OUTLAY					
TRANSFERS	1,242	1,158	1,663	1,101	0
<b>TOTAL</b>	<b>\$572,284</b>	<b>\$750,983</b>	<b>\$904,673</b>	<b>\$892,209</b>	<b>\$0</b>

**Program Objectives (services provided):**

The Community Services Program is responsive to community needs and proactive in creating partnerships to offer social services to Beaverton residents living in poverty. The program provides grant funding to nonprofit organizations, addresses homelessness through several collaborative programs, and offers free tax preparation and filing for low-income residents. The following objectives guide the work of the program:

- **Collective Impact:** Convene local organizations to help achieve significant and lasting social change on priority social services issues.
- **Capacity Building:** Provide funding and capacity-building resources for local partners to strengthen their organizations for long-term sustainability and effective mission driven work.
- **Strategic Partnerships:** Contract with innovative organizations that provide invaluable knowledge and services to the community.

**Program Objectives Link to Beaverton Community Vision Plan:**

- **Vision Action Item #21** Facilitate delivery of family resources assistance and support (Action #21)
- **Vision Action Item #34** Adopt measures to reduce and prevent homelessness (Action #34)
- **Vision Action Item #35** Work with partners to expand resource fairs (Action #35)
- **Vision Action Item #36** Support programs that provide temporary shelters (Action #36)
- **Vision Action Item #42** Provide affordable access to medical and dental services (Action #42)

**Progress on FY 2018-19 Action Plan:**

- **Beaverton Severe Weather Shelter Coordination** – Coordinated the third season of the Beaverton Severe Weather Shelter, managing partnership with coordinating organization, recruiting and training volunteers, supporting facility needs, managing communications, and tracking outcomes of services provided.
- **Expanded homelessness support** – Coordinated with partners to offer expanded support to families and individuals experiencing homelessness, including establishing a contract for an outreach worker based at the Beaverton City Library, providing volunteer and host site support to Family Promise of Beaverton, developing and implementing a Safe Parking Pilot Program, coordinating the annual Point-in-Time Count for the Beaverton area, and meeting with local partners on this priority issue.
- **Social Service Funding Grant Management** – Managed the Social Service Funding Committee and grant process. Assisted nonprofit partners with the application and maintained communication with current grantees, tracking outcomes through reporting and regular site visits. Implemented new online grant software.
- **Nonprofit Technical Support** – Offered workshops and technical support to nonprofit organizations and staff looking to grow their knowledge, skills, and abilities to better serve Beaverton residents. Workshops topics included trauma informed care, self-care, and grant storytelling.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

- **Charity Drive/Beneficiaries Management** – Worked with city staff to coordinate the designation of nonprofit beneficiaries for events. Collaborated with the Beaverton Police Department, Beaverton City Library, and a local nonprofit partner to collect and distribute toys for the annual Beaverton Toy Drive.
- **Partner Agreements for Committed Services** – Evaluated outcomes for organizations receiving funding, ensuring that they are serving Beaverton residents through program activities.
- **Professional Services Contract Management** – Managed service provision for Mayor and City Council social service priorities such as the Tax Assistance Program.

**FY 2019-20 Action Plan:**

- **Support the Social Services Funding Committee (SSFC)** – Support a healthy and engaged board to provide recommendations to City Council on how to distribute the city's social service funds. Update SSFC bylaws.
- **Manage the city's Social Services Grants** – Facilitate a competitive grant process, providing orientation and 1-on-1 support to new organizations on how to be successful in the application process. Offer capacity-building workshops to strengthen the skills of local nonprofit organizations. Track and report on grant outcomes, coordinate site visits, collect grantee reports and process payments to disburse funds.
- **Coordinate city response to homelessness** – Fund and support the following through collaborative community partnerships: 1) year round transitional housing for families with children experiencing homelessness, and 2) emergency shelter during winter months for adults experiencing homelessness. Support partners with recruitment, training, and coordination of volunteers, coordination of facility needs, public engagement and outreach, and contract management. Manage contract for outreach worker based at the library and provide periodic referrals for community members in need of resources to meet basic needs. Manage the annual Point-in-Time Homeless Count for Beaverton and support local resource fairs that provide essential services. Implement the Safe Parking Pilot Program to offer a safe and legal place to park for people living in their vehicles. Continue to support projects of other city departments related to social services and homelessness.
- **Support programming for low-income residents** – Partner to provide free tax preparation and filing services to low-income residents of Beaverton, with an emphasis on the Earned Income Tax Credit (EITC), a proven strategy to reduce the wealth gap. Expand services to include financial literacy training and workshops.

**Performance Measures:**

<b>Workload Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Number of Participants in Social Service Funding Training and Workshops	60	50	60 / 120	120
Total refunds in dollars from tax assistance program that are received by the Beaverton community	\$2.4 million	\$2.1 million	\$2.1 million / \$2.1 million	\$2.1 million
Total taxpayers receiving the Earned Income Tax Credit at the Beaverton tax assistance site	425	450	500 / 500	500
Total number of individuals served by the Beaverton Severe Weather Shelter	400	600	600 / 600	600

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

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

Workload Measures (continued):	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Total number of volunteers supporting operations at the Beaverton Severe Weather Shelter	N/A	N/A	New measure / 60	70
Total number of contacts by the outreach worker at the library with members of the public to respond to social service needs	N/A	N/A	New measure / 90	180

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

**Program Goal:**

To plan, manage, direct and supervise the operations and services of the City Recorder/Elections Administration Program. To carry out the statutory responsibilities of the city recorder, municipal elections, public records and meetings laws. To effectively administer City elections to comply with all applicable city, county and state election statutes. To provide responsible and complex support to the Mayor, City staff, and City Council to coordinate all processes related to City Council and Beaverton Urban Redevelopment Agency (BURA) Board meetings, including scheduling meetings and business items, assisting staff in preparing reports, meeting public notification requirements, processing documents after the meeting and providing accurate minutes of all Council and BURA meetings. To administer all aspects of the municipal election process, including: candidate filing process; produce a voter's pamphlet; train and assist staff, elected officials and residents; and provide election related updates to the Mayor, City Council, and candidates regarding election laws and procedures.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$314,368	\$329,494	\$348,342	\$355,079	\$0
MATERIALS & SERVICES	67,312	73,182	93,830	94,060	0
CAPITAL OUTLAY					
TRANSFERS	19,380	19,348	17,744	17,615	0
<b>TOTAL</b>	<b>\$401,060</b>	<b>\$422,024</b>	<b>\$459,916</b>	<b>\$466,754</b>	<b>\$0</b>

**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 residents, elected/appointed officials, and City staff by:

- Working closely with Mayor and City staff to ensure public meeting regulations and City procedures are followed for Council and BURA meetings, including: scheduling meetings and business items; coordinating and reviewing agenda bills for content and accuracy; preparing packets for printing, posting to Web, and distribution to Council, BURA Board, staff and the public; ensuring noticing requirements are met; and recording, scanning and archiving City Council and BURA documents after each meeting, according to public records laws and departments procedures (includes ordinances, resolutions, minutes, agreements, contracts, and agenda bills).
- 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.
- 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.
- Providing election assistance to candidates, political action committees, and public, in a clear and unbiased manner.
- Producing and publishing the City of Beaverton Voters' Pamphlet.
- Publishing Candidate Filings, Candidate Handbooks and Beaverton Voters' Pamphlet on the City Website.
- Providing superior customer service to ensure customer satisfaction, including processing room reservation requests and providing notary services

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

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

- 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’s 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 City 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 Room Reservation System to schedule room use for certain rooms in city buildings.

**Progress on FY 2018-19 Action Plan:**

- Began update of the customer use agreement and policies for the room reservation system (on hold per City Council’s 2019 priority to review city policies on use of city facilities.)
- Began development of web-training material for staff/volunteers on minutes preparation and public meeting law requirements
- Conducted November 2018 City Council General Election

**FY 2019-20 Action Plan:**

- Provide electronic Council Packets to City Council
- Conduct May 2020 Primary Election
- Start groundwork to assess and convert to electronic agenda management software

Performance Measures:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Projected/Revised	Proposed
Number of Resolutions Processed (CC & BURA)	55	63	55 / 65	55
Number of Ordinances Processed (CC)	25	21	25 / 30	25
Number of Agenda Bills Processed (CC & BURA)	240	274	240 / 240	240
Number of City Council and BURA Meetings available on Granicus Web Stream	45	44	45 / 45	45
Number of electronic communications to candidates, elected officials and residents regarding election issues	100	125	100 / 185	150
Cost to process each election ballot	\$40	\$43	\$43	\$43
Cost of Printing One Voters’ Pamphlet:	\$6,000	\$6,000	\$6,000	\$6,000
o May 2018 Primary Election (Council)	General	Primary	General	Primary
Room reservation requests processed	-----	-----	4,000	4,000

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0537 PUBLIC INFO MARKETING & COMMUNICATIONS	<b>PROGRAM MANAGER:</b> NICOLE WALTERS

**Program Goal:** To administer the overall strategic marketing of the city by creating, communicating, delivering, and exchanging services and/or promotions that have value to residents, visitors and businesses resulting in elevation of the city's overall profile within the region and beyond.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	5.00	5.00	4.00	4.00	0.00
PERSONNEL SERVICES	\$393,480	\$382,632	\$415,450	\$452,682	\$0
MATERIALS & SERVICES	100,045	134,757	178,866	127,925	0
CAPITAL OUTLAY					
TRANSFERS	132,690	141,233	150,264	132,115	0
<b>TOTAL</b>	<b>\$626,215</b>	<b>\$658,622</b>	<b>\$744,580</b>	<b>\$712,722</b>	<b>\$0</b>

**Program Objectives (services provided):**

- Assist policymakers in advancing Mayor/City Council priorities and Community Vision actions through effective communications and marketing strategies.
- Promote the city through marketing strategies that amplify the city's appeal to residents, visitors, and businesses with focus on Beaverton brand values of friendly, active, and responsive.
- Maintain a consistent and cohesive city identity through effective brand management in collaboration with all city departments.
- Provide timely and relevant information to the public regarding city projects and assuring access to city government services via various media channels with emphasis on reaching diverse and under-represented populations.

**Program Objectives link to the Community Vision:**

- Build Community: *foster and promote a common sense of community identity*
  - Vision Action Item #2 Create a Beaverton brand and market identity
  - Vision Action Item #5 Expand outreach to under-represented populations
- Vibrant Downtown: *establish and grow Beaverton's identity as a premier destination for arts and culture*
  - Vision Action #74 Develop an arts, events, branding and marketing strategy
- Enhance Livability: *foster a diverse and vibrant economy*
  - Vision Action Item #90 Market local business advantages and support programs

**Progress on 2018-19 Action Plan:**

- Provided marketing and communications support to key city initiatives including creation of award-winning State of the City video depicting city priorities and accomplishments; 2<sup>nd</sup> annual Beaverton Restaurant Week promoting nearly 80% of independently owned downtown restaurants; design assistance for update to the city's Housing Action Plan ensuring ease of public comprehension; launched arts program campaign "Art Lives Here" in lead up to Beaverton Arts Foundation major announcement of lead gift/naming of the Patricia Reser Center for the Arts. Support of next phases of the Public Safety Center with promotion of design open house and public groundbreaking, Downtown Design Project promotion with outreach to broad/diverse audience with new addition of display in The Beaverton Building.
- Responded proactively to changing social media trends by utilizing local influences to help spread the city's message beyond normal reach; effective use of trending hashtags in city posts to improve reach; and improved quality of visual content and non-English postings to attract a more diverse audience.
- Continued centralized services to improve consistency of core brand messaging with development of citywide editorial calendar; publication of annual report in Your City newsletter; assist in various department promotional projects such as script writing and art direction; as well as improving internal service provider role with fundamentals of project management training for team.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0537 PUBLIC INFO MARKETING & COMMUNICATIONS	<b>PROGRAM MANAGER:</b> NICOLE WALTERS

- Continued to encourage information sharing amongst employees with use of issue briefs and support of staff development in the creation of City of Beaverton University (COBU) with the Human Resources Department.

**FY 2019-20 Action Plan:**

- Provide marketing and communications to advance key city initiatives and elevate community awareness related to major city programs, projects, and initiatives.
- Respond proactively to changing trends and continue to adopt emerging digital engagement practices to grow city's presence and expand dialogue with stakeholders through multiple channels. Focus on enhancing the city website's visitor experience and enhancing social media activities through performance management.
- Continue centralized services to improve consistency of core brand messaging based on the values of friendly, active and responsive with refinement of marketing services, enhanced branding training. Update city's identity standards and style manual to reflect evolving city identity and marketing needs.
- Continue to encourage information sharing and bridge communication between departments through internal communications to promote an informed and valued employee base.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Number of Your City newsletter issues	6	6	6 / 6	6
Number of advertising campaigns promoting city programs and projects	New measure	New measure	34	50
Number of social media engagements/interactions gained from posted content	New measure	New measure	63,795	100,000
Number of internal communication activities to support city departments	109	135	140 / 145	145
Number of trainings conducted to help city staff/volunteers with marketing, branding, social media, etc.	4	4	4 / 11	8
Number of city department projects provided marketing strategic service support including: marketing materials, photography, news releases, videos, social media, internal communications and web content	123	175	200 / 250	200

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

**Program Goal:**

To minimize the potential loss of life and property by coordinating and facilitating the city's ability to prepare for, respond to, recover from, and mitigate against natural and manmade major emergencies and disasters.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$390,722	\$385,944	\$429,190	\$427,534	\$0
MATERIALS & SERVICES	\$84,807	\$81,011	\$102,242	\$110,141	\$0
CAPITAL OUTLAY					
TRANSFERS	20,996	29,580	29,583	31,211	0
<b>TOTAL</b>	<b>\$496,525</b>	<b>\$496,535</b>	<b>\$561,015</b>	<b>\$568,886</b>	<b>\$0</b>

**Program Objectives (services provided):**

The Emergency Management Program supports on-going efforts to prepare the city for a large disaster. The specific program objectives for FY 2019-20 include:

- Recruit, train and maintain an increasing 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), Teen CERT (done in conjunction with schools), Listos (Preparedness training done in Spanish), Map Your Neighborhood, and Amateur Radio Communications.
- Develop and 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 Continuity of Operations Plan (COOP), the Emergency Operations Plan (EOP) which would include a partial or full activation of the Emergency Operations Center (EOC), and provide advice to the Mayor and Incident Commander during emergency operations.
- Assist employees and community members in preparing for and surviving disasters through training, exercises, drills, and public education articles, brochures and activities.
- 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 2018-19 Action Plan:**

- Established Amateur Radio Communications as a separate volunteer group from the CERT group; also moved Outreach/Pub Ed out of CERT and into its own volunteer group. All three will have their own organizational structures and volunteer leaders, which will allow for better focus on these three critical areas. During the first seven months of the fiscal year program volunteers have participated in 56 events and trainings investing over 1800 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.
- Provided relevant activities and trainings for program volunteers. More than 1,336 people have graduated from the Beaverton CERT Basic Class. For the spring 2019 Basic CERT, more than 42 people enrolled within less than a week of enrollment opening.
- Acquired a new repeater frequency pair for our VHF radio systems increasing communications resiliency and capacity.
- Continued incorporation of ADA requirements into plans, procedures, and public education materials.
- Executed annual multi-day EOC exercise to test the EOC, IMT, COOP and the new Points of Distribution Plans (POD) The exercise is part of a regional exercise and is being developed cooperatively with other Washington County agencies.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

- Participated in Emergency Management Cooperative including support of the annual work plan and designing of the county-wide EOC exercise.
- Participated in the RDPO coordinating on regional activities including Citizen Corps/CERT, Mass Care and Sheltering, inclusion of people with access and functional needs into emergency plans and procedures, mass prophylaxis distribution, debris management, and recovery. Program staff chair the RDPO Steering Committee and the Citizen Corps Working Group.
- Supporting three schools with Teen CERT programs and one Listos training.

**FY 2019-20 Action Plan:**

- Continue to expand volunteer involvement in Emergency Management through CERT, Amateur Radio, and Outreach/Pub Ed.
- Provide relevant activities and training opportunities for program volunteers.
- Develop the plan and procedures to move the EM Program to the new Public Safety Building.
- 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 and leadership in the Regional Domestic Preparedness Organization.
- Maintain support for and provide alternative CERT and preparedness training which could include Teen CERT, language/culturally specific trainings like Listos and preparedness information and presentations in Tier 1 and 2 languages.

<b>Performance Measures:</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted/Revised</b>	<b>Proposed</b>
<b>GRANT MANAGEMENT</b>				
Comparison – Number of grant awards being managed in the fiscal year and the total amount of the grant awards.	4:\$122,056	5:\$217,669	2:\$107,000 / 4:\$137,087	\$3:\$150,000
EXERCISES – Number of exercises including table top exercises:	9	10	9 / 9	9
RESPONSE AND RECOVERY - Number of incidents requiring EOC activation, CERT Mobilization, or an IMT	1	1	0 / 0	0
<b>EMPLOYEE TRAINING:</b>				
Number of employee training activities	38	32	30	30
<b>PUBLIC EDUCATION/PREPAREDNESS:</b>				
Number of public presentations made	65	60	60 / 78	70
Number of activities including meetings, events and training	170	140	140 / 146	150
Number of volunteer hours invested including meetings, events and training			New / 4,800	5,000
Number of active and reserve volunteers (CERT, MYN, Amateur Radio)			New / 717	800

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

**Program Goal:**

To increase the city's ability to prepare for, respond to, recover from, and mitigate against catastrophic and terrorist incidents consistent with the core capabilities and gaps identified in the countywide capabilities assessment, regional and state Threat and Hazard Identification and Risk Assessment (THIRA), and the State Preparedness Report (SPR). Maintain compliance with state and federal Homeland Security Grant Program requirements.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$9,476	\$42,613	\$37,440	\$8,100	\$0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$9,476</b>	<b>\$42,613</b>	<b>\$37,440</b>	<b>\$8,100</b>	<b>\$0</b>

**Program Objectives:**

These programs tracks Homeland Security Grants awards received, based on the grant award year, even-year (Program # 0636) and odd-year (Program #0639). These grants are tied to the Federal fiscal years (October 1-September 30).

- Facilitate Homeland Security Grant funding requests on behalf of the city and in coordination with Police Department, Public Works Department and Information Services Division.
- Represent the city in the County-wide grant application process.
- Manage the Homeland Security grants awarded to the city 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.

**Progress on FY 2018-19 Action Plan:**

- Maintained and closed out two Homeland Security grant awards:
  - FY 2017 State Homeland Security Program (SHSP) Grant\* -\$2,100 for Moulage Training and purchase of moulage supplies. All funds have been expended.
  - FY2016 Urban Area Security Initiative (UASI) Grant -
    - Original Award\* - \$27,784 for CERT Equipment and supplies. All funds have been expended
    - Supplemental Award\* - \$2,000 for additional moulage supplies and training. Remaining funds will be expended by Feb 28, 2019
- Received one FY18 SHSP Grant award - \$29,040 for BPD to purchase a security camera system.
- Award for CERT training and supplies pending in the FY18 UASI grant application\*.
- As part of the Washington County consolidated grant application for FY19 SHSP, Beaverton is requesting just under \$317,000 in grant funds.

\*Cooperative awards shared with other Citizen Corps programs in Washington County

**FY 2019-20 Action Plan:**

- Coordinate with Beaverton Police Department, Public Works Department and Information Services Division to identify potential projects, including cyber security, 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 and regional grant application process to apply for grant funds under the Urban Area Security Initiative program (UASI). Grant funds are contingent on availability of federal funding.
- 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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0655 CENTER FOR MEDIATION AND DIALOGUE	<b>PROGRAM MANAGER:</b> CARLEY ADAMS

**Program goal:**

To provide conflict resolution and community-building services to create safer, more peaceful, and inclusive communities.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.63	3.63	3.63	3.63	0.00
PERSONNEL SERVICES	\$392,348	\$367,893	\$407,188	\$410,465	\$0
MATERIALS & SERVICES	\$21,209	\$28,471	\$25,950	\$31,060	\$0
CAPITAL OUTLAY					
TRANSFERS	5,240	5,298	5,543	4,404	0
<b>TOTAL</b>	<b>\$418,797</b>	<b>\$401,662</b>	<b>\$438,681</b>	<b>\$445,929</b>	<b>\$0</b>

**Program Objectives (services provided):**

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

The CMD provides the following programs and services for residents in the City of Beaverton, and with contract and state grant support, to the City of Tigard, and surrounding incorporated and unincorporated eastern Washington County, east of 185<sup>th</sup> Ave.

**Programs:**

- **Community Mediation:** This program includes conflict resolution assistance related to disputes with landlord/tenants, neighbor to neighbor, business/consumer, workplace, home owner associations, and manufactured dwellings. Services include mediation, conflict coaching, facilitation, and conflict resolution education.
- **Second Home:** A community partnership with the Beaverton School District and Ecumenical Ministries of Oregon connects homeless high school students who are committed to graduating from high school with people willing to share their homes. Mediators facilitate rental contracts and house rules discussion, and mediate between participants as needed.
- **Oregon Foreclosure Avoidance:** 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. CMD serves residents of Washington, Clatsop, Columbia and Tillamook Counties.
- **Restorative Dialogue:** A collaborative program of the Washington County Juvenile Department and the CMD, provides trained facilitators to help juvenile offenders and crime victims meet face-to-face to discuss impact of the harm, meaningful accountability, and agreements to repair the harm.
- **Attendance Advocacy Mediation:** A collaborative program between the Beaverton School District Homeless Education Network and the CMD, provides truancy mediation services for students and their families who are not in compliance with Oregon Revised Statutes regarding attendance.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0655 CENTER FOR MEDIATION AND DIALOGUE	<b>PROGRAM MANAGER:</b> CARLEY ADAMS

**Services:**

- Facilitation: Projects include, development of Good Neighbor Agreements involving difficult neighborhood and community issues, providing strategic planning, goal-setting and meeting assistance for organizations, committees and homeowners association boards, and development of community-building projects.
- Mediation: Cases include nearly all community-based issues and can range in number of parties, complexity of disputes, and length of time to resolve or close case.
- Education: CMD staff teach an average of 29 workshops a year to community members, volunteer mediators and facilitators, city of Beaverton staff, non-profit organizations, and government agencies.
- Volunteer Management: CMD staff work with over 30 active volunteers and provide training, mentoring, practice opportunities, and ongoing support.

**Program Objectives link to the Community Vision:**

The Center for Mediation and Dialogue supports the Beaverton Community Vision goals “Provide High Quality Public Services” and “Enhance Livability”, along with these action items:

- **Vision Action Item #5** Expand outreach to under-represented populations
- **Vision Action Item # 18:** Support proactive criminal justice initiatives
- **Vision Action Items #28-33** Target: Invest in quality care and services for seniors
- **Vision Action Item # 34** Adopt measures to reduce and prevent homelessness

**Progress on FY 2018-19 Action Plan:**

- Created community mediation action plan for volunteer recruitment, appreciation and retention; implanted several strategies to improve processes related to volunteers.
- Worked with city staff to create a more visible presence for CMD by changing program name and mission statement, updated marketing material, increased social media presence, and realigned program under the Public Engagement division.
- Worked with the Juvenile Department to increase the number of restorative dialogue referrals, improved program processes, and identified ways to expand the program.
- Continued to explore the implementation of Metro Homeshare program in Beaverton and Washington County. Scheduled meeting with partners from city of Beaverton, Tigard, Hillsboro, and WA County to identify next steps in allocating funds and collaborating to move the program forward by the start of next fiscal year.
- Increased number of home owner’s association (HOA) cases.
- Assisted the Second Home program with the expansion of the program to the Forest Grove School District. Some progress.
- Continued to explore opportunities to collaborate with community partners to address issues of homelessness, affordable housing, equity, and inclusion. Started discussions of a partnership with Adelante Mujeres, and continued planning for the Metro Homeshare program.
- Maintained connections to state-wide leadership organizations in conflict resolution and restorative justice. Held roles with the Restorative Justice Coalition of Oregon, the Northwest Justice Forum planning committee, Resolution Oregon, and the Oregon Mediation Association.

**FY 2019- 2020 Action Plan:**

- Formalize and clarify role as internal service provider to other city departments and programs
- Strategically align goals and services with other Public Engagement programs
- Pilot “Peacebuilding Grant Program”
- Partner with city municipal court to provide restorative justice services
- Provide facilitation and mediation support to city’s Safe Parking Pilot Program
- Support Beaverton Committee on Aging and Beaverton Library partnership with Death Café project
- Provide high-quality conflict resolution and restorative justice trainings to volunteers, city staff, and general public
- Increase community mediation caseload
- Apply equity lens to strategic plan; identify ways to address gaps
- Train and mentor volunteers to provide mediation and facilitation services to the community

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0655 CENTER FOR MEDIATION AND DIALOGUE	<b>PROGRAM MANAGER:</b> CARLEY ADAMS

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Projected</b>	<b>FY 2019-20 Proposed</b>
<b><u>Mediation Services:</u></b>				
Number of cases	600	500	500 / 500	600
Number of people trained in conflict resolution and mediation	600	700	600 / 600	600
Number of community members attending presentations	1,000	1,100	1,000 / 1,000	1,000
Number of community members helped through information and referrals	320	300	300 / 300	300
Total number of people served:	2,200	2,000	2,000 / 2,000	2,200
<b><u>Resident-Customer Satisfaction</u></b>				
<b><u>Levels:</u></b>				
Percentage of people satisfied with services provided by the Mediation Program	90%	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	3.5
Number of Volunteer Hours Contributed:	2,000	2,000	2,000 / 2,000	2,000

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0656 SUSTAINABILITY	<b>PROGRAM MANAGER:</b> SCOTT KELLER

**Program Goal:**

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.00	1.00	1.00	1.00	0.00
PERSONNEL SERVICES	\$81,449	\$30,569	\$116,999	\$122,504	\$0
MATERIALS & SERVICES	\$78,423	\$43,743	\$255,911	\$254,433	\$0
CAPITAL OUTLAY					
TRANSFERS	2,994	3,531	6,100	3,303	0
<b>TOTAL</b>	<b>\$162,866</b>	<b>\$77,843</b>	<b>\$379,010</b>	<b>\$380,240</b>	<b>\$0</b>

**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 and support actions across all departments that contribute to the city’s Sustainable Beaverton Strategy (SBS) and the future community Climate Action Plan (CAP).

- **GREENHOUSE GAS (GHG) EMISSIONS**
  - Reduce GHG emissions toward carbon neutral status through targeted actions from the CAP and SBS.
- **ENERGY**
  - Decrease electricity and gas usage through targeted actions from the CAP and SBS.
  - Maintain 100% renewable electricity use for City Operations and work in conjunction with utility providers to encourage community take up.
- **MATERIALS MANAGEMENT**
  - Prioritize actions from the CAP and SBS to reduce waste from city operations and services
- **WATER**
  - Reduce water usage and loss especially focusing on potable water with targeted actions from the SBS.
- **BUILT ENVIRONMENT**
  - Increase focus on projects which support low impact development approaches from SBS
- **URBAN NATURE & BIODIVERSITY**
  - Support programs or projects which enhance or protect urban biodiversity through targeted actions from the CAP and SBS
- **COMMUNITY HEALTH**
  - Focus activities from the CAP and SBS to build an engaged equitable community.

The Sustainability Program supports the Beaverton Community Vision in the following areas:

- Vision Action Item #75: Develop a community sustainability plan with partners
- Vision Action Item #77 Adopt a tree preservation and education plan
- Vision Action Item #80: Expand the use of alternative energy sources.

**Progress on FY 2018-19 Action Plan:**

- Worked with city staff and external partners to complete the draft CAP, which will provide a guide for the community to mitigate and adapt to climate change.
- Updated the city’s internal SBS in conjunction with the CAP process.
- Conducted City and Community GHG inventories to measure our emissions reduction progress.

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0656 SUSTAINABILITY	<b>PROGRAM MANAGER:</b> SCOTT KELLER

- Continued to monitor and seek ways to increase efficiency in city operations by implementing sustainability practices and monitoring city facilities, assets, and utilities.
- Continued plans to utilize the existing Recycle at Work program to enhance sustainability goals in the community.
- Partnered with local non-profit organization(s) to implement a residential weatherization and energy efficiency program for low income residents.

**FY 2019-20 Action Plan:**

- Develop and 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.
- Work with Finance Department staff to develop recommendations for sustainable purchasing guidelines.
- Explore opportunities for Beaverton households to educate and measure household level sustainability actions through technology/online options.
- Continue to develop and enhance working relationships with other city departments to promote the integration of sustainable practices throughout city operations.
- 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 city commitment to the existing sustainability networks such as Urban Sustainability Director's Network and ICLEI (Local Governments for Sustainability), and support the adoption of sustainable technology such as electric vehicles into city fleet.
- Increase the outreach presence of sustainability in the community – to both businesses and residents especially with the launch of the Go-CO<sup>2</sup> free program.
- Maintain and enhance partnerships and relationships with other government agencies and efforts to promote sustainable communities.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Projected/Revised</b>	<b>FY 2019-20 Proposed</b>
Electricity city facilities kW*	N/A	8,893,458	8,893,458	8,893,000
Percentage reduction in carbon emissions*	N/A	2.7%	3% / 3%	3.5%
Electric vehicle charging stations	23	28	28 / 28	34
Renewable energy sourced for city operations	100%	100%	100% / 100%	100%

\*Measured for calendar year not fiscal year.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

**Program Goal:**

To create a healthy, viable community by reducing the amount of waste generated and disposed per capita and to educate community members on waste reduction, recycling and materials management.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	4.85	4.60	4.60	4.60	0.00
PERSONNEL SERVICES	\$392,988	\$331,775	\$479,293	\$466,802	\$0
MATERIALS & SERVICES	\$112,949	\$69,320	\$138,581	\$119,300	\$0
CAPITAL OUTLAY	\$0	\$0	\$25,000	\$0	\$0
TRANSFERS	\$35,510	\$49,269	\$40,584	\$47,910	\$0
<b>TOTAL</b>	<b>\$541,447</b>	<b>\$450,364</b>	<b>\$683,458</b>	<b>\$634,012</b>	<b>\$0</b>

**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.
- Increase the recovery rate. Achieve a 75 percent recovery rate from the solid waste stream by 2020 and 90 by 2050.
- Establish rates, which are fair to the public, the franchisee, and the City.

The Recycling and Solid Waste Program supports the Beaverton Community Vision in the following areas:

- Vision Action Item #78: Expand recycling options and education.

**Progress on FY 2018-19 Action Plan:**

- Continued support of the successful 2017 roll-out of the residential food scraps composting program for 20,000 Beaverton single-family households.
- Participated in regional and state efforts to improve local recycling streams by reducing contamination. The efforts this fiscal year included such tools as the *Your City* newsletter, the annual *Every Day is Recycling Day* citywide mailer, and a postcard focusing on the five most frequent contaminants in local recycling (Love Your Bin).
- Worked with other Metro area jurisdictions to share and develop region-wide initiatives to meet the regional recovery rate goal of 64% by 2025. The City continues to partner with other local governments, Metro and the Oregon Department of Environmental Quality to coordinate programs and resources.
- Ongoing recruitment for the voluntary commercial food waste composting program.
- 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.
- 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.

**FY 2019-20 Action Plan:**

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

- Staff will monitor and help find solutions to the changes in recycling markets.
- Recycling contamination outreach and education to community members will be a priority.
- Consider adopting a required commercial food waste program for targeted food scrap generating businesses.
- Recycling staff will explore waste reduction policies, including but not limited to single-use plastic carryout bags and other single-use plastics.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

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

- Continue work to reduce wasted food using the Eat Smart, Waste Less campaign.
- Continue participation in state and regional workgroups to develop implementation plans for the *Materials Management in Oregon: 2050 Vision and Framework for Action* of the Oregon Department of Environmental Quality and Metro's 2030 *Regional Waste Plan*.
- Program staff will continue work on improving recycling infrastructure.

<b>Performance Measures:</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budgeted/Revised</b>	<b>Proposed</b>
Regional wasteshed recovery rate (a statewide change in calculation methodology resulted in an updated goal number)	47.8	50%	52% / 50%	50%
Number of contacts for residential, multifamily, Recycle at Work and organics programs	1,855	1,319	1,800 / 2,800	2,500
Commercial organics outreach contacts/visits	115	260	350 / 475	400
Number of program resources distributed (tote bags, brochures, flyers, posters, etc.)	19,742	4,958	13,000 / 15,000	14,000

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM:</b> 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT	<b>PROGRAM MANAGER:</b> 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$263,587	\$330,838	\$353,205	\$396,767	\$0
MATERIALS & SERVICES	\$75,667	\$102,061	\$110,070	\$117,040	\$0
CAPITAL OUTLAY					
TRANSFERS	111,244	115,774	114,774	138,170	0
<b>TOTAL</b>	<b>\$450,498</b>	<b>\$548,673</b>	<b>\$578,049</b>	<b>\$651,977</b>	<b>\$0</b>

**Program Objective (services provided):**

Beaverton's Neighborhood & Public Involvement Program serves both the people of Beaverton directly and the departments within the city. As the city's public participation professionals, Neighborhood Program personnel partnered with Community Development Department and Public Works Department to plan and implement several successful community outreach efforts in FY2018-19 in support of the Beaverton Community Vision:

- **Vision Action Item #10 – Organize community clean-up days in neighborhoods**
  - Partnered with Public Works to provide leaf-cleanups in neighborhoods throughout Beaverton. As a result, the Public Works Department collected 2,225 cubic yards of leaves, and 4,750 pounds of food. This program helped minimize flooding by preventing significant amounts of additional debris from entering the storm system.
  - Greenway Neighborhood Association Council (NAC) partnered with the Public Works Department 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.
- **Vision Action Item #12 – Involve neighborhoods in improvement planning.**
  - The Neighborhood Program worked with the Community Development Department to solicit neighborhood feedback on the Housing Options Plan and on the Downtown Design Project phase 2.
  - The Neighborhood Program worked with Engineering to increase awareness for traffic calming in two neighborhoods.
  - The Neighborhood Program provided quarterly leadership trainings for NAC leaders.
  - NACs hosted 61 developers to address concerns with new development in their neighborhoods during the initial planning stages.
  - NACs hosted 38 city presentations on upcoming city projects and plans including the Patricia Reser Center for the Arts, Housing Options Project, Speed Enforcement Program and Allen Blvd projects.
  - The Neighborhood Program will host a Land Use 101 training for NAC board members in spring 2019.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

- **Vision Action Item #25 – *Expand community involvement in schools***
  - The Vose Neighborhood will host another 5k fun run in partnership with Vose Elementary School and a book drive for Vose students.
  - West Beaverton continued their Pages as Pillars reading program at Chehalem Elementary School.
  - South Beaverton worked with students and staff at Southridge High School to build and create with 3-D printing machines.

The Neighborhood Program's Matching Grants, made available to Beaverton's Neighborhood Association Committees (NACs), were used in FY2018-19 to:

- **Vision Action Item #5 – *Expand outreach to under-represented populations***
  - The Neighborhood Program produced targeted outreach materials in multiple languages for NAC events and meetings.
  - The Neighborhood Program included information in multi-family outreach conducted by Sustainability Program.
- The Vose NAC continued to expand its outreach opportunities to under-represented populations in their neighborhood.
- **Vision Action Item #10 – *Organize community clean-up days in neighborhoods***
  - The Five Oaks Triple Creek NAC received the Neighborhoods USA National Award for their work in restoring two neighborhood parks.
  - Highland NAC held its first Rock-the-Block, collecting garbage from neighbors and litter from the neighborhood.
- **Vision Action Item #13 – *Use art, murals and landscaping to beautify Beaverton***
  - In partnership with Public Works and the Arts program, 10 custom art storm drain murals were installed at Progress Ridge.
  - Highland NAC planted dozens of trees in the neighborhood to beautify the place they call home.
- **Vision Action Item #15 – *Continue City festivals and hold events in neighborhoods***
  - Highland NAC received the USA Neighborhoods national award for their work on hosting community walking tours of their neighborhood.
  - Sexton Mountain and South Beaverton NACs hosted movie nights with a total of 850 attendees.
  - The Vose NAC held their annual picnic with 307 neighbors.
  - Central Beaverton NAC partnered with La Scala to hold the first Oktoberfest in the neighborhood.
  - Three NACs participated in hosting a Hot Cocoa and S'mores booth at the tree lighting to promote the NACs.
  - NAC leaders staffed three Picnic in the Parks to conduct outreach.

**Progress on FY 2018-19 Action Plan**

- **Continue to expand and improve** training and educational programming for NAC leaders, BCCI members, and the public.
- **Market the NACs**-After identifying the Sexton Mountain NAC as the NAC with the most immediate needs, the Neighborhood Program conducted targeted outreach on its behalf. Sexton Mountain now has an active board with monthly meetings. Additionally, the Neighborhood Program helped grow NAC social media presence in an effort to reach younger audiences – with a 26% increase in subscribers this year. They also conducted face-to-face outreach with local residents and continued the Leaf Drop-Off events in the neighborhoods. Neighborhood Program driven Facebook pages have 2,530 “likes.” NACs partnered with a variety of non-profit, government and local businesses across the city.
- **Expand the Matching Grant program** to allow the NACs to invest more in their communities. Matching Grant projects supported several Community Vision Actions. Last year's funding of \$34,100 resulted in 2,151 volunteer hours, \$51,987 in volunteer work, \$12,757 in donations, 48 partners and 6,622 attendees at events and service projects.

**Fall Recruitment for Boards and Commissions**-The City Council appointed 66 people to fill existing vacancies. There were a total of 26 reappointments and 40 new appointments. The city received 120 applications and reached out to diversify the

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

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), Open Houses and BOLD members. Of those appointed, 44% self-identified as a person of color. Beaverton Urban Redevelopment Agency (BURA) appointed new Urban Renewal Advisory Committee (URAC) and BURA Budget Committee members and City Council appointed new BURA members.

- **Boards & Commissions Dinner** was attended by 218 people.
- **Orientation training for all new board and commission members** was conducted and the Neighborhood Program provided three additional trainings geared towards all board members.

**FY 2019-20 Action Plan**

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

- **Vision Action Item #10 – Organize Community clean-up days in neighborhoods**
  - Expand partnership with Public Works to provide NAC volunteers at neighborhood leaf-cleanup events, water quality facilities maintenance and neighborhood Rock-the-Block events.
  - Promote and assist with outreach for a new “Backyard Habitat” Certification Program through the Audubon Society.
  - Encourage NACs to use Matching Grants and partner with Public Works, THPRD, SOLVE, Friends of Trees and other volunteer organizations to host clean-ups in the neighborhoods.
- **Vision Action Item #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.
  - Partner with Community Development Department and the Public Works Department staff to publicize community involvement activities early in development and project planning phases to ensure communities are aware of planned developments, where/how to get additional information, and opportunities for public involvement. Conduct outreach through social media, websites, targeted mailings, open houses and email blasts.
  - Leverage volunteers’ relationships in neighborhoods to assist with implementing the Safe Parking Pilot program.
  - Connect key neighborhood leaders with city staff to serve as advisors on ad-hoc committees.
- **Vision Action Item #15- Continue City Festivals and hold events in neighborhoods**
  - Continue the *For the Love of Neighborhoods* campaign to increase awareness of the NAC program, highlight resident satisfaction with neighborhoods and expand community engagement.
  - Encourage NACs to use Matching Grants to host events in their neighborhoods, such as the Vose Picnic, Five Oaks Triple Creek Park Clean-Up, Highland 5K, and NAC movie nights.

**Performance Measures:**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted / Revised	FY 2019-20 Proposed
Number of NAC / BCCI meetings and BCCI subcommittee meetings that received assistance	123	126	132 / 133	132

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

**Performance Measures:  
(continued)**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted / Revised	FY 2019-20 Proposed
Number of training, educational and other program sponsored events/activities	30	34	35 / 40	40
Neighborhood Matching Grant dollars leveraged	\$60,000	\$65,000	\$65,000 / \$66,000	\$66,000
Volunteer hours contributed to activities sponsored by the Program	11,972	11,800	11,500 / 14,140	13,000
Total value of volunteer hours (current value is \$24.17 per hour.) Source: <a href="http://www.independentsector.org/volunteer_time">www.independentsector.org/volunteer_time</a>	\$282,060	\$224,471	\$230,000 / \$245,000	\$245,000
Attendance at program led events	9,214	5,000	5,000 / 6,500	5,000
Community Notifications; (Facebook Impressions, Notify Me emails, Nextdoor Impressions, postal mail, Friday Updates)* New Measure	-	-	-	207,000
Number of community partnerships leveraged with neighborhood projects *New Measure	-	-	-	40
Number of public involvement opportunities through land use and community/city initiatives presentations *New Measure	-	-	-	80

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
002	MAYOR													
	181,068	1.00	189,926	1.00	188,386	1.00	153,147	198,401	196,062	1.00	194,168	1.00		
016	GOVERNMENT RELATIONS MANAGER													
					96,264	1.00	77,916	103,772	109,222	1.00	108,170	1.00		
017	MAYORS OFFICE DIRECTOR													
					146,788	1.00	109,840	149,268	163,509	1.00	161,929	1.00		
048	ETHNIC MINORITY OUTREACH COORD													
	72,566	1.00												
050	ASST DIRECTOR - GENERAL SERV.													
	114,346	1.00	116,864	1.00	119,254	1.00	92,031	121,214	128,766	1.00	127,518	1.00		
052	EMERGENCY MANAGER													
	88,030	1.00	89,674	1.00	91,907	1.00	68,775	91,703	95,686	1.00	94,760	1.00		
054	PUBLIC ENGAGEMENT MANAGER													
	112,050	1.00	116,338	1.00	119,254	1.00	34,763	58,770	101,439	1.00	100,458	1.00		
058	DEPUTY CITY RECORDER													
	73,522	1.00	69,427	1.00	72,422	1.00	53,094	69,928	72,400	1.00	71,701	1.00		
060	CITY RECORDER													
	78,730	1.00	83,231	1.00	85,304	1.00	63,833	86,749	90,500	1.00	89,625	1.00		
064	PROPERTY & FACILITIES MANAGER													
	94,383	1.00	114,305	1.00	98,905	1.00	57,888	83,139	109,751	1.00	108,691	1.00		
066	CHIEF ADMINISTRATIVE OFFICER													
	171,280	1.00	139,408	1.00										
077	PROGRAM MANAGER													
	305,987	4.00	405,832	5.00	333,672	4.00	256,084	335,904	359,686	4.00	356,219	4.00		
078	ADMINISTRATIVE ASSISTANT													
					45,555	1.00	28,820	43,853	63,963	1.00	62,674	1.00		
080	SENIOR PROGRAM MANAGER													
	61,158	.60	64,633	.60	66,245	.60	48,958	66,096	68,943	.60	68,274	.60		
095	MANANGEMENT ANALYST													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	46,210	1.00	75,187	1.00	78,321	1.00	58,057	77,822	82,494	1.00	81,696	1.00		
110	PUBLIC INFORMATION COORDINATOR													
	132,246	2.00	137,716	2.00	145,959	2.00	112,909	150,712	162,496	2.00	162,496	2.00		
156	FACILITIES MAINTENANCE LEAD													
	79,162	1.00	77,062	1.00	79,964	1.00	59,501	75,933	78,922	1.00				
185	FACILITIES MAINT TECH													
	234,127	4.00	233,892	4.00	240,799	4.00	183,074	241,600	248,127	4.00	247,255	4.00		
186	PROGRAM COORDINATOR													
	446,562	6.75	344,465	7.00	468,129	7.00	326,297	445,385	502,875	7.00	561,619	8.00		
197	EVENTS COORDINATOR													
	120,388	2.00	55,511	1.00	63,517	1.00	44,215	61,633	69,363	1.00	68,940	1.00		
204	EXECUTIVE ASSISTANT													
	87,247	1.00	95,720	1.00										
210	EMERGENCY MANAGEMENT OFFICER													
	75,926	1.00	77,319	1.00	79,248	1.00	59,300	79,064	82,494	1.00	81,696	1.00		
214	EMERG MGMT PROGRAM SPECIALIST													
	64,995	1.00	66,496	1.00	69,464	1.00	50,511	67,092	70,275	1.00	70,275	1.00		
221	SUPPORT SPECIALIST 2													
	515,069	11.13	350,988	8.63	452,235	8.63	315,846	422,154	481,984	8.63	461,864	8.63		
237	CODE COMPLIANCE OFFICER													
	156,121	3.00	135,996	2.00										
274	SEASONAL WORKFORCE													
	31,989		33,598		19,730		19,108	19,108	36,108					
275	TEMPORARY EMPLOYEES													
	21,604		52,935		42,064		17,688	23,792	19,730		19,730			
292	FACILITIES SUPERVISOR													
											86,981	1.00		
299	PAYROLL TAXES AND FRINGES													
	1,602,248		1,493,563		1,794,671		1,208,243	1,525,456	1,755,055		1,869,058			

TOTAL CLASS: 05 PERSONNEL SERVICES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	4,967,014	47.48	4,620,086	43.23	4,998,057	41.23	3,499,898	4,598,548	5,149,850	41.23	5,255,797	42.23		
CLASS: 10 MATERIALS & SERVICES														
301 OFFICE EXPENSE														
	3,860		3,105		2,965		2,554	3,105	4,050		4,050			
303 OFFICE FURNITURE & EQUIPMENT														
	50		1,774		1,766		973	1,570	3,330		5,330			
304 DEPARTMENT EQUIPMENT EXPENSE														
	16,416		9,840		42,855		36,215	42,855	22,544		22,544			
305 SPECIAL DEPARTMENT SUPPLIES														
	3,026		1,454		3,150		720	3,150	3,050		3,050			
307 MEMBERSHIP FEES														
	25,430		19,937		23,385		18,883	23,153	27,725		27,725			
308 PERIODICALS & SUBSCRIPTIONS														
	955		916		3,564		2,954	3,780	1,782		4,842			
316 ADVERTISING, RECORDING & FILING														
	49,159		64,799		67,606		47,464	66,836	68,091		67,591			
317 COMPUTER EQUIPMENT														
	12,819		10,920		11,667		10,580	11,779	13,505		1,680			
318 COMPUTER SOFTWARE														
	3,506		5,741		28,780		27,454	29,106	4,836		4,006			
321 TRAVEL, TRAINING & SUBSISTENCE														
	63,173		85,816		85,050		59,759	72,925	95,930		97,930			
325 COMMUNITY EVENTS EXPENSE														
	245,450		196,991		194,925		181,521	174,650	192,625		191,125			
328 MEALS & RELATED EXPENSE														
	24,386		23,875		24,300		16,326	23,300	25,800		25,600			
329 PUBLIC MEETING BROADCAST EXP														
	57,108		60,395		80,000		65,457	58,000	80,000		80,000			
330 MILEAGE REIMBURSEMENT														
	1,237		1,152		1,985		857	1,145	1,740		1,740			

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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		
341	COMMUNICATIONS EXPENSE													
	13,609		13,945		14,964		11,663	13,765	16,488			16,860		
342	DATA COMMUNICATION EXPENSE													
	3,348		2,879		3,840		1,600	2,400	3,360			2,880		
355	CERT PROGRAM EXPENSE													
	25,768		55,515		21,840		6,527	17,540	22,190			22,190		
361	UNIFORMS & SPECIAL CLOTHING													
	88		100		200			200	500			500		
377	PUBLIC RELATIONS EXPENSE													
	35,131		14,055		18,650		16,340	17,650	17,150			16,150		
381	BUILDING EXPENSE													
			33											
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS													
	199,395		200,310		201,947		202,000	202,000	205,905			205,905		
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS													
	104,191		123,497		135,000		110,895	135,000	109,000			112,000		
412	ELECTRIC AUTO CHG STATION EXP													
	1,556		1,662		2,000		2,362	3,000	3,000			18,000		
440	RECYCLING OUTREACH EXPENSE													
					76,500		22,704	56,000	79,600			62,600		
461	SPECIAL EXPENSE													
	163,747		149,801		233,175		93,492	203,885	278,660			275,160		
474	SISTER CITIES EXPENSE													
	25,636		11,072		13,350				13,350			13,350		
475	EMERG. INCIDENT ACTIVATION EXP													
					10,000				10,000			10,000		
481	OTHER EXPENSES													
	2,077		1,811		2,000		500	2,000	2,000			2,000		
488	ART DEVELOPMENT EXPENSE													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	110,288													
511	PROFESSIONAL SERVICES													
	595,246		585,825		711,278		605,539	624,250	810,800		684,300			
523	BOARDS & COMMISSIONS EXPENSES													
	12,709		35,053		30,998		18,369	30,103	31,298		31,298			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
	228,597		254,398		159,959		159,775	159,959	160,424		160,424			
536	MAINTENANCE CONTRACTS													
	3,758		3,934		3,759		239	3,759	3,759		3,759			
551	RENTS AND LEASES													
	12,730		14,225		8,671		8,734	8,734	10,035		10,035			
687	TOTAL CLASS: 10 MATERIALS & SERVICES													
	2,044,449		1,954,830		2,300,142		1,732,456	1,995,599	2,322,527		2,264,637			
	CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES													
	29,472				25,000		25,126	25,126						
	TOTAL CLASS: 15 CAPITAL OUTLAY													
	29,472				25,000		25,126	25,126						
	CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND													
	476,473		520,739		522,296		258,459	522,296	550,386		519,649			
817	TRSFERS TO GARAGE FUND													
	41,033		33,057		39,654		18,938	39,654	39,386		29,446			
818	TRSFERS TO ISD-ALLOCATED													
	115,796		109,344		124,466		103,722	124,466	130,046		130,046			
	TOTAL CLASS: 25 TRANSFERS													
	633,302		663,140		686,416		381,119	686,416	719,818		679,141			

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

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
2	MAYOR	1.00	1.00					1.00
16	GOVERNMENT RELATIONS MANAGER	0.00	1.00					1.00
17	MAYORS OFFICE DIRECTOR	0.00	1.00					1.00
50	ASST DIRECTOR - GENERAL SERV.	1.00	1.00					1.00
52	EMERGENCY MANAGER	1.00	1.00					1.00
54	PUBLIC ENGAGEMENT MANAGER	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	0.00					0.00
77	PROGRAM MANAGER	5.00	4.00					4.00
78	ADMINISTRATIVE ASSISTANT	0.00	1.00					1.00
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	7.00	7.00					7.00
197	EVENTS COORDINATOR	1.00	1.00					1.00
204	EXECUTIVE ASSISTANT	1.00	0.00					0.00
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	8.63	8.63					8.63
237	CODE COMPLIANCE OFFICER	2.00	0.00					0.00
292	FACILITIES SUPERVISOR	0.00	0.00					0.00
<b>Total</b>		<b>43.23</b>	<b>41.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41.23</b>

**MAYOR'S OFFICE  
FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
2	MAYOR	1.00					1.00
16	GOVERNMENT RELATIONS MANAGER	1.00					1.00
17	MAYORS OFFICE DIRECTOR	1.00					1.00
50	ASST DIRECTOR - GENERAL SERV.	1.00					1.00
52	EMERGENCY MANAGER	1.00					1.00
54	PUBLIC ENGAGEMENT MANAGER	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	0.00					0.00
77	PROGRAM MANAGER	4.00					4.00
78	ADMINISTRATIVE ASSISTANT	1.00					1.00
80	SENIOR PROGRAM MANAGER	0.60					0.60
95	MANAGEMENT ANALYST	1.00					1.00
110	PUBLIC INFORMATION COORDINATOR	2.00					2.00
156	FACILITIES MAINTENANCE LEAD	1.00			(1.00) <sup>a</sup>		0.00
185	FACILITIES MAINT TECH	4.00					4.00
186	PROGRAM COORDINATOR	7.00			1.00 <sup>b</sup>		8.00
197	EVENTS COORDINATOR	1.00					1.00
204	EXECUTIVE ASSISTANT	0.00					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	1.00 <sup>c</sup>		(1.00) <sup>b</sup>		8.63
237	CODE COMPLIANCE OFFICER	0.00					0.00
292	FACILITIES SUPERVISOR	0.00			1.00 <sup>a</sup>		1.00
<b>Total</b>		<b>41.23</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.23</b>

<sup>a</sup> FY 2019-20 reclassifies a Facilities Maintenance Lead position to a Facilities Supervisor position.

<sup>b</sup> FY 2019-20 reclassifies 1 FTE Support Specialist position in the Neighborhood Program to a Program Coordinator.

<sup>c</sup> FY 2019-20 restructures two temporary positions to create an additional Support Specialist position to provide year round event support.

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

					44,176				97,182		97,182			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					44,176				97,182		97,182			
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TOTAL DEPARTMENT: 10 MAYOR'S OFFICE

	7,674,237	47.48	7,238,056	43.23	8,053,791	41.23	5,638,599	7,305,689	8,289,377	41.23	8,296,757	42.23		
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City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

002	MAYOR												
	181,068	1.00	189,926	1.00	188,386	1.00	198,401	196,062	1.00	194,168	1.00		
016	GOVERNMENT RELATIONS MANAGER												
					96,264	1.00	103,772	109,222	1.00	108,170	1.00		
095	MANAGEMENT ANALYST												
					78,321	1.00	77,822	82,494	1.00	81,696	1.00		
204	EXECUTIVE ASSISTANT												
	87,247	1.00	95,720	1.00									
299	PAYROLL TAXES AND FRINGES												
	108,574		115,488		152,012		142,589	154,717		164,717			

TOTAL CLASS: 05 PERSONNEL SERVICES

	376,889	2.00	401,134	2.00	514,983	3.00	522,584	542,495	3.00	548,751	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	125		494		100		100	100		100			
307	MEMBERSHIP FEES												
	7,089		4,969		5,875		5,875	7,975		8,240			
308	PERIODICALS & SUBSCRIPTIONS												
					1,800		2,000						
321	TRAVEL, TRAINING & SUBSISTENCE												
	25,546		23,098		24,700		24,700	24,700		24,700			

**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 GOVERNEMENT RELATIONS MANAGER POSITION.  
 FY 18-19 REFLECTS VACANT EXECUTIVE ASSISTANT POSITION BEING ELIMINATED.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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) \$400  
 CITY CLUB OF PORTLAND \$175  
 WORLD AFFAIRS COUNCIL OF OREGON \$500  
 UNIVERSITY OF WISCONSIN MAYOR'S INNOVATION PROJECT \$2,000  
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) FOR MGT ANALYST \$175  
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP FOR MGT ANALYST \$90
- 308 PERIODICALS & SUBSCRIPTIONS  
 OREGON LEGISLATURE BILL TRACKING SERVICE FOR 2019 & 2020 LEGISLATIVE SESSIONS  
 NO NEW EXPENSE UNTIL FY 20/21
- 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

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE												
	3,464		2,915		2,900		2,900	2,900		2,900		2,900	
341	COMMUNICATIONS EXPENSE												
	1,968		1,172		2,004		2,004	2,100		2,100		2,100	
342	DATA COMMUNICATION EXPENSE												
	506		64										
461	SPECIAL EXPENSE												
					500		500	500		500		500	
474	SISTER CITIES EXPENSE												
			11,072		13,350			13,350		13,350		13,350	
481	OTHER EXPENSES												
	2,077		1,811		2,000		2,000	2,000		2,000		2,000	
511	PROFESSIONAL SERVICES												
					175,000		185,000	185,000		185,000		185,000	
523	BOARDS & COMMISSIONS EXPENSES												
	2,338		22,510		18,648		17,753	18,648		18,648		18,648	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	43,113		68,105		246,877		242,832	257,273		257,538			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,481		2,199		3,327		3,327	2,332		2,202			
TOTAL CLASS: 25 TRANSFERS													
	2,481		2,199		3,327		3,327	2,332		2,202			
TOTAL PROGRAM: 0521 MAYOR'S ADMINISTRATION													
	422,483	2.00	471,438	2.00	765,187	3.00	768,743	802,100	3.00	808,491	3.00		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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 \$100 PER MONTH \$1,200  
 CELL PHONE CHARGES FOR 1 STAFF @ \$50/MONTH (MANAGEMENT ANALYST) \$600  
 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 \$90,000
- 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 \$2,202

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 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	149,268	163,509	1.00	161,929	1.00		
050	ASST DIRECTOR - GENERAL SERV.												
	114,346	1.00	116,864	1.00	119,254	1.00	121,214	128,766	1.00	127,518	1.00		
054	PUBLIC ENGAGEMENT MANAGER							101,439	1.00	100,458	1.00		
066	CHIEF ADMINISTRATIVE OFFICER												
	171,280	1.00	139,408	1.00									
078	ADMINISTRATIVE ASSISTANT				45,555	1.00	43,853	63,963	1.00	62,674	1.00		
095	MANAGEMENT ANALYST												
	46,210	1.00	75,187	1.00									
299	PAYROLL TAXES AND FRINGES				122,752		145,379	204,449		215,754			
			108,653		154,023								

TOTAL CLASS: 05 PERSONNEL SERVICES

	454,588	3.00	440,112	3.00	465,620	3.00	459,714	662,126	4.00	668,333	4.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				652		300	500		500			
304	DEPARTMENT EQUIPMENT EXPENSE						1,600						
307	MEMBERSHIP FEES												
			386		265		485	2,085		1,820			
308	PERIODICALS & SUBSCRIPTIONS												
					350		350	350		350			
316	ADVERTISING, RECORDING & FILING												
			1,353	643	1,000		1,000	1,000		1,000			
317	COMPUTER EQUIPMENT												
					1,292		1,292						
318	COMPUTER SOFTWARE												
			296				313	1,143		313			
321	TRAVEL, TRAINING & SUBSISTENCE												
			13,485	22,111	12,450		6,000	13,450		13,450			
325	COMMUNITY EVENTS EXPENSE												

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 017 MAYORS OFFICE DIRECTOR  
 FY 2018-19 REFLECTS A NEW 1 FTE MAYORS OFFICE DIRECTOR POSITION
  - 050 ASST DIRECTOR - GENERAL SERV.
  - 054 PUBLIC ENGAGEMENT MANAGER  
 FY 2019-20 REFLECTS THE PUBLIC ENGAGEMENT MANAGER POSITION TRANSFERRING FROM 001-10-0526 TO 001-10-0522 (WAS PREVIOUSLY CALLED STRATEGIC INITIATIVES & COMMUNICATIONS MANAGER).
  - 066 CHIEF ADMINISTRATIVE OFFICER  
 FY 2018-19 REFLECTS THE CAO POSITION ELIMINATED AND A NEW MAYORS OFFICE DIRECTOR POSITION CREATED.
  - 078 ADMINISTRATIVE ASSISTANT
  - 095 MANAGEMENT ANALYST  
 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 301 OFFICE EXPENSE  
 MISCELLANEOUS OFFICE SUPPLIES \$500
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 NO APPROPRIATION REQUESTED FOR FY 2019-20
  - 307 MEMBERSHIP FEES  
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) FOR DIRECTOR \$1,250  
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP FOR DIRECTOR \$350  
 ELGL MEMBERSHIP FOR CITY \$220
  - 308 PERIODICALS & SUBSCRIPTIONS  
 NEWSPAPERS AND MAGAZINE SUBSCRIPTIONS \$350
  - 316 ADVERTISING, RECORDING & FILING  
 NOTICES FOR MEETINGS, HEARINGS, ADVERTISING AND PROMOTIONAL EVENTS \$1,000
  - 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
  - 318 COMPUTER SOFTWARE  
 ADOBE ACROBAT PRO \$313
  - 321 TRAVEL, TRAINING & SUBSISTENCE  
 SEMINARS, CONFERENCES, LOC, CEO FOR CITIES OR NLC \$7,950  
 DEPARTMENT HEAD RETREAT \$5,500
  - 325 COMMUNITY EVENTS EXPENSE  
 NO APPROPRIATION REQUESTED FOR FY 2018-19

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE												
	3,808		3,877		3,500		3,500	4,000		4,000			
330	MILEAGE REIMBURSEMENT												
	491		325		1,000		280	300		300			
341	COMMUNICATIONS EXPENSE												
	1,091		955		624		624	1,800		1,800			
461	SPECIAL EXPENSE												
	17,403		7,147		4,000		2,760	3,800		3,800			
511	PROFESSIONAL SERVICES												
	256,666		181,399		40,000		40,000	100,000		85,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	295,245		217,072		66,231		58,504	128,428		112,333			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	3,993		3,186		4,434		4,434	1,749		1,651			
818	TRSFERS TO ISD-ALLOCATED												
	115,796		109,344		124,466		124,466	130,046		130,046			
TOTAL CLASS: 25 TRANSFERS													
	119,789		112,530		128,900		128,900	131,795		131,697			
TOTAL PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN													
	869,622	3.00	769,714	3.00	660,751	3.00	647,118	922,349	4.00	912,363	4.00		

**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, \$4,000  
 (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  
 \$300
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 3 STAFF @ \$50/MONTH \$1,800
- 461 SPECIAL EXPENSE  
 SPONSORSHIP TO LEADERSHIP BEAVERTON FOR 4 RESIDENTS MOVED TO 001-10-0659-461  
 WESTSIDE ECONOMIC ALLIANCE BREAKFAST SPONSOR \$1,500  
 ELGL EVENT SPONSORSHIP \$1,500 LEADERSHIP BEAVERTON- 1 STAFF \$800
- 511 PROFESSIONAL SERVICES  
 FY 2018-19 REFLECTS MOVING FEDERAL REPRESENTATION (\$95,000) AND STATE LEGISLATIVE  
 MATTERS (\$80,000) FROM 0522 TO 0521 MAYORS ADMINISTRATION PROGRAM  
 CHAMBER OF COMMERCE LEADERSHIP BEAVERTON PROGRAM \$10,000  
 ADDITIONAL CONSULTING FEES FOR SPECIAL PROJECTS \$15,000  
 CONSULTING TO REVIEW EXISTING WORK AND DEVELOP THE NECESSARY CODE CHANGES AND  
 IMPLEMENTATIONS PLANS FOR RENTAL INSPECTION / HEALTHY HOUSING ROLL OUT ONCE APPROVED \$60,000

- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651
- 818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION FOR MATRIXED BUSINESS ANALYST PROGRAMMER POSITION \$130,046

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

064	PROPERTY & FACILITIES MANAGER												
	94,383	1.00	114,305	1.00	98,905	1.00	83,139	109,751	1.00	108,691	1.00		
156	FACILITIES MAINTENANCE LEAD												
	79,162	1.00	77,062	1.00	79,964	1.00	75,933	78,922	1.00				
185	FACILITIES MAINT TECH												
	234,127	4.00	233,892	4.00	240,799	4.00	241,600	248,127	4.00	247,255	4.00		
292	FACILITIES SUPERVISOR												
										86,981	1.00		
299	PAYROLL TAXES AND FRINGES												
	227,519		257,095		264,656		226,685	266,178		270,736			

TOTAL CLASS: 05 PERSONNEL SERVICES

	635,191	6.00	682,354	6.00	684,324	6.00	627,357	702,978	6.00	713,663	6.00		
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES												
	280		1,300		1,200		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												
	35												
330	MILEAGE REIMBURSEMENT												
	572		721		450		450	600		600			
341	COMMUNICATIONS EXPENSE												
	3,277		3,185		3,180		3,171	3,600		3,600			
361	UNIFORMS & SPECIAL CLOTHING												
	88		100		200		200	500		500			
381	BUILDING EXPENSE												
			33										
536	MAINTENANCE CONTRACTS												
	3,519		3,695		3,519		3,519	3,519		3,519			
551	RENTS AND LEASES												
	9,287		10,906		5,335		5,374	5,335		5,335			

TOTAL CLASS: 10 MATERIALS & SERVICES

	19,453		21,690		15,634		15,664	16,504		16,504			
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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

064	PROPERTY & FACILITIES MANAGER
156	FACILITIES MAINTENANCE LEAD FY 19-20 REFLECTS THE RECLASSIFICATION OF THE FACILITIES MAINT. LEAD POSITION TO FACILITIES SUPERVISOR POSITION.
185	FACILITIES MAINT TECH
292	FACILITIES SUPERVISOR FY 19-20 REFLECTS THE RECLASSIFICATION OF THE FACILITIES MAINT. LEAD POSITION TO FACILITIES SUPERVISOR POSITION.
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
305	SPECIAL DEPARTMENT SUPPLIES HARDWARE & SMALL TOOLS NAMEPLATES SIGNAGE \$1,200
307	MEMBERSHIP FEES BOMA ANNUAL DUES \$1,750 (BOMA PREVIOUSLY FUNDED BY 001-13-0007-307)
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE NO APPROPRIATION REQUESTED
330	MILEAGE REIMBURSEMENT FACILITY MANAGER AND ONE FACILITY TECH APPROVED TO DRIVE PERSONAL VEHICLES \$600
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 6 STAFF @ \$300 PER MONTH \$3,600
361	UNIFORMS & SPECIAL CLOTHING CITY LOGO SHIRTS, RAINGEAR AND BOOTS FOR FACILITIES TECHS AND LEAD \$500
381	BUILDING EXPENSE STARTING FY 2015-16 EXPENSES FOR GRIFFITH PARK BUILDING MOVED TO 001-13-0003-350
536	MAINTENANCE CONTRACTS ANNUAL RENEWAL FEE FOR FACILITY WORK ORDER SYSTEM \$3,519
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) \$5,335

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	890		908		1,109		1,109	583		550			
817	TRSFERS TO GARAGE FUND												
	23,856		13,295		30,432		30,432	15,831		15,831			
TOTAL CLASS: 25 TRANSFERS													
	24,746		14,203		31,541		31,541	16,414		16,381			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					44,176			97,182		97,182			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					44,176			97,182		97,182			
TOTAL PROGRAM: 0450 BUILDING MAINTENANCE SERVICES													
	679,390	6.00	718,247	6.00	775,675	6.00	674,562	833,078	6.00	843,730	6.00		

City of Beaverton - Finance  
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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

816 TRSFRS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550

817 TRSFRS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND \$15,831

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR VEHICLE REPLACEMENT \$97,182

City of Beaverton - Finance  
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

048	ETHNIC MINORITY OUTREACH COORD		72,566 1.00										
054	PUBLIC ENGAGEMENT MANAGER		112,050 1.00		116,338	1.00	119,254	1.00	58,770				
077	PROGRAM MANAGER		78,204 1.00		79,403	1.00	80,787	86,769	1.00	85,935	1.00		
110	PUBLIC INFORMATION COORDINATOR		62,570 1.00										
221	SUPPORT SPECIALIST 2		27,067 .50		40,071	1.00	51,102	1.00	52,631	58,045	1.00	58,045	1.00
299	PAYROLL TAXES AND FRINGES		126,071		113,873		137,250	89,550	72,558			74,455	

TOTAL CLASS: 05 PERSONNEL SERVICES

	400,324	3.50	348,486	3.00	387,009	3.00	281,738	217,372	2.00	218,435	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		7				30	50		50			
303	OFFICE FURNITURE & EQUIPMENT				416		370	450		450			
307	MEMBERSHIP FEES		1,350		1,050		2,650	2,150	2,400			2,400	
317	COMPUTER EQUIPMENT		2,562		1,216		760	872					
321	TRAVEL, TRAINING & SUBSISTENCE		5,728		5,624		5,175	5,000	6,675			6,675	
325	COMMUNITY EVENTS EXPENSE		4,943		4,318		5,300	5,300	6,500			6,500	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 048 ETHNIC MINORITY OUTREACH COORD
  
- 054 PUBLIC ENGAGEMENT MANAGER  
 FY 2018-19 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.  
 FY 2019-20 REFLECTS POS. MOVED TO 001-10-0522-054 AND RENAMED PUBLIC ENGAGEMENT MANAGER
  
- 077 PROGRAM MANAGER  
 FY 17-18 REFLECTS THE ETHNIC MINORITY OUTREACH COORDINATOR POSITION BEING RECLASSSED  
 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 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES \$50
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 STANDING DESK \$450
  
- 307 MEMBERSHIP FEES  
 HISPANIC METROPOLITAN CHAMBER OF COMMERCE \$500  
 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
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 WELCOMING AMERICA ANNUAL CONFERENCE EXPENSES \$800  
 GOVERNING FOR RACIAL EQUITY CONFERENCE \$975  
 REGIONAL EQUITY-RELATED TRAININGS \$400  
 EQUITY SEMINAR SERIES WITH SCHOOL AND PARK DISTRICTS \$3,000  
 INTERNAL EQUITY TEAM TRAINING EXPENSES (MOVED FROM LINE 461) \$1,500
  
- 325 COMMUNITY EVENTS EXPENSE  
 NATIONAL WELCOMING WEEK EVENTS \$2,000  
 INDIGENOUS PEOPLES DAY EXPENSES (MOVED FROM 461) \$1,200  
 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

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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE												
	581		801		1,200		800	1,200		1,000			
341	COMMUNICATIONS EXPENSE												
	1,489		1,491		1,632		1,498	1,200		1,200			
377	PUBLIC RELATIONS EXPENSE												
	16,110		1,300		3,500		3,000	2,500		1,500			
461	SPECIAL EXPENSE												
	14,912		19,610		19,300		18,000	27,700		27,700			
474	SISTER CITIES EXPENSE												
	25,636												
511	PROFESSIONAL SERVICES												
	60,964		78,395		79,200		79,200	73,000		64,000			
523	BOARDS & COMMISSIONS EXPENSES												
	2,651		2,767		3,600		3,600	3,600		3,600			
551	RENTS AND LEASES												
	472												
TOTAL CLASS: 10 MATERIALS & SERVICES													
	137,405		116,572		122,733		119,820	125,275		115,075			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	34,825		39,599		34,917		34,917	17,491		16,514			
TOTAL CLASS: 25 TRANSFERS													
	34,825		39,599		34,917		34,917	17,491		16,514			
TOTAL PROGRAM: 0526 CULTURAL INCLUSION													
	572,554	3.50	504,657	3.00	544,659	3.00	436,475	360,138	2.00	350,024	2.00		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE PARTNER AND COMMUNITY MEETINGS \$1,000
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF @ \$50 PER MONTH \$1,200
377	PUBLIC RELATIONS EXPENSE CULTURALLY SPECIFIC MEDIA OUTREACH TO UNDERREPRESENTED POPULATIONS \$1,500
461	SPECIAL EXPENSE HISPANIC METROPOLITAN CHAMBER OF COMMERCE ANNUAL EVENT SPONSORSHIP \$1,500 CENTRO CULTURAL OF WASHINGTON COUNTY ANNUAL EVENT SPONSORSHIP \$2,500 VIRGINIA GARCIA ANNUAL EVENT SPONSORSHIP \$1,500 ADELANTE MUJERES ANNUAL EVENT SPONSORSHIP \$2,500 MUSLIM EDUCATIONAL TRUST ANNUAL EVENT SPONSORSHIP \$2,500 UNITE OREGON ANNUAL EVENT SPONSORSHIP \$1,000 COALITION OF COMMUNITIES OF COLOR ANNUAL EVENT SPONSORSHIP \$1,000 TONGA DAY ANNUAL EVENT SPONSORSHIP \$1,200 MLK JR DAY WASHINGTON COUNTY ANNUAL EVENT SPONSORSHIP \$1,000 SPONSORSHIP AT COMMUNITY PARTNER EVENTS \$2,000 MINI-GRANTS FOR PARTNER-LED BEAVERTON WELCOMING WEEK EVENTS \$6,000 GRANTS FOR YEAR-ROUND WELCOMING AND INCLUSION COMMUNITY PROJECTS \$5,000
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 \$25,000 FOREIGN LANGUAGE TRANSLATION SERVICES \$25,000 FOREIGN LANGUAGE INTERPRETATION PROFESSIONAL SERVICES \$5,000 CULTURAL RESPONSIVENESS STAFF TRAINING \$3,000 CULTURAL RESPONSIVENESS PROFESSIONAL SERVICES \$6,000
523	BOARDS & COMMISSIONS EXPENSES DIVERSITY ADVISORY BOARD EXPENSES \$1,800 HUMAN RIGHTS ADVISORY COMMISSION EXPENSES \$1,800
551	RENTS AND LEASES NO APPROPRIATION REQUESTED
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,514

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

197	EVENTS COORDINATOR												
	84,527	1.50	55,511	1.00	63,517	1.00	61,633	69,363	1.00	68,940	1.00		
221	SUPPORT SPECIALIST 2												
	38,181	1.00	47,072	1.00	52,396	1.00	52,186	58,217	1.00	104,075	2.00		
274	SEASONAL WORKFORCE												
	31,989		33,598		19,730		19,108	36,108					
299	PAYROLL TAXES AND FRINGES												
	46,769		52,174		63,739		59,683	69,828		111,894			

TOTAL CLASS: 05 PERSONNEL SERVICES

	201,466	2.50	188,355	2.00	199,382	2.00	192,610	233,516	2.00	284,909	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	27		52		50		50	50		50			
303	OFFICE FURNITURE & EQUIPMENT												
								600		2,600			
307	MEMBERSHIP FEES												
	2,834		3,035		3,300		3,300	3,300		3,300			
316	ADVERTISING, RECORDING & FILING												
	478		1,704		1,770		1,500	1,500		1,500			
318	COMPUTER SOFTWARE												
	296				300		313	313		313			
321	TRAVEL, TRAINING & SUBSISTENCE												
			1,568		3,600		3,600	5,855		5,855			
325	COMMUNITY EVENTS EXPENSE												
	233,229		177,798		174,975		159,000	171,475		171,475			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 197   EVENTS COORDINATOR  
       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  
       FY19-20 REFLECTS RESTRUCTURING TWO TEMP POSITIONS TO CREATE AN ADDITIONAL SS2 POSITION TO PROVIDE YEAR ROUND EVENT SUPPORT
  - 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
       34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
       24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 301   OFFICE EXPENSE  
       EVENTS OFFICE SUPPLIES \$50
  - 303   OFFICE FURNITURE & EQUIPMENT  
       STANDING DESK EQUIPMENT \$600  
       OFFICE FURNITURE & EQUIPMENT FOR NEW SS2 POSITION \$2,000
  - 307   MEMBERSHIP FEES  
       AMERICAN SOCIETY OF COMPOSERS AUTHORS AND PUBLISHERS \$900  
       BROADCAST MUSIC, INC. \$800  
       SEASAC MUSIC LICENSES \$1,500  
       OREGON FESTIVAL AND EVENTS \$100
  - 316   ADVERTISING, RECORDING & FILING  
       THEATER ADS SUMMER EVENTS \$1,500
  - 318   COMPUTER SOFTWARE  
       ADOBE ACROBAT PRO \$313
  - 321   TRAVEL, TRAINING & SUBSISTENCE  
       XLIVE EVENT COORDINATORS CONFERENCE FOR PROFESSIONAL DEVELOPMENT AND VENDOR CONTACTS FOR EVENTS STAFF \$5,500  
       PROJECT MANAGEMENT TRAINING FOR EVENT COORDINATOR \$355
  - 325   COMMUNITY EVENTS EXPENSE  
       PICNICS IN THE PARK \$12,000  
       FLICKS BY THE FOUNTAIN \$5,800  
       TREE LIGHTING \$25,000  
       BIKE BEAVERTON \$4,675  
       NIGHT MARKETS (2) \$55,000  
       STATE OF THE CITY ADDRESS \$9,000  
       INTERNATIONAL CELEBRATION \$10,000  
       FOURTH OF JULY EVENT \$5,000  
       EVENT SUPPORT FOR CITY DEPARTMENTS \$17,000  
       CELEBRATION PARADE \$25,000  
       BEAVERTON VOLUNTEER FAIR \$2,500  
       BEAVERTON HALF MARATHON \$500

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
330	MILEAGE REIMBURSEMENT												
			21		200		100	200		200			
341	COMMUNICATIONS EXPENSE												
	1,489		957		1,644		600	600		600			
461	SPECIAL EXPENSE												
	6,674		12,509		14,000		14,000	14,000		14,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	245,027		197,644		199,839		182,463	197,893		199,893			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	106,452		117,919		120,874		120,874	144,593		136,518			
TOTAL CLASS: 25 TRANSFERS													
	106,452		117,919		120,874		120,874	144,593		136,518			
TOTAL PROGRAM: 0527 EVENTS													
	552,945	2.50	503,918	2.00	520,095	2.00	495,947	576,002	2.00	621,320	3.00		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

330 MILEAGE REIMBURSEMENT  
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$200

341 COMMUNICATIONS EXPENSE  
 MONTHLY SERVICE FOR 1 CELL PHONE @\$50/MONTH \$600

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

816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$136,518

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

186	PROGRAM COORDINATOR		61,964	1.00	68,624	1.00	68,059	77,855	1.00	76,321	1.00		
221	SUPPORT SPECIALIST 2		27,065	.50	1,536		48,336	45,786	1.00	51,843	1.00	51,843	1.00
299	PAYROLL TAXES AND FRINGES		14,931		30,386		80,112	53,228		62,270		61,709	

TOTAL CLASS: 05 PERSONNEL SERVICES

	41,996	.50	93,886	1.00	197,072	2.00	167,073	191,968	2.00	189,873	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE						25	50		50			
303	OFFICE FURNITURE & EQUIPMENT							300		300			
307	MEMBERSHIP FEES		300		300		300	300		300			
318	COMPUTER SOFTWARE				2,000		2,000						
321	TRAVEL, TRAINING & SUBSISTENCE		218		250		250	1,900		1,900			
341	COMMUNICATIONS EXPENSE		550		624		624	600		600			
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS		199,395		200,310		201,947	202,000		205,905		205,905	
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS		104,191		123,497		135,000	135,000		109,000		112,000	

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE  
 OFFICE SUPPLIES \$50

303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE CHAIR REPLACEMENT \$300

307 MEMBERSHIP FEES  
 NON-PROFIT ASSOCIATION OF OREGON (NAO) MEMBERSHIP \$300

318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE  
 COMMUNITY SERVICES PROFESSIONAL DEVELOPMENT WORKSHOPS AND TRAININGS \$400  
 HOSTING GRANTEE CAPACITY BUILDING TRAININGS (MOVED FROM LINE 461) \$1,500

341 COMMUNICATIONS EXPENSE  
 MONTHLY SERVICE FOR 1 CELL PHONE @\$50/MONTH \$600

383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS  
 FUNDING FOR SOCIAL SERVICES AT \$2.10 PER CAPITA ON FY 2019-20 POPULATION ESTIMATE (98,050) \$205,905

391 COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS  
 PAL FUNDING (REDUCED FROM \$40,000 IN FY19; \$50,000 IN FY18; \$65,000 IN FY17 PER LEADERSHIP DIRECTION TO REDUCE FUNDING INCREMENTALLY OVER NEXT FEW YEARS) \$30,000  
 FAMILY JUSTICE CENTER \$25,000  
 VISION ACTION NETWORK \$10,000  
 CITY UTILITY HARDSHIP ASSISTANCE \$10,000  
 CITY RESIDENT HOMELESSNESS ASSISTANCE \$10,000  
 SOLVE ANNUAL CONTRIBUTION \$5,000  
 WASHINGTON COUNTY HOMELESS CONNECT \$3,500  
 HOMEPLATE SPONSORSHIP \$3,000  
 COMMUNITY ACTION GALA & LUNCHEON \$3,000  
 BEAVERTON HISTORICAL SOCIETY \$3,000  
 BRIDGE MEADOWS SPONSORSHIP \$3,000  
 MISC. CONTRIBUTIONS OF SUPPORT \$2,500  
 SCHOOL SUPPLY DRIVE SPONSORSHIP \$2,500  
 ANNUAL POINT IN TIME HOMELESS COUNT \$1,000  
 ANNUAL TOY DRIVE PARTNER SPONSORSHIP \$500

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE		5,388		22,200		16,100	26,375		26,375			
511	PROFESSIONAL SERVICES		20,000	95,000	207,500		197,000	217,500		217,500			
523	BOARDS & COMMISSIONS EXPENSES		1,015	796	1,500		1,500	1,500		1,500			
525	PMTS TO OTHER GOVERNMENT AGENCIES		204,445	229,880	134,617		134,617	134,805		134,805			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	529,046		655,939		705,938		689,416	698,235		701,235			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND		1,242	1,158	1,663		1,663	1,166		1,101			
TOTAL CLASS: 25 TRANSFERS													
	1,242		1,158		1,663		1,663	1,166		1,101			
TOTAL PROGRAM: 0529 COMMUNITY SERVICES													
	572,284	.50	750,983	1.00	904,673	2.00	858,152	891,369	2.00	892,209	2.00		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 461 SPECIAL EXPENSE
  - OPERATIONAL EXPENSES FOR TAX ASSISTANCE PROGRAM EXPENSES \$2,000
  - OPERATIONAL EXPENSES FOR SEVERE WEATHER SHELTER EXPENSES \$2,000
  - SPONSORSHIP AT COMMUNITY PARTNER EVENTS \$2,000
  - INFRASTRUCTURE FOR SAFE PARKING PILOT PROGRAM SITE EXPENSES (POD STORAGE, PORTABLE RESTROOMS, ETC,) \$20,375
  - (MUSLIM EDUCATIONAL TRUST GALA SPONSORSHIP FOR \$2500 MOVED TO 001-10-0526-461)
- 511 PROFESSIONAL SERVICES
  - PARTNER CONTRACT TO OPERATE TAX ASSISTANCE PROGRAM \$25,000
  - PARTNER CONTRACT TO MANAGE BEAVERTON SEVERE WEATHER SHELTER \$45,000
  - PARTNER CONTRACT TO MANAGE FAMILY PROMISE OF BEAVERTON \$50,000
  - COMMUNITY ACTION STREET OUTREACH, SUPPORT FOR WASHINGTON COUNTY COOPERATIVE EFFORT \$25,000
  - OUTREACH WORKER HOUSED AT BEAVERTON CITY LIBRARY (CARRYOVER \$10,800) \$32,500
  - SAFE PARKING PILOT PROGRAM MANAGER \$30,000
  - FINANCIAL LITERACY PROGRAM \$10,000
- 523 BOARDS & COMMISSIONS EXPENSES
  - SOCIAL SERVICES FUNDING COMMITTEE EXPENSES \$1,500
- 525 PMTS TO OTHER GOVERNMENT AGENCIES
  - WASHINGTON COUNTY MUSEUM OPERATIONS (\$.10 PER CAPITA) \$9,805
  - 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, AFFORDABLE HOUSING ACCOUNT 001-70-0662-506)

- 816 TRSFRS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,101

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

058	DEPUTY CITY RECORDER												
	73,522	1.00	69,427	1.00	72,422	1.00	69,928	72,400	1.00	71,701	1.00		
060	CITY RECORDER												
	78,730	1.00	83,231	1.00	85,304	1.00	86,749	90,500	1.00	89,625	1.00		
221	SUPPORT SPECIALIST 2												
	54,878	1.00	53,139	1.00	57,523	1.00	57,057	59,528	1.00	59,528	1.00		
275	TEMPORARY EMPLOYEES												
			4,460		1,800		2,129	1,800		1,800			
299	PAYROLL TAXES AND FRINGES												
	107,238		119,237		131,293		117,694	128,468		132,425			

TOTAL CLASS: 05 PERSONNEL SERVICES

	314,368	3.00	329,494	3.00	348,342	3.00	333,557	352,696	3.00	355,079	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	665		600		400		450	450		450			
303	OFFICE FURNITURE & EQUIPMENT												
			565		600		600	630		630			
307	MEMBERSHIP FEES												
	400		400		390		390	420		420			
308	PERIODICALS & SUBSCRIPTIONS												
			36		60		60	60		60			
316	ADVERTISING, RECORDING & FILING												
	2,089		2,838		2,500		2,800	2,800		2,800			
318	COMPUTER SOFTWARE												
			59										
321	TRAVEL, TRAINING & SUBSISTENCE												
	80		1,280		2,000		2,000			2,000			
328	MEALS & RELATED EXPENSE												
					100		100	100		100			
329	PUBLIC MEETING BROADCAST EXP												
	57,108		60,395		80,000		58,000	80,000		80,000			
341	COMMUNICATIONS EXPENSE												
			231		780		780	600		600			
511	PROFESSIONAL SERVICES												
	6,970		6,778		7,000			7,000		7,000			

**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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
     34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
     RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
     24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
     LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
     24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
     MISCELLANEOUS OFFICE SUPPLIES
- 303 OFFICE FURNITURE & EQUIPMENT  
     ELECTRIC SIT/STAND DESK - MAYOR'S RECEPTION DESK \$400  
     AERA MAX AIR FILTER/PURIFIER \$230
- 307 MEMBERSHIP FEES  
     OREGON ASSOCIATION OF MUNICIPAL RECORDERS (2 @ \$60) \$120  
     INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (1 @ \$200; 1 @ \$100) \$300
- 308 PERIODICALS & SUBSCRIPTIONS  
     OREGON BLUE BOOK AND VALLEY TIMES SUBSCRIPTION
- 316 ADVERTISING, RECORDING & FILING  
     LEGAL ADVERTISING FOR LIQUOR LICENSES, AND MISC. \$2,800
- 318 COMPUTER SOFTWARE  
     NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
     OREGON ASSOCIATION OF MUNICIPAL RECORDERS REGIONAL CONFERENCE  
     INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS CONFERENCE \$2,000
- 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 \$80,000  
     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
- 341 COMMUNICATIONS EXPENSE  
     MONTHLY SERVICE FOR 1 CELL PHONE @ \$50/MONTH. \$600
- 511 PROFESSIONAL SERVICES  
     VOTERS PAMPHLET (1) MAY 2020 PRIMARY ELECTION \$7,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 10 MATERIALS & SERVICES													
	67,312		73,182		93,830		65,180	92,060		94,060			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	19,380		19,348		17,744		17,744	18,657		17,615			
TOTAL CLASS: 25 TRANSFERS													
	19,380		19,348		17,744		17,744	18,657		17,615			
TOTAL PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN													
	401,060	3.00	422,024	3.00	459,916	3.00	416,481	463,413	3.00	466,754	3.00		

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$17,615

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 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	72,412	1.00	78,122	1.00	77,732	85,366	1.00	84,544	1.00		
110	PUBLIC INFORMATION COORDINATOR												
	69,676	1.00	137,716	2.00	145,959	2.00	150,712	162,496	2.00	162,496	2.00		
221	SUPPORT SPECIALIST 2												
	155,538	3.00	58,725	2.00	53,156	1.00	51,407	56,156	1.00	56,156	1.00		
299	PAYROLL TAXES AND FRINGES												
	127,623		113,779		138,213		130,026	148,036		149,486			

TOTAL CLASS: 05 PERSONNEL SERVICES

	393,480	5.00	382,632	5.00	415,450	4.00	409,877	452,054	4.00	452,682	4.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	398		63		65		50	50		50			
303	OFFICE FURNITURE & EQUIPMENT												
								600		600			
307	MEMBERSHIP FEES												
	335		605		325		400	400		400			
308	PERIODICALS & SUBSCRIPTIONS												
	438		606		606		622	622		3,682			
316	ADVERTISING, RECORDING & FILING												
	37,617		49,961		52,236		52,236	52,691		52,691			
318	COMPUTER SOFTWARE												
	2,395		1,349		26,480		26,480	2,840		2,840			
321	TRAVEL, TRAINING & SUBSISTENCE												
	790		5,230		5,500		5,500	6,200		6,200			
328	MEALS & RELATED EXPENSE												
	96		43		150		50	50		50			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 077 PROGRAM MANAGER
  
- 110 PUBLIC INFORMATION COORDINATOR  
 FY 17-18 REFLECTS POSITION TRANSFERRING 1 FTE FROM PROGRAM 0526 TO PROGRAM 0537 (PUBLIC INFORMATION PROGRAM)
  
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 301 OFFICE EXPENSE  
 MISCELLANEOUS OFFICE SUPPLIES \$50
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 STANDING DESK \$600
  
- 307 MEMBERSHIP FEES  
 3CMA INDIVIDUAL ANNUAL MEMBERSHIP \$400  
 FY19-20 DISCONTINUED AMA ANNUAL MEMBERSHIP
  
- 308 PERIODICALS & SUBSCRIPTIONS  
 NEWSPAPER AND MAGAZINE SUBSCRIPTIONS \$242  
 FLASH ALERT \$380  
 ANNUAL CITYWIDE SUBSCRIPTION TO DIGITAL VALLEY TIMES \$3,060
  
- 316 ADVERTISING, RECORDING & FILING  
 ALL CITY ADVERTISING (EVENTS, PROGRAMS, PROJECTS, CITY INITIATIVES) \$21,800  
 PORTLAND RELOCATION GUIDE \$4,655  
 CHAMBER COMMUNITY AND VISITOR GUIDE \$8,736  
 SOCIAL MEDIA MISC. ADVERTISING \$2,500  
 COMMUNITY NEWSPAPERS \$14,000  
 SPECIAL PROJECTS AS NEEDED \$1,000  
 FY19-20 MARKETING PLAN ADVERTISING & SUMMER EVENTS MARKETING CONSOLIDATED INTO ALL CITY
  
- 318 COMPUTER SOFTWARE  
 DROPBOX \$110  
 SMART SHEET FOR 5 \$1,080  
 CONSTANT CONTACT \$1,500  
 SOCIAL MEDIA SOFTWARE \$150
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 3CMA ANNUAL CONFERENCE FOR 1 STAFF \$3,500  
 RAGAN PR, COMMUNICATIONS, SOCIAL MEDIA TRAINING ACCESS PASS \$1,200  
 WEBINARS, TEAM AND LOCAL TRAINING \$1,500
  
- 328 MEALS & RELATED EXPENSE  
 MEALS AND RELATED EXPENSES \$50

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
341	COMMUNICATIONS EXPENSE												
	434		434		444		444	1,200		1,332			
342	DATA COMMUNICATION EXPENSE												
	442		415		960			480		480			
377	PUBLIC RELATIONS EXPENSE												
	17,792		11,555		13,950		13,450	13,450		13,450			
461	SPECIAL EXPENSE												
	1,368		3,857		3,350		1,350	2,350		2,350			
511	PROFESSIONAL SERVICES												
	37,940		60,639		74,800		57,550	51,800		43,800			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	100,045		134,757		178,866		158,132	132,733		127,925			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	132,690		141,233		150,264		150,264	139,929		132,115			
TOTAL CLASS: 25 TRANSFERS													
	132,690		141,233		150,264		150,264	139,929		132,115			
TOTAL PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS													
	626,215	5.00	658,622	5.00	744,580	4.00	718,273	724,716	4.00	712,722	4.00		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF @ \$37 PER MONTH \$1,332
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR SOCIAL MEDIA IPAD \$480
377	PUBLIC RELATIONS EXPENSE ISTOCK PHOTOS (STOCK PHOTOGRAPHY) \$1,200 STOCK VIDEO AND MUSIC \$200 CITYWIDE CAMPAIGNS (RESTAURANT WEEK, MADE IN BEAVERTON, NIGHT MARKET, WELCOMING WEEK) \$12,000 PHOTO SHARING PLATFORM ANNUAL SUBSCRIPTION \$50
461	SPECIAL EXPENSE CITY PROMOTIONAL ITEMS \$1,000 CRITICAL MENTION INC / MEDIA MONITORING \$1,350
511	PROFESSIONAL SERVICES GRAPHIC DESIGN \$17,000 YOUR CITY GRAPHIC DESIGN \$16,800 PROFESSIONAL PHOTOGRAPHY \$5,000 VIDEOGRAPHY \$5,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$132,115

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

052	EMERGENCY MANAGER												
	88,030	1.00	89,674	1.00	91,907	1.00	91,703	95,686	1.00	94,760	1.00		
210	EMERGENCY MANAGEMENT OFFICER												
	75,926	1.00	77,319	1.00	79,248	1.00	79,064	82,494	1.00	81,696	1.00		
214	EMERG MGMT PROGRAM SPECIALIST												
	64,995	1.00	66,496	1.00	69,464	1.00	67,092	70,275	1.00	70,275	1.00		
275	TEMPORARY EMPLOYEES												
	7,758				13,792		3,691						
299	PAYROLL TAXES AND FRINGES												
	154,013		152,455		174,779		164,459	177,359		180,803			

TOTAL CLASS: 05 PERSONNEL SERVICES

	390,722	3.00	385,944	3.00	429,190	3.00	406,009	425,814	3.00	427,534	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	197		148		200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT												
			597										
304	DEPARTMENT EQUIPMENT EXPENSE												
	15,954		9,479		12,215		12,215	22,544		22,544			
305	SPECIAL DEPARTMENT SUPPLIES												
	2,604		145		1,950		1,950	1,850		1,850			
307	MEMBERSHIP FEES												
	670		695		695		695	695		695			
317	COMPUTER EQUIPMENT												
	3,389		9,092		9,615		9,615	11,825					
318	COMPUTER SOFTWARE												
	296												

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

052	EMERGENCY MANAGER FOR FY2019 THE EM PROGRAM WILL BE REIMBURSED \$103,947 IN FEDERAL FUNDS UNDER THE EMPG GRANT PROGRAM. THIS IS A 50/50 MATCH GRANT PROGRAM; SO THE GRANT TOTAL IS \$207,894 AND COVERS A MAJOR PORTION OF THE 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% 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 6 BANK RADIO/BATTERY CHARGER \$426 6 VHF HANDHELD RADIOS - CONTINUE REPLACEMENT OF OLD F11 RADIOS (\$1,270 X 6) \$7,620 6 NEW SPEAKER MICROPHONES (\$153 X 6) \$918 10 RADIO HOLSTERS (10 X \$50) \$500 AMATEUR RADIO EQUIPMENT UPGRADES \$2,000 PACKS FOR FIRST AID KITS AND COMMAND PACKS FOR CERT SPECIAL EVENTS (10 X \$108) \$1,080 VHF REPEATER AND ANTENNA \$10,000
305	SPECIAL DEPARTMENT SUPPLIES TOTES AND SUPPLIES TO REVISION THE ALT EOC TO BECOME MORE PORTABLE \$200 GENERAL SUPPLIES FOR EOC, EXERCISES AND TRAININGS \$150 SUPPLIES FOR EXPANDING AND MAINTAINING AMATEUR RADIO FIELD OPERATIONS CAPABILITY INCLUDING CABLES AND PROGRAMMING KITS \$1,500
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 NO APPROPRIATION REQUESTED FOR FY 2019-20
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE												
	3,875		6,324		9,500		6,000	9,500		9,500			
325	COMMUNITY EVENTS EXPENSE												
	234		239		250		250	250		250			
328	MEALS & RELATED EXPENSE												
	7,528		7,435		9,200		7,700	9,300		9,300			
330	MILEAGE REIMBURSEMENT									250		250	
341	COMMUNICATIONS EXPENSE												
	2,700		3,214		2,220		2,220	2,988		3,228			
355	CERT PROGRAM EXPENSE												
	16,292		12,902		13,440		13,440	14,090		14,090			
377	PUBLIC RELATIONS EXPENSE												
	1,229		1,200		1,200		1,200	1,200		1,200			
461	SPECIAL EXPENSE												
	5,339		4,089		5,175		5,175	5,175		5,175			
475	EMERG. INCIDENT ACTIVATION EXP												
					10,000			10,000		10,000			
511	PROFESSIONAL SERVICES												
	109		695		1,000		1,000	66,000		6,000			
525	PMTS TO OTHER GOVERNMENT AGENCIES												
	24,152		24,518		25,342		25,342	25,619		25,619			
536	MAINTENANCE CONTRACTS												
	239		239		240		240	240		240			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	84,807		81,011		102,242		87,242	181,726		110,141			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
321	TRAVEL, TRAINING & SUBSISTENCE NATIONAL LEVEL EM CONFERENCE FOR 2 STAFF \$4,300 STATE LEVEL EM CONFERENCE FOR 3 STAFF \$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 (\$400 X 5) \$2,000 EM VOLUNTEER RECOGNITION \$2,500 CERT EVENTS, TRAININGS AND DRILLS \$1,000 CERT MAY DAY EXERCISE \$2,300 EOC EXERCISE \$1,100 IMT TRAINING AND MEETINGS \$400
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR TRAVEL TO/FROM AREA MEETINGS \$250
341	COMMUNICATIONS EXPENSE IPHONE CHARGES FOR 2 STAFF @ \$60/MONTH \$1,440 COMCAST DEDICATED BUSINESS LINE - EOC WIFI ( \$85 PER MONTH) \$1,020 BASIC CELLPHONE CHARGES FOR 4 EOC CELLPHONES @ \$16/MONTH \$768
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 LISTOS FIRST AID KITS (30) GIVEN OUT DURING TRAINING \$150 TEAM LEAD KITS FOR GEO TEAM LEADERS \$500
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 \$1,800 PREPAREDNESS MONTH
475	EMERG. INCIDENT ACTIVATION EXP CONTINGENCY FOR POSSIBLE EOC ACTIVATIONS FOR DISASTERS AND MAJOR EMERGENCIES \$10,000
511	PROFESSIONAL SERVICES CONSULTING, SUPPORT, AND MAINTENANCE OF EOC RADIO SYSTEMS \$1,000 CONTRACTOR SUPPORT FOR TRAINING/ DEVELOPMENT OF TECHNICAL MANUAL FOR CROSSBAND REPEATER \$5,000
525	PMTS TO OTHER GOVERNMENT AGENCIES FEE FOR EMERGENCY MANAGEMENT CO-OP PAYABLE TO WASHINGTON COUNTY \$17,000 REGIONAL DISASTER PREPAREDNESS ORGANIZATION \$8,619
536	MAINTENANCE CONTRACTS ALARM MONITORING FOR THE EMERGENCY MANAGEMENT OFFICE AT THE COMMUNITY CENTER \$240

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	16,492		24,179		23,843		23,843	26,237		24,771			
817	TRSFERS TO GARAGE FUND												
	4,504		5,401		5,740		5,740	6,440		6,440			
TOTAL CLASS: 25 TRANSFERS													
	20,996		29,580		29,583		29,583	32,677		31,211			
TOTAL PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP													
	496,525	3.00	496,535	3.00	561,015	3.00	522,834	640,217	3.00	568,886	3.00		

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$24,771
817	TRSFERS TO GARAGE FUND FUEL AND MAINTENANCE \$6,440



### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

304 DEPARTMENT EQUIPMENT EXPENSE  
POLICE PLAN ON SPENDING ALL FUNDS FOR THE FY18 SHSP GRANT FUNDED VIDEO SECURITY SYSTEM DURING FY19

355 CERT PROGRAM EXPENSE  
WE RECEIVED \$2,000 FY16 UASI REALLOCATED FUNDS THAT WILL BE EXPENDED DURING FY19. A SUPPLEMENTAL BUDGET REQUEST IS PENDING FOR THE AWARD



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

355	CERT PROGRAM EXPENSE				8,400		2,100	8,100		8,100			
		8,938											

TOTAL CLASS: 10 MATERIALS & SERVICES

		8,938			8,400		2,100	8,100		8,100			
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TOTAL PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

		8,938			8,400		2,100	8,100		8,100			
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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 UASI GRANT FORWARD TO FY20 \$8,100  
NOTE; A BUDGET AMENDMENT WILL BE DONE TO PUT THESE GRANT FUNDS IN THE FY19 BUDGET  
THEN THESE FUNDS WILL BE ROLLED FORWARD TO FY20  
(FY17 SHSP \$2,100 GRANT FUNDS WERE FULLY EXPENDED)

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER	88,030	1.00	107,718	1.00	80,704	1.00	82,111	88,212	1.00	87,362	1.00
186	PROGRAM COORDINATOR	141,846	2.00	123,217	2.00	134,412	2.00	132,676	142,703	2.00	142,703	2.00
221	SUPPORT SPECIALIST 2	32,909	.63	33,439	.63	34,593	.63	34,349	35,998	.63	35,998	.63
275	TEMPORARY EMPLOYEES	13,846		5,339								
299	PAYROLL TAXES AND FRINGES	115,717		98,180		157,479		122,004	142,214		144,402	

TOTAL CLASS: 05 PERSONNEL SERVICES

		392,348	3.63	367,893	3.63	407,188	3.63	371,140	409,127	3.63	410,465	3.63
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	478		591		1,000		1,000	1,600		1,600	
307	MEMBERSHIP FEES	670		445		795		795	1,110		1,110	
308	PERIODICALS & SUBSCRIPTIONS	89		234		400		400	400		400	
317	COMPUTER EQUIPMENT			612								
321	TRAVEL, TRAINING & SUBSISTENCE	3,680		5,575		5,400		5,400	9,000		9,000	
328	MEALS & RELATED EXPENSE	3,942		4,455		3,500		4,600	4,500		4,500	
330	MILEAGE REIMBURSEMENT	67		38		75		75	150		150	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

077 PROGRAM MANAGER

186 PROGRAM COORDINATOR  
 FY 18-19 REFLECTS 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE  
 GENERAL OFFICE SUPPLIES FOR TRAINING, EVENTS AND ADMINISTRATION \$900  
 CHILDCARE SUPPLIES \$150  
 FACILITATION SUPPLIES \$150  
 ADJUSTABLE DESK FOR STAFF \$400

307 MEMBERSHIP FEES  
 OREGON MEDIATION ASSOCIATION (OMA) \$180  
 RJCO (RESTORATIVE JUSTIC COALITION OF OREGON) \$150  
 ASSOCIATION FOR CONFLICT RESOLUTION (ACR) \$330  
 NATIONAL COUNCIL ON AGING (NCOA) \$150  
 NATIONAL ASSOCIATION OF COMMUNITY AND RESTORATIVE JUSTICE \$300

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 3 STAFF \$3,000  
 NATIONAL CONFERENCE FOR 1 STAFF \$2,000  
 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) \$1,000  
 NWJF TRAINING EVENT FOR STAFF & VOLUNTEERS \$1,500

328 MEALS & RELATED EXPENSE  
 REFRESHMENTS FOR 32 HOUR BASIC MEDIATION TRAINING \$1,000  
 REFRESHMENTS FOR MEETINGS AND TRAININGS (APX 30 TRAININGS PER YEAR) \$2,000  
 VOLUNTEER RECOGNITION EVENT \$500  
 REFRESHMENTS FOR 32 HOUR RESTORATIVE DIALOGUE TRAINING \$1,000

330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR MEETINGS \$150

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
342	DATA COMMUNICATION EXPENSE				480			480					
461	SPECIAL EXPENSE				2,100		2,100	9,100		4,100			
	946		1,412										
511	PROFESSIONAL SERVICES				11,000		6,500	9,000		9,000			
	10,692		12,214										
523	BOARDS & COMMISSIONS EXPENSES				1,200		1,200	1,200		1,200			
	645		2,895										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	21,209		28,471		25,950		22,070	36,540		31,060			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND				5,543		5,543	4,664		4,404			
	5,240		5,298										
TOTAL CLASS: 25 TRANSFERS													
	5,240		5,298		5,543		5,543	4,664		4,404			
TOTAL PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE													
	418,797	3.63	401,662	3.63	438,681	3.63	398,753	450,331	3.63	445,929	3.63		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

342 DATA COMMUNICATION EXPENSE  
 NO APPROPRIATION REQUESTED

461 SPECIAL EXPENSE  
 OMA EVENT RAFFLE BASKET FOR BEAVERTON DONATION FOR OMA EVENT \$200  
 MARKETING \$1,500  
 UNANTICIPATED SPECIAL EXPENSE \$1,000  
 NWJF RAFFLE BASKET \$200  
 VOLUNTEER APPRECIATION GIFTS \$400  
 CHILDCARE FOR TRAININGS AND MEDIATION SESSIONS \$800

511 PROFESSIONAL SERVICES  
 ADVANCED MEDIATION TRAININGS \$4,000  
 8 - HOUR INTERCULTURAL COMMUNICATION TRAINING MODULE \$2,000  
 ADVANCED RESTORATIVE JUSTICE TRAININGS \$3,000

523 BOARDS & COMMISSIONS EXPENSES  
 SUPPORT FOR BEAVERTON COMMITTEE ON AGING \$1,200



816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$4,404



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 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	9,024	1.00	64,504	1.00	53,129	69,942	1.00	69,942	1.00		
275	TEMPORARY EMPLOYEES												
			15,317										
299	PAYROLL TAXES AND FRINGES												
	22,989		6,228		52,495		30,003	53,138		52,562			

TOTAL CLASS: 05 PERSONNEL SERVICES

	81,449	1.00	30,569	1.00	116,999	1.00	83,132	123,080	1.00	122,504	1.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	6,350		5,120		5,970		5,970	6,220		6,220			
317	COMPUTER EQUIPMENT												
	1,315												
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,216		1,972		4,900		3,500	5,950		5,950			
328	MEALS & RELATED EXPENSE												
	211		33		250		200	250		250			
334	ENERGY EFFICIENCY GRANTS (EECBG)												
					80,013					80,013			
412	ELECTRIC AUTO CHG STATION EXP												
	1,556		1,662		2,000		3,000	3,000		18,000			
461	SPECIAL EXPENSE												
	12,722		7,105		97,000		80,000	109,000		119,000			
511	PROFESSIONAL SERVICES												
	52,053		27,851		65,778		33,000	45,000		25,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

	78,423		43,743		255,911		125,670	169,420		254,433			
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**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  
 FY 17-18 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

307 MEMBERSHIP FEES  
 URBAN SUSTAINABILITY DIRECTORS NETWORK (INCREASE DUE TO NEW 2020 MEMBERSHIP RATE) \$1,800  
 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 \$1,950  
 CLIMATE LEADERSHIP CONFERENCE (2 STAFF) \$1,500  
 OTHER SMART CITY, ECODISTRICT CONFERENCE \$1,200  
 BETTER BUILDINGS CHALLENGE CONFERENCE \$1,300

328 MEALS & RELATED EXPENSE  
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL AND INTERJURISDICTIONAL MEETINGS \$250

334 ENERGY EFFICIENCY GRANTS (EECBG)  
 ROLL FORWARD OF REMAINING EECBG GRANT FUNDS TO BE USED FOR ENERGY EFFICIENCY WEATHERIZATION \$80,013

412 ELECTRIC AUTO CHG STATION EXP  
 MAINTENANCE OF E.V. CHARGING STATIONS, ELECTRICITY BILLS AND RELATED EXPENSES \$3,000  
 EV CHARGING STATION PROGRAM EXPANSION PLANNING (CITY FLEET AND STAFF) \$15,000

461 SPECIAL EXPENSE  
 INTERNAL SUSTAINABILITY PLAN IMPLEMENTATION ACTIONS AND INNOVATIONS \$20,000  
 COMMUNITY CLIMATE ACTION PLAN IMPLEMENTATION PROJECT(S) \$10,000  
 COMMUNITY HOUSEHOLD GHG PUBLIC ENGAGEMENT PLATFORM (BEAVERTON GREEN CHALLENGE) \$7,000  
 OTHER PUBLIC EDUCATION, OUTREACH AND WORKSHOPS \$10,000  
 EMPLOYEE SUSTAINABILITY EDUCATION PROGRAM (TOURS, LUNCH & LEARN, EVENTS, ORIENTATION) \$5,000  
 COMMUNITY ENGAGEMENT CLIMATE & SUSTAINABILITY - SPECIAL ISSUE OF YOUR CITY NEWSLETTER \$10,000  
 CARRYOVER \$57,000 FROM FY 18-19 FOR ENERGY EFFICIENCY HOME WEATHERIZATION IN FY 2019-20 \$57,000

511 PROFESSIONAL SERVICES  
 BEAVERTON CLIMATE ACTION PLAN IMPLEMENTATION SERVICES \$15,000  
 OTHER SUSTAINABILITY CONSULTING \$5,000  
 COMMUNITY SUSTAINABILITY ELECTRONIC NEWSLETTER (DESIGN & IMPLEMENTATION) \$5,000

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

2,994	3,531	6,100	6,100	3,498	3,303
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TOTAL CLASS: 25 TRANSFERS

2,994	3,531	6,100	6,100	3,498	3,303
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TOTAL PROGRAM: 0656 SUSTAINABILITY

162,866	1.00	77,843	1.00	379,010	1.00	214,902	295,998	1.00	380,240	1.00
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### 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 \$3,303


City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

080	SENIOR PROGRAM MANAGER												
	61,158	.60	64,633	.60	66,245	.60	66,096	68,943	.60	68,274	.60		
186	PROGRAM COORDINATOR												
	119,314	1.75	83,317	2.00	129,250	2.00	120,209	134,491	2.00	132,524	2.00		
221	SUPPORT SPECIALIST 2												
	95,808	2.50	67,567	2.00	97,791	2.00	82,693	97,533	2.00	96,219	2.00		
275	TEMPORARY EMPLOYEES												
			8,364										
299	PAYROLL TAXES AND FRINGES												
	116,708		107,894		186,007		139,410	168,654		169,785			

TOTAL CLASS: 05 PERSONNEL SERVICES

	392,988	4.85	331,775	4.60	479,293	4.60	408,408	469,621	4.60	466,802	4.60		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	73		247		300		200	300		300			
303	OFFICE FURNITURE & EQUIPMENT												
	50		612		750		600	750		750			
307	MEMBERSHIP FEES												
	512		512		550		523	550		550			
308	PERIODICALS & SUBSCRIPTIONS												
	80		40										
317	COMPUTER EQUIPMENT												
	3,051							1,240		1,240			
318	COMPUTER SOFTWARE												
			4,333					540		540			
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,175		2,164		4,375		4,375	5,500		5,500			
328	MEALS & RELATED EXPENSE												
	44		93		200		150	200		200			
342	DATA COMMUNICATION EXPENSE												
	1,920		1,920		1,920		1,920	1,920		1,920			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 221 SUPPORT SPECIALIST 2  
 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 301 OFFICE EXPENSE  
 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
- 317 COMPUTER EQUIPMENT  
 IPAD REPLACEMENTS (X2) \$1,240
- 318 COMPUTER SOFTWARE  
 SMARTSHEET (X3) \$540
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 REGISTRATION AND TRAVEL FOR ASSOCIATION OF OREGON RECYCLERS ANNUAL CONFERENCE (5 STAFF) \$3,500  
 OTHER CONFERENCES (EPA, NRC, SWANA) AND TRAINING \$1,500
- 328 MEALS & RELATED EXPENSE  
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL MEETINGS, ETC. \$200
- 342 DATA COMMUNICATION EXPENSE  
 DATA PLAN FOR 4 COMMUNICATION DEVICES AT \$480 EACH \$1,920

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
440	RECYCLING OUTREACH EXPENSE				76,500		56,000	79,600		62,600			
461	SPECIAL EXPENSE				12,650		12,500	11,000		11,000			
	50,357		42,727										
511	PROFESSIONAL SERVICES				38,000		15,000	44,500		30,000			
	52,188		13,880										
551	RENTS AND LEASES				3,336		3,360	4,700		4,700			
	2,499		2,792										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	112,949		69,320		138,581		94,628	150,800		119,300			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES				25,000		25,126						
TOTAL CLASS: 15 CAPITAL OUTLAY													
					25,000		25,126						
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND				37,704		37,704	43,145		40,735			
	33,247		43,252										
817	TRSFERS TO GARAGE FUND				2,880		2,880	7,175		7,175			
	2,263		6,017										
TOTAL CLASS: 25 TRANSFERS													
	35,510		49,269		40,584		40,584	50,320		47,910			
TOTAL PROGRAM: 0657 RECYCLING													
	541,447	4.85	450,364	4.60	683,458	4.60	568,746	670,741	4.60	634,012	4.60		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 440 RECYCLING OUTREACH EXPENSE
  - RESIDENTIAL RECYCLING OUTREACH/EDUCATION ("EVERY DAY IS RECYCLING DAY") \$13,000
  - RESIDENTIAL COMPOSTING OUTREACH/EDUCATION \$5,000
  - "RECYCLE RIGHT" ANTI-CONTAMINATION EDUCATION PROJECT \$10,000
  - FOOD WASTE REDUCTION OUTREACH PROJECT (EAT SMART, WASTE LESS) \$1,000
  - MULTIFAMILY COMMERCIAL RECYCLING IMPROVEMENT PILOT PROJECT \$5,000
  - MULTIFAMILY RECYCLING EDUCATION, OUTREACH (RESOURCES, TOTE BAGS, SIGNAGE) \$9,500
  - RECYCLE AT WORK AND COMMERCIAL COMPOSTING MARKETING, OUTREACH & CONTAINERS \$7,000
  - COMMERCIAL COMPOSTING EQUIPMENT AND SUPPLIES (METRO GRANT FUNDED) \$3,600
  - WASTE REDUCTION OUTREACH \$5,000
  - MASTER RECYCLER CLASS PROGRAM SUPPORT AND SCHOLARSHIPS \$1,000
  - SUSTAINABLE SHOPPING, IMPLEMENTATION OUTREACH AND RESOURCES \$2,500
- 461 SPECIAL EXPENSE
  - COMMUNITY GARDENS -- GENERAL OPERATIONS, EVENTS, PLANNING AND MAINTENANCE \$2,000
  - COMMUNITY GARDENS -- WATER \$4,000
  - COMMUNITY GARDENS -- YARD DEBRIS COLLECTION \$2,000
  - COMMUNITY GARDENS -- MULCH AND PATHWAY MAINTENANCE \$3,000
- 511 PROFESSIONAL SERVICES
  - RATE CONSULTANT AND PLANNING SERVICES FOR SOLID WASTE AND RECYCLING PROGRAM \$12,000
  - DATABASE MANAGEMENT CONSULTING (FOR CHANGES/UPDATES TO SALESFORCE) \$5,000
  - RESIDENTIAL RECYCLING & COMPOSTING OUTREACH & VIDEOS \$3,000
  - SINGLE-USE PLASTICS PROJECT (NEXT STEPS, OPPORTUNITIES, PRIORITIES) \$3,000
  - SUSTAINABILITY & RECYCLING ELECTRONIC NEWSLETTER (PLANNING, DESIGN, DEVELOPMENT) \$5,000
  - PHOTOGRAPHY SERVICES (PHOTO SHOOT FOR MARKETING & OUTREACH) \$2,000
- 551 RENTS AND LEASES
  - HARVEST COURT STORAGE SPACE \$3,500
  - FUTURE PROGRAM STORAGE (AFTER HARVEST COURT VACATED) \$1,200

641 VEHICLES

- 816 TRSFERS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$40,735
- 817 TRSFERS TO GARAGE FUND
  - FLEET FUEL AND MAINTENANCE EXPENSES \$7,175

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER												
	87,768	1.00	92,260	1.00	95,443	1.00	95,274	99,339	1.00	98,378	1.00		
186	PROGRAM COORDINATOR												
	61,992	1.00	66,943	1.00	71,339	1.00	71,312	77,884	1.00	140,129	2.00		
221	SUPPORT SPECIALIST 2												
	38,245	1.00	49,439	1.00	57,338	1.00	46,045	64,664	1.00				
275	TEMPORARY EMPLOYEES												
			19,455		26,472		17,972	17,930		17,930			
299	PAYROLL TAXES AND FRINGES												
	75,582		102,741		102,613		104,746	107,186		140,330			

TOTAL CLASS: 05 PERSONNEL SERVICES

	263,587	3.00	330,838	3.00	353,205	3.00	335,349	367,003	3.00	396,767	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	614		731		700		700	700		700			
307	MEMBERSHIP FEES												
	420		520		520		520	520		520			
308	PERIODICALS & SUBSCRIPTIONS												
	348				348		348	350		350			
316	ADVERTISING, RECORDING & FILING												
	7,622		9,653		10,100		9,300	10,100		9,600			
317	COMPUTER EQUIPMENT												
	645							440		440			
321	TRAVEL, TRAINING & SUBSISTENCE												
	256		8,171		7,200		6,600	7,200		7,200			
325	COMMUNITY EVENTS EXPENSE												
	7,044		14,576		14,400		10,100	14,400		12,900			

**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  
 FY 19-20 REFLECTS THE RECLASSIFICATION OF AN SS2 POSITION TO PROGRAM COORDINATOR POSITION.
- 221 SUPPORT SPECIALIST 2  
 FY 19-20 REFLECTS THE RECLASSIFICATION OF AN SS2 POSITION TO PROGRAM COORDINATOR POSITION.
- 275 TEMPORARY EMPLOYEES  
 TO HELP WITH NAC OUTREACH AND VOLUNTEER ASSISTANCE.
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% 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 \$350
- 316 ADVERTISING, RECORDING & FILING  
 PUBLICITY FOR EVENTS AND ACTIVITIES INCLUDING:  
 BOARDS & COMMISSIONS RECRUITMENT \$3,500  
 NAC OUTREACH \$2,000  
 SOCIAL MEDIA ADVERTISING \$2,000  
 NEIGHBORHOOD EVENTS AND PROJECTS \$600  
 PUBLIC INVOLVEMENT PROJECTS \$1,500
- 317 COMPUTER EQUIPMENT  
 27 INCH MONITORS (X2) \$440
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 PUBLIC PARTICIPATION CONFERENCE (IAP2) FOR 2 STAFF \$4,000  
 STAFF TRAINING \$1,200  
 NEIGHBORHOODS USA CONFERENCE FOR 1 STAFF \$2,000
- 325 COMMUNITY EVENTS EXPENSE  
 LEAF DROP OFF AND NEIGHBORHOOD CLEAN-UP EXPENSES \$3,000  
 NEIGHBORHOOD SUMMIT \$900  
 BEAVERTON LOGO MATERIALS FOR FOUR PICNIC IN THE PARK EVENTS \$1,500  
 CELEBRATE BEAVERTON PARADE FLOAT AND SUPPLIES \$500  
 SPRING VOTERS FORUM \$3,000  
 NAC MOVIE AND CONCERT NIGHTS \$3,000  
 HOT COCOA BOOTH AT TREE LIGHTING \$1,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE												
	4,196		3,937		3,300		3,300	3,300		3,300			
330	MILEAGE REIMBURSEMENT												
	23		47		260		240	240		240			240
341	COMMUNICATIONS EXPENSE												
	434		434		1,812		1,800	1,800		1,800			1,800
342	DATA COMMUNICATION EXPENSE												
	480		480		480		480	480		480			480
461	SPECIAL EXPENSE												
	40,741		45,878		52,900		51,400	69,660		61,160			
511	PROFESSIONAL SERVICES												
	8,730		11,022		12,000		10,000	12,000		12,000			12,000
523	BOARDS & COMMISSIONS EXPENSES												
	3,642		6,085		6,050		6,050	6,350		6,350			6,350
551	RENTS AND LEASES												
	472		527										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	75,667		102,061		110,070		100,838	127,540		117,040			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	111,244		115,774		114,774		114,774	146,342		138,170			
TOTAL CLASS: 25 TRANSFERS													
	111,244		115,774		114,774		114,774	146,342		138,170			
TOTAL PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.													
	450,498	3.00	548,673	3.00	578,049	3.00	550,961	640,885	3.00	651,977	3.00		
TOTAL DEPARTMENT: 10 MAYOR'S OFFICE													

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE NAC LEADERSHIP MEETINGS \$1,500 LAND USE TRAINING \$250 PRJCT/EVT COORDINATION \$1,000 QUARTERLY NAC LEADER CHECK-INS \$300 NAC NETWORKING EVENTS \$250
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR WORK-RELATED ACTIVITIES (NAC MTGS & EVENTS) PROGRAM MANAGER \$80 PROGRAM COORDINATOR \$80 SUPPORT STAFF \$80
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF \$1,200 CELL PHONE CHARGES FOR MYAB STAFF LIAISON \$600
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 \$40,260 SPEAKER FEES FOR NAC TRAININGS \$1,200 BEAVERTON LOGO WEAR FOR NAC MEMBERS AT CITY-WIDE EVENTS \$1,500 NAC APPEAL \$1,500 RESOURCES FOR SPECIAL ACTIVITIES \$2,500 LEADERSHIP BEAVERTON FOR 4 PEOPLE AT \$775 EACH (MOVED FROM 01-10-0522-461) \$3,100 NAC MEETING ROOM RESERVATIONS \$2,500 NAC SOCIAL MEDIA CONTESTS \$500 NAC VOLUNTEER APPRECIATION \$1,000 PUBLIC INVOLVEMENT EXPENSES \$1,100
511	PROFESSIONAL SERVICES NEIGHBORHOOD EVENT CONSULTANT \$7,500 PUBLIC INVOLVEMENT PROJECTS \$1,500 PROFESSIONAL PHOTOGRAPHER FOR BOARDS & COMMISSIONS & NACS \$2,000 SIMPLIFY CONSULTING \$1,000
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) \$500 MEETING SUPPLIES \$500 VISIONING ADVISORY COMMITTEE \$2,500
551	RENTS AND LEASES NO APPROPRIATION REQUESTED
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$138,170

**BP WORKSHEET & JUSTIFICATION**

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	7,674,237	47.48	7,238,056	43.23	8,053,791	41.23	7,305,689	8,289,377	41.23	8,296,757	42.23		

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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	1,712			83,139				83,139	25,445	108,584
001-10-0450-05-156	FACILITIES MAINTENANCE LEAD	1.00	2,090	54		72,878	2,785		270	75,933	44,582	120,515
001-10-0450-05-185	FACILITIES MAINT TECH	4.00	8,445	81		237,152	3,368		1,080	241,600	156,658	398,258
	BUILDING MAINTENANCE SERVICES	6.00	12,247	135		393,169	6,153		1,350	400,672	226,685	627,357
001-10-0521-05-002	MAYOR	1.00	2,280			198,401				198,401	61,877	260,278
001-10-0521-05-016	GOVERNMENT RELATIONS MANAGER	1.00	2,160			99,724			4,048	103,772	48,673	152,445
001-10-0521-05-095	MANAGEMENT ANALYST	1.00	2,080			77,822				77,822	32,039	109,861
	MAYOR'S ADMINISTRATION	3.00	6,520			375,947			4,048	379,995	142,589	522,584
001-10-0522-05-017	MAYORS OFFICE DIRECTOR	1.00	2,120			149,268				149,268	71,791	221,059
001-10-0522-05-050	ASST DIRECTOR - GENERAL SERV.	1.00	2,160			121,214				121,214	43,353	164,567
001-10-0522-05-078	ADMINISTRATIVE ASSISTANT	1.00	1,560	15		43,229	624			43,853	30,235	74,088
	MAYORS OFFICE PROGRAMS ADMIN	3.00	5,840	15		313,711	624			314,335	145,379	459,714
001-10-0526-05-054	PUBLIC ENGAGEMENT MANAGER	1.00	1,139			58,770				58,770	24,872	83,642
001-10-0526-05-077	PROGRAM MANAGER	1.00	2,080			80,787				80,787	42,132	122,919
001-10-0526-05-221	SUPPORT SPECIALIST 2	1.00	2,080	99		49,163	3,468			52,631	22,546	75,177
	CULTURAL INCLUSION	3.00	5,299	99		188,720	3,468			192,188	89,550	281,738
001-10-0527-05-197	EVENTS COORDINATOR	1.00	2,080	73		58,507	3,126			61,633	32,859	94,492
001-10-0527-05-221	SUPPORT SPECIALIST 2	1.00	2,080	130		47,663	4,523			52,186	25,189	77,375
001-10-0527-05-274	SEASONAL WORKFORCE		979	82		16,973	2,135			19,108	1,635	20,743
	EVENTS	2.00	5,139	285		123,143	9,784			132,927	59,683	192,610
001-10-0529-05-186	PROGRAM COORDINATOR	1.00	2,080	62		65,145	2,914			68,059	29,653	97,712
001-10-0529-05-221	SUPPORT SPECIALIST 2	1.00	2,080	66		43,734	2,052			45,786	23,575	69,361

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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											
	COMMUNITY SERVICES	2.00	4,160	128		108,879	4,966			113,845	53,228	167,073
001-10-0531-05-058	DEPUTY CITY RECORDER	1.00	2,080	34		68,313	1,615			69,928	35,499	105,427
001-10-0531-05-060	CITY RECORDER	1.00	2,120			86,749				86,749	41,874	128,623
001-10-0531-05-221	SUPPORT SPECIALIST 2	1.00	2,080	4		56,893	164			57,057	39,805	96,862
001-10-0531-05-275	TEMPORARY EMPLOYEES		148			2,129				2,129	516	2,645
	CITY RECORDER & ELECTION ADMIN	3.00	6,428	38		214,084	1,779			215,863	117,694	333,557
001-10-0537-05-077	PROGRAM MANAGER	1.00	2,080			77,732				77,732	32,787	110,519
001-10-0537-05-110	PUBLIC INFORMATION	2.00	4,160	24		145,849	1,263		3,600	150,712	74,693	225,405
001-10-0537-05-221	SUPPORT SPECIALIST 2	1.00	2,080	6		51,192	215			51,407	22,546	73,953
	PUBLIC INFO MARKETING &	4.00	8,320	30		274,773	1,478		3,600	279,851	130,026	409,877
001-10-0635-05-052	EMERGENCY MANAGER	1.00	2,080			91,703				91,703	63,423	155,126
001-10-0635-05-210	EMERGENCY MANAGEMENT	1.00	2,080			79,064				79,064	45,397	124,461
001-10-0635-05-214	EMERG MGMT PROGRAM SPECIALIST	1.00	2,072			67,092				67,092	55,324	122,416
001-10-0635-05-275	TEMPORARY EMPLOYEES		214			3,691				3,691	315	4,006
	EMERGENCY MGT-CIVIL PREP	3.00	6,446			241,550				241,550	164,459	406,009
001-10-0655-05-077	PROGRAM MANAGER	1.00	2,080			82,111				82,111	38,082	120,193
001-10-0655-05-186	PROGRAM COORDINATOR	2.00	4,158	40		130,769	1,907			132,676	62,277	194,953
001-10-0655-05-221	SUPPORT SPECIALIST 2	0.63	1,306			34,349				34,349	21,645	55,994
	CENTER FOR MEDIATION &	3.63	7,544	40		247,229	1,907			249,136	122,004	371,140
001-10-0656-05-186	PROGRAM COORDINATOR	1.00	1,704	20		51,325	904		900	53,129	30,003	83,132
	SUSTAINABILITY	1.00	1,704	20		51,325	904		900	53,129	30,003	83,132

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**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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											
001-10-0657-05-080	SENIOR PROGRAM MANAGER	0.60	1,296			66,096				66,096	29,966	96,062
001-10-0657-05-186	PROGRAM COORDINATOR	2.00	4,161	40		118,465	1,744			120,209	72,152	192,361
001-10-0657-05-221	SUPPORT SPECIALIST 2	2.00	3,949	40		81,425	1,268			82,693	37,292	119,985
	RECYCLING	4.60	9,406	80		265,986	3,012			268,998	139,410	408,408
001-10-0659-05-077	PROGRAM MANAGER	1.00	2,161			95,274				95,274	33,425	128,699
001-10-0659-05-186	PROGRAM COORDINATOR	1.00	2,081	125		65,478	5,834			71,312	43,357	114,669
001-10-0659-05-221	SUPPORT SPECIALIST 2	1.00	1,736	73		40,432	2,613		3,000	46,045	12,935	58,980
001-10-0659-05-275	TEMPORARY EMPLOYEES		862			17,955			17	17,972	15,029	33,001
	NEIGHBORHOOD & PUBLIC	3.00	6,840	198		219,139	8,447		3,017	230,603	104,746	335,349
	**** DEPARTMENT TOTAL ****	41.23	85,893	1,068		3,017,655	42,522		12,915	3,073,092	1,525,456	4,598,548

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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	2,096			108,691				108,691	45,709	154,400
001-10-0450-05-185	FACILITIES MAINT TECH	4.00	8,384	80		243,768	3,487			247,255	173,345	420,600
001-10-0450-05-292	FACILITIES SUPERVISOR	1.00	2,096	60		83,400	3,581			86,981	51,682	138,663
	BUILDING MAINTENANCE SERVICES	6.00	12,576	140		435,859	7,068			442,927	270,736	713,663
001-10-0521-05-002	MAYOR	1.00	2,176			194,168				194,168	74,673	268,841
001-10-0521-05-016	GOVERNMENT RELATIONS MANAGER	1.00	2,176			108,170				108,170	52,782	160,952
001-10-0521-05-095	MANAGEMENT ANALYST	1.00	2,096			81,696				81,696	37,262	118,958
	MAYOR'S ADMINISTRATION	3.00	6,448			384,034				384,034	164,717	548,751
001-10-0522-05-017	MAYORS OFFICE DIRECTOR	1.00	2,136			161,929				161,929	84,442	246,371
001-10-0522-05-050	ASST DIRECTOR - GENERAL SERV.	1.00	2,216			127,518				127,518	51,436	178,954
001-10-0522-05-054	PUBLIC ENGAGEMENT MANAGER	1.00	2,096			100,458				100,458	34,128	134,586
001-10-0522-05-078	ADMINISTRATIVE ASSISTANT	1.00	2,096	15		62,023	651			62,674	45,748	108,422
	MAYORS OFFICE PROGRAMS ADMIN	4.00	8,544	15		451,928	651			452,579	215,754	668,333
001-10-0526-05-077	PROGRAM MANAGER	1.00	2,096			85,935				85,935	47,872	133,807
001-10-0526-05-221	SUPPORT SPECIALIST 2	1.00	2,136	80		54,967	3,078			58,045	26,583	84,628
	CULTURAL INCLUSION	2.00	4,232	80		140,902	3,078			143,980	74,455	218,435
001-10-0527-05-197	EVENTS COORDINATOR	1.00	2,096	106		64,090	4,850			68,940	38,025	106,965
001-10-0527-05-221	SUPPORT SPECIALIST 2	2.00	4,192	130		99,182	4,893			104,075	73,869	177,944
	EVENTS	3.00	6,288	236		163,272	9,743			173,015	111,894	284,909
001-10-0529-05-186	PROGRAM COORDINATOR	1.00	2,136	70		72,745	3,576			76,321	34,572	110,893
001-10-0529-05-221	SUPPORT SPECIALIST 2	1.00	2,096	80		49,047	2,796			51,843	27,137	78,980

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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											
	COMMUNITY SERVICES	2.00	4,232	150		121,792	6,372			128,164	61,709	189,873
001-10-0531-05-058	DEPUTY CITY RECORDER	1.00	2,096	22		70,585	1,116			71,701	39,872	111,573
001-10-0531-05-060	CITY RECORDER	1.00	2,136			89,625				89,625	47,802	137,427
001-10-0531-05-221	SUPPORT SPECIALIST 2	1.00	2,096	4		59,358	170			59,528	44,586	104,114
001-10-0531-05-275	TEMPORARY EMPLOYEES		180			1,800				1,800	165	1,965
	CITY RECORDER & ELECTION ADMIN	3.00	6,508	26		221,368	1,286			222,654	132,425	355,079
001-10-0537-05-077	PROGRAM MANAGER	1.00	2,096			84,544				84,544	38,988	123,532
001-10-0537-05-110	PUBLIC INFORMATION	2.00	4,192	26		157,394	1,502		3,600	162,496	83,798	246,294
001-10-0537-05-221	SUPPORT SPECIALIST 2	1.00	2,096			56,156				56,156	26,700	82,856
	PUBLIC INFO MARKETING &	4.00	8,384	26		298,094	1,502		3,600	303,196	149,486	452,682
001-10-0635-05-052	EMERGENCY MANAGER	1.00	2,096			94,760				94,760	69,518	164,278
001-10-0635-05-210	EMERGENCY MANAGEMENT	1.00	2,096			81,696				81,696	51,860	133,556
001-10-0635-05-214	EMERG MGMT PROGRAM SPECIALIST	1.00	2,096			70,275				70,275	59,425	129,700
001-10-0635-05-275	TEMPORARY EMPLOYEES											0
	EMERGENCY MGT-CIVIL PREP	3.00	6,288			246,731				246,731	180,803	427,534
001-10-0655-05-077	PROGRAM MANAGER	1.00	2,096			87,362				87,362	45,055	132,417
001-10-0655-05-186	PROGRAM COORDINATOR	2.00	4,192	60		139,742	2,961			142,703	77,468	220,171
001-10-0655-05-221	SUPPORT SPECIALIST 2	0.63	1,322			35,998				35,998	21,879	57,877
	CENTER FOR MEDIATION &	3.63	7,610	60		263,102	2,961			266,063	144,402	410,465
001-10-0656-05-186	PROGRAM COORDINATOR	1.00	2,096	40		68,071	1,871			69,942	52,562	122,504
	SUSTAINABILITY	1.00	2,096	40		68,071	1,871			69,942	52,562	122,504

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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											
001-10-0657-05-080	SENIOR PROGRAM MANAGER	0.60	1,307			68,274				68,274	34,520	102,794
001-10-0657-05-186	PROGRAM COORDINATOR	2.00	4,192	37		130,838	1,686			132,524	84,708	217,232
001-10-0657-05-221	SUPPORT SPECIALIST 2	2.00	4,192	40		94,907	1,312			96,219	50,557	146,776
	RECYCLING	4.60	9,691	77		294,019	2,998			297,017	169,785	466,802
001-10-0659-05-077	PROGRAM MANAGER	1.00	2,176			98,378				98,378	39,982	138,360
001-10-0659-05-186	PROGRAM COORDINATOR	2.00	4,192	120		133,991	6,138			140,129	99,251	239,380
001-10-0659-05-275	TEMPORARY EMPLOYEES		1,040			17,930				17,930	1,097	19,027
	NEIGHBORHOOD & PUBLIC	3.00	7,408	120		250,299	6,138			256,437	140,330	396,767
	**** DEPARTMENT TOTAL ****	42.23	90,305	970		3,339,471	43,668		3,600	3,386,739	1,869,058	5,255,797

757

**Non Departmental  
(Prog. 0006, 0007, 0008)**

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0006 BEAVERTON CENTRAL PLANT	<b>PROGRAM MANAGER:</b> 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.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$524,744	\$517,789	\$594,000	\$617,000	\$0
CAPITAL OUTLAY	0	54,950	148,000	249,000	0
DEBT SERVICE	170,331	106,692	106,692	106,692	0
TRANSFERS					
CONTINGENCY					
<b>TOTAL</b>	<b>\$695,075</b>	<b>\$679,431</b>	<b>\$848,692</b>	<b>\$972,692</b>	<b>\$0</b>

**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 Beaverton Central area, 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 2018-19 Action Plan:**

- Maintained efficiency levels and condition of the Plant equipment and materials.
- Support ongoing tenant needs
- Started future expansion analysis with The Hartman Co to added the Patricia Reser Center for the Arts to the plant's services
- Complete contracts to assist in any future service potential.
- Promoted efficient services and energy reduction consistent with the City's Sustainability Goals
- Continued to program electronic management system to optimize resource efficiency.
- Installed Distributed Digital Controls for new tenants
- Promoted efficient services and energy reduction consistent with the City's Sustainability Goals

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

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

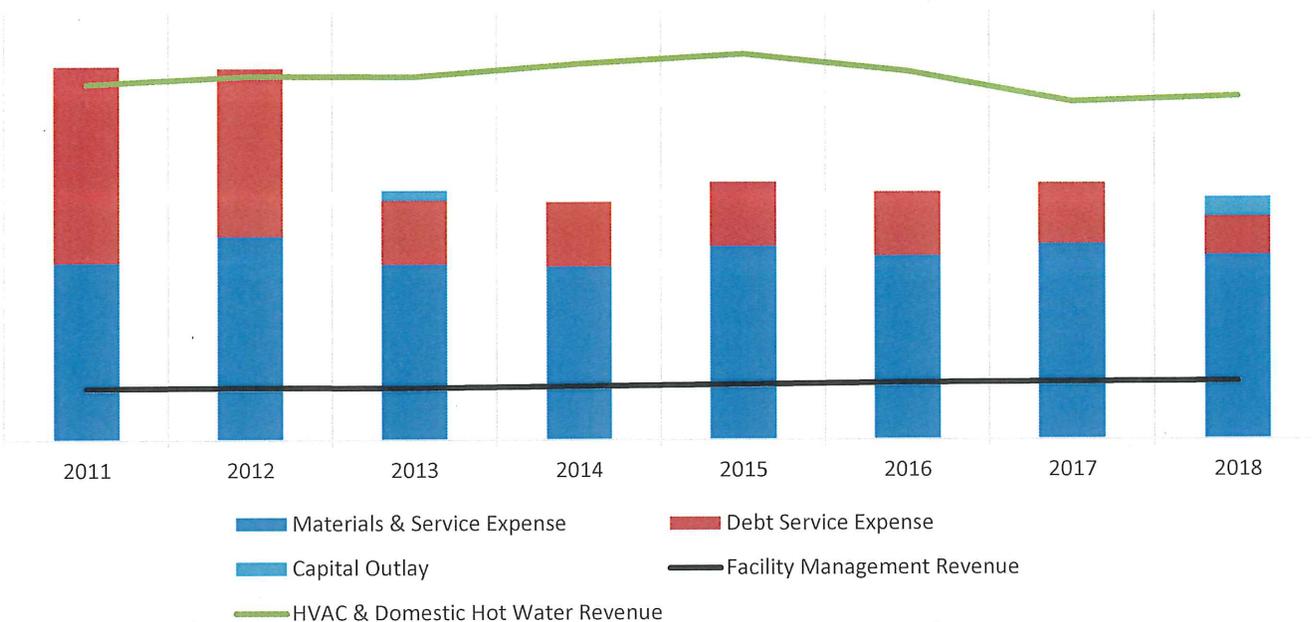
**FY 2019-20 Action Plan:**

- Maintain efficiency levels and condition of the Plant equipment and materials
- Support ongoing tenant needs
- Leverage The Hartman Co to support future expansion analysis and incentivize connection to the Plant's services
- Promote efficient services and energy reduction consistent with the City's Sustainability Goals
- Continue programming improvements for energy management system optimization
- Begin construction on plant connection to the new Patricia Reser Center for the Arts
- Promote efficient services and energy reduction consistent with the City's Sustainability Goals

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Hold operating expenses at or below budget	Met Objective	Met objective	Met objective	Meet Objective
Cost to operate plant	\$695,075	\$624,481	\$676,692*	\$728,692
Cost per square foot of service	\$2.11	\$1.90	\$2.16/\$2.05	\$2.21
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 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0006 BEAVERTON CENTRAL PLANT	<b>PROGRAM MANAGER:</b> 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, as well as adjacent properties in the Beaverton Central area, 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 Patricia Reser 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, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0007 BEAVERTON BUILDING MANAGEMENT	<b>PROGRAM MANAGERS:</b> TRAVIS TAYLOR & SUSAN COLE

**Program Goal:**

To operate a successful and welcoming building for residents, tenants and the public. To preserve the residents' 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$1,535,224	\$1,410,663	\$1,368,949	\$1,359,900	\$0
CAPITAL OUTLAY	61,662	514,446	80,000	0	0
<b>TOTAL</b>	<b>\$1,596,886</b>	<b>\$1,925,109</b>	<b>\$1,448,949</b>	<b>\$1,359,900</b>	<b>\$0</b>

**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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

**Progress on FY 2018-19 Action Plan:**

- Continued the retirement of debt associated with relocation of services to the new building and associated remodeling. Debt service is 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 the 2<sup>nd</sup> floor area to move the Finance Department, then reassigned other personnel into the vacated space on the 4<sup>th</sup> floor
- Improved the exterior of the building to a Class A standard by sealing the concrete panels and removing water and mineral staining on windows
- Continued to maintain a high quality office environment for private tenants of the second and third floors.
- Developed appropriate workload measurements for City Hall usage

**FY 2019-20 Action Plan:**

- Continue to coordinate moves on second floor filling vacancy of building inspector's departure to 4th floor, relocation of the Art program and other space utilization efforts
- Plan and implement security improvements on the second floor
- Develop a furnishings standard to update public, conference, and workstation spaces
- Enhance front entrance to the building off of the Round

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0007 BEAVERTON BUILDING MANAGEMENT	<b>PROGRAM MANAGERS:</b> TRAVIS TAYLOR & SUSAN COLE

<b>Performance Measures:*</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Occupancy Level (% sq. ft. – 2 <sup>nd</sup> Floor) on Jan. 1	85%	100%	100%	100%
Occupancy Level (actual s.f. – 2 <sup>nd</sup> Floor Tenants) on Jan. 1	21,000	13,480 <sup>1</sup>	13,480	13,480
Occupancy Level (Executive Suites 3 <sup>rd</sup> Floor) on Jan. 1	95%	95%	95%	95%
Lease Income	\$899,806	\$887,553	\$915,178	\$941,800

<sup>1</sup>Reduction due to tenant space shrinkage now devoted to Finance Department

\*Also see the Property and Facilities Division Program in the Mayor’s Office Department for performance measures related to The Beaverton Building.

**Trends, Services and Issues:**

As city services and programs expand, accommodation of new staff in The Beaverton Building will be challenging. The Mayor’s Office Department is anticipated to grow due to plans for the Patricia Reser Center for the Arts, as well as the potential new rental inspection program which would also require staffing. This would reduce the amount of space for private sector leases. Therefore; the rental income from those sources reflects that trend.

Use of the building continues to develop and morph, customers and visitors are genuinely impressed with the quality office environment that has been created.

Operation of the Beaverton Round Executive Suites (E-Suites) is a very successful activity. This service for small businesses serves the community well as part of the city’s economic development package.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0008 GRIFFITH BUILDING OPERATIONS	<b>PROGRAM MANAGER:</b> TRAVIS TAYLOR

**Program Goal:**

To operate a successful and welcoming building for residents, tenants and the public. To preserve the residents' investment by maintaining maximum building service life through providing clean, safe, and environmentally-efficient facilities for employees and the public.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
MATERIALS & SERVICES	\$640,109	\$533,777	\$673,225	\$620,450	\$0

**Program Objective:**

Operate the building efficiently for city staff and provide a welcoming environment for visitors. Property and Facilities Division 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 2018-19 Action Plan:**

- 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
- Completed projects identified in the ADA Title II Transition Plan
- Implemented front entry security improvements, including x-ray machine, metal detector, and enhanced access levels

**FY 2019-20 Action Plan:**

- Expand the Municipal Court staff area at the south end of the building to better serve the public, creating another transaction area for customer service
- Continue security enhancements started in 18/19
- Hold discussions on future use of the building after the Police Department and Emergency Management move to new Public Safety Center, as part of the Facilities Master Plan effort

**Performance Measures**

The specific objectives and performance measures for this program are established in the Property and Facilities Division program in the Mayor's Office for measures related to the Griffith Building.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES													
351	UTILITIES EXPENSE												
	169,323		180,277		185,000		170,600	185,000		170,000			
431	PLANT MAINTENANCE												
	68,284		65,305		90,000		110,000	100,000		110,000			
511	PROFESSIONAL SERVICES												
	213,877		198,947		245,000		214,000	263,000		263,000			
551	RENTS AND LEASES												
	73,260		73,260		74,000		74,000	74,000		74,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	524,744		517,789		594,000		568,600	622,000		617,000			
CLASS: 15 CAPITAL OUTLAY													
682	CONSTRUCTION												
			53,450		109,500			229,000		229,000			
683	CONST DESIGN & ENGR INSPECTION												
			1,500		38,500		45,000	20,000		20,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
			54,950		148,000		45,000	249,000		249,000			
CLASS: 20 DEBT SERVICE													
791	PAYMENT OF CONSTRUCTION LOAN												
	170,331		106,692		106,692		106,692	106,692		106,692			
TOTAL CLASS: 20 DEBT SERVICE													
	170,331		106,692		106,692		106,692	106,692		106,692			
TOTAL PROGRAM: 0006 BEAVERTON CENTRAL PLANT													
	695,075		679,431		848,692		720,292	977,692		972,692			

**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 \$170,000

431 PLANT MAINTENANCE  
 STANDARD PLANT MAINTENANCE \$110,000

511 PROFESSIONAL SERVICES  
 CENTRAL PLANT OPERATIONS AND MAINTENANCE, ABM OVERSIGHT \$96,000  
 ABM OPERATIONAL LABOR \$76,000  
 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 PRCA \$229,000  
 CENTRAL PLANT EQUIPMENT & CONNECTIVITY UPGRADE FOR SKB PARKING GARAGE - TBD

683 CONST DESIGN & ENGR INSPECTION  
 CENTRAL PLANT PRCA CONNECTIVITY CONSTRUCTION DESIGN & ENGINEERING DOCUMENTS \$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 \$106,692



**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; \$405,000 ELECTRICTY \$70,000 CITY WATER SEWER AND STORM \$30,000 SOLID WASTE AND RECYCLING \$10,000 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 \$35,000
384	BUILDING MAINTENANCE PROJECTS POTENTIAL UPGRADE TO EVOKO ROOM MANGEMENT SYSTEM \$17,000 ADD GLASS MARKER BOARDS TO MANY CONFERENCE ROOMS \$15,000 REPAINT WALLS AROUND ELEVATORS PLUS NEW CARPET IN ELEVATORS \$10,000 CONFERENCE ROOM FURNITURE UPGRADE-TABLES/CHAIRS \$15,000 SYSTEM FOR AMBIENT NOISE REDUCTION - PILOT PROGRAM \$15,000
385	PARKING GARAGE EXPENSE COMMON AREA MAINTENANCE CHARGES FOR PARKING GARAGE APPROX \$3,200/MONTH \$44,000 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. \$15,000
480	PROPERTY TAX EXPENSE TAXES ON COMMERCIAL PORTION OF CLASS A OFFICE SPACE \$23,000 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 (TELEPHONE, INTERNET, COPIER, CREDIT CARD PROCESSING FEES, INTERIOR MAINTENANCE, PHONE SYSTEM UPGRADE) \$256,000 SEE RELATED REVENUE AT #001-03-0000-751
511	PROFESSIONAL SERVICES BUILDING SECURITY \$69,300 ROUND MASTER ASSOC COMMON AREA MAINTENANCE \$1000.64/MO \$12,100 CONSTRUCTION MANGEMENT SERVICES ON TENANT IMPROVEMENTS \$5,000 JANITORIAL SERVICES \$242,200 CENTRAL DESK SERVICES PROVIDED BY E-SUITES \$51,500 HOLIDAY DECOR SERVICES \$3,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS												
	11,500		15,397		16,250		16,250	16,300		16,300			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,535,224		1,410,663		1,368,949		1,347,250	1,533,510		1,359,900			
CLASS: 15 CAPITAL OUTLAY													
605	BUILDINGS AND BUILDING IMPROVE												
	61,662		514,446		80,000		50,003	25,000					
TOTAL CLASS: 15 CAPITAL OUTLAY													
	61,662		514,446		80,000		50,003	25,000					
TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS													
	1,596,886		1,925,109		1,448,949		1,397,253	1,558,510		1,359,900			

### 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 \$2,200  
PANIC BUTTON MONITORING \$240  
WINDOW WASHING \$5,700  
RESTROOM AIR FRESHENER SERVICE \$1,230



605 BUILDINGS AND BUILDING IMPROVE  
NO APPROPRIATION REQUESTED FOR FY 2019-20



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

351	UTILITIES EXPENSE	140,957	149,398	140,000	140,000	144,200	144,200						
381	BUILDING EXPENSE	25,691	35,981	30,000	38,000	40,000	40,000						
384	BUILDING MAINTENANCE PROJECTS	261,842	126,858	191,988	160,000	65,000	40,000						
511	PROFESSIONAL SERVICES	205,557	210,303	303,037	303,037	379,650	379,650						
536	MAINTENANCE CONTRACTS	6,062	11,237	8,200	8,200	8,200	8,200						
551	RENTS AND LEASES					8,400	8,400						

TOTAL CLASS: 10 MATERIALS & SERVICES

		640,109	533,777	673,225	649,237	645,450	620,450						
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TOTAL PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

		640,109	533,777	673,225	649,237	645,450	620,450						
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TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL

		9,895,372	8,602,282	13,886,646	8,638,631	10,815,584	14,185,415						
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

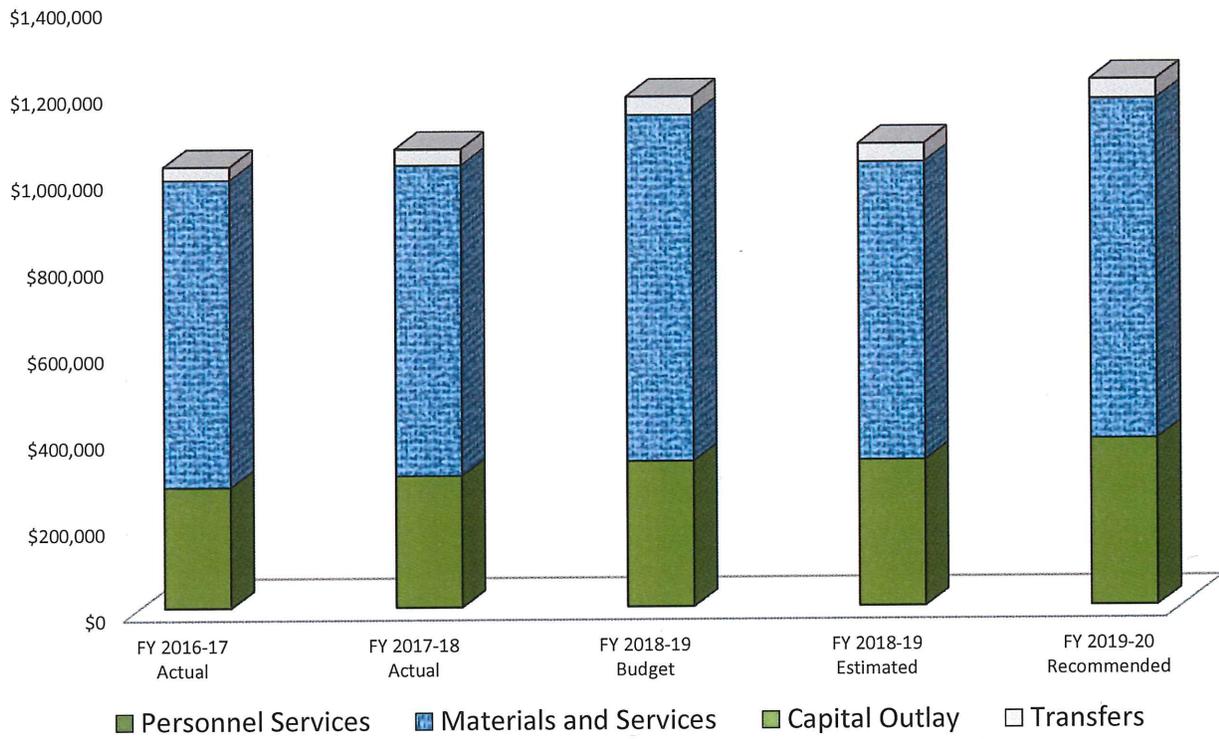
OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

351	UTILITIES EXPENSE HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING: ELECTRICITY \$90,000 CITY WATER SEWER AND STORM \$20,200 NATURAL GAS \$22,000 SOLID WASTE AND RECYCLING \$12,000
381	BUILDING EXPENSE HARDWARE, LIGHTBULBS, PAPER PRODUCTS, REPAIRS AND MAINTENANCE \$40,000
384	BUILDING MAINTENANCE PROJECTS REPLACE ONE HVAC UNIT THAT IS FAILING \$25,000 ADA COMPLIANCE - REMODEL 1ST FLOOR SOUTH RESTROOMS \$15,000
511	PROFESSIONAL SERVICES JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS \$243,650 BUILDING SCREENING SERVICES THROUGH DEPAUL SECURITY \$136,000
536	MAINTENANCE CONTRACTS PEST CONTROL, ELEVATOR CONTRACT, FIRE SPRINKLER AND ALARM TESTING, GENERATOR MAINTENANCE, WINDOW WASHING \$8,200
551	RENTS AND LEASES LEASE OF X-RAY MACHINE FOR GRIFFITH BUILDING FRONT DOOR SECURITY ACCESS. \$8,400




# REPROGRAPHICS FUND

## RECOMMENDED FY 19-20



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund:	Reprographics					% Change Budgeted Vs. Recommended
	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	
CLASS						
Personnel Services	\$283,076	\$308,177	\$340,368	\$341,860	\$388,861	14.25%
Materials and Services	707,516	714,651	796,218	685,009	781,725	-1.82%
Capital Outlay	-	-	-	-	-	N/A
Transfers	30,476	37,244	42,348	42,348	44,276	4.55%
SUB-TOTAL	\$1,021,068	\$1,060,072	\$1,178,934	\$1,069,217	\$1,214,862	
Contingency			48,810		47,931	
TOTAL	\$1,021,068	\$1,060,072	\$1,227,744	\$1,069,217	\$1,262,793	
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:**

FY 2019-20 reflects step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**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 2019-20 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM MANAGER:</b> 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.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.40	3.40	3.40	3.40	0.00
PERSONNEL SERVICES	\$283,076	\$308,177	\$340,368	\$388,861	\$0
MATERIALS & SERVICES	707,516	714,651	796,218	781,725	0
CAPITAL OUTLAY					
TRANSFERS	30,476	37,244	42,348	44,276	0
CONTINGENCY	0	0	48,810	47,931	0
<b>TOTAL</b>	<b>\$1,021,068</b>	<b>\$1,060,072</b>	<b>\$1,227,744</b>	<b>\$1,262,793</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$132,265	\$102,561	\$105,107	\$158,838	\$0
Miscellaneous Revenue	9,739	3,469	2,700	3,000	0
Transfer from Other Funds	981,625	1,059,150	1,119,937	1,100,955	0

**Services and Trends:**

Reprographics is an internal service program that 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 provide expertise for completing high quality projects in a timely manner
- Provide first-class customer service and promote a team-oriented work environment
- Promote, negotiate, and efficiently manage partnerships while maintaining vendor contracts and services that meet the same high standards of Graphic Services

**Budget Highlights:**

The Reprographics Program is committed to incorporating sustainability goals into the provision of services and products to city staff and Beaverton citizens.

- Nearly 90% of all copier paper has 100% recycled content.
- The *PaperCut* copier management system saves more than 34,000 sheets of paper annually and provides a secure, convenient method for printing and copying documents.
- Equipment for meetings and events can be borrowed by 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.
- A web-based, paperless work order system was rolled-out to all staff in March 2019.

All postage expenses appear in the Reprographics Fund in order to effectively track 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. 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 program will continue to generate printed resources as requested by city departments at the same or improved level of quality with minimal budget growth. Procedures will continue to be streamlined and new programs will be implemented in order to increase productivity and maintain customer satisfaction levels and improve the quality and professionalism of products produced.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM MANAGER:</b> SCOTT KELLER	

**Program Objectives:**

- **Printing:** Complete print/copy requests by staff, and provide print-ready copy and specifications to outside vendors.
- **Copiers:** Provide complete service including paper, toner, and maintenance for copiers in all city departments.
- **Graphic Design:** Provide creative and informative in-house graphic design and assist in the implementation of city branding efforts.
- **Communication:** Meet with customers and stakeholders to ensure city guidelines as well as departmental needs are met in the design and printing of materials.
- **Equipment:** Schedule, check out and maintain equipment for departmental meeting and event needs, including audio/visual and display equipment, pool vehicles and durable dishware.
- **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. Serve as a resource to city departments in determining cost effective postage rates and efficient mail design/preparation to maximize public communication.
- **Supplies:** Purchase supplies and maintain inventories related to audio/visual, printing, mailing and equipment.

Reprographics supports the Beaverton Community Vision in the following areas:

- Vision Goal Area: Build community
- Vision Goal Area: Be a national leader in sustainable practices and programs

**Progress on FY 2018-19 Action Plan:**

- Launched electronic work order submission system to all staff in March.
- Upgraded the package notification system to ensure security and convenience for staff.
- Replaced 17 departmental copiers at the end of their leases and added a copier to the new Engineering work area.
- Continue to monitor mailing patterns and advise staff on cost effective mailing practices to maintain or reduce citywide postage expenses.
- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Research and explore opportunities for reduced paper usage by city staff through the increased use of electronic documents and/or minimizing the paper copies instead.

**FY 2019-20 Action Plan:**

- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Monitor mailing patterns and advise city departments on cost effective mailing practices 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 one department copier and two high-speed production copiers at the end of their leases.
- Provide assistance and advice to the Police Department and Emergency Management Program regarding logistics for copiers, mail and office supplies as they plan for and move into the new Public Safety Center.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Total number of work requests	4,607	4,454	5,000 / 5,317	5,500
Outgoing mail (number of pieces)	1,484,898	1,221,109	1,400,000 / 1,300,000	1,400,000
Number of all-city mailings	16	14	17 / 13	14

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 601 REPROGRAPHICS	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>PROGRAM MANAGER:</b> SCOTT KELLER	

Performance Measures (continued):	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Incoming packages received	3,562	3,341	3,600 / 3,600	3,600
A/V equipment check-outs	1,700	1,489	1,700 / 1,900	1,900
Pool vehicle check-outs	900	759	1,000 / 800	1,000
Copiers in city buildings	34	36	36 / 39	39
Number of copies printed city-wide	3,430,599	3,448,685	3,600,000 / 3,700,000	3,600,000
Quantity of paper with 100% recycled content	90%	90%	90% / 90%	92%

**Performance Outcomes and Program Trends:**

The program's mission challenges staff to focus on improvements in efficiency and services, to periodically review internal processes and to eliminate unnecessary procedures and activities in order to provide valuable and timely service to operating departments. Current plans and trends include:

- Establish best practices for daily processes and tasks in order to provide high-quality services.
- Use technology to further automate tasks and improve services.
- Purchase stock in large quantities and/or via government price contracts to obtain the best prices possible.
- Develop of billing and inventory databases to accurately track costs and work requests for future forecasting. Use this data for allocation of the costs for supporting this internal services fund.
- Promote sustainable practices 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

	-132,265		-102,561		-105,107		-105,107	-105,107	-106,193		-158,838			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-132,265		-102,561		-105,107		-105,107	-105,107	-106,193		-158,838			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,864		-1,892		-2,700		-1,521	-2,700	-3,000		-3,000			
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389 MISCELLANEOUS REVENUES

	-6,742		-1,005											
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399 REIMBURSEMENTS - OTHER

	-140													
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-993		-572				-311	-311						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-9,739		-3,469		-2,700		-1,832	-3,011	-3,000		-3,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-833,840		-898,946		-944,821		-463,304	-944,821	-964,345		-910,497			
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412 TRSFERS FROM STREET FUND

	-4,138		-4,811		-4,435		-2,452	-4,435	-5,247		-4,954			
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419 TRSFERS FROM WATER FUND

	-4,890		-5,790		-6,099		-2,903	-6,099	-4,664		-4,403			
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421 TRSFERS FROM SEWER FUND

	-2,422		-2,155		-3,050		-1,535	-3,050	-2,332		-2,201			
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426 TRSFERS FROM ISD

	-1,908		-1,487		-4,436		-1,827	-4,436	-4,081		-3,853			
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428 TRSFR FR BUILDING OPERATING FD

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-7,578		-6,730		-7,762		-3,415	-7,762	-5,830		-5,505			
430	TRANSFER FROM LIBRARY FUND													
	-97,043		-103,482		-108,680		-53,400	-108,680	-125,935		-118,903			
431	TRSFR FR GIS FUND													
	-1,522		-1,651											
432	TRSFR FR PUBLIC WRKS ADMN FUND													
	-22,358		-24,219		-25,506		-10,995	-25,506	-26,820		-25,322			
433	TRSFRS FROM CDBG FUND													
	-812		-750		-832		-333	-832	-583		-550			
437	TRSFRS FRM INSURANCE FUND													
	-2,130		-1,820		-3,328		-1,022	-3,328	-2,332		-2,200			
441	TRSFRS FR STORM DRAIN FUND													
	-2,373		-2,100		-3,050		-1,597	-3,050	-2,332		-2,201			
442	TRANSFER FROM THE TLT FUND													
			-3,066		-5,444		-5,978	-5,444	-20,406		-19,266			
444	TRSFR FROM BURA GENERAL FUND													
			-1,604		-1,662		-682	-1,662	-583		-550			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-611		-539		-832		-300	-832	-583		-550			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-981,625		-1,059,150		-1,119,937		-549,743	-1,119,937	-1,166,073		-1,100,955			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,123,629		-1,165,180		-1,227,744		-656,682	-1,228,055	-1,275,266		-1,262,793			

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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													
	40,772	.40	43,089	.40	44,161	.40	32,638	44,064	45,962	.40	45,520	.40		
186	PROGRAM COORDINATOR													
					60,663	1.00	44,874	60,438	66,668	1.00	66,668	1.00		
221	SUPPORT SPECIALIST 2													
	98,617	2.00	103,570	2.00	54,085	1.00	39,911	54,411	58,834	1.00	58,834	1.00		
254	GRAPHIC DESIGNER													
	46,443	1.00	53,682	1.00	57,284	1.00	42,460	57,930	63,561	1.00	63,561	1.00		
275	TEMPORARY EMPLOYEES													
							1,991	7,200	18,000		18,000			
299	PAYROLL TAXES AND FRINGES													
	97,244		107,836		124,175		93,641	117,817	135,412		136,278			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	283,076	3.40	308,177	3.40	340,368	3.40	255,515	341,860	388,437	3.40	388,861	3.40		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	183		103		325		273	200	275		275			
302	POSTAGE EXPENSE													
	240,579		225,044		253,575		148,878	219,000	254,000		244,000			
303	OFFICE FURNITURE & EQUIPMENT													
	590		897		1,500			750	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
	6,914		11,837		12,000		2,043	2,000	12,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,374		1,366		2,000		1,534	2,000	2,350		2,350			
315	REPROGRAPHIC SUPPLIES													
	47,915		45,118		51,500		50,085	51,500	51,500		51,500			
318	COMPUTER SOFTWARE													

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			2,605											
321	TRAVEL, TRAINING & SUBSISTENCE													
	1,854		992		2,400		383	430	2,400		1,900			
371	EQUIPMENT OPER & MAINT EXPENSE													
	145		457		1,200		175	500	1,200		1,200			
481	OTHER EXPENSES													
	149,248		159,749		175,000		171,540	130,000	175,000		175,000			
511	PROFESSIONAL SERVICES													
	5,841		8,152		12,000		4,473	6,800	12,000		12,000			
536	MAINTENANCE CONTRACTS													
	1,583		1,742		1,800		1,829	1,829	1,900		1,900			
551	RENTS AND LEASES													
	251,290		256,589		282,918		259,388	270,000	280,600		280,600			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	707,516		714,651		796,218		640,601	685,009	794,225		781,725			
CLASS: 25 TRANSFERS														
818	TRSFERS TO ISD-ALLOCATED													
	25,153		31,123		36,227		30,189	36,227	37,823		36,625			
819	TRSFERS TO INSURANCE FUND													
	5,323		6,121		6,121		5,101	6,121	7,651		7,651			
TOTAL CLASS: 25 TRANSFERS														
	30,476		37,244		42,348		35,290	42,348	45,474		44,276			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					48,810				47,130		47,931			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					48,810				47,130		47,931			
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT														
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	931,406	1,069,217	1,275,266	3.40	1,262,793	3.40		

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**REPROGRAPHICS  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
80	SENIOR PROGRAM MANAGER	0.40	0.40					0.40
186	PROGRAM COORDINATOR	0.00	1.00					1.00
221	SUPPORT SPECIALIST 2	2.00	1.00					1.00
254	GRAPHIC DESIGNER	1.00	1.00					1.00
	<b>Total</b>	<b>3.40</b>	<b>3.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.40</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
80	SENIOR PROGRAM MANAGER	0.40					0.40
186	PROGRAM COORDINATOR	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
254	GRAPHIC DESIGNER	1.00					1.00
	<b>Total</b>	<b>3.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.40</b>

City of Beaverton - Finance  
Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL	132,265	102,561	105,107	105,107	106,193	158,838
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		132,265	102,561	105,107	105,107	106,193	158,838
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	1,864	1,892	2,700	2,700	3,000	3,000
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389	MISCELLANEOUS REVENUES	6,742	1,005				
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399	REIMBURSEMENTS - OTHER	140					
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757	MED/LIFE INS PREM REFUND DISTRIBUTION	993	572		311		
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		9,739	3,469	2,700	3,011	3,000	3,000
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND	833,840	898,946	944,821	944,821	964,345	910,497
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412	TRSFERS FROM STREET FUND	4,138	4,811	4,435	4,435	5,247	4,954
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419	TRSFERS FROM WATER FUND	4,890	5,790	6,099	6,099	4,664	4,403
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421	TRSFERS FROM SEWER FUND	2,422	2,155	3,050	3,050	2,332	2,201
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426	TRSFERS FROM ISD	1,908	1,487	4,436	4,436	4,081	3,853
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428	TRSFER FR BUILDING OPERATING FD	7,578	6,730	7,762	7,762	5,830	5,505
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430	TRANSFER FROM LIBRARY FUND	97,043	103,482	108,680	108,680	125,935	118,903
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431	TRSFER FR GIS FUND	1,522	1,651				
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432	TRSFER FR PUBLIC WRKS ADMN FUND	22,358	24,219	25,506	25,506	26,820	25,322
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433	TRSFERS FROM CDBG FUND	812	750	832	832	583	550
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437	TRSFERS FRM INSURANCE FUND	2,130	1,820	3,328	3,328	2,332	2,200
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441	TRSFERS FR STORM DRAIN FUND	2,373	2,100	3,050	3,050	2,332	2,201
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**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED  
 UPON 3.00% \$3,000

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

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 \$910,497

412 TRSFERS FROM STREET FUND  
 CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS \$4,954

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. \$3,853

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

441 TRSFERS FR STORM DRAIN FUND

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
442	TRANSFER FROM THE TLT FUND		3,066		5,444		5,444	20,406		19,266			
444	TRSFR FROM BURA GENERAL FUND		1,604		1,662		1,662	583		550			
449	TSFR FR TRANS DEVL TAX/TIF FD		611		832		832	583		550			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	981,625		1,059,150		1,119,937		1,119,937	1,166,073		1,100,955			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,123,629		1,165,180		1,227,744		1,228,055	1,275,266		1,262,793			
TOTAL DEPARTMENT: 03 REVENUE													
	1,123,629		1,165,180		1,227,744		1,228,055	1,275,266		1,262,793			

### BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
DEPT: 25 REPROGRAPHICS DEPARTMENT  
PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

080	SENIOR PROGRAM MANAGER												
	40,772	.40	43,089	.40	44,161	.40	44,064	45,962	.40	45,520	.40		
186	PROGRAM COORDINATOR												
					60,663	1.00	60,438	66,668	1.00	66,668	1.00		
221	SUPPORT SPECIALIST 2												
	98,617	2.00	103,570	2.00	54,085	1.00	54,411	58,834	1.00	58,834	1.00		
254	GRAPHIC DESIGNER												
	46,443	1.00	53,682	1.00	57,284	1.00	57,930	63,561	1.00	63,561	1.00		
275	TEMPORARY EMPLOYEES												
							7,200	18,000		18,000			
299	PAYROLL TAXES AND FRINGES												
	97,244		107,836		124,175		117,817	135,412		136,278			

TOTAL CLASS: 05 PERSONNEL SERVICES

	283,076	3.40	308,177	3.40	340,368	3.40	341,860	388,437	3.40	388,861	3.40		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	183		103		325		200	275		275			
302	POSTAGE EXPENSE												
	240,579		225,044		253,575		219,000	254,000		244,000			
303	OFFICE FURNITURE & EQUIPMENT												
	590		897		1,500		750	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
	6,914		11,837		12,000		2,000	12,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,374		1,366		2,000		2,000	2,350		2,350			
315	REPROGRAPHIC SUPPLIES												
	47,915		45,118		51,500		51,500	51,500		51,500			
318	COMPUTER SOFTWARE												
			2,605										
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,854		992		2,400		430	2,400		1,900			
371	EQUIPMENT OPER & MAINT EXPENSE												
	145		457		1,200		500	1,200		1,200			

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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
  - 275 TEMPORARY EMPLOYEES  
 ON-CALL/TEMPORARY ASSISTANCE TO COVER STAFF ABSENCES (PTO, MEDICAL LEAVE, FMLA) AND OCCASIONAL PEAK WORK LOAD PERIODS.
  - 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 301 OFFICE EXPENSE  
 GRAPHIC SERVICES OFFICE SUPPLIES \$275
  - 302 POSTAGE EXPENSE  
 BASED ON PROJECTED MAIL VOLUMES AND 2.5 TO 5% USPS RATE INCREASE, EFFECTIVE ON 1/27/2019 (RATE INCREASE VARIES DEPENDING ON POSTAL CLASS) \$244,000
  - 303 OFFICE FURNITURE & EQUIPMENT  
 GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES AND REPLACEMENTS \$1,000
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 CITY AV EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$10,000
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$2,000  
 MISCELLANEOUS AV SUPPLIES (BATTERIES, CORDS, ETC.) \$350
  - 315 REPROGRAPHIC SUPPLIES  
 PAPER, BINDING MATERIALS AND OTHER SUPPLIES \$46,000  
 INK & OTHER SUPPLIES FOR LARGE FORMAT PLOTTER USED BY REPRO AND GIS \$3,000  
 CENTRAL OFFICE SUPPLIES (INCREASE DUE TO PROJECTED EXPENSES) \$2,500
  - 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
  - 321 TRAVEL, TRAINING & SUBSISTENCE  
 STAFF TRAINING AND DEVELOPMENT \$1,900
  - 371 EQUIPMENT OPER & MAINT EXPENSE  
 SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
481	OTHER EXPENSES												
	149,248		159,749		175,000		130,000	175,000		175,000		175,000	
511	PROFESSIONAL SERVICES												
	5,841		8,152		12,000		6,800	12,000		12,000		12,000	
536	MAINTENANCE CONTRACTS												
	1,583		1,742		1,800		1,829	1,900		1,900		1,900	
551	RENTS AND LEASES												
	251,290		256,589		282,918		270,000	280,600		280,600		280,600	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	707,516		714,651		796,218		685,009	794,225		781,725		781,725	
CLASS: 25 TRANSFERS													
818	TRSFERS TO ISD-ALLOCATED												
	25,153		31,123		36,227		36,227	37,823		36,625		36,625	
819	TRSFERS TO INSURANCE FUND												
	5,323		6,121		6,121		6,121	7,651		7,651		7,651	
TOTAL CLASS: 25 TRANSFERS													
	30,476		37,244		42,348		42,348	45,474		44,276		44,276	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					48,810			47,130		47,931		47,931	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					48,810			47,130		47,931		47,931	
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM													
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,275,266	3.40	1,262,793	3.40	1,262,793	3.40
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT													
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,275,266	3.40	1,262,793	3.40	1,262,793	3.40
TOTAL FUND: 601 REPROGRAPHICS FUND													
	1,021,068	3.40	1,060,072	3.40	1,227,744	3.40	1,069,217	1,275,266	3.40	1,262,793	3.40	1,262,793	3.40

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

481 OTHER EXPENSES  
 OUTSIDE VENDOR SERVICES: PRODUCTION OF YOUR CITY NEWSLETTER, REPORTS AND OTHER CITYWIDE PROJECTS \$125,000  
 OUTSIDE VENDOR SERVICES: OTHER PRINT PRODUCTION WORK \$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 \$1,900

551 RENTS AND LEASES  
 COPIER AND EQUIPMENT LEASES (INCLUDING 5 NEW MACHINES ADDED TO COPIER FLEET IN FY18-19 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY 2018, 2019, 2020) \$265,000  
 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) \$5,000

818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$36,625

819 TRSFERS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$7,651

991 CONTINGENCY - UNRESERVED

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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			44,064				44,064	19,978	64,042
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,080	15		59,673	645		120	60,438	46,074	106,512
601-25-0721-05-221	SUPPORT SPECIALIST 2	1.00	2,080	29		53,165	1,126		120	54,411	23,213	77,624
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,080	37		56,320	1,490		120	57,930	27,948	85,878
601-25-0721-05-275	TEMPORARY EMPLOYEES		400			7,200				7,200	604	7,804
	REPROGRAPHICS PROGRAM	3.40	7,504	81		220,422	3,261		360	224,043	117,817	341,860
	**** DEPARTMENT TOTAL ****	3.40	7,504	81		220,422	3,261		360	224,043	117,817	341,860

792

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 PM

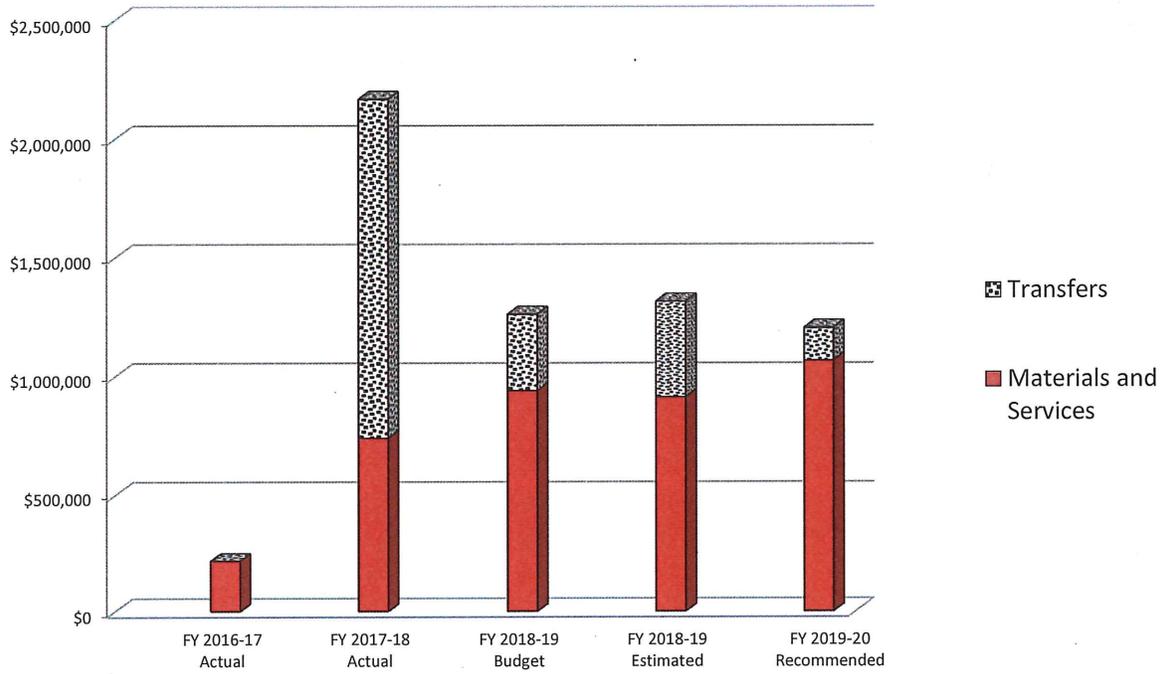
ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
601-25	REPROGRAPHICS DEPARTMENT											
601-25-0721-05-080	SENIOR PROGRAM MANAGER	0.40	869			45,520				45,520	23,011	68,531
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,096	25		65,378	1,170		120	66,668	52,517	119,185
601-25-0721-05-221	SUPPORT SPECIALIST 2	1.00	2,096	40		57,080	1,634		120	58,834	27,136	85,970
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,096	40		61,704	1,737		120	63,561	31,938	95,499
601-25-0721-05-275	TEMPORARY EMPLOYEES		1,000			18,000				18,000	1,676	19,676
	REPROGRAPHICS PROGRAM	3.40	8,157	105		247,682	4,541		360	252,583	136,278	388,861
	**** DEPARTMENT TOTAL ****	3.40	8,157	105		247,682	4,541		360	252,583	136,278	388,861

793



# TLT Fund

## RECOMMENDED FY 19-20



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund:	<b>LODGING TAX (TLT) Fund</b>					% Change Budgeted Vs. Recommended
	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	
Personnel Services	\$78,206	\$529,528	\$683,649	\$645,200	\$713,677	4.39%
Materials and Services	218,103.00	740,200	940,336	913,308	1,066,572	13.42%
Transfers	-	1,426,859	321,320	402,320	137,998	-57.05%
<b>SUB-TOTAL</b>	<u>\$296,309</u>	<u>\$2,696,587</u>	<u>\$1,945,305</u>	<u>\$1,960,828</u>	<u>\$1,918,247</u>	
Contingency			1,572,264		2,642,029	
Reserve			-		-	
Reserve			-		-	
<b>TOTAL</b>	<u>\$296,309</u>	<u>\$2,696,587</u>	<u>\$3,517,569</u>	<u>\$1,960,828</u>	<u>\$4,560,276</u>	
<b>FTE's</b>	<u>2.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	

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

**Personnel services:**

FY 2019-20 reflects step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**Materials and services:**

FY 2019-20 reflects an increase of \$30K for Art Development Expense and an increase of \$120K related to the PRCA operations planning offset by a reduction of \$20K for special expenses.

**Transfers:**

FY 2019-20 reflects a reduction in the transfers to the Capital Development Fund for design and construction of the Beaverton Center for the Arts (\$197K).

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> FINANCE
<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE	

**Program Goal:** Design, construct and operate the Patricia Reser Center for the Arts (PRCA), 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	4.50	5.00	5.00	5.00	0.00
PERSONNEL SERVICES	\$301,870	\$529,528	\$683,649	\$713,677	\$0
MATERIALS & SERVICES	360,839	740,200	940,336	1,066,572	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	10,995	1,426,859	321,320	137,998	0
CONTINGENCY	0	0	1,572,264	2,642,029	0
<b>TOTAL</b>	<b>\$673,704</b>	<b>\$2,696,587</b>	<b>\$3,517,569</b>	<b>\$4,560,276</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$0	\$1,233,059	\$886,204	\$1,534,041	\$0
City Lodging Tax - 4%	800,185	1,158,948	1,259,150	1,450,117	0
County Lodging Tax - 2.5%	725,907	717,212	790,645	910,092	0
Investment Interest Earnings	3,276	18,727	24,500	17,400	0
Transfers from General Fund	0	454,258	557,070	648,626	0
Miscellaneous Revenues	0	587	0	0	0

See also Fund 301 – Capital Development Fund – Patricia Reser Center for the Arts (program #3521): for the design and construction of the facility.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0802 PRCA FACILITY DEVELOPMENT PROGRAM	<b>PROGRAM MANAGER:</b> CHRIS AYZOUKIAN

**Program Goal:** Design, construct and operate the Patricia Reser Center for the Arts, 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	2.00	2.00	2.00	2.00	0.00
PERSONNEL SERVICES	\$78,206	\$303,020	\$338,615	\$345,686	\$0
MATERIALS & SERVICES	218,103	528,155	733,061	823,385	0
CAPITAL OUTLAY					
TRANSFERS	0	1,409,108	298,647	100,550	0
<b>TOTAL</b>	<b>\$296,309</b>	<b>\$2,240,283</b>	<b>\$1,370,323</b>	<b>\$1,269,621</b>	<b>\$0</b>

Revenue:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
City Lodging Tax - 4%	800,185	1,158,948	1,259,150	1,450,117	0
County Lodging Tax - 2.5%	725,907	717,212	790,645	910,092	0

\* Effective October 1, 2016

\*\* County Lodging Tax was a revenue source for the General Fund prior to July 1, 2016

**Program Objective:**

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 2019-20 the objective is to continue the momentum for the center; the program will continue making progress towards raising the goal of \$11.1million, with over \$5 million already secured. Pending a vote by City Council, it is anticipated that the project will break ground in September 2019.

This program is charged with implementing the following Beaverton Community Vision action item:

**Vision Action Item #71:** Develop an arts and culture center. Develop a destination arts and culture center through a private-public partnership

**Patricia Reser Center for the Arts Project Development:** The inter-departmental project team is led by the Development Division of the Community Development Department, PRCA staff, and other staff to support the community vision idea of a permanent home for arts in Beaverton. The project envisions use of the Main Library's auditorium as an integrated resource for performances, lectures, and educational offerings complementing the PRCA. The planned 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:

- 43,000 sf
- Mainstage: 550 seats
- Space for rehearsals, workshop, events, and educational initiatives
- Lobby
- Art Gallery
- Box office
- Meeting / Conference Room
- Outdoor Plaza
- State of the art technical capabilities

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0802 PRCA FACILITY DEVELOPMENT PROGRAM	<b>PROGRAM MANAGER:</b> CHRIS AYZOUKIAN

The PRCA 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
- Serve as a regional tourism attractor

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 2018-19 Action Plan:**

- Continued 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. As of February 12, 2019, \$5,201,244 has been secured towards the \$11.1M private portion.
- A Capital Campaign Volunteer Leadership Committee (Campaign Cabinet) with visible and capable leadership is fully functioning and actively engaged. We continue to pursue developing industry-specific Campaign subcommittees to increase awareness and cultivation opportunities.
- Hosted prospective donor events that bring greater community awareness and develop opportunities for deeper cultivation of prospective donors. Continued public outreach with presentations to local community groups, City NACs and Boards and Commissions.
- Increased visibility of the capital campaign and the importance of arts in the community with the Arts Lives Here campaign. Provided two presentations to City Council on project progress.
- In preparation for ground-breaking, provided 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.
  - Progress: Planning meetings have been held with leadership to inform center policy and operations including operating typology, mission, value creation for users and the community, and operating pro forma. These will continue through groundbreaking and opening.

**FY 2019-20 Action Plan:**

- Increase visibility of the Center, capital campaign and the importance of the arts in the community. During FY 19-20 the focus will be shifting from Major Donors to launching the public phase of the campaign in order to bring greater community awareness and develop opportunities for deeper cultivation of prospective donors for capital and operations funding.
- Implement the first phase of the public/community public relations and fundraising campaigns, including implementation of marketing strategy developed in FY 2018-19.
- Develop strategy for transitioning capital donors to ongoing operational support for the PRCA.
- Pending City Council authorization for the sale of special revenue bonds for construction backed by city's Lodging Tax, create appropriate accounting measures to manage the sale proceeds, and cash flow needs for construction.
- Pending city council authorization of special revenue bonds for construction, host community-wide celebration of project approval in order to connect more residents with the PRCA.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0802 PRCA FACILITY DEVELOPMENT PROGRAM	<b>PROGRAM MANAGER:</b> CHRIS AYZOUKIAN

- Continue awareness and targeted outreach efforts to the public and potential users to inform programming and policy.
- Continue outreach efforts to metro-wide arts organizations to recruit and prepare potential users for the PRCA.
- Develop brand identity for PRCA ready for brand launch in FY20-21.
- Study, recommend and implement management and operating structure.
- Prepare operational policies and staffing plan for implementation in FY20-21.
- Update operating pro forma in preparation for first budget cycle of a partial year of operations in FY20-21.

<b>Performance Measures:</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
	<b>Budgeted/Revised</b>	<b>Proposed</b>
Fulfillment of pledges receivable		100%
Funds raised from public campaign		1,000,000
Total donors to capital campaign	90	500
Grants submitted for PRCA programming and operational support		5
Total users/programming partners reached	New/30+	60+

The current set of milestones for the project are:

Major gift and foundation fundraising:	2017 – 2021
Public awareness and support:	2018 - 2021
Design, engineering, permits:	2017 – Summer 2019
Construction:	Fall 2019 – spring 2021
Goal: Grand Opening Celebration:	Late Spring 2021

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>DIVISION:</b> 0528 ARTS PROGRAM	<b>PROGRAM MANAGER:</b> LAURA BECKER

**Mission Statement:**

The Arts Program's mission is to enhance, unite, and celebrate our diverse community through art.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	2.50	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$223,664	\$226,508	\$345,034	\$367,991	\$0
MATERIALS & SERVICES	142,736	212,045	207,275	243,187	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	10,995	17,751	22,673	37,448	0
CONTINGENCY	0	0	1,572,264	2,642,029	0
<b>TOTAL</b>	<b>\$377,395</b>	<b>\$456,304</b>	<b>\$2,147,246</b>	<b>\$3,290,655</b>	<b>\$0</b>

**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.

**Program Objectives link to the Community Vision:**

The arts are a strong component of both the Beaverton Community Vision Action Plan and the city's adopted 2015 Marketing Plan. The Arts Program is a partner and has the responsibility to implement the following Beaverton Community Vision action items:

- **Vision Action Item #1:** Expand neighborhood and district branding
- **Vision Action Item #13:** Use art, murals and landscaping to beautify Beaverton
- **Vision Action Item #71:** Develop an arts and culture center
- **Vision Action Item #72:** Create spaces for local music and artistic performances
- **Vision Action Item #73:** Expand public art and promote murals and sidewalk art
- **Vision Action Item #74:** Develop an arts, events, branding and marketing strategy

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>DIVISION:</b> 0528 ARTS PROGRAM	<b>PROGRAM MANAGER:</b> LAURA BECKER

**Progress on FY 2018-19 Action Plan:**

- **Marketing Plan** – Launched a coordinated arts-focused marketing campaign to infuse arts and culture messaging in both established and in new communication channels, including *Your Art Moment*, a daily feature of local and regional artists via social media intended to increase awareness of the arts in Beaverton and provide exposure to emerging artists within our community.
- **Public Art Master Plan – 1% for Art planning** Managed the 1% for art process and assembly of the Art Selection Committee for two large capital projects:
  - **Public Safety Center Update:** Selected artist Blessing Hancock through an open Request for Qualifications process recruitment to receive the commission to propose and realize artwork for the new Public Safety Center (funded through a voter-approved bond measure, artwork budget set at \$250,000).
  - **Patricia Reser Center for the Arts Update:** Selected the Lead Artist who will deliver the Art Framework as well propose artwork for one or more artworks for the site. The Lead Artist will deliver this Art Framework and artwork proposal in FY19-20.
  - Continued to implement recommendations laid out in the Public Art Plan (revised 2015.)
- **Downtown Placemaking** –Implemented placemaking projects and served as arts consultant to the downtown core team led by the Community Development Department. Projects this year included temporary fence panel murals by Alan Rose on the vacant Umrein property and a mural by Ellen Picken on the ground plane at the Union Vintage Triangle.
- **Neighborhood/Place-Based Art Installations:** Introduced the Art Lives Here grant program in FY18-19, a place and neighborhood-based grant opportunity intended to activate and enliven publicly-accessible places and enhance Beaverton’s neighborhoods. Applications for these projects are pending and 3 grant awards up to \$5,000 each will be awarded in March 2019.
- **Tactical artworks in public right-of-way:**
  - Selected designs for artwork on utility boxes; pending approval of installation method, material and delivery of timeline by Public Works.
  - Worked with Public Works to identify trash cans wraps that need to be replaced or repaired.
  - Deployed nine “ground graphics” during FY 18-19, featuring artworks included in Beaverton Arts Mix! in partnership with Beaverton Restaurant Week.
- **Grant-Making:** Awarded \$35,000 in grants to over 20 artists/organizations/community groups.
- **Art Events:** Produced signature arts events including the 10<sup>th</sup> annual Ten Tiny Dances performance series featuring site-specific choreography on 5 stages in new locations near The Round; an arts-feature at Flicks by the Fountain by Son Jarocho Collectivo de Portland; 2 Concerts in the Round featuring Patrick Lamb and Super Sparkle, Beaverton Arts Mix! celebrated another successful year with record-breaking sales. (See also 0527 Events Program for other art-related events in the community.)
- **Artist Workshops:** Engaged in a partnership with Tualatin Valley Creates and City of Hillsboro to offer 6 artist workshops addressing a variety of topics relevant to creative growth, arts participation and general professional development. Workshops offered by the City of Beaverton included a 2-part grant-writing for artist’s workshop and another workshop designed to teach individuals and organizations how to kick-start a mural project within their community.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>DIVISION:</b> 0528 ARTS PROGRAM	<b>PROGRAM MANAGER:</b> LAURA BECKER

**FY 2019-20 Action Plan**

- **Arts Marketing** –Continue a coordinated and strategic effort to infuse art and culture messaging in established and new communication channels, including a more robust marketing approach for Concerts to attract a wider audience, as well as the continuation and proliferation of *Your Art Moment*, begun in FY18-19. It will also bring attention to the large public art projects underway, as well as an accelerating marketing campaign for the future Patricia Reser Center for the Arts.
- **Public Art Master Plan – 1% for Art Planning and Administration** –Public Safety Center: Work with artist Blessing Hancock to deliver a proposal for artwork, as well as a targeted summer 2019 outreach plan for this project. PRCA: Work with Lead Artist to deliver an Art Framework of recommendations for the PRCA and Parking Garage, as well as delivery of a proposal for one artwork for the site. Based on recommendations laid out in the Art Framework, issue subsequent opportunities/calls for artists. Ordinance review/revision: Review and update the 1% for Art ordinance and Arts Program Administrative Guidelines. Other permanent public art: Commission and/or consider gifts of artwork for the Crescent Connection Trail.
- **Placemaking**: Work to realize 1-2 placemaking projects within Central Beaverton and Old Town as part of Placemaking Work Group, as well as other responsive tactical artwork in the right-of-way.
- **Grant-Making**: Continue supporting individual artists, arts organizations and community groups through the following grant opportunities: *Art Lives Here*, Place and Neighborhood-Based Project Support, Community Grants and Emerging Arts Opportunities
- **Artist Workshops**: to offer expanded professional development and creative capacity-building workshops and events for artists and the general public in partnership with Tualatin Valley Creates and the City of Hillsboro
- **Arts Events**:
  - Ten Tiny Dances (TTD): In the spirit of the original vision for this performance event, stages at multiple locations will be sited near The Round and Crescent Connection Trail. This is an ambulatory event to encourage participants to explore their city in new and interesting ways, as seen through the lens of dance, performance and spectacle. At least 10 artists will be commissioned to create site-specific dance; the event will also include an opportunity for the public to engage in conversation with the artists/performers.
  - The Beaverton Arts Mix! (BAM!) Now in its 36th year, BAM! will continue to bring a wide variety of visual arts to share with the public, and create a space where local and regional artists can sell artworks and share their talents. This year, the artist reception will be held on Thursday evening, a way to better align with First Thursday activities presented regionally for the visual arts. 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 young people to participate. The Arts Program will continue to work with city's Economic Division and the Downtown Business Association to bring attention to BAM! during Restaurant Week, which coincides with BAM!
  - Concerts (formerly Concerts in The Round): This year, focus will shift to producing fewer concerts but with emphasis on larger attendance and leveraging community partnerships including the Beaverton Farmers Market to produce *The Longest Day of the Year*, a summer solstice arts celebration and concert featuring Portland Cello Project. A second signature arts event with a performative element will be planned to be held in the winter months to create better unity and balance to city arts events throughout the calendar year.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 107 LODGING TAX (TLT) FUND	<b>DEPARTMENT:</b> MAYOR'S OFFICE
<b>DIVISION:</b> 0528 ARTS PROGRAM	<b>PROGRAM MANAGER:</b> LAURA BECKER

Performance Measures	FY16-17 Actual	FY17-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Number of BAC and sub-committee meetings held	12	12	12 / 12	24
Number of new tactical, placemaking and place-based art installed	New Measure	New Measure	20 / 17	5
Number of artists participating in artist workshop series	100	30	120 / 120	150
Number of active public art projects (formerly Percent of ideas within the Public Art Master Plan On-Going or Underway)	New Measure	New Measure	New Measure	6
Number of artists participating in the rotating exhibition program	100	170	40 / 40	100
Number of attendees at city arts events	New Measure	New Measure	New Measure	New Measure
Number of volunteer hours donated	New Measure	New Measure	New Measure	New Measure
Number of artists admitted to BAM!	New Measure	New Measure	New Measure	New Measure
Number of artworks sold at BAM!	New Measure	New Measure	New Measure	New Measure
*Per capita public investment in the arts	New Measure No Data	New Measure (\$2.26)	New Measure (\$2.08 / \$2.14)	New Measure (\$2.95)
Overall Community Satisfaction Rating	New Measure	New Measure	New Measure	New Measure

\*This performance measure is one observed nationally as best practice. In 2018, Tualatin Valley Creates revealed in the Arts & Economic Prosperity 5 study completed in partnership with Americans for the Arts, the per capita Nonprofit Arts (Total Economic Impact/year-round population) for Washington County is \$37. The recommendation is that the City of Beaverton similarly track this data for the public investment in the arts.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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		-886,204		-886,204	-886,204	-1,545,383		-1,534,041			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

			-1,233,059		-886,204		-886,204	-886,204	-1,545,383		-1,534,041			
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CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)

	-800,185		-1,158,948		-1,259,150		-814,659	-1,259,150	-1,450,117		-1,450,117			
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TOTAL CLASS: 10 TAXES

	-800,185		-1,158,948		-1,259,150		-814,659	-1,259,150	-1,450,117		-1,450,117			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

	-725,907		-717,212		-790,645		-505,850	-790,645	-910,092		-910,092			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-725,907		-717,212		-790,645		-505,850	-790,645	-910,092		-910,092			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-3,276		-18,727		-24,500		-10,337	-14,500	-17,400		-17,400			
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390 CONTRIBUTIONS AND DONATIONS

			-500											
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

			-87				-327	-327						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-3,276		-19,314		-24,500		-10,664	-14,827	-17,400		-17,400			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

804

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			-454,258		-557,070			-544,043	-666,386		-648,626			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
			-454,258		-557,070			-544,043	-666,386		-648,626			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,529,368		-3,582,791		-3,517,569		-2,217,377	-3,494,869	-4,589,378		-4,560,276			

808

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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 1.00 100,067 1.00 106,304 1.00 79,656 106,080 110,680 1.00 109,611 1.00

077 PROGRAM MANAGER

23,464 1.00 84,743 1.00 62,628 84,552 92,642 1.00 91,743 1.00

186 PROGRAM COORDINATOR

8,706

197 EVENTS COORDINATOR

74,868 1.00 75,075 1.00 57,463 74,926 78,091 1.00 78,091 1.00

221 SUPPORT SPECIALIST 2

52,691 1.00 58,119 1.00 40,112 52,999 58,742 1.00 58,742 1.00

273 PRCA GENERAL MANAGER

30,152 1.00 114,143 1.00 117,005 1.00 87,541 116,724 121,794 1.00 120,612 1.00

275 TEMPORARY EMPLOYEES

4,698 19,532 9,122 12,161 5,000 22,930

299 PAYROLL TAXES AND FRINGES

23,905 150,891 222,871 159,171 197,758 219,425 231,948

TOTAL CLASS: 05 PERSONNEL SERVICES

78,206 2.00 529,528 5.00 683,649 5.00 495,693 645,200 686,374 5.00 713,677 5.00

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

1,422 400 129 396 400 400

303 OFFICE FURNITURE & EQUIPMENT

1,877 1,489 2,900 1,500 1,500 1,500 1,500

307 MEMBERSHIP FEES

2,241 3,614 5,475 2,440 5,425 5,915 5,915

308 PERIODICALS & SUBSCRIPTIONS

370 340 900 47 900 900 900

317 COMPUTER EQUIPMENT

808

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	4,028		4,503		100		857	857						
318	COMPUTER SOFTWARE													
	630		8,522		500		1,796	1,906	557		557			
321	TRAVEL, TRAINING & SUBSISTENCE													
	943		16,356		30,000		4,345	9,052	27,000		25,500			
325	COMMUNITY EVENTS EXPENSE													
			93,132		86,650		67,187	85,920	93,150		93,150			
328	MEALS & RELATED EXPENSE													
			1,139		3,000		714	1,489	2,500		2,500			
330	MILEAGE REIMBURSEMENT													
			91		350			350	350		350			
341	COMMUNICATIONS EXPENSE													
	260		1,908		2,448		1,315	1,368	2,400		1,800			
461	SPECIAL EXPENSE													
			160,335		609,825		481,618	609,810	590,000		590,000			
488	ART DEVELOPMENT EXPENSE													
			94,903		96,000		30,290	92,547	160,000		122,000			
508	BCA PREDEVELOPMENT EXPENSES													
	115,409													
511	PROFESSIONAL SERVICES													
	92,345		347,438		99,788		65,563	99,788	220,000		220,000			
523	BOARDS & COMMISSIONS EXPENSES													
			5,008		2,000		602	2,000	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	218,103		740,200		940,336		658,403	913,308	1,106,672		1,066,572			
CLASS: 25 TRANSFERS														
815	TRSFERS TO CAPITAL DEV. FUND													
			1,408,243		297,085		297,085	378,085			100,000			
816	TRSFERS TO REPROGRAPHICS FUND													

807

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			3,066		5,444		5,979	5,444	20,406		19,266			
818	TRSFERS TO ISD-ALLOCATED													
			15,550		18,791		15,659	18,791	19,550		18,732			
TOTAL CLASS: 25 TRANSFERS														
			1,426,859		321,320		318,723	402,320	39,956		137,998			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED														
					1,572,264				2,756,376		2,642,029			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					1,572,264				2,756,376		2,642,029			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	296,309	2.00	2,696,587	5.00	3,517,569	5.00	1,472,819	1,960,828	4,589,378	5.00	4,560,276	5.00		

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**LODGING TAX FUND  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
18	CAPITAL CAMPAIGN MANAGER	1.00	1.00					1.00
77	PROGRAM MANAGER	1.00	1.00					1.00
197	EVENTS COORDINATOR	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00	1.00					1.00
273	PRCA GENERAL MANAGER	1.00	1.00					1.00
	<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
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	PRCA GENERAL MANAGER	1.00					1.00
	<b>Total</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 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		886,204		886,204	1,545,383		1,534,041			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

			1,233,059		886,204		886,204	1,545,383		1,534,041			
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CLASS: 10 TAXES

506	CITY 4% LODGING TAX (TLT)												
		800,185	1,158,948		1,259,150		1,259,150	1,450,117		1,450,117			

TOTAL CLASS: 10 TAXES

		800,185	1,158,948		1,259,150		1,259,150	1,450,117		1,450,117			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326	COUNTY 2.5% LODGING TAX												
		725,907	717,212		790,645		790,645	910,092		910,092			

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		725,907	717,212		790,645		790,645	910,092		910,092			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		3,276	18,727		24,500		14,500	17,400		17,400			

390	CONTRIBUTIONS AND DONATIONS												
			500										

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
			87				327						

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		3,276	19,314		24,500		14,827	17,400		17,400			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
			454,258		557,070		544,043	666,386		648,626			

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

			454,258		557,070		544,043	666,386		648,626			
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TOTAL PROGRAM: 0000 UNRESTRICTED

		1,529,368	3,582,791		3,517,569		3,494,869	4,589,378		4,560,276			
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TOTAL DEPARTMENT: 03 REVENUE

		1,529,368	3,582,791		3,517,569		3,494,869	4,589,378		4,560,276			
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City of Beaverton - Finance  
 Budget Preparation - 2020  
 FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

**BP WORKSHEET & JUSTIFICATION**

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. \$1,450,117

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 \$910,092

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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$17,400

390 CONTRIBUTIONS AND DONATIONS

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. \$648,626  
 FY 2018-19 BUDGET AMENDMENT PKT. #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND FOR ART DEVELOPMENT EXPENSE BY \$20,000 FROM THE CURRENT APPROPRIATION OF \$110,000 TO A NEW TOTAL OF \$91,000 AND REDUCE THE FUNDING FROM THE GENERAL FUND.

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 PRCA FACILITY DEVELOPMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 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	100,067	1.00	106,304	1.00	106,080	110,680	1.00	109,611	1.00		
273	PRCA GENERAL MANAGER												
	30,152	1.00	114,143	1.00	117,005	1.00	116,724	121,794	1.00	120,612	1.00		
275	TEMPORARY EMPLOYEES												
			4,698		13,932		5,000	5,000		5,000			
299	PAYROLL TAXES AND FRINGES												
	23,905		84,112		101,374		95,141	104,574		110,463			

TOTAL CLASS: 05 PERSONNEL SERVICES

	78,206	2.00	303,020	2.00	338,615	2.00	322,945	342,048	2.00	345,686	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
			1,328		200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT												
	1,877		1,489		2,000			1,000		1,000			
307	MEMBERSHIP FEES												
	2,241		595		2,900		2,900	2,485		2,485			
308	PERIODICALS & SUBSCRIPTIONS												
	370		340		900		900	900		900			
317	COMPUTER EQUIPMENT												
	4,028		1,600										
318	COMPUTER SOFTWARE												
	630		8,000				500						
321	TRAVEL, TRAINING & SUBSISTENCE												
	943		14,265		25,000		5,000	18,000		18,000			
328	MEALS & RELATED EXPENSE												
			953		2,000		500	1,000		1,000			
330	MILEAGE REIMBURSEMENT												
			91		200		200	200		200			
341	COMMUNICATIONS EXPENSE												
	260		1,599		1,248		600	1,200		600			

OBJ	OBJECT DESCRIPTION
OBJ	JUSTIFICATIONS

- 018 CAPITAL CAMPAIGN MANAGER
  
- 273 PRCA GENERAL MANAGER
  
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 301 OFFICE EXPENSE  
OFFICE SUPPLIES \$200
  
- 303 OFFICE FURNITURE & EQUIPMENT  
ADDITIONAL NEEDS IN TBB 2ND FLOOR \$1,000
  
- 307 MEMBERSHIP FEES  
INTERNATIONAL ASSOCIATION OF VENUE MANAGERS (IAVM) \$470  
ARTS NORTHWEST \$115  
ASSOCIATION OF PERFORMING ARTS PROFESSIONALS \$400  
WESTERN ARTS ALLIANCE \$450  
CALIFORNIA PRESENTERS \$250  
POLLSTAR \$600  
NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION \$200
  
- 308 PERIODICALS & SUBSCRIPTIONS  
SUBSCRIPTIONS \$300  
PARTNER ORGANIZATION TICKETS PURCHASES TO EVENTS \$600
  
- 317 COMPUTER EQUIPMENT  
NO APPROPRIATIONS REQUESTED
  
- 318 COMPUTER SOFTWARE  
NO APPROPRIATIONS REQUESTED
  
- 321 TRAVEL, TRAINING & SUBSISTENCE  
TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES \$18,000
  
- 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 BUSINES \$200
  
- 341 COMMUNICATIONS EXPENSE  
CELL PHONE CHARGES FOR 1 CELL PHONE @ 50 PER MONTH \$600

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 PRCA FACILITY DEVELOPMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE		150,457		598,825		598,825	579,000		579,000			
508	BCA PREDEVELOPMENT EXPENSES		115,409										
511	PROFESSIONAL SERVICES		92,345	347,438	99,788		99,788	220,000		220,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	218,103		528,155		733,061		709,413	823,985		823,385			
CLASS: 25 TRANSFERS													
815	TRSFERS TO CAPITAL DEV. FUND		1,408,243		297,085		378,085			100,000			
816	TRSFERS TO REPROGRAPHICS FUND		865		1,562		1,562	583		550			
TOTAL CLASS: 25 TRANSFERS													
			1,409,108		298,647		379,647	583		100,550			
TOTAL PROGRAM: 0802 PRCA FACILITY DEVELOPMENT													
	296,309	2.00	2,240,283	2.00	1,370,323	2.00	1,412,005	1,166,616	2.00	1,269,621	2.00		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	296,309	2.00	2,696,587	5.00	3,517,569	5.00	1,960,828	4,589,378	5.00	4,560,276	5.00		
TOTAL FUND: 107 LODGING TAX (TLT) FUND													
	296,309	2.00	2,696,587	5.00	3,517,569	5.00	1,960,828	4,589,378	5.00	4,560,276	5.00		

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

461	<p>SPECIAL EXPENSE</p> <p>FUNDING FOR BEAVERTON ARTS FOUNDATION PRCA CAPITAL CAMPAIGN GRANT</p> <p>CAMPAIGN OPERATIONS MANAGER (1FTE, SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS) \$69,232</p> <p>CAMPAIGN ADMINISTRATIVE ASSISTANT (1 FTE, OFFICE SUPPORT FOR CAMPAIGN AND BOARD) \$49,001</p> <p>CAMPAIGN MAJOR GIFTS OFFICER (0.75 FTE, CULTIVATE MAJOR DONORS) \$99,928</p> <p>CAMPAIGN COMMUNITY ENGAGEMENT MANAGER (1 FTE, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH) \$91,965</p> <p>CAPITAL CAMPAIGN ADVISERS \$50,000</p> <p>CONTRACTED LEGAL/ACCOUNTING SERVICES \$50,000</p> <p>CAMPAIGN MARKETING \$53,000</p> <p>FUNDRAISING RESEARCH \$2,874</p> <p>FUNDRAISING EVENTS \$26,000</p> <p>CONTRACTED SERVICES - PR, EVENT COORDINATION, GRAPHIC DESIGN, GRANTWRITING, COPYWRITER \$30,000</p> <p>OTHER: OFFICE SUPPLIES, COMPUTER EQUIP SOFTWARE, TRAVEL, SUBSISTENCE, MEALS \$28,000</p> <p>RENT IN E-SUITES (NEEDED IF MOVE OF PRCA STAFF TO 2ND FLOOR DOES NOT WORK OUT) \$29,000</p>
508	<p>BCA PREDEVELOPMENT EXPENSES</p>
511	<p>PROFESSIONAL SERVICES</p> <p>OPERATIONS PLANNING:</p> <p>MARKETING AND BRAND DEVELOPMENT \$60,000</p> <p>CATERING AND CONCESSIONS PLANNING \$20,000</p> <p>MANAGEMENT AND POLICY ADISORY SUPPORT \$40,000</p> <p>PROGRAMMING OUTREACH AND FOCUS GROUPS \$20,000</p> <p>PRE-OPENING PROGRAMMING AND EVENTS \$40,000</p> <p>TOURISM AND PROMOTION SUPPORT (CHAMBER OF COMMERCE) \$25,000</p> <p>COMMUNITY OUTREACH \$15,000</p>
815	<p>TRSFERS TO CAPITAL DEV. FUND</p> <p>FY 17-18</p> <p>3521 - BEAVERTON CTR FOR THE ARTS BUDGET \$1,408,,243</p> <p>FY 18-19 AND FY 19-20</p> <p>3521 - BEAVERTON CTR FOR THE ARTS \$100,000</p>
816	<p>TRSFERS TO REPROGRAPHICS FUND</p> <p>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING &amp; POSTAGE CHARGES THROUGH REPROGRAPHICS \$550</p>

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER												
		23,464	1.00	84,743	1.00	84,552	92,642	1.00	91,743	1.00			
186	PROGRAM COORDINATOR												
		8,706											
197	EVENTS COORDINATOR												
		74,868	1.00	75,075	1.00	74,926	78,091	1.00	78,091	1.00			
221	SUPPORT SPECIALIST 2												
		52,691	1.00	58,119	1.00	52,999	58,742	1.00	58,742	1.00			
275	TEMPORARY EMPLOYEES												
				5,600		7,161			17,930				
299	PAYROLL TAXES AND FRINGES												
		66,779		121,497		102,617	114,851		121,485				

TOTAL CLASS: 05 PERSONNEL SERVICES

		226,508	3.00	345,034	3.00	322,255	344,326	3.00	367,991	3.00			
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
		94		200		196	200		200				
303	OFFICE FURNITURE & EQUIPMENT												
				900		1,500	500		500				
307	MEMBERSHIP FEES												
		3,019		2,575		2,525	3,430		3,430				
317	COMPUTER EQUIPMENT												
		2,903		100		857							
318	COMPUTER SOFTWARE												
		522		500		1,406	557		557				
321	TRAVEL, TRAINING & SUBSISTENCE												
		2,091		5,000		4,052	9,000		7,500				
325	COMMUNITY EVENTS EXPENSE												
		93,132		86,650		85,920	93,150		93,150				

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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
275	TEMPORARY EMPLOYEES 1040 HOURS FOR EVENT PRODUCTION AND SPECIAL PROJECTS SUPPORT
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE ARTS OFFICE SUPPLIES \$200
303	OFFICE FURNITURE & EQUIPMENT MISC. OFFICE FURNITURE REPLACEMENTS AS NEEDED \$500
307	MEMBERSHIP FEES PORTLAND ART MUSEUM \$2,400 AMERICANS FOR THE ARTS \$150 GRANTMAKERS IN THE ARTS \$600 WILLAMETTE VALLEY DEVELOPMENT OFFICERS \$200 TUALATIN VALLEY CREATES \$80
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE MS OFFICE FOR TABLETS (X2) \$557
321	TRAVEL, TRAINING & SUBSISTENCE ARTS PROGRAM WORKSHOPS AND TRAININGS - ALL STAFF \$1,500 AMERICANS FOR THE ARTS ANNUAL CONFERENCE - 1 STAFF \$2,500 CREATIVE TIME SUMMIT - 1 STAFF \$2,000 GRANTMAKERS IN THE ARTS ANNUAL CONFERENCE - 1 STAFF \$1,500
325	COMMUNITY EVENTS EXPENSE TEN TINY DANCES \$20,150 BEAVERTON ARTS MIX \$26,000 MAYOR'S BALL SPONSORSHIP & VIDEO \$10,000 MAJOR CONCERT \$25,000 CHALK ART FESTIVAL SPONSORSHIP \$12,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE		186		1,000		989	1,500		1,500			
330	MILEAGE REIMBURSEMENT				150		150	150		150			
341	COMMUNICATIONS EXPENSE		309		1,200		768	1,200		1,200			
461	SPECIAL EXPENSE		9,878		11,000		10,985	11,000		11,000			
488	ART DEVELOPMENT EXPENSE		94,903		96,000		92,547	160,000		122,000			
523	BOARDS & COMMISSIONS EXPENSES		5,008		2,000		2,000	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES			212,045		207,275		203,895	282,687		243,187			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND		2,201		3,882		3,882	19,823		18,716			
818	TRSFERS TO ISD-ALLOCATED		15,550		18,791		18,791	19,550		18,732			
TOTAL CLASS: 25 TRANSFERS			17,751		22,673		22,673	39,373		37,448			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED				1,572,264			2,756,376		2,642,029			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					1,572,264			2,756,376		2,642,029			
TOTAL PROGRAM: 0528 ARTS PROGRAM			456,304	3.00	2,147,246	3.00	548,823	3,422,762	3.00	3,290,655	3.00		

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE REFRESHMENTS FOR ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION \$500 MEALS FOR 1% FOR ART SELECTION COMMITTEE MEETINGS \$1,000
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSES FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$150
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 2 STAFF AT \$50 PER MONTH \$1,200
461	SPECIAL EXPENSE ART ACQUISITION AND CITY FACILITY & REVOLVING ART DISPLAY HANGING SYSTEM IMPROVEMENTS \$6,000 ARTIST FEES FOR SPECIAL PROJECTS \$5,000
488	ART DEVELOPMENT EXPENSE ARTIST WORKSHOP SERIES \$5,000 ARTS LIVES HERE PLACE/NEIGHBORHOOD-BASED PROJECT SUPPORT GRANTS 2 @ \$5,000 EACH \$10,000 COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS \$14,000 EMERGING ARTS OPPORTUNITIES GRANTS FOR ARTISTS & INDIVIDUALS \$3,000 PUBLIC ART - COLLECTIONS CARE \$10,000 CRESCENT CONNECTION TRAIL FOOTINGS & ENGINEERING TO PLACE STATUARY THAT WAS GIVEN TO THE CITY AS A GIFT \$20,000 SUPPORT FOR OTHER CITY DEPARTMENT ART INITATIVES \$5,000 CRESCENT CONNECTION TRAIL WAYFIINDING \$5,000 DOWNTOWN PLACEMAKING PROJECTS AND STRATEGIC OPPORTUNITIES \$50,000
523	BOARDS & COMMISSIONS EXPENSES BAC BOARD EXPENSES \$2,000

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$18,716
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$18,732

991	CONTINGENCY - UNRESERVED
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**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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			84,552				84,552	40,557	125,109
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,081	111		69,422	5,504			74,926	28,760	103,686
107-20-0528-05-221	SUPPORT SPECIALIST 2	1.00	2,096	117		49,009	3,990			52,999	31,612	84,611
107-20-0528-05-275	TEMPORARY EMPLOYEES		414			7,144			17	7,161	1,688	8,849
	ARTS PROGRAM	3.00	6,671	228		210,127	9,494		17	219,638	102,617	322,255
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,080			106,080				106,080	39,327	145,407
107-20-0802-05-273	PRCA GENERAL MANAGER	1.00	2,080			116,724				116,724	55,394	172,118
107-20-0802-05-275	TEMPORARY EMPLOYEES		491			4,998			2	5,000	420	5,420
	PRCA FACILITY DEVELOPMENT	2.00	4,651			227,802			2	227,804	95,141	322,945
	**** DEPARTMENT TOTAL ****	5.00	11,322	228		437,929	9,494		19	447,442	197,758	645,200

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 PM

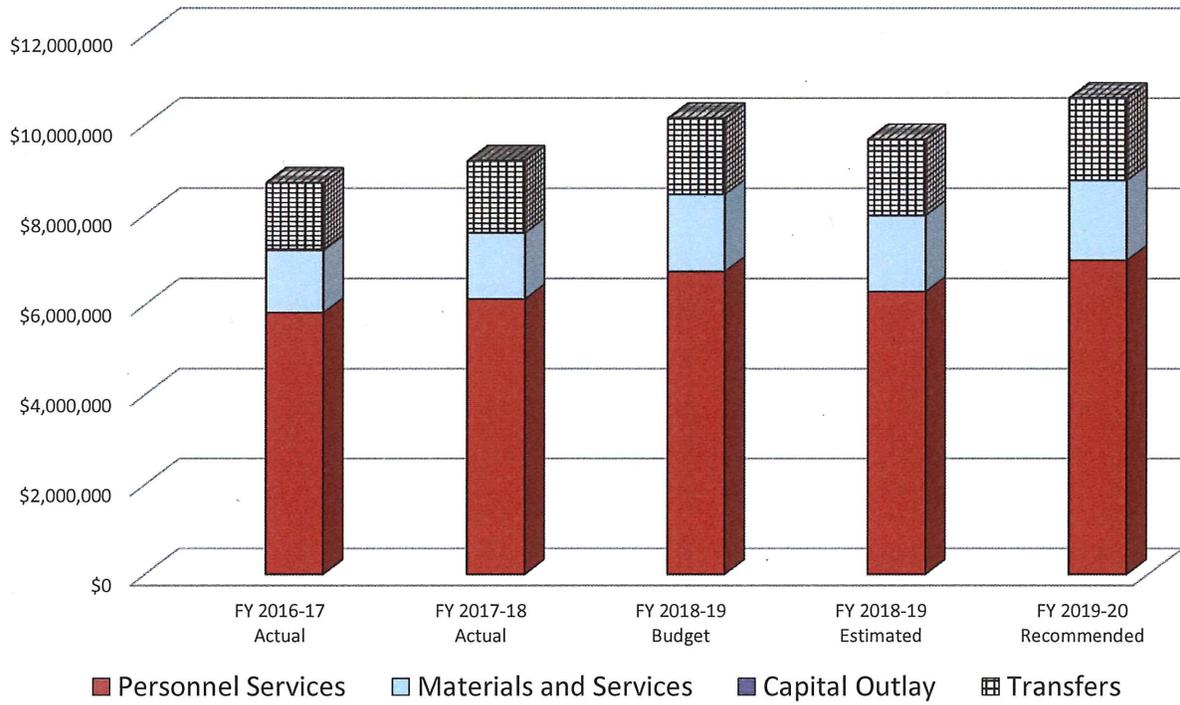
ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	2,096			91,743				91,743	49,668	141,411
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,096	110		72,393	5,698			78,091	32,254	110,345
107-20-0528-05-221	SUPPORT SPECIALIST 2	1.00	2,136	110		54,534	4,208			58,742	34,979	93,721
107-20-0528-05-275	TEMPORARY EMPLOYEES		1,040			17,930				17,930	4,584	22,514
	ARTS PROGRAM	3.00	7,368	220		236,600	9,906			246,506	121,485	367,991
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,096			109,611				109,611	45,993	155,604
107-20-0802-05-273	PRCA GENERAL MANAGER	1.00	2,096			120,612				120,612	64,036	184,648
107-20-0802-05-275	TEMPORARY EMPLOYEES		500			5,000				5,000	434	5,434
	PRCA FACILITY DEVELOPMENT	2.00	4,692			235,223				235,223	110,463	345,686
	**** DEPARTMENT TOTAL ****	5.00	12,060	220		471,823	9,906			481,729	231,948	713,677

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# LIBRARY FUND

## RECOMMENDED FY 19-20



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

fund:  CLASS	Library Fund					% Change Budgeted Vs. Recommended
	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	
Personnel Services	\$5,813,854	\$6,119,421	\$6,728,084	\$6,282,929	\$6,977,796	3.71%
Materials and Services	1,383,727	1,468,041	1,714,908	1,691,862	1,776,718	3.60%
Capital Outlay	22,047.00	-	-	-	-	N/A
Transfers	1,477,692	1,598,646	1,686,562	1,686,562	1,826,308	8.29%
<b>SUB-TOTAL</b>	<b>\$8,697,320</b>	<b>\$9,186,108</b>	<b>\$10,129,554</b>	<b>\$9,661,353</b>	<b>\$10,580,822</b>	
Contingency - Reserve			753,871		586,903	
Reserve Library Trust Fund			48,300		92,226	
Reserve Equipment Replace			1,755		3,510	
<b>TOTAL</b>	<b>\$8,697,320</b>	<b>\$9,186,108</b>	<b>\$10,933,480</b>	<b>\$9,661,353</b>	<b>\$11,263,461</b>	
<b>FTE's</b>	<b>68.35</b>	<b>68.55</b>	<b>70.58</b>		<b>70.63</b>	

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

**Personnel services:**

FY 2019-20 reflects an increase of 0.05 FTE Library Reference Assistant. Recommended Budget also includes step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**Materials and services:**

No significant changes

**Capital Outlay:**

No significant changes

**Transfers:**

No significant changes

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>DEPARTMENT HEAD:</b> GLENN FERDMAN	

**MISSION STATEMENT:**

To provide information, library materials, and library services to meet the needs of the community.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	68.35	68.55	70.58	70.63	0.00
PERSONNEL SERVICES	\$5,813,854	\$6,119,421	\$6,728,084	\$6,977,796	\$0
MATERIALS & SERVICES	1,383,727	1,468,041	1,714,908	1,776,718	0
CAPITAL OUTLAY	22,047	0	0	0	0
TRANSFERS	1,477,692	1,598,646	1,686,562	1,826,308	0
CONTINGENCY	0	0	803,926	682,639	0
<b>TOTAL</b>	<b>\$8,697,320</b>	<b>\$9,186,108</b>	<b>\$10,933,480</b>	<b>\$11,263,461</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$893,921	\$1,149,194	\$1,120,591	\$1,429,484	\$0
Property Taxes	2,999,139	3,102,377	3,443,459	3,545,382	0
State Library Grant	59,975	15,960	15,960	15,696	0
Wash. Co. Library Local Option Levy	5,542,299	5,732,291	5,825,339	6,000,099	0
Library Fines	204,114	134,778	130,000	130,000	0
Interest Earnings on Investments	18,458	30,340	40,400	46,800	0
Energy Efficiency Rebates	6,021	7,239	8,000	8,000	0
Contributions & Donations	27,340	89,386	32,000	61,000	0
Miscellaneous Revenue	46,632	45,135	25,500	27,000	0
Transfers from General Fund	0	0	292,231	0	0
Transfers from Library Trust Fund	48,614	0	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 (BCL) is the busiest library in the Washington County Cooperative Library System (WCCLS) system, having circulated 2,740,324 items (including ebooks and audiobooks) in calendar year 2018, which represents 25% of the total WCCLS circulation of 11.1 million items. BCL ranks #2 in total circulation in the state, behind Multnomah County Library (which has 19 locations, compared to Beaverton's two).

With 336,984 volumes in its collection, Beaverton City Library contains the lion's share of holdings in the WCCLS system which totals more than 1.7 million items. Beaverton residents also have access to additional library holdings via the Metropolitan Exchange (MIX) program, which includes libraries in the greater Portland metro area; and to more than 120 libraries statewide who participate in the Oregon Library Passport Program.

That said, during the years between FY2010-11-FY2016-17, the library's book budget decreased by 39% (\$875,000 to 535,000). During that same period, circulation dropped by 25% (3,373,916 to 2,527,653). This year, the library's book budget was increased by \$150,000, and through December 2018, the percent change in circulation from the previous year is half what it was compared to the percent change for the previous two years (-4.87% compared to -9.55%). Moreover, circulation of new adult books is up by 12.3% compared to the same period last year (i.e., September – December). Thus, there is evidence to suggest that the additional funds are helping to turn around the decline in circulation.

CITY OF BEAVERTON, OREGON  
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	<b>DEPARTMENT HEAD:</b> GLENN FERDMAN

In its role as the educational, cultural, and intellectual center of the community, Beaverton City Library provided close to 2,200 high quality programs in FY2017-18, including book discussion groups, story times, teen events, computer classes, concerts, lectures and visits to child care facilities. The library offers programs in English, Spanish, Japanese, Korean and Arabic.

The Library receives strong support from two non-profit organizations: the New Friends of Beaverton City Library (\$56,900 in 2018) and the Beaverton Library Foundation. Together, these groups donated more than \$77,000 for library materials, equipment and programs this year.

In November-December 2017, the library conducted a user satisfaction survey and received more than 3,200 replies. 95% of respondents said they were “very satisfied” or “satisfied” with library services (2.4% had no opinion.) Results also indicated that:

- 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 and needs of a growing and diverse user base. Toward that end, a mid-year adjustment was made to increase staff capacity in the Tech Services area (to meet the growing demand for cataloging and processing services), to fill gaps at public service desks at both locations, and to increase capacity for community outreach for both youth and adults.

Additional budget highlights include:

- Collections
  - A \$25k increase for books and materials to right-size the collection and provide additional materials for circulation
  - Expansion of the popular library of things collection
  - Repurposing adult reference collection for improved utilization
  - Diversity ‘audit’ of collections to increase diversity of available materials
  - New mini-library at Home Plate Youth Services
  - New ‘Grab ‘n go’ collection at Beaverton Transit Center
- Facilities
  - Space plan
    - Complete conversion of Computer Classroom to a “Makerspace” to provide free, hands-on DIY type activities for residents of all ages
    - Creation of three individual and group study rooms
    - Improved signage and way finding
  - New fleet vehicle to replace aging 2001 Crown Victoria at the Main Library
- Programming and Outreach
  - New STEAM programming for adults with special needs
  - Increased outreach to daycare centers, schools, WIC, senior centers, etc.
  - Full scale review of summer reading program
  - Partnership with WIC to distribute Ready to Read and Books for Babies materials
  - Back to school night focusing on library and community resources and services
  - *Death Café*, poetry open mic, and *human library* programs and events, among others
  - New library user tour
- Staff
  - New orientation program for new employees

CITY OF BEAVERTON, OREGON  
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<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
	<b>DEPARTMENT HEAD:</b> GLENN FERDMAN

- Training and Development
  - Additional training for dealing with difficult patrons
  - CATT 2.0: Cultural Awareness Training Team in-service events throughout the year
  - Additional staff training opportunities throughout the year to keep current with library trends and best practices
- PSU Hatfield School of Government School for Public Service
  - Summer intern to develop diversity, equity and inclusion program for the library

The Beaverton City Library provides a multitude of collections, services and programs on behalf of the residents of the City and service area, many of which align with action items found in 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. Last year, the library developed a virtual tour of the main library in five languages. The library offers cultural programming and displays throughout the year. Programs and classes are offered in Spanish, Korean, Japanese and Arabic.
- *Community Vision Action #6: Establish a volunteer coordination program and information fair:* Library volunteers donated more than 25,000 hours of service last year, an increase of more than 32% over the previous year, performing a variety of tasks on behalf of the library. Volunteers hail from over 20 different countries. The library was the site of the newly established annual city volunteer fair. In addition, the library shares information about volunteer opportunities at area non-profits and helps groups to professionalize their volunteer programs.
- *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 are leading the charge 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 offered more than 2,700 programs last year for children, teens, adults, seniors and families, up nearly 18% from last year. This year, the library expanded its STEM program offerings, added additional story times and playgroups to meet the demand.
- *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 were the series of “Brain Fitness” classes, and the “Powerful Tools for Caregiver” series.
- *Community Vision Action #12: Adopt measures to reduce and prevent homelessness:* The library strives to provide a welcoming environment for all, regardless of housing status. To assist patrons in need, this year the library contracted with Community Action to provide a social worker on-site two days a week, to provide referral services for residents dealing with issues of homelessness, mental health, substance abuse, lack of financial resources, etc.
- *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.

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<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>DEPARTMENT HEAD:</b> GLENN FERDMAN	

- *Community Vision Action # 37: Increase library access:* This past summer, the library launched a new “Library of Things” collection, including outdoor recreational equipment, home improvement tools, musical instruments, cooking and baking items, and more, which has proven extremely popular with residents. In addition, later this year we are hoping to launch a ‘mini-library’ at Home Plate Youth Services, to provide additional access to materials on behalf of their clients.
  
- *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 improve children’s literacy and language skills, beginning at a young age. 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 providers, parents groups and participates 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 increased the number of story times and playtimes in response to demand. Earlier this year we redeployed staff to increase our capacity to provide community outreach to schools, daycare centers, WIC offices, senior centers, etc. We also introduced STEM and interactive programs for adults with special needs. Partnered with the Washington County Law Library to provide regularly scheduled visits by a law librarian.
  
- *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, and offer a wide-variety of programming, averaging more than 120 during the past three years, attended by an average of more than 2,800 participants per year. The Teen Library Council (TLC) also advises library staff on programs and services of interest to teens, and a TLC member also serves as a liaison with the Library Advisory Board, to provide a teen perspective to board discussions.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Effectiveness Measures</b>				
Circulation per capita	19.4	20.2	20.5 / 19.0	20.0
Reference questions per capita	.50	.43	.42 / .40	.40
Visits per capita	5.6	5.9	5.8 / 5.8	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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0551 LIBRARY ADMINISTRATION	<b>DEPARTMENT HEAD:</b> GLENN FERDMAN

**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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.60	4.00	5.00	5.00	0.00
PERSONNEL SERVICES	\$444,820	\$480,178	\$581,609	\$586,474	\$0
MATERIALS & SERVICES	404,974	468,097	487,003	589,566	0
CAPITAL OUTLAY	22,047	0	0	0	0
TRANSFERS	1,382,422	1,508,796	1,596,735	1,729,424	0
CONTINGENCY	0	0	755,626	590,413	0
<b>TOTAL</b>	<b>\$2,254,263</b>	<b>\$2,457,071</b>	<b>\$3,420,973</b>	<b>\$3,495,877</b>	<b>\$0</b>

**Program Objectives:**

This program area is effective in helping the City achieve numerous elements of the Vision Action Plan, including:

- *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*

**Progress on 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. Space plan includes recommendations for improving staff, patron and volunteer safety and comfort through a variety of means, including new spaces, improved site lines, updated furniture, etc.
- Completed activities in the library's 2018 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. We launched the Cultural Awareness Training Team (CATT) this past year which provided monthly cultural awareness trainings in partnership with local cultural organizations, to increase library staff awareness and understanding of different cultures and how to best interact with them. This program was so successful that we will be relaunching it as "CATT 2.0" this year.
- Prioritize and plan recommendations coming from the Main Library space study plan, including future budget needs and private funding possibilities. The library management team has spent many hours this year reviewing and fleshing out the space plan, as well as developing a vision, service model, priorities, and timeline. We have also solicited additional input from library staff and other stakeholders, which have been further incorporated into the planning process. Recently, the management team, put forward a recommendation for two areas of the plan for build-out during the coming fiscal year.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0551 LIBRARY ADMINISTRATION	<b>DEPARTMENT HEAD:</b> GLENN FERDMAN

- 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 and fellow city volunteer programs to encourage meaningful support and partnership. This past year nearly 600 volunteers contributing over 25,000 hours of service. This included a 55% increase in volunteer support for The Book Corner.
- 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. The Foundation Board held a retreat this past November, during which they decided to re-focus their efforts to concentrate on raising funds for capital projects, including helping to fund the library space plan. Toward that end, they have requested the New Friends take on responsibility for funding some of the Foundation's previous activities (to which the New Friends agreed), to enable the Foundation to re-focus their efforts. As a primary step, the Foundation is looking to grow their Board membership to include individuals with the ability to either contribute to a capital campaign and / or help recruit others who can.
- 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. Additional items were added to the library of things collection this year, and we will continue to do so, as demand for items remains high. We have also recently redeployed library staff to add additional capacity to catalog and process library of things items.
- Refine and distribute the annual user survey; use the results to inform decisions about future library services and programs. Plans are underway to undertake additional, in-depth analysis of the survey results, including user comments, to help inform additional decision-making, prior to implementing a new survey.
- Hire two part-time building safety monitors to better support staff, help enforce library policies, and ensure the library remains a safe and welcoming place for all. Two monitors, one with a corrections background, and another with a social work background, were hired last November. After their initial training period, they have been actively engaged in enforcing library policies, providing backup and interventions for disruptive patrons, ensuring a safe and smooth closing procedure, and helping out in a variety of additional ways in supporting staff and patrons, whether it be greeting patrons, assisting with way-finding, answering basic questions, etc. Thus far, theirs has been a welcoming presence for both staff and patrons alike.
- Adjust library hours to provide consistency between both library locations and an increase in weekend hours. New library hours went into effect in August, bringing the desired consistency of hours of operation to both facilities, additional weekend hours at both locations, and increased morning hours at Murray Scholls.

**FY 2019-20 Action Plan (highlights):**

- Prioritize wayfinding and welcoming signage during Space Plan implementation.
- Identify and incorporate unique volunteer opportunities for our community members in support of library programs and services.
- Implement to aspects of the Space Plan: complete conversion of the computer classroom to a 'makerspace,' and build out three individual and group study rooms.
- New fleet vehicle to replace aging 2001 Crown Victoria at the Main Library
- Staff
  - New orientation program for new employees
  - Training and Development
    - Additional training for dealing with difficult patrons
    - CATT 2.0: Cultural Awareness Training Team in-service events throughout the year

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0551 LIBRARY ADMINISTRATION	<b>DEPARTMENT HEAD:</b> GLENN FERDMAN

- Additional staff training opportunities throughout the year to keep current with library trends and best practices
  - PSU Hatfield School of Government School for Public Service
    - Summer intern to develop diversity, equity and inclusion program for the library

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Workload Measures</b>				
Provide direct customer transactions (total of circulation, reference questions, program attendance, and enrollment in summer reading program).	3,204,366	2,824,604	2,700,000 / 2,712,554	2,625,000
<b>Efficiency Measures</b>				
Total Volunteer hours	19,000	25,045	25,000 / 23,500	24,500
Main Library	15,500	14,482	14,500 / 12,200	13,000
Branch Library	3,500	2,917	3,300 / 2,800	3,000
Book Corner		7,646	7,200 / 8,500	8,500

**Performance Outcomes and Program Trends:**

The residents of Beaverton will receive excellent customer service from 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, and electronic access to informational databases, ebooks and audiobooks, and movies. Library staff will also assist the public in the access, use and evaluation of these resources.

Like many public libraries across the county, state and country, the Beaverton City Library has seen a decline in use in part to an improving economy, and a shift toward personal devices and electronic access to books, music and movies. 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, with the exception of this year, the library's collection budget has decreased 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.

At the same time, community support for the library swelled this past year, resulting in nearly 600 volunteers contributing over 25,000 hours. This included a 55% increase in volunteer support for The Book Corner. However, volunteer hours are expected to decline by 6% this fiscal year due to a change in open library hours, cancellation of a big volunteer-run library event (Loud in the Library), and a decrease in circulation of library items. The library is poised to reinvent what community support can bring to the library and intent on creating unique and meaningful volunteer opportunities, including launching a Human Library, archiving library history, and more.

**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 approximately 36¢ per \$1000 assessed valuation (AV) annually, totaling approximately \$3.5 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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0552 TECHNICAL SERVICES	<b>DIVISION MANAGER:</b> 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	7.75	7.75	8.00	8.00	0.00
PERSONNEL SERVICES	\$655,637	\$690,097	\$741,611	\$804,864	\$0
MATERIALS & SERVICES	24,215	24,420	24,000	27,150	0
CAPITAL OUTLAY					
TRANSFERS	11,325	21,053	19,408	26,423	0
<b>TOTAL</b>	<b>\$691,177</b>	<b>\$735,570</b>	<b>\$785,019</b>	<b>\$858,437</b>	<b>\$0</b>

**Program Objective:**

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 2018-19 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. Completed the WCCLS "Bib Overlay Project" to review old bibliographic records in the catalog and update or replace them with newer records.
- Developed cataloging and packaging standards for new materials formats, especially Library of Things items, that 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. 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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0552 TECHNICAL SERVICES	<b>DIVISION MANAGER:</b> MICHELE CALDWELL

**FY 2019-20 Action Plan:**

- Continue to keep collection inventories up-to-date using reports available in Polaris and performing regular weeding of collections. Develop and execute plans for strategic weeding and relocation of collections in conjunction with implementing elements of the Space Plan study for the main library.
- Continue to expand the Library of Things collections that were launched in June 2018, including purchasing, cataloging and packaging items for this unique collection.
- 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.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
<b>Workload Measures</b>				
Total Number of items added to collection	43,464	43,541	43,500 / 47,000	48,000
Total Number of items withdrawn from collection	70,711	59,027	50,000 / 60,000	45,000
Interlibrary loans borrowed from other libraries	3,963	4,059	3,800 / 4,000	4,000
Interlibrary Loans lent to other libraries	3,142	2,488	3,100 / 2,400	2,200
<b>Effectiveness Measures</b>				
Total number of items in collection	365,470	336,984	347,470 / 323,984	326,984

**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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0553 CIRCULATION	<b>DIVISION MANAGER:</b> MELISSA LITTLE

**Program Goal:**

To provide library users with courteous and efficient access to materials.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	25.40	24.60	23.50	23.50	0.00
PERSONNEL SERVICES	\$1,931,385	\$2,032,887	\$2,080,034	\$2,178,274	\$0
MATERIALS & SERVICES	52,791	67,636	103,205	91,326	0
CAPITAL OUTLAY					
TRANSFERS	13,620	14,556	15,526	17,615	0
<b>TOTAL</b>	<b>\$1,997,796</b>	<b>\$2,115,079</b>	<b>\$2,198,765</b>	<b>\$2,287,215</b>	<b>\$0</b>

**Program Objectives:**

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 fines and feeds.

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 2018-2019 Action Plan:**

- Increased staff attendance at community events to register new library card users.
- Worked with Youth Services program to issue new Youth Access cards for Beaverton School District students.
- Still in the development phase with WCCLS training competencies for all library employees in the county.
- Continuing to seek flexible scheduling software that meets the needs of staff and schedulers.
- Began a shelf maintenance program at both locations to improve physical appearance of building and collections.
- Working with Finance to determine best purchasing option for self-check machines at Main Library.
- On-line payment was rolled out by WCCLS.

**FY 2019-20 Action Plan:**

- Work with WCCLS to spur the planned purchase of the Polaris Mobile App to allow off-site circulation of materials.
- Implement county-wide staff competencies once developed.
- Find a scheduling software that meets needs of library staff and schedulers.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0553 CIRCULATION	<b>DIVISION MANAGER:</b> MELISSA LITTLE

- Determine if leasing or purchasing self-checks would be best option for the main library. Current budgeted amount would allow for either.
- 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.
- Develop a process to promote popular titles that will be coming soon to encourage patrons to do more requests of materials for pick up.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Workload Measures*</b>				
Annual circulation of library materials at the Main Library (by fiscal year)	2,116,676	1,970,000	1,970,000 / 1,900,000	1,925,000
Annual Number of library cards issued	8,125	8,000	8,000 / 8,200	8,500
Annual number of customers entering library building (gate count)	588,078	575,000	575,000 / 560,000	560,000
Annual number of holds picked up at Main Library	294,386	288,000	288,000 / 255,000	255,000

\*Workload measures are only for the Main Library. The Branch provides its own measures in its divisional goals and objectives.

**Program Outcomes and Program Trends:**

Beaverton City Libraries continue to have the highest circulation in WCCLS. Hillsboro Brookwood had the highest circulation for a single building. Increased options within the county and the rise of ebooks and other digital media mean that while physical circulation has lowered, we continue to be a very busy library.

As predicted, the addition of automated materials handling (AMH) at WCCLS has impacted the materials handling workload. At the main library, as LA1 staff have left or been promoted, we have evaluated the FTE used. This year some FTE was moved to other program areas to continue to grow services outside of the building and to diverse segments of our community.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0554 ADULT SERVICES	<b>DIVISION MANAGER:</b> 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	10.95	9.95	10.20	10.25	0.00
PERSONNEL SERVICES	\$1,029,654	\$1,068,141	\$1,105,833	\$1,139,776	\$0
MATERIALS & SERVICES	540,541	552,426	733,051	658,089	0
CAPITAL OUTLAY					
TRANSFERS	27,447	21,313	22,734	20,918	0
<b>TOTAL</b>	<b>\$1,597,642</b>	<b>\$1,641,880</b>	<b>\$1,861,618</b>	<b>\$1,818,783</b>	<b>\$0</b>

**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 2018-19 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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0554 ADULT SERVICES	<b>DIVISION MANAGER:</b> 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 2019-20 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.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-2020 Proposed</b>
<b>Demand Measures</b>				
Number of reference questions answered	32,894	26,000	26,000 / 24,000	23,000
Number of non-reference patron interactions at Adult Service desks	27,000	25,000	25,000 / 25,000	25,000
<b>Workload Measures:</b>				
Number of adult services public programs	200	220	225 / 220	225
Number of outreach visits to adults	NA	30	40 / 35	45
Number of outreach contacts to adults	NA	525	750 / 475	525
<b>Effectiveness Measures:</b>				
Circulation of adult materials	1,010,000	890,000	875,000 / 750,000	730,000
Number attending adult programs	4,500	4,500	4,500 / 5,000	5,200

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0554 ADULT SERVICES	<b>DIVISION MANAGER:</b> 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 40 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 downward trend for print book checkouts was counteracted this year by the increased purchase of new and popular titles, leading to a steady increase of checkouts for new books.

The Adult Services division continually looks for programs and services that serve the community. This year brought the implementation of the first annual One Book One Beaverton community-wide read program, with enthusiastic community response.

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 over 700 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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0555 YOUTH SERVICES	<b>DIVISION MANAGER:</b> 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	10.35	11.45	12.15	12.15	0.00
PERSONNEL SERVICES	\$948,386	\$1,024,291	\$1,208,107	\$1,265,193	\$0
MATERIALS & SERVICES	75,346	40,318	52,154	51,539	0
CAPITAL OUTLAY					
TRANSFERS	21,338	32,928	32,159	31,928	0
<b>TOTAL</b>	<b>\$1,045,070</b>	<b>\$1,097,537</b>	<b>\$1,292,420</b>	<b>\$1,348,660</b>	<b>\$0</b>

**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, WIC, 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 3500 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 1000 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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0555 YOUTH SERVICES	<b>DIVISION MANAGER:</b> VICTORIA CAMPBELL

**Progress on FY 2018-19 Action Plan:**

- Continued to invest in Ready Set Kindergarten programs in cooperation with the Beaverton School District.
- Expanded the 1000 Books before Kindergarten, including grant funds from the Juan Young Trust distributed by the Cedar Mill Community Library.
- Researched and created a curriculum that utilizes STEM and coding toys for programs and outreach.
- Promoted and provided access to new online tutoring software (BrainFuse) offered through WCCLS.
- Launched the Juvenile Library of Things collection at both library locations.

**FY 2019-20 Action Plan:**

- Work with Beaverton School District to issue student cards to all students.
- Evaluate our Summer Reading Program to implement changes in 2020.
- Expand the Juvenile Library of Things collection at both library locations.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
<b>Demand Measures: (Main Library)</b>				
Number of reference questions answered	23,013	21,752	21,500 / 20,000	20,000
Number of non-reference patron interactions	26,474	28,919	26,000 / 26,000	27,000
<b>Workload Measures: (Both Libraries)</b>				
Number of programs offered	1,497	1,651	900 / 1,800	1,600
Number of outreach visits	935	1,120	1,100 / 1,125	1,150
Number of volunteer homework helper hours	480	451	450 / 350	350
<b>Effectiveness Measures:</b>				
Attendance at programs (both libraries)	44,824	45,412	40,000 / 48,000	48,000
Outreach contacts to children, teens, and parents at schools and other locations (both libraries)	35,645	37,275	40,000 / 38,000	39,000
Enrollment in Summer Reading Program (both libraries)	7,578	6,969	7,800 / 7,500	7,800
Circulation of Children's and Young Adult Materials (Main Library only)	1,119,179	1,019,599	900,000 / 975,000	950,000

**Performance Outcomes and Program Trends:**

The library was awarded Beaverton School District's WE award for District Community Partner of the Year in 2015 and received another WE Award for their work with Nutrition Services in 2017. Community Partnership Team Award 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.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0555 YOUTH SERVICES	<b>DIVISION MANAGER:</b> VICTORIA CAMPBELL

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 45 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 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0558 BRANCH LIBRARY	<b>DIVISION MANAGER:</b> VICTORIA CAMPBELL AND MELISSA LITTLE

**Program Goal:**

To provide the best possible library services to Southwest Beaverton and its surrounding areas.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	10.30	10.80	11.73	11.73	0.00
PERSONNEL SERVICES	\$803,972	\$823,827	\$1,010,890	\$1,003,215	\$0
MATERIALS & SERVICES	\$264,010	\$266,276	\$282,495	\$289,048	\$0
CAPITAL OUTLAY					
TRANSFERS	\$21,540	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,089,522</b>	<b>\$1,090,103</b>	<b>\$1,293,385</b>	<b>\$1,292,263</b>	<b>\$0</b>

**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.

Reduce 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 2018-19 Action Plan:**

- The Branch Program (0558) supports the shared goals of Circulation (0553) and Youth Services (0558). The strategic goals and action plan are the same for both library locations

**FY 2019-20 Action Plan:**

- The Branch Program (0558) supports the goals of Circulation (0553) and Youth Services (0558). The strategic goals and action plan are the same for both library locations.
- Some Performance Measures will be maintained separately for the two locations to better track progress and growth.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0558 BRANCH LIBRARY	<b>DIVISION MANAGER:</b> VICTORIA CAMPBELL AND MELISSA LITTLE

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
<b>Demand Measures</b>				
Number of customers entering the Branch (gate count)	233,155	242,172	260,000 / 260,000	260,000
Annual number of holds picked up at Branch	138,423	133,113	135,000 / 135,000	135,000
Number of reference questions answered	14,818	14,121	15,750 / 14,000	14,000
Total Internet user sessions (New measure)	13,435	17,851	13,500 / 14,750	14,750
<b>Workload Measures</b>				
Annual Circulation of Library Materials	684,992	642,234	655,000 / 700,000	710,000
Annual number of library cards issued	1,871	2,025	2,200 / 2,200	2,200
<b>Effectiveness Measures</b>				
Circulation of Children's and Young Adult Materials (Murray Scholls only)	428,098	410,720	394,000 / 350,000	350,000

**Performance Outcomes and Program Trends:**

The Murray Scholls branch opened in 2010 and expanded in 2015, and serves the neighborhoods of South Beaverton and beyond. It is anticipated that ongoing development in Cooper Mountain will increase demand for library services in south Beaverton, which necessitates some thoughtful consideration for how to meet those needs, vis-à-vis the current branch operation in a leased commercial space.

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 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 the major focus for this location. Staff have also started to track the types and frequency of requests for additional adult services. In August 2018, hours at the branch were expanded, which resulted in increases in the number of programs and attendance, internet use, and circulation.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 115 LIBRARY	<b>DEPARTMENT:</b> LIBRARY
<b>PROGRAM:</b> 0559 LIBRARY TRUST	<b>DEPARTMENT HEAD:</b> GLENN FERDMAN

**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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	21,850	48,868	33,000	70,000	0
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	48,300	92,226	0
<b>TOTAL</b>	<b>\$21,850</b>	<b>\$48,868</b>	<b>\$81,300</b>	<b>\$162,226</b>	<b>\$0</b>

(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 individuals, the Beaverton Library Foundation and the New Friends of the Beaverton City Library, and others. 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.

**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 \$56,900 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 2019-20 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 New Friends of Beaverton City Library has agreed to assume funding for the summer reading program and several smaller funding items previously funding by the Foundation, to allow the Foundation to go after larger donations (e.g., funding for the library Space Plan), in response to a recent re-focusing of the Foundation's mission.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

	-893,921		-1,149,194		-1,120,591		-1,120,591	-1,120,591	-1,428,127		-1,429,484			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-893,921		-1,149,194		-1,120,591		-1,120,591	-1,120,591	-1,428,127		-1,429,484			
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-1,229		-1,800		-2,000		-3,102	-4,000	-2,000		-2,000			
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311 PROPERTY TAXES - CURRENT YEAR

	-2,965,882		-3,075,145		-3,421,459		-3,381,693	-3,428,415	-3,523,382		-3,523,382			
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312 PROPERTY TAXES - PRIOR YEARS

	-32,028		-25,432		-20,000		-17,177	-20,000	-20,000		-20,000			
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513 COMCAST TAX SETTLEMENT

							-65,630	-65,630						
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TOTAL CLASS: 10 TAXES

	-2,999,139		-3,102,377		-3,443,459		-3,467,602	-3,518,045	-3,545,382		-3,545,382			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

	-39,433													
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328 GRANTS - STATE

	-20,542		-15,960		-15,960		-15,696	-15,696	-15,000		-15,696			
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329 OTHER INTERGOVERNMENTAL REV

	-5,542,299		-5,732,291		-5,825,339		-5,866,584	-5,866,584	-6,000,099		-6,000,099			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-5,602,274		-5,748,251		-5,841,299		-5,882,280	-5,882,280	-6,015,099		-6,015,795			
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CLASS: 30 FINES & FORFEITURES

372 LIBRARY FINES

845

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-204,114		-134,778		-130,000		-101,358	-130,000	-130,000		-130,000			

TOTAL CLASS: 30 FINES & FORFEITURES

	-204,114		-134,778		-130,000		-101,358	-130,000	-130,000		-130,000			
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY PROPERTY

	-1,500		-2,700		-1,000		-1,550	-1,500	-1,500		-1,500			
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383 SALE OF LIBRARY BOOKS

	-553		-915		-500		-641	-700	-500		-500			
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384 INVESTMENT INTEREST EARNINGS

	-18,458		-30,340		-40,400		-24,507	-40,400	-46,800		-46,800			
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389 MISCELLANEOUS REVENUES

	-28,905		-27,802		-24,000		-22,949	-24,000	-25,000		-25,000			
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390 CONTRIBUTIONS AND DONATIONS

	-980		-9,306		-1,000		-552	-500	-1,000		-1,000			
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399 REIMBURSEMENTS - OTHER

	-590		-1,375											
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753 ENERGY EFFICIENCY REBATES

	-6,021		-7,239		-8,000		-6,229	-8,000	-8,000		-8,000			
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-15,084		-12,343				-7,590	-7,590						
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761 LIBRARY TRUST DONATIONS

	-26,360		-80,080		-31,000		-57,760	-65,000	-60,000		-60,000			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-98,451		-172,100		-105,900		-121,778	-147,690	-142,800		-142,800			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					-292,231			-292,231						
423	TRSFERS FROM LIBRARY TRUST FUND													
	-48,614													
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-48,614				-292,231			-292,231						
TOTAL DEPARTMENT: 03 REVENUE														
	-9,846,513		-10,306,700		-10,933,480		-10,693,609	-11,090,837	-11,261,408		-11,263,461			

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
035	LIBRARY DIRECTOR													
	127,171	1.00	131,489	1.00	132,909	1.00	67,443	92,510	130,674	1.00	129,412	1.00		
221	SUPPORT SPECIALIST 2													
	79,924	1.60	103,824	2.00	104,392	2.00	72,412	98,700	111,224	2.00	111,224	2.00		
244	MANAGER - VOLUNTEER SERVICES													
	75,901	1.00	78,568	1.00										
258	LIBRARY PROGRAM ASSISTANT													
	68,686	1.50	79,984	1.50	87,481	1.70	62,624	86,762	97,003	1.70	97,003	1.70		
260	LIBRARIAN													
	706,317	11.75	686,254	10.50	668,627	10.25	481,224	646,069	696,510	10.25	696,510	10.25		
261	SENIOR LIBRARY ASSISTANT													
	168,838	3.00	179,688	4.00	229,645	4.00	161,717	217,783	231,837	4.00	231,837	4.00		
263	LIBRARY REFERENCE ASSISTANT													
	348,330	6.80	378,780	6.90	407,436	8.03	279,595	391,111	448,562	8.08	448,562	8.08		
264	SENIOR LIBRARIAN													
	138,500	2.00	206,798	3.00	218,801	3.00	156,643	211,292	230,599	3.00	230,599	3.00		
265	LIBRARY ASSISTANT 2													
	650,412	15.00	937,570	19.55	962,062	20.60	706,366	953,174	1,029,010	20.60	1,026,187	20.60		
266	DIVISION LIBRARIAN 1													
	348,330	4.00	359,558	4.00	450,988	5.00	340,058	452,563	473,872	5.00	469,284	5.00		
268	LIBRARY SUPERVISOR													
	116,417	2.00	136,558	3.00	216,720	3.00	161,292	215,301	236,400	3.00	234,146	3.00		
269	LIBRARY ASSISTANT 1													
	521,296	12.90	538,343	12.10	499,783	11.00	379,184	499,124	511,449	11.00	509,150	11.00		
270	LIBRARY AIDE - BRANCH													
	266,793	5.80												
274	SEASONAL WORKFORCE													
	7,060		9,804		12,505		5,916	12,200	13,037		13,037			
275	TEMPORARY EMPLOYEES													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	192,294		168,727		223,093		169,522	221,555	218,556		218,556			
288	LIBRARY BUILDING MONITOR													
					38,551	1.00	19,335	30,885	50,981	1.00	50,981	1.00		
299	PAYROLL TAXES AND FRINGES													
	1,997,585		2,123,476		2,475,091		1,704,124	2,153,900	2,498,302		2,511,308			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	5,813,854	68.35	6,119,421	68.55	6,728,084	70.58	4,767,455	6,282,929	6,978,016	70.63	6,977,796	70.63		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	6,899		6,224		9,500		5,415	9,700	10,000		10,000			
303	OFFICE FURNITURE & EQUIPMENT													
	3,103		24,267		13,600		24,075	22,603	50,262		48,182			
304	DEPARTMENT EQUIPMENT EXPENSE													
	1,794		11,214		43,774		6,944	42,296	49,509		35,104			
305	SPECIAL DEPARTMENT SUPPLIES													
	30,800		39,730		37,700		26,694	34,938	35,690		35,690			
310	LIBRARY MATERIAL													
	531,473		540,175		690,000		476,309	686,500	713,000		613,000			
312	DEPOSIT SHORTAGE/OVERAGE													
	-285		-91				-129							
313	INTERLIBRARY LOAN EXPENSES													
	382		1,521		2,500		94	1,500	2,500		1,500			
316	ADVERTISING, RECORDING & FILING													
									900					
317	COMPUTER EQUIPMENT													
	15,452		12,430		34,309		29,012	34,725	36,074		36,074			
318	COMPUTER SOFTWARE													
	6,179		7,456		15,321		6,862	14,502	16,734		16,734			
320	LIBRARY MATERIAL - GRANT FUNDED													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	39,466													
321	TRAVEL, TRAINING & SUBSISTENCE													
	10,755		25,434		32,750		14,931	32,000	52,350		42,850			
330	MILEAGE REIMBURSEMENT													
	604		1,040		1,500		741	1,500	2,000		2,000			
341	COMMUNICATIONS EXPENSE													
	11,680		13,303		11,424		6,148	11,000	11,500					
342	DATA COMMUNICATION EXPENSE													
	728		480		480		320	480	480		480			
351	UTILITIES EXPENSE													
	128,665		127,459		140,000		98,580	140,000	145,000		145,000			
361	UNIFORMS & SPECIAL CLOTHING													
									1,900		1,900			
365	STATE READY TO READ GRANT PROG													
	15,386		14,742		15,960		6,787	15,696	15,696		15,696			
377	PUBLIC RELATIONS EXPENSE													
	34,583		29,082		43,200		31,193	40,200	54,450		55,350			
381	BUILDING EXPENSE													
	26,820		37,796		42,000		50,171	43,052	42,000		42,000			
384	BUILDING MAINTENANCE PROJECTS													
	42,605		51,988		69,640		3,032	50,140	182,640		137,640			
406	BANK SERVICE FEES													
	7,046		6,043		9,300		4,273	7,900	9,300		9,300			
461	SPECIAL EXPENSE													
	7,270		8,086		10,300		5,879	10,300	10,300		10,300			
465	VOLUNTEER PROGRAM EXPENSE													
	6,160		6,801		7,500		2,251	7,500	7,500		7,500			
481	OTHER EXPENSES													
	2,002		2,886		4,823		799	4,823	4,840		4,840			
511	PROFESSIONAL SERVICES													
	168,636		197,994		174,467		171,617	175,636	192,744		192,744			

850

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
523	BOARDS & COMMISSIONS EXPENSES													
	293		365		300		160	300	300		300			
536	MAINTENANCE CONTRACTS													
	53,848		60,488		62,801		43,698	62,627	64,722		64,722			
551	RENTS AND LEASES													
	231,383		241,128		241,759		241,759	241,944	247,812		247,812			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,383,727		1,468,041		1,714,908		1,257,615	1,691,862	1,960,203		1,776,718			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	22,047								26,000					
TOTAL CLASS: 15 CAPITAL OUTLAY														
	22,047								26,000					
CLASS: 25 TRANSFERS														
801	TRSFR TO GENERAL FD - OVERHEAD													
	841,053		873,625		892,571		743,809	892,571	981,595		981,595			
803	TRSFR TO GENERAL FD-LANDSCAPE													
	83,226		96,258		100,402		83,668	100,402	105,922		105,922			
805	TRSFR TO G/F BLDG MAINT													
	109,530		116,345		124,052		103,377	124,052	129,005		129,005			
816	TRSFRS TO REPROGRAPHICS FUND													
	97,044		103,482		108,680		53,400	108,680	125,935		118,903			
817	TRSFRS TO GARAGE FUND													
	5,751		5,635		13,356		5,369	13,356	6,702		6,702			
818	TRSFRS TO ISD-ALLOCATED													
	244,069		291,729		335,929		279,941	335,929	351,935		344,716			
819	TRSFRS TO INSURANCE FUND													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	97,019		111,572		111,572		92,977	111,572	139,465		139,465			
TOTAL CLASS: 25 TRANSFERS														
	1,477,692		1,598,646		1,686,562		1,362,541	1,686,562	1,840,559		1,826,308			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
978 RESERVE - LIBRARY TRUST FUNDS														
					48,300				92,226		92,226			
991 CONTINGENCY - UNRESERVED														
					753,871				360,894		586,903			
996 RESERVE - EQUIPMENT REPLACEMT														
					1,755				3,510		3,510			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					803,926				456,630		682,639			
TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT														
	8,697,320	68.35	9,186,108	68.55	10,933,480	70.58	7,387,611	9,661,353	11,261,408	70.63	11,263,461	70.63		

852

**LIBRARY FUND  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
35	LIBRARY DIRECTOR	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	2.00	2.00					2.00
244	MANAGER - VOLUNTEER SERVICES	1.00	0.00					0.00
258	LIBRARY PROGRAM ASSISTANT	1.50	1.70					1.70
260	LIBRARIAN	10.50	10.25					10.25
261	SENIOR LIBRARY ASSISTANT	4.00	4.00					4.00
263	LIBRARY REFERENCE ASSISTANT	6.90	8.03					8.03
264	SENIOR LIBRARIAN	3.00	3.00					3.00
265	LIBRARY ASSISTANT 2	19.55	20.60					20.60
266	DIVISION LIBRARIAN 1	4.00	5.00					5.00
268	LIBRARY SUPERVISOR	3.00	3.00					3.00
269	LIBRARY ASSISTANT 1	12.10	11.00					11.00
288	LIBRARY BUILDING MONITOR	0.00	1.00					1.00
	<b>Total</b>	<b>68.55</b>	<b>70.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.58</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
35	LIBRARY DIRECTOR	1.00					1.00
221	SUPPORT SPECIALIST 2	2.00					2.00
244	MANAGER - VOLUNTEER SERVICES	0.00					0.00
258	LIBRARY PROGRAM ASSISTANT	1.70					1.70
260	LIBRARIAN	10.25					10.25
261	SENIOR LIBRARY ASSISTANT	4.00					4.00
263	LIBRARY REFERENCE ASSISTANT	8.03	0.05 <sup>a</sup>				8.08
264	SENIOR LIBRARIAN	3.00					3.00
265	LIBRARY ASSISTANT 2	20.60					20.60
266	DIVISION LIBRARIAN 1	5.00					5.00
268	LIBRARY SUPERVISOR	3.00					3.00
269	LIBRARY ASSISTANT 1	11.00					11.00
288	LIBRARY BUILDING MONITOR	1.00					1.00
	<b>Total</b>	<b>70.58</b>	<b>0.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.63</b>

<sup>a</sup> FY 2019-20 adds a new .05 FTE Library Reference Assistant to an existing position to create a .75 FTE position.

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		893,921	1,149,194		1,120,591		1,120,591	1,428,127		1,429,484			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		893,921	1,149,194		1,120,591		1,120,591	1,428,127		1,429,484			
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		1,229	1,800		2,000		4,000	2,000		2,000			

311	PROPERTY TAXES - CURRENT YEAR												
		2,965,882	3,075,145		3,421,459		3,428,415	3,523,382		3,523,382			

312	PROPERTY TAXES - PRIOR YEARS												
		32,028	25,432		20,000		20,000	20,000		20,000			

513	COMCAST TAX SETTLEMENT												
							65,630						

TOTAL CLASS: 10 TAXES

		2,999,139	3,102,377		3,443,459		3,518,045	3,545,382		3,545,382			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL												
		39,433											

328	GRANTS - STATE												
		20,542	15,960		15,960		15,696	15,000		15,696			

329	OTHER INTERGOVERNMENTAL REV												
		5,542,299	5,732,291		5,825,339		5,866,584	6,000,099		6,000,099			

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		5,602,274	5,748,251		5,841,299		5,882,280	6,015,099		6,015,795			
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CLASS: 30 FINES & FORFEITURES

372	LIBRARY FINES												
		204,114	134,778		130,000		130,000	130,000		130,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES  
 CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY \$2,000

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 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 \$3.7380 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.1248 STREET LIGHTING FUND; TOTALING \$4.2245 WITH VOTER APPROVED DEBT OF \$0.2052 GIVES A TOTAL TAX RATE OF \$4.4297  
 FY 20 \$3.8683 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.0000 STREET LIGHTING FUND; TOTALING \$4.2300 WITH VOTER APPROVED DEBT OF \$0.1997 GIVES A TOTAL TAX RATE OF \$4.4297. THE STREET LIGHTING FUND'S PROPERTY TAXES WAS REPLACED WITH A RIGHT OF WAY FEE TRANSFER FROM THE GENERAL FUND  
 FY 2019-20 PROPERTY TAX REVENUES \$3,523,382

312 PROPERTY TAXES - PRIOR YEARS  
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY \$20,000

513 COMCAST TAX SETTLEMENT  
 REFLECTS SETTLEMENT OF PAST YEARS' DISPUTES REGARDING ASSESSED VALUATION

327 GRANTS - FEDERAL

328 GRANTS - STATE  
 READY TO READ GRANT \$15,696

329 OTHER INTERGOVERNMENTAL REV  
 FUNDING FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS):  
 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 AND A POOL TWO DISTRIBUTION OF \$41,245  
 FY 19-20 REGULAR DISTRIBUTION \$6,000,099  
 THE POOL TWO DISTRIBUTION WILL BE DETERMINED DURING THE FISCAL YEAR

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. \$130,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 30 FINES & FORFEITURES

	204,114		134,778		130,000		130,000		130,000			130,000	
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY PROPERTY	1,500	2,700		1,000		1,500		1,500			1,500	
383	SALE OF LIBRARY BOOKS	553	915		500		700		500			500	
384	INVESTMENT INTEREST EARNINGS	18,458	30,340		40,400		40,400		46,800			46,800	
389	MISCELLANEOUS REVENUES	28,905	27,802		24,000		24,000		25,000			25,000	
390	CONTRIBUTIONS AND DONATIONS	980	9,306		1,000		500		1,000			1,000	
399	REIMBURSEMENTS - OTHER	590	1,375										
753	ENERGY EFFICIENCY REBATES	6,021	7,239		8,000		8,000		8,000			8,000	
757	MED/LIFE INS PREM REFUND DISTRIBUTION	15,084	12,343				7,590						
761	LIBRARY TRUST DONATIONS	26,360	80,080		31,000		65,000		60,000			60,000	

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	98,451		172,100		105,900		147,690		142,800			142,800	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND				292,231		292,231						
423	TRSFERS FROM LIBRARY TRUST FUND	48,614											

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	48,614				292,231		292,231						
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TOTAL PROGRAM: 0000 UNRESTRICTED

	9,846,513		10,306,700		10,933,480		11,090,837		11,261,408			11,263,461	
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**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 \$1,500
- 383 SALE OF LIBRARY BOOKS  
 SALE OF OLD LIBRARY BOOKS REMOVED FROM CIRCULATION AND BOOK BAG SALES \$500
- 384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED  
 UPON 3.00% \$46,800
- 389 MISCELLANEOUS REVENUES  
 REVENUES GENERATED FROM COPYING AND PRINTING CHARGES. \$25,000
- 390 CONTRIBUTIONS AND DONATIONS  
 MISCELLANEOUS PATRON DONATIONS RECEIVED FOR THE LIBRARY \$1,000  
 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 \$8,000
- 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:  
 FRIENDS OF THE BEAVERTON CITY LIBRARY AND THE BEAVERTON LIBRARY FOUNDATION  
 FY 17-18 DONATIONS: FRIENDS OF THE BEAVERTON CITY LIBRARY \$48,474; THE BEAVERTON  
 LIBRARY FOUNDATION \$29,550; PRIVATE DONATIONS \$2056  
 FY 18-19 DONATIONS (THROUGH 3/26/19): FRIENDS OF THE BEAVERTON CITY LIBRARY \$56,100;  
 PRIVATE DONATIONS \$610

- 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)  
 LIBRARY SAFETY OFFICER + STAFFING TO INCREASE THE LIBRARY'S HOURS OF OPERATIONS
- 423 TRSFERS FROM LIBRARY TRUST FUND  
 FY16-17 RELLECTS THE TRANSFER OF THE REMAINING FUNDS IN THE LIBRARY TRUST FUND AS THE  
 LIBRARY TRUST ACTIVIITES IS NOW A PROGRAM IN THE LIBRARY FUND; PROGRAM 0559

**BP WORKSHEET & JUSTIFICATION**

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
TOTAL DEPARTMENT: 03 REVENUE													
	9,846,513		10,306,700		10,933,480		11,090,837	11,261,408				11,263,461	

## BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

035	LIBRARY DIRECTOR												
	127,171	1.00	131,489	1.00	132,909	1.00	92,510	130,674	1.00	129,412	1.00		
221	SUPPORT SPECIALIST 2												
	79,924	1.60	103,824	2.00	104,392	2.00	98,700	111,224	2.00	111,224	2.00		
244	MANAGER - VOLUNTEER SERVICES												
	75,901	1.00	78,568	1.00									
266	DIVISION LIBRARIAN 1												
					83,360	1.00	83,176	91,128	1.00	90,244	1.00		
275	TEMPORARY EMPLOYEES												
					1,538								
288	LIBRARY BUILDING MONITOR												
					38,551	1.00	30,885	50,981	1.00	50,981	1.00		
299	PAYROLL TAXES AND FRINGES												
	161,824		166,297		220,859		147,684	199,347		204,613			

TOTAL CLASS: 05 PERSONNEL SERVICES

	444,820	3.60	480,178	4.00	581,609	5.00	452,955	583,354	5.00	586,474	5.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	5,709		5,316		8,500		8,500	8,500		8,500			
303	OFFICE FURNITURE & EQUIPMENT												
					1,400		1,100	5,712		3,632			
305	SPECIAL DEPARTMENT SUPPLIES												
	390		479		500		750	2,240		2,240			
312	DEPOSIT SHORTAGE/OVERAGE												
	-285		-91										
316	ADVERTISING, RECORDING & FILING												
								900					
317	COMPUTER EQUIPMENT												
					2,989		2,989	4,050		4,050			

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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 BUILDING 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES, CONSUMABLES, SIGN HOLDERS, CLERICAL AND ADMINISTRATIVE ACTIVITIES STORAGE BINS, BATTERIES, CLEANING SUPPLIES, PAPER PRODUCTS, STAFF NAME BADGES, ETC. \$8,500
- 303 OFFICE FURNITURE & EQUIPMENT  
 STANDING DESK FOR SS2 PUBLICITY STAFF \$1,000  
 2 - HIGH TABLE AND FOUR CHAIRS FOR DESIGNATED FOOD AND BEVERAGE AREA IN LOBBY \$2,632
- 305 SPECIAL DEPARTMENT SUPPLIES  
 STORAGE UNIT FOR PARADE BOOKS AND OTHER LIBRARY PROGRAM SUPPLIES \$1,240  
 HARDWARE, PARTS, SIGNAGE, KEYS, NAMEPLATES + DESIGNATED FOOD AND BEV AREA SIGN \$1,000
- 312 DEPOSIT SHORTAGE/OVERAGE  
 LIBRARY DEPOSIT SHORTAGES AND OVERAGES.
- 316 ADVERTISING, RECORDING & FILING
  
- 317 COMPUTER EQUIPMENT  
 CEILING MOUNTED PROJECTOR \$4,050

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
318	COMPUTER SOFTWARE												
	5,100		4,302		11,074		11,074	12,584		12,584			
321	TRAVEL, TRAINING & SUBSISTENCE												
	10,755		25,434		32,750		32,000	52,350		42,850			
330	MILEAGE REIMBURSEMENT												
	604		1,040		1,500		1,500	2,000		2,000			
341	COMMUNICATIONS EXPENSE												
	11,585		13,303		11,424		11,000	11,500					
342	DATA COMMUNICATION EXPENSE												
	488		480		480		480	480		480			
351	UTILITIES EXPENSE												
	128,665		127,459		140,000		140,000	145,000		145,000			
361	UNIFORMS & SPECIAL CLOTHING												
								1,900		1,900			
377	PUBLIC RELATIONS EXPENSE												
	800		891		1,200		1,200	3,950		4,850			
381	BUILDING EXPENSE												
	26,048		33,133		40,000		40,000	40,000		40,000			
384	BUILDING MAINTENANCE PROJECTS												

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 318 COMPUTER SOFTWARE
  - ANNUAL LICENSE FOR ENVISIONWARE \$950
  - ANNUAL MAINTENANCE FEE FOR ENVISIONWARE \$900
  - ANNUAL LICENSE FOR VOLGISTICS \$2,420
  - ANNUAL CENTURIAN GUARD \$680
  - ANNUAL LICENSE FOR PUBLIC WEB BROWSER \$1,300
  - ANNUAL LICENSE FOR TRELLO \$2,380
  - ANNUAL LICENSE FOR DEPUTY SCHEDULING SOFTWARE \$2,500
  - ADOBE ACROBAT PRO (X2) \$624
  - ADOBE CREATIVE CLOUD FOR PUBLICITY SS2 \$830
  
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - ALL-STAFF INSERVICE DAY PRESENTERS, SUPPLIES AND GENERAL SUPPORT \$3,000
  - SAFETY AND SECURITY TRAININGS FOR LIBRARY STAFF \$2,500
  - EQUITY DIVERSITY AND INCLUSION TRAININGS FOR LIBRARY STAFF \$2,500
  - SUPPLIES FOR ON-CALL STAFF MEETINGS & TRAINING \$200
  - SUPPLIES FOR ALL-STAFF MEETINGS \$800
  - SUPPLIES FOR DIVISION RETREATS \$700
  - OTHER TRAININGS AND WEBINARS THROUGHOUT THE YEAR \$3,000
  - LIBRARY DIRECTOR TO ANNUAL DEPT HEADS RETREAT \$350
  - 10 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION CONFERENCE IN BEND, OR \$7,000
  - 12 STAFF TO ATTEND SUPPORT STAFF CONFERENCE IN SALEM, OR \$1,800
  - 1 STAFF TO ATTEND LIBRARY VOLUNTEER MANAGERS CONFERENCE \$2,500
  - 7 STAFF TO ATTEND PUBLIC LIBRARY ASSOCIATION CONFERENCE IN NASHVILLE, TN \$14,000
  - 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 \$2,000
  - 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)
  - LANGUAGE LINE
  - CELL PHONE CHARGES FOR BLDG MONITOR AND LIBRARY ON WHEELS VEHICLE AT \$17 PER MONTH
  - CELL PHONE CHARGES FOR 3 STAFF AT \$140 PER MONTH
  - COMCAST CABLE (BRANCH FIRE ALARM PHONE LINE)
  - CELL PHONE CHARGES FOR LIBRARY SAFETY OFFICER
  
- 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
  
- 361 UNIFORMS & SPECIAL CLOTHING
  - UNIFORM SHIRTS FOR BUILDING MONITORS \$300
  - SHIRT UNIFORMS FOR LIBRARY STAFF (\$20 X 80) \$1,600
  
- 377 PUBLIC RELATIONS EXPENSE
  - MATERIALS RELATED TO PUBLIC EVENTS, OUTREACH AND COMMUNITY ENGAGEMENT \$2,600
  - (SOME OF THESE EXPENSES PREVIOUSLY PAID BY TRUST DONATIONS)
  - PUBLIC PERFORMANCE MOVIE LICENSES \$500
  - EXPENSES FOR DEATH CAFE AND POETRY SLAM PROGRAMS \$500
  - SUBSCRIPTION TO ICON DATABASE AND OTHER SERVICES FOR PRINT AND ELECTRONIC PIECES \$350
  - ADVERTISING IN PRINT PUBLICATIONS AND SOCIAL MEDIA \$900
  
- 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 \$40,000
  
- 384 BUILDING MAINTENANCE PROJECTS

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	42,605		50,248		50,140		50,140	163,140		118,140			
461	SPECIAL EXPENSE												
	7,270		8,086		10,300		10,300	10,300		10,300			
465	VOLUNTEER PROGRAM EXPENSE												
	6,160		6,801		7,500		7,500	7,500		7,500			
481	OTHER EXPENSES												
	2,002		2,886		4,823		4,823	4,840		4,840			
511	PROFESSIONAL SERVICES												
	142,279		172,033		146,323		148,500	164,600		164,600			
523	BOARDS & COMMISSIONS EXPENSES												
	293		365		300		300	300		300			
536	MAINTENANCE CONTRACTS												
	14,506		15,932		15,800		15,800	15,800		15,800			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	404,974		468,097		487,003		487,956	657,646		589,566			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	22,047							26,000					
TOTAL CLASS: 15 CAPITAL OUTLAY													
	22,047							26,000					
CLASS: 25 TRANSFERS													
801	TRSFR TO GENERAL FD - OVERHEAD												
	841,053		873,625		892,571		892,571	981,595		981,595			
803	TRSFR TO GENERAL FD-LANDSCAPE												
	83,226		96,258		100,402		100,402	105,922		105,922			
805	TRSFR TO G/F BLDG MAINT												
	109,530		116,345		124,052		124,052	129,005		129,005			
816	TRSFRS TO REPROGRAPHICS FUND												
	14,522		13,632		18,853		18,853	23,321		22,019			
817	TRSFRS TO GARAGE FUND												
	5,751		5,635		13,356		13,356	6,702		6,702			
818	TRSFRS TO ISD-ALLOCATED												
	244,069		291,729		335,929		335,929	351,935		344,716			

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

	REPLACE WINDOW BLINDS IN MEETING ROOMS A & B WITH VERTICALS \$4,640 REPLACE PAVERS IN FRONT OF LIBRARY WITH CEMENT \$25,000 ONE ADDITIONAL SECURITY CAMERA \$2,500 PROJECT RESULTING FROM SPACE STUDY CONDUCTED SPRING 2018 \$83,000 TECHNOLOGY INFRASTRUCTURE WORK FOR ADDITION OF CEILING MOUNTED PROJECTOR AND SCREEN \$3,000 IN ADMIN CONF ROOM
461	SPECIAL EXPENSE TONER FOR PUBLIC COMPUTERS \$10,300
465	VOLUNTEER PROGRAM EXPENSE VOLUNTEER PROGRAM EXPENSES INCLUDING SERVICE PINS, FIVE VOLUNTEER APPRECIATION EVENTS \$3,500 VOL SUPPLIES, INFORMAL RECOGNITION \$2,800 STORAGE FOR VOL SUPPLIES \$700 QUARTERLY VOL EVENTS W/ LIB DIR \$500
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSES (71 FTE @ \$40/FTE) \$2,840 (YTD NUMBER IS LOW B/C LIB INSERVICE AND NATIONAL LIB WEEK HAPPEN IN SPRING) SUPPORT FOR LIBRARY STAFF COMMITTEES \$2,000
511	PROFESSIONAL SERVICES JANITORIAL SERVICES AND OTHER SERVICES \$152,800 CONTRACT WITH BEAVERTON CIVIC THEATER STAFF TO WORK IN AUDITORIUM CONTROL BOOTH DURING EVENTS (10 EVENTS AT \$20/HOUR FOR 4 HOURS EACH) \$800 PSU SUMMER FELLOW TO DEVELOP LIBRARY DIVERSITY, EQUITY AND INCLUSION PLAN / PROGRAM \$11,000
523	BOARDS & COMMISSIONS EXPENSES MISCELLANEOUS BOARD SUPPLIES \$300
536	MAINTENANCE CONTRACTS ELEVATORS, ALARM MONITORING, BOILER & CHILLER, PEST CONTROL FIRE ALARM AND SPRINKLER TESTING & MONITORING GENERATOR MAINTENANCE \$15,800
641	VEHICLES
801	TRSFER TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$981,595
803	TRSFER TO GENERAL FD-LANDSCAPE ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND \$105,922
805	TRSFER TO G/F BLDG MAINT AMOUNT BUDGETED REFLECTS FUNDING FOR BUILDING MAINTENANCE STAFF MATRIXED TO SUPPORT THE MAIN LIBRARY BUILDING \$129,005
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,019
817	TRSFERS TO GARAGE FUND FLEET SERVICES FOR LIBRARY VEHICLES \$6,702
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$242,727 ALLOCATION OF ONE COMPUTER SERVICE TECHNICIAN ASSIGNED TO LIBRARY \$101,989

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
819	TRSFERS TO INSURANCE FUND												
	84,271		111,572		111,572		111,572	139,465		139,465			
TOTAL CLASS: 25 TRANSFERS													
	1,382,422		1,508,796		1,596,735		1,596,735	1,737,945		1,729,424			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					753,871			360,894		586,903			
996	RESERVE - EQUIPMENT REPLACEMT												
					1,755			3,510		3,510			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					755,626			364,404		590,413			
TOTAL PROGRAM: 0551 LIBRARY ADMINISTRATION													
	2,254,263	3.60	2,457,071	4.00	3,420,973	5.00	2,537,646	3,369,349	5.00	3,495,877	5.00		

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

819 TRSFERS TO INSURANCE FUND  
TRANSFER TO INSURANCE FUND FOR LIABILITY, FIRE AND PROPERTY INSURANCE ON LIBRARY BUILDING \$139,465

991 CONTINGENCY - UNRESERVED  
CONTINGENCY

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR LIBRARY FUND VEHICLE \$3,510

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0552 TECHNICAL SERVICE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

260	LIBRARIAN												
	64,669	1.00	66,056	1.00	67,516	1.00	67,092	70,275	1.00	70,275	1.00		
265	LIBRARY ASSISTANT 2												
	251,363	5.75	260,016	5.75	275,528	6.00	271,696	297,686	6.00	297,686	6.00		
266	DIVISION LIBRARIAN 1												
	88,030	1.00	89,674	1.00	91,907	1.00	91,704	95,686	1.00	94,760	1.00		
299	PAYROLL TAXES AND FRINGES												
	251,575		274,351		306,660		291,497	341,463		342,143			

TOTAL CLASS: 05 PERSONNEL SERVICES

	655,637	7.75	690,097	7.75	741,611	8.00	721,989	805,110	8.00	804,864	8.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
								3,200		3,200			
304	DEPARTMENT EQUIPMENT EXPENSE												
	680		373		1,000		1,200	1,000		1,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	22,456		22,554		22,000		22,000	22,000		22,000			
317	COMPUTER EQUIPMENT												
			689										
318	COMPUTER SOFTWARE												
	1,079		804		1,000		815	950		950			

TOTAL CLASS: 10 MATERIALS & SERVICES

	24,215		24,420		24,000		24,015	27,150		27,150			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	11,325		21,053		19,408		19,408	27,986		26,423			

TOTAL CLASS: 25 TRANSFERS

	11,325		21,053		19,408		19,408	27,986		26,423			
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TOTAL PROGRAM: 0552 TECHNICAL SERVICE

	691,177	7.75	735,570	7.75	785,019	8.00	765,412	860,246	8.00	858,437	8.00		
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**BP WORKSHEET & JUSTIFICATION**

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT

ADJUSTABLE, STANDING DESKS FOR 4 EMPLOYEES \$3,200

304 DEPARTMENT EQUIPMENT EXPENSE

TIME AND MATERIALS FOR REPAIR OF DISC POLISHER AND OTHER EQUIPMENT \$1,000

305 SPECIAL DEPARTMENT SUPPLIES

SUPPLIES AND CASES FOR PROCESSING LIBRARY MATERIALS \$22,000

317 COMPUTER EQUIPMENT

NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE

ANNUAL LICENSE FOR RDA TOOLKIT \$300  
 ANNUAL LICENSE FOR WEBDEWEY \$350  
 ANNUAL LICENSE FOR IPAGE \$300

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$26,423

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0553 CIRCULATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

261	SENIOR LIBRARY ASSISTANT												
	114,258	2.00	114,249	2.00	117,102	2.00	116,823	121,884	2.00	121,884	2.00		
265	LIBRARY ASSISTANT 2												
	377,540	8.50	401,163	8.50	405,363	8.50	403,343	422,348	8.50	422,348	8.50		
266	DIVISION LIBRARIAN 1												
	84,240	1.00	89,674	1.00	91,907	1.00	91,703	95,686	1.00	94,760	1.00		
268	LIBRARY SUPERVISOR												
	58,990	1.00	64,380	1.00	69,019	1.00	68,613	75,450	1.00	74,719	1.00		
269	LIBRARY ASSISTANT 1												
	521,296	12.90	538,343	12.10	499,783	11.00	499,124	511,449	11.00	509,150	11.00		
275	TEMPORARY EMPLOYEES												
	83,478		90,378		117,055		117,055	120,556		120,556			
299	PAYROLL TAXES AND FRINGES												
	691,583		734,700		779,805		751,681	833,510		834,857			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,931,385	25.40	2,032,887	24.60	2,080,034	23.50	2,048,342	2,180,883	23.50	2,178,274	23.50		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
					800		800	3,800		3,800			
304	DEPARTMENT EQUIPMENT EXPENSE												
	1,034		3,576		34,204		34,204	32,809		18,404			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,646		5,111		3,600		3,600	3,600		3,600			
313	INTERLIBRARY LOAN EXPENSES												
	382		1,521		2,500		1,500	2,500		1,500			
317	COMPUTER EQUIPMENT												
	1,560												
341	COMMUNICATIONS EXPENSE												
	95												
406	BANK SERVICE FEES												
	7,046		6,043		7,500		7,500	7,500		7,500			
511	PROFESSIONAL SERVICES												
	9,585		8,825		10,000		10,000	10,000		10,000			

**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

266 DIVISION LIBRARIAN 1

268 LIBRARY SUPERVISOR

269 LIBRARY ASSISTANT 1

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

303 OFFICE FURNITURE & EQUIPMENT

REPLACEMENT OFFICE CHAIRS--2 X \$400 \$800  
 EQUIPMENT TO RETROFIT DESKS--6 X \$500 \$3,000

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  
 5 SMALL BOOK TRUCKS (310/EA + SHIPPING) \$1,600  
 1 SELF-CHECK + SHIPPING \$14,404  
 LIBRARY OWNS 9 SELF-CHECKS BETWEEN BOTH LOCATIONS; SCHEDULED TO REPLACE 2 EACH YEAR.

305 SPECIAL DEPARTMENT SUPPLIES

PAPER FOR RECEIPT PRINTERS AND SELF-CHECKS \$3,600

313 INTERLIBRARY LOAN EXPENSES

REIMBURSEMENT FOR INTERLIBRARY LOAN FEES AND LOST/DAMAGED MATERIALS \$1,000  
 REIMBURSE WCCLS NON-RESIDENT FEES \$500

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

511 PROFESSIONAL SERVICES

FEES FOR PATRON ACCOUNTS REFERRED TO COLLECTION AGENCY \$10,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS												
	31,443		42,560		44,601		44,601	46,522		46,522			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	52,791		67,636		103,205		102,205	106,731		91,326			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	13,620		14,556		15,526		15,526	18,657		17,615			
TOTAL CLASS: 25 TRANSFERS													
	13,620		14,556		15,526		15,526	18,657		17,615			
TOTAL PROGRAM: 0553 CIRCULATION													
	1,997,796	25.40	2,115,079	24.60	2,198,765	23.50	2,166,073	2,306,271	23.50	2,287,215	23.50		

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0553 CIRCULATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS  
CONTRACT FOR 2 CASH REGISTERS (\$275 EA) \$550  
CONTRACT FOR SELF-CHECK UNITS \$15,063  
CONTRACT FOR FINES AND FEES MODULE FOR 9 SELF-CHECK UNITS \$4,491  
CONTRACT FOR AUTOMATED MATERIALS HANDLING \$26,418

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$17,615

City of Beaverton - Finance  
Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0554 ADULT SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

260	LIBRARIAN												
	284,893	5.00	308,901	4.75	287,351	4.50	260,884	292,562	4.50	292,562	4.50		
263	LIBRARY REFERENCE ASSISTANT												
	166,519	3.20	178,243	3.20	193,056	3.70	183,808	209,304	3.75	209,304	3.75		
264	SENIOR LIBRARIAN												
	69,835	1.00	71,206	1.00	72,704	1.00	72,249	75,670	1.00	75,670	1.00		
265	LIBRARY ASSISTANT 2												
	21,509	.75											
266	DIVISION LIBRARIAN 1												
	88,030	1.00	89,674	1.00	91,907	1.00	91,703	95,686	1.00	94,760	1.00		
275	TEMPORARY EMPLOYEES												
	77,639		78,349		104,500		104,500	98,000		98,000			
299	PAYROLL TAXES AND FRINGES												
	321,229		341,768		356,315		311,528	368,767		369,480			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,029,654	10.95	1,068,141	9.95	1,105,833	10.20	1,024,672	1,139,989	10.25	1,139,776	10.25		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
			429		3,400		3,000	3,600		3,600			
304	DEPARTMENT EQUIPMENT EXPENSE												
			187		6,570		5,000	700		700			
305	SPECIAL DEPARTMENT SUPPLIES												
	1,774		1,740		2,600		2,300	2,600		2,600			
310	LIBRARY MATERIAL												
	525,171		537,005		685,000		685,000	710,000		610,000			
317	COMPUTER EQUIPMENT												
	7,766		4,391		16,646		16,000	19,381		19,381			
318	COMPUTER SOFTWARE												
			2,350		3,127		2,400	3,200		3,200			

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 260 LIBRARIAN  
 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
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- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACE 1 OFFICE CHAIR \$400  
 EQUIPMENT TO RETROFIT STAFF DESKS FOR 4 MORE EMPLOYEES (4 X \$800) (1 LIBRARIAN, 3 RA) \$3,200
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 MISC STAFF EQUIPMENT FOR TRAINING (EBOOKS, SMALL TABLETS) \$400  
 PUBLIC USE SCANNER REPLACEMENT \$300
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 SUPPLIES FOR PUBLIC COMPUTERS (CABLES, LOCKS, PAPER, HEADPHONES) BOTH LOCATIONS \$2,200  
 STAFF GADGETS FOR TRAINING \$400
  - 310 LIBRARY MATERIAL  
 BOOKS AND MATERIALS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$590,000  
 LIBRARY OF THINGS \$20,000  
 DOES NOT INCLUDE DATABASES, E-BOOKS OR DOWNLOADABLE MEDIA PURCHASED BY WCCLS
  - 317 COMPUTER EQUIPMENT  
 PUBLIC USE COMPUTER REPLACEMENTS (X12) (5 YEAR CYCLE) \$9,384  
 DESK PHONES (X3) \$1,200  
 PUBLIC USE COMPUTER REPLACEMENTS FOR BRANCH LIBRARY (X4) (5 YEAR CYCLE) \$3,128  
 BLACK AND WHITE PRINTER REPLACEMENTS (X2) (7 YEAR CYCLE) \$2,424  
 PUBLIC USE MONITOR REPLACEMENTS \$1,095  
 MISC HARDWARE FOR PUBLIC USE COMPUTERS \$750  
 ADDITIONAL SMALL FORM FACTOR COMPUTERS FOR COMPUTER CLASSROOM \$1,400
  - 318 COMPUTER SOFTWARE  
 TECH SOUP WINDOWS LICENSES (X50) \$1,500  
 TECH SOUP OFFICE LICENSES (X50) \$1,500  
 ADAPTIVE SOFTWARE UPDATE \$200

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
342	DATA COMMUNICATION EXPENSE												
	240												
377	PUBLIC RELATIONS EXPENSE												
	4,295		5,029		11,600		10,000	14,500		14,500			
406	BANK SERVICE FEES												
					1,800		400	1,800		1,800			
511	PROFESSIONAL SERVICES												
					1,008			1,008		1,008			
536	MAINTENANCE CONTRACTS												
	1,295		1,295		1,300		1,300	1,300		1,300			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	540,541		552,426		733,051		725,400	758,089		658,089			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	27,447		21,313		22,734		22,734	22,155		20,918			
TOTAL CLASS: 25 TRANSFERS													
	27,447		21,313		22,734		22,734	22,155		20,918			
TOTAL PROGRAM: 0554 ADULT SERVICES													
	1,597,642	10.95	1,641,880	9.95	1,861,618	10.20	1,772,806	1,920,233	10.25	1,818,783	10.25		

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0554 ADULT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

342	DATA COMMUNICATION EXPENSE NO APPROPRIATION REQUESTED
377	PUBLIC RELATIONS EXPENSE PROGRAMS AND ACTIVITIES OF INTEREST TO ADULTS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$6,500 ONE BOOK ONE BEAVERTON 2020 \$8,000
406	BANK SERVICE FEES PROCESSING FEES FOR CREDIT CARD MACHINE ON ENVISIONWARE \$75 MO X 2 LOCATIONS \$1,800
511	PROFESSIONAL SERVICES (\$504 YR X 2 LOCATIONS) ENVISIONWARE CREDIT CARD MAINTENANCE CONTRACT \$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 \$20,918
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City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

258	LIBRARY PROGRAM ASSISTANT	68,686	1.50	79,984	1.50	87,481	1.70	86,762	97,003	1.70	97,003	1.70
260	LIBRARIAN	311,058	4.75	256,290	3.75	254,481	3.75	258,787	268,889	3.75	268,889	3.75
263	LIBRARY REFERENCE ASSISTANT	106,235	2.10	121,536	2.20	127,098	2.70	129,716	146,172	2.70	146,172	2.70
264	SENIOR LIBRARIAN	68,665	1.00	135,592	2.00	146,097	2.00	139,043	154,929	2.00	154,929	2.00
266	DIVISION LIBRARIAN 1	88,030	1.00	90,536	1.00	91,907	1.00	94,277	95,686	1.00	94,760	1.00
268	LIBRARY SUPERVISOR			8,514	1.00	79,248	1.00	78,591	86,114	1.00	85,317	1.00
274	SEASONAL WORKFORCE	7,060		9,804		12,505		12,200	13,037		13,037	
299	PAYROLL TAXES AND FRINGES	298,652		322,035		409,290		344,484	400,983		405,086	

TOTAL CLASS: 05 PERSONNEL SERVICES

		948,386	10.35	1,024,291	11.45	1,208,107	12.15	1,143,860	1,262,813	12.15	1,265,193	12.15
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	3,103		669		3,000		3,203	3,950		3,950	
305	SPECIAL DEPARTMENT SUPPLIES	3,561		3,310		4,000		4,000	3,250		3,250	
317	COMPUTER EQUIPMENT	3,696		7,350		14,674		13,206	12,643		12,643	
318	COMPUTER SOFTWARE					120		213				
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  
 ONE LIBRARY PROGRAM ASSISTANT POSITION 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT  
 EQUIPMENT TO RETROFIT 1 DESK TO STANDING DESK \$1,000  
 CHAIRS FOR OFFICES AND SERVICE DESK (5) \$1,600  
 TABLE FOR MURRAY SCHOLLS BRANCH \$1,000  
 MONITOR ARM FOR MURRAY SCHOLLS BRANCH \$350
- 305 SPECIAL DEPARTMENT SUPPLIES  
 SUPPLIES, PAPER AND CRAFT ITEMS FOR USE WITH STORYTIMES AND PROGRAMS AT BOTH LIBRARIES \$3,250
- 317 COMPUTER EQUIPMENT  
 REPLACEMENT PATRON IPAD \$620  
 REPLACEMENT AWE STATION AT MAIN AND BRANCH LIBRARY \$6,400  
 ADDITIONAL CHROMEBOOK AND REPLACEMENT \$600  
 REPLACEMENT OF COMPUTERS FOR CHILDRENS AND TEENS AREA (X5) \$3,910  
 ADDITIONAL COMPUTER FOR BRANCH LIBRARY \$760  
 ADDITIONAL MONITOR FOR BRANCH LIBRARY \$115  
 ADDITIONAL BACKUP BATTERY FOR BRANCH LIBRARY \$88  
 CHROME ENTERPRISE LICENSES (X5) \$150
- 318 COMPUTER SOFTWARE  
 CHROME ENTERPRISE LICENSE
- 320 LIBRARY MATERIAL - GRANT FUNDED  
 GRANT CONCLUDED- NO ADDITIONAL FUNDS

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
365	STATE READY TO READ GRANT PROG												
	15,386		14,742		15,960		15,696	15,696		15,696		15,696	
377	PUBLIC RELATIONS EXPENSE												
	10,134		14,247		14,400		14,000	16,000		16,000		16,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	75,346		40,318		52,154		50,318	51,539		51,539		51,539	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	21,338		32,928		32,159		32,159	33,816		31,928		31,928	
TOTAL CLASS: 25 TRANSFERS													
	21,338		32,928		32,159		32,159	33,816		31,928		31,928	
TOTAL PROGRAM: 0555 YOUTH SERVICES													
	1,045,070	10.35	1,097,537	11.45	1,292,420	12.15	1,226,337	1,348,168	12.15	1,348,660	12.15	1,348,660	12.15

**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 \$15,696

377 PUBLIC RELATIONS EXPENSE  
 SUMMER READING PROGRAM AND PROGRAMS THROUGHOUT YEAR AT BOTH LIBRARIES \$13,200  
 SPANISH STORY TIME \$750  
 TEEN LIBRARY COUNCIL \$300  
 NEW PARENTING WORKSHOP SERIES \$1,000  
 INCLUDES FUNDS MOVED FROM 115-35-555-305 \$750



816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$31,928



City of Beaverton - Finance  
Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0558 BRANCH LIBRARY

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

260	LIBRARIAN												
		45,697	1.00	55,007	1.00	59,279	1.00	59,306	64,784	1.00	64,784	1.00	
261	SENIOR LIBRARY ASSISTANT												
		54,580	1.00	65,439	2.00	112,543	2.00	100,960	109,953	2.00	109,953	2.00	
263	LIBRARY REFERENCE ASSISTANT												
		75,576	1.50	79,001	1.50	87,282	1.63	77,587	93,086	1.63	93,086	1.63	
265	LIBRARY ASSISTANT 2												
				276,391	5.30	281,171	6.10	278,135	308,976	6.10	306,153	6.10	
268	LIBRARY SUPERVISOR												
		57,427	1.00	63,664	1.00	68,453	1.00	68,097	74,836	1.00	74,110	1.00	
270	LIBRARY AIDE - BRANCH												
		266,793	5.80										
275	TEMPORARY EMPLOYEES												
		31,177											
299	PAYROLL TAXES AND FRINGES												
		272,722		284,325		402,162		307,026	354,232		355,129		

TOTAL CLASS: 05 PERSONNEL SERVICES

		803,972	10.30	823,827	10.80	1,010,890	11.73	891,111	1,005,867	11.73	1,003,215	11.73	
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
		1,190		908		1,000		1,200	1,500		1,500		
305	SPECIAL DEPARTMENT SUPPLIES												
		547											
317	COMPUTER EQUIPMENT												
		2,430											
377	PUBLIC RELATIONS EXPENSE												
		4,312											
381	BUILDING EXPENSE												
		772		4,663		2,000		3,052	2,000		2,000		
384	BUILDING MAINTENANCE PROJECTS												
				1,740		19,500			19,500		19,500		
511	PROFESSIONAL SERVICES												
		16,772		17,136		17,136		17,136	17,136		17,136		

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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.
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  
- 301 OFFICE EXPENSE  
 GENERAL OFFICE SUPPLIES \$1,500
- 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
- 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  
 CARRYOVER FROM FY 18-19: SECURITY CAMERA PROJECT \$15,000  
 REPLACE/ADD EXTERIOR SIGNAGE \$2,000  
 REPLACE EXTERIOR BOOKDROP \$2,500
- 511 PROFESSIONAL SERVICES  
 JANITORIAL SERVICES \$17,136

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS												
	6,604		701		1,100		926	1,100		1,100			
551	RENTS AND LEASES												
	231,383		241,128		241,759		241,944	247,812		247,812			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	264,010		266,276		282,495		264,258	289,048		289,048			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	8,792												
819	TRSFERS TO INSURANCE FUND												
	12,748												
TOTAL CLASS: 25 TRANSFERS													
	21,540												
TOTAL PROGRAM: 0558 BRANCH LIBRARY													
	1,089,522	10.30	1,090,103	10.80	1,293,385	11.73	1,155,369	1,294,915	11.73	1,292,263	11.73		

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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 (RENT + CAM + MGMT FEE + EST INSURANCE) \$247,812  
 (LEASE EXPIRES JANUARY 31, 2026)



- 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.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0559 LIBRARY TRUST

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
			23,169		5,000		14,500	30,000		30,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
	80		7,078		2,000		1,892	15,000		15,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	426		6,536		5,000		2,288	2,000		2,000			
310	LIBRARY MATERIAL												
	6,302		3,170		5,000		1,500	3,000		3,000			
317	COMPUTER EQUIPMENT												
							2,530						
377	PUBLIC RELATIONS EXPENSE												
	15,042		8,915		16,000		15,000	20,000		20,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

	21,850		48,868		33,000		37,710	70,000		70,000			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

978	RESERVE - LIBRARY TRUST FUNDS												
					48,300			92,226		92,226			

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					48,300			92,226		92,226			
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TOTAL PROGRAM: 0559 LIBRARY TRUST

	21,850		48,868		81,300		37,710	162,226		162,226			
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TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT

	8,697,320	68.35	9,186,108	68.55	10,933,480	70.58	9,661,353	11,261,408	70.63	11,263,461	70.63		
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TOTAL FUND: 115 LIBRARY FUND

	8,697,320	68.35	9,186,108	68.55	10,933,480	70.58	9,661,353	11,261,408	70.63	11,263,461	70.63		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0559 LIBRARY TRUST

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 303 OFFICE FURNITURE & EQUIPMENT  
 FURNITURE NEEDS IDENTIFIED IN LIBRARY SPACE PLAN FUNDED IN PART BY FRIENDS OF THE LIBRARY AND LIBRARY FOUNDATION \$30,000
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 UNANTICIPATED EQUIPMENT NEEDS AS APPROVED BY LIBRARY ADVISORY BOARD  
 ELECTRONIC DISPLAY MONITORS FUNDED BY DONATION FROM FRIENDS OF THE LIBRARY \$15,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
 TO COVER UNANTICIPATED PROGRAM SUPPLY NEEDS AS APPROVED BY THE ADVISORY BOARD \$2,000
- 310 LIBRARY MATERIAL  
 TO PURCHASE LIBRARY BOOKS AND MATERIALS FROM DONATIONS AND MEMORIALS RECEIVED THROUGHOUT THE YEAR \$3,000
- 317 COMPUTER EQUIPMENT  
 TO PURCHASE COMPUTER EQUIPMENT AS APPROVED BY THE LIBRARY ADVISORY BOARD
- 377 PUBLIC RELATIONS EXPENSE  
 OUTREACH AND PUBLIC RELATIONS MATERIALS AS APPROVED BY THE LIBRARY BOARD \$2,000  
 COMMUNITY READS AND OTHER PROGRAMS SUBSIDIZED, IN PART, BY THE FRIENDS OF THE LIBRARY \$8,000  
 SUMMER READING IS SUBSIDIZED, IN PART, BY THE FRIENDS OF BEAVERTON CITY LIBRARY \$10,000

- 978 RESERVE - LIBRARY TRUST FUNDS  
 REVENUES:  
 FY 16-17 TRANSFER FROM LIBRARY TRUST FUND CLOSEOUT \$48,614  
 FY 16-17 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS \$26,360  
 FY 17-18 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS \$70,680  
 FY 18-19 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS ESTIMATED \$65,000  
 FY 19-20 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS PROPOSED \$60,000  
 EXPENDITURES:  
 FY 16-17 EXPENDITURES, PROGRAM 0559 \$21,850  
 FY 17-18 EXPENDITURES, PROGRAM 0559 \$48,868  
 FY 18-19 EXPENDITURES, PROGRAM 0559 ESTIMATED \$37,710  
 FY 19-20 EXPENDITURES, PROGRAM 0559 PROPOSED \$70,000 \$92,226

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 18, 2019 4:17 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	1,600			92,510				92,510	31,647	124,157
115-35-0551-05-221	SUPPORT SPECIALIST 2	2.00	3,961			98,700				98,700	52,507	151,207
115-35-0551-05-266	DIVISION LIBRARIAN 1	1.00	2,080			83,176				83,176	53,214	136,390
115-35-0551-05-288	LIBRARY BUILDING MONITOR	1.00	1,424			29,835			1,050	30,885	10,316	41,201
	LIBRARY ADMINISTRATION	5.00	9,065			304,221			1,050	305,271	147,684	452,955
115-35-0552-05-260	LIBRARIAN	1.00	2,072			67,092				67,092	48,645	115,737
115-35-0552-05-265	LIBRARY ASSISTANT 2	6.00	12,063	1		271,229	17		450	271,696	179,429	451,125
115-35-0552-05-266	DIVISION LIBRARIAN 1	1.00	2,080			91,704				91,704	63,423	155,127
	TECHNICAL SERVICE	8.00	16,215	1		430,025	17		450	430,492	291,497	721,989
88115-35-0553-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,160			116,823				116,823	64,936	181,759
115-35-0553-05-265	LIBRARY ASSISTANT 2	8.50	17,804	2		394,543	100		8,700	403,343	238,881	642,224
115-35-0553-05-266	DIVISION LIBRARIAN 1	1.00	2,080			91,703				91,703	35,654	127,357
115-35-0553-05-268	LIBRARY SUPERVISOR	1.00	2,072			68,613				68,613	49,420	118,033
115-35-0553-05-269	LIBRARY ASSISTANT 1	11.00	23,437	20		491,229	845		7,050	499,124	349,506	848,630
115-35-0553-05-275	TEMPORARY EMPLOYEES		7,716			117,042			13	117,055	13,284	130,339
	CIRCULATION	23.50	57,269	22		1,279,953	945		15,763	1,296,661	751,681	2,048,342
115-35-0554-05-260	LIBRARIAN	4.50	8,888			260,884				260,884	128,280	389,164
115-35-0554-05-263	LIBRARY REFERENCE ASSISTANT	3.70	6,963			180,208			3,600	183,808	97,483	281,291
115-35-0554-05-264	SENIOR LIBRARIAN	1.00	2,072			72,249				72,249	37,460	109,709
115-35-0554-05-266	DIVISION LIBRARIAN 1	1.00	2,080			91,703				91,703	35,630	127,333
115-35-0554-05-275	TEMPORARY EMPLOYEES		5,410	3		104,388	106		6	104,500	12,675	117,175
	ADULT SERVICES	10.20	25,413	3		709,432	106		3,606	713,144	311,528	1,024,672
115-35-0555-05-258	LIBRARY PROGRAM ASSISTANT	1.70	3,304			86,762				86,762	32,328	119,090

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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											
115-35-0555-05-260	LIBRARIAN	3.75	7,995			258,787				258,787	148,714	407,501
115-35-0555-05-263	LIBRARY REFERENCE ASSISTANT	2.70	5,302			125,753			3,963	129,716	51,804	181,520
115-35-0555-05-264	SENIOR LIBRARIAN	2.00	3,958			135,443			3,600	139,043	46,406	185,449
115-35-0555-05-266	DIVISION LIBRARIAN 1	1.00	2,080			94,277				94,277	49,259	143,536
115-35-0555-05-268	LIBRARY SUPERVISOR	1.00	2,054			74,991			3,600	78,591	14,938	93,529
115-35-0555-05-274	SEASONAL WORKFORCE		622			12,198			2	12,200	1,035	13,235
	YOUTH SERVICES	12.15	25,315			788,211			11,165	799,376	344,484	1,143,860
115-35-0558-05-260	LIBRARIAN	1.00	2,086			59,306				59,306	24,705	84,011
115-35-0558-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,040			100,960				100,960	62,059	163,019
115-35-0558-05-263	LIBRARY REFERENCE ASSISTANT	1.63	3,001			77,587				77,587	31,395	108,982
115-35-0558-05-265	LIBRARY ASSISTANT 2	6.10	12,267	14		271,302	607		6,226	278,135	150,028	428,163
115-35-0558-05-268	LIBRARY SUPERVISOR	1.00	2,080			68,097				68,097	38,839	106,936
	BRANCH LIBRARY	11.73	23,474	14		577,252	607		6,226	584,085	307,026	891,111
	**** DEPARTMENT TOTAL ****	70.58	156,751	40		4,089,094	1,675		38,260	4,129,029	2,153,900	6,282,929

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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	2,096			129,412				129,412	58,197	187,609
115-35-0551-05-221	SUPPORT SPECIALIST 2	2.00	4,192			111,224				111,224	65,516	176,740
115-35-0551-05-266	DIVISION LIBRARIAN 1	1.00	2,096			90,244				90,244	59,575	149,819
115-35-0551-05-288	LIBRARY BUILDING MONITOR	1.00	2,181			49,181			1,800	50,981	21,325	72,306
	LIBRARY ADMINISTRATION	5.00	10,565			380,061			1,800	381,861	204,613	586,474
115-35-0552-05-260	LIBRARIAN	1.00	2,096			70,275				70,275	54,385	124,660
115-35-0552-05-265	LIBRARY ASSISTANT 2	6.00	12,576			297,686				297,686	218,240	515,926
115-35-0552-05-266	DIVISION LIBRARIAN 1	1.00	2,096			94,760				94,760	69,518	164,278
	TECHNICAL SERVICE	8.00	16,768			462,721				462,721	342,143	804,864
115-35-0553-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,192			121,884				121,884	72,796	194,680
115-35-0553-05-265	LIBRARY ASSISTANT 2	8.50	17,816			414,248			8,100	422,348	274,321	696,669
115-35-0553-05-266	DIVISION LIBRARIAN 1	1.00	2,096			94,760				94,760	41,348	136,108
115-35-0553-05-268	LIBRARY SUPERVISOR	1.00	2,096			74,719				74,719	54,697	129,416
115-35-0553-05-269	LIBRARY ASSISTANT 1	11.00	23,049	26		502,897	853		5,400	509,150	383,427	892,577
115-35-0553-05-275	TEMPORARY EMPLOYEES		7,732			120,542			14	120,556	8,268	128,824
	CIRCULATION	23.50	56,981	26		1,329,050	853		13,514	1,343,417	834,857	2,178,274
115-35-0554-05-260	LIBRARIAN	4.50	9,432			292,562				292,562	153,023	445,585
115-35-0554-05-263	LIBRARY REFERENCE ASSISTANT	3.75	7,810			205,704			3,600	209,304	127,348	336,652
115-35-0554-05-264	SENIOR LIBRARIAN	1.00	2,096			75,670				75,670	42,093	117,763
115-35-0554-05-266	DIVISION LIBRARIAN 1	1.00	2,096			94,760				94,760	41,348	136,108
115-35-0554-05-275	TEMPORARY EMPLOYEES		4,992			97,993			7	98,000	5,668	103,668
	ADULT SERVICES	10.25	26,426			766,689			3,607	770,296	369,480	1,139,776
115-35-0555-05-258	LIBRARY PROGRAM ASSISTANT	2.50	3,564			97,003				97,003	39,749	136,752

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

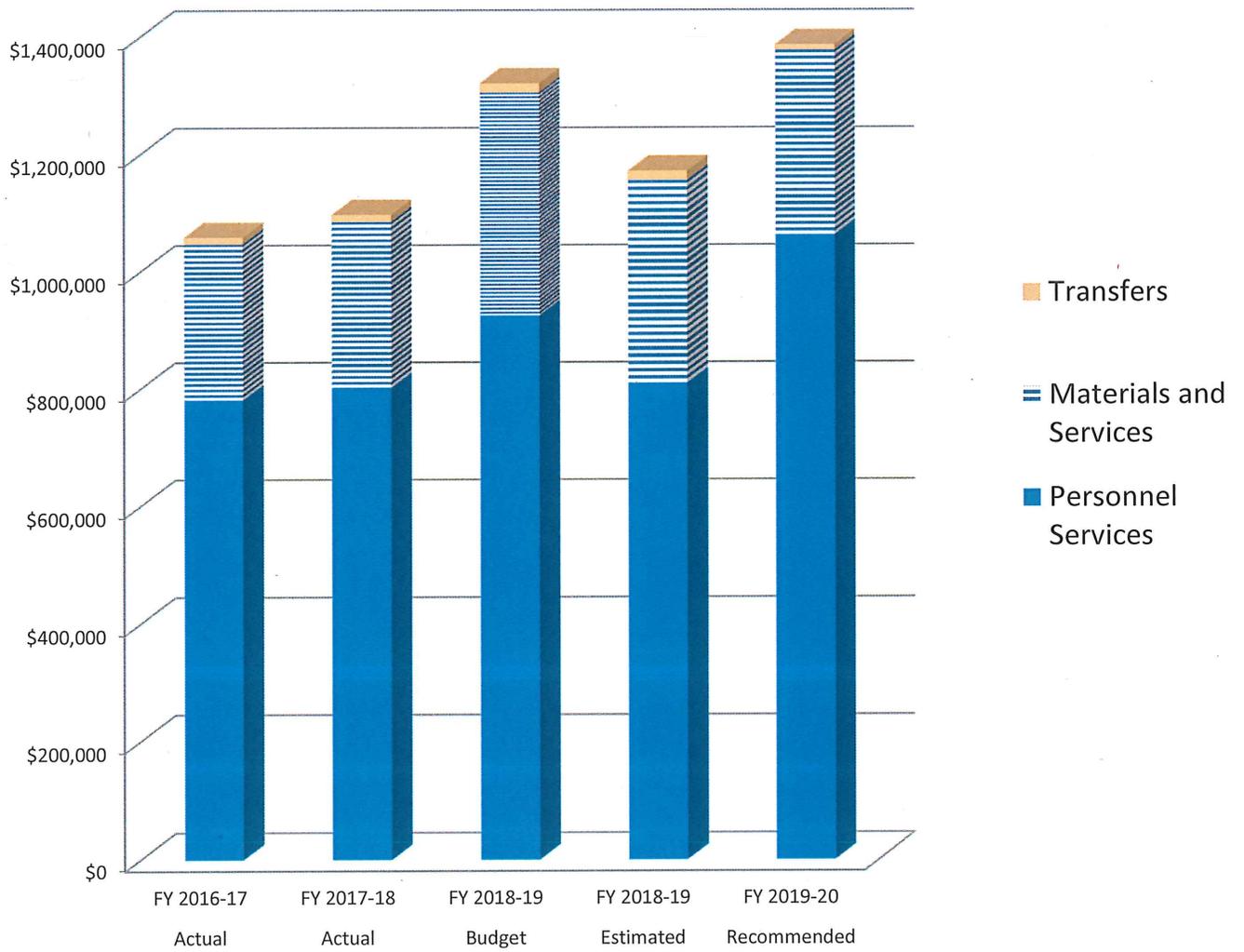
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ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
115-35	LIBRARY DEPARTMENT											
115-35-0555-05-260	LIBRARIAN	3.75	8,020			268,889				268,889	165,756	434,645
115-35-0555-05-263	LIBRARY REFERENCE ASSISTANT	2.70	5,662			142,212			3,960	146,172	59,337	205,509
115-35-0555-05-264	SENIOR LIBRARIAN	2.00	4,192			151,329			3,600	154,929	57,088	212,017
115-35-0555-05-266	DIVISION LIBRARIAN 1	1.00	2,096			94,760				94,760	55,948	150,708
115-35-0555-05-268	LIBRARY SUPERVISOR	1.00	2,096			81,717			3,600	85,317	26,219	111,536
115-35-0555-05-274	SEASONAL WORKFORCE		664			13,034			3	13,037	989	14,026
	YOUTH SERVICES	12.95	26,294			848,944			11,163	860,107	405,086	1,265,193
115-35-0558-05-260	LIBRARIAN	1.00	2,096			64,784				64,784	29,397	94,181
115-35-0558-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,192			109,953				109,953	63,584	173,537
115-35-0558-05-263	LIBRARY REFERENCE ASSISTANT	1.63	3,418			93,086				93,086	38,517	131,603
115-35-0558-05-265	LIBRARY ASSISTANT 2	6.10	12,787	14		299,372	481		6,300	306,153	179,457	485,610
115-35-0558-05-268	LIBRARY SUPERVISOR	1.00	2,096			74,110				74,110	44,174	118,284
	BRANCH LIBRARY	11.73	24,589	14		641,305	481		6,300	648,086	355,129	1,003,215
	**** DEPARTMENT TOTAL ****	71.43	161,623	40		4,428,770	1,334		36,384	4,466,488	2,511,308	6,977,796

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**GENERAL FUND  
HUMAN RESOURCES  
RECOMMENDED FY 19-20**



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund:	<b>General Fund</b>					
Department:	<b>Human Resources - Summary</b>					
CLASS	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	% Change Budgeted Vs. Recommended
Personnel Services	\$781,559	\$802,557	\$925,426	\$810,153	\$1,062,455	14.81%
Materials and Services	266,379	283,267	379,916	345,863	314,557	-17.20%
Transfers	10,934	11,544	15,526	15,526	8,807	-43.28%
<b>SUB-TOTAL</b>	<b>\$1,058,872</b>	<b>\$1,097,368</b>	<b>\$1,320,868</b>	<b>\$1,171,542</b>	<b>\$1,385,819</b>	
Contingency			-		-	
<b>TOTAL</b>	<b>\$1,058,872</b>	<b>\$1,097,368</b>	<b>\$1,320,868</b>	<b>\$1,171,542</b>	<b>\$1,385,819</b>	
<b>FTE's</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>		<b>7.22</b>	

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

**Personnel services:**

FY 2019-20 reflects an increase of 0.47 FTE for an additional part-time HR Assistant. The Recommended Budget reflects step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**Materials and services:**

FY 2019-20 reflects a \$30K decrease in employee recruitment expense and \$55K in professional services, offset by an increase of \$9K in travel & training.

**Transfers:**

FY 2019-20 reflects a decrease in charges paid to reprographics.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

**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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	5.15	5.15	5.15	5.49	0.00
PERSONNEL SERVICES	\$606,790	\$571,278	\$667,543	\$780,155	\$0
MATERIALS & SERVICES	154,923	183,203	241,099	172,228	0
CAPITAL OUTLAY					
TRANSFERS	8,822	9,173	12,199	7,156	0
<b>TOTAL</b>	<b>\$770,535</b>	<b>\$763,654</b>	<b>\$920,841</b>	<b>\$959,539</b>	<b>\$0</b>

**Program Objective**

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.

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. These activities support Council priorities: *Recruit and retain a diverse group of police officers; Look at the city's retention and compensation policies; and Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster and promote a common sense of community identity through increasing city workforce diversity.*

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. These activities support Council priorities: *Look at the city's retention and compensation policies; and Offer Internships, workforce training, and other opportunities for people to enter the city workforce.*

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.

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. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce.*

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.

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. These activities support Council priority: *Look at the city's retention and compensation policies.*

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

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

assistance to all employees in order to ensure a work environment which is both respectful and highly productive. These activities support Council priority: *Look at the city's retention and compensation policies.*

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.

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). These activities support the Community Vision: *Make Beaverton pedestrian and bicycle friendly, through installation or improvement of crosswalks citywide.*

**Progress On 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 option positions. Reducing the time to hire, as well as onboarding new hires, will be crucial in this demanding market. *Continued to utilize the city's application tracking system and take advantage of newly released features to create an easier and faster method for application review (internally) and a better user experience (externally). The current average time to hire is 77 days.*
- 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. *The department currently has no plans to host a fair in 2019 to this caliber.*
- Partner with JobsNow and Incight to host a Career Fair/Live Resume event at the City of Beaverton. Incight provides resources to help people with disabilities realize their potential and seek employment. *Human Resources plans on hosting a career fair in partnership with Incight in July at the Beaverton City Library, pending Mayor approval.*
- Continue to implement Bias Awareness Training for all employees participating in the interview process. *Bias awareness trainings and handouts are provided to panel members prior to interviews.*
- 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. *Human Resources is exploring the option of a trainee development program and identifying difficult to fill positions in order to start the process.*
- To ensure our compliance with the newly adopted 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. *With input from employees and departments, Human Resources has reviewed and updated class specifications, and has begun conducting a pay equity analysis.*

Performance Measures	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Budgeted/Revised	Proposed
% of employees retained at the end of probation	91%	91%	>90% / 90%	90%
% improvement in workforce diversity, year over year (actual %)	1.1% (12.4%)	1.4% (13.8%)	>1% / 1%	1%
Recruitments conducted	90	90	110 / 158	160
% of voluntary, non-retirement turnover (actual #s)	3% (31)	4.9% (38)	<5% / 3.7%	<5%
% of employees separated from the workforce with less than 3-years tenure	<2%	2.4%	<2% / 1.2%	<2%

**FY 2019-20 Action Plan**

- Partner with Incight to host a Career Fair/Live Resume event at the City of Beaverton. Incight provides resources to help people with disabilities realize their potential and seek employment.
- Partner with Cultural Inclusion and Mayor's office to attract members of underutilized job groups to achieve broad outreach and recruiting efforts.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

- Host a “Dress for Success” event for locals.
- Implement a new onboarding system to help streamline the new hire process and provide the new hire an introduction to the City, through the NeoGov system.
- Partner with the Marketing division to reach more diverse applicants through social media.
- Complete the pay equity analysis and make corrections as found to be needed.

**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 2018-2019, 53% of vacancies have been filled by hires new to the City of Beaverton; 7% of vacancies have been filled by rehiring previous employees; and 40% have been filled through internal promotions, of which 7% 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 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 2019, 14.5% 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-two percent of the employee population of the City of Beaverton is comprised of baby boomers (born between 1946 and 1964) who are now approaching traditional retirement age; forty percent of these baby boomers are currently eligible for full retirement benefits. That approximates 11% of the employee population. In 2018-19, there have been eleven retirements to date, with an additional three anticipated by the end of the 2018-19 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, 2018. The City successfully negotiated a three-year successor contract with the SEIU that extends through June 30, 2021. As of this writing, bargaining with the BPA remains ongoing.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0536 HR ORGANIZATION DEVELOPMENT	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

**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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.60	1.60	1.60	1.73	0.00
PERSONNEL SERVICES	\$174,769	\$231,279	\$257,883	\$282,300	\$0
MATERIALS & SERVICES	111,456	100,064	138,817	142,329	0
CAPITAL OUTLAY					
TRANSFERS	2,112	2,371	3,327	1,651	0
<b>TOTAL</b>	<b>\$288,337</b>	<b>\$333,714</b>	<b>\$400,027</b>	<b>\$426,280</b>	<b>\$0</b>

**Program Objective**

To work collaboratively with departmental clients to support continuous improvements of structures, systems and processes that deliver desired service quality and efficiency to citizens.

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. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce*

**Progress on FY 2018-19 Action Plan**

- Work collaboratively with senior leaders and staff to identify workforce needs. *Human Resources is responsive to senior leader and management requests regarding workforce needs. From a recruiting standpoint, we improved our requisition process to reduce time to hire. From a professional development standpoint, when we receive requests for training or team facilitation, HR researches options, recommends courses of action to senior leaders, and implements the desired training plans.*
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities. *Identified and sent five leaders to Leadership Lab, a five-day experiential leadership development workshop. Identified and sent a four-person cohort to Advanced Leadership, which targets critical organizational leaders, and provides sophisticated tools to support managers in motivating teams and individuals to meet performance goals and operating results.*
- Formalize a Leadership Development Program curriculum. *Launched City of Beaverton University (COBU) in December of 2018 with input from Department Heads and Senior Managers. The Leadership Development Program curriculum provides our leaders with courses and workshops designed to hone their (Knowledge, Skills and Abilities (KSAs) related to the core competencies outlined in the Beaverton Competency Process.*
- Provide training and continuous improvement of the City's performance management and competency process. *This is closely tied to employee engagement (described below) and will be a main area of focus the second half of the fiscal year.*
- Assess and analyze employee engagement by partnering with an employee engagement survey provider. *Partnered with Gallup, Inc., to complete the first employee engagement survey undertaken in six years. Survey provided a new baseline of employee engagement from which to measure future progress.*
- Develop a holistic approach to employee engagement throughout employment lifecycle. *The engagement survey identified areas of organizational strength and opportunities for improvement. Leaders and managers are using this information to tailor their approaches to engagement to their teams. Human Resources is actively working to enhance the hiring and onboarding experience by transitioning new hire paperwork and parts of New Employee Orientation to NeoGov. HR promotes frequent communications with probationary employees and regular check-ins between management and staff. Finally, HR will explore Stay Interviews as a means to identify vulnerable areas of engagement with individual employees before losing them to other organizations.*

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0536 HR ORGANIZATION DEVELOPMENT	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

Performance Measures	FY 2018-19 Budgeted/Revised Baseline Set	FY 2019-20 Proposed
% Increase in Engaged Employees		2%
% of Employees Trained in Performance Management System/Process	New for FY 19/20	100%
% of Departments with Succession and Replacement Plans	New for FY 19/20	50%
% of Supervisors/Leads Who Participated in Leadership Development Programming	New for FY 19/20	25%

**FY 2019-20 Action Plan**

- Implement a holistic approach to employee engagement throughout employment lifecycle.
- Conduct second annual employee engagement survey to measure progress made since the baseline survey.
- Research and implement a performance management system that meets the current goals of the organization
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities.
- Improve succession and replacement planning.

**Performance Outcomes and Program Trends**

Much of FY 2018-19 was spent establishing a baseline level of employee engagement at the City and collaborating with leaders and managers on actions they can take to increase employee engagement. In FY 2019-20, Human Resources will place employee engagement at the center of its strategy to ensure the City recruits, retains, and manages the talent needed as the City continues to grow and retirements of our longest-serving employees increase. This effort will include another employee engagement survey as a means to measure organizational gains since the FY 2018-19 survey.

The FY 2018-19 employee engagement survey highlighted the need for a performance management system that will increase communication between supervisors and employees, with an emphasis on career development and progress. The introduction of any new performance management processes will require training both supervisors and employees and continuous maintenance to maximize and sustain its value to the City.

Human Resources aims to equip at least half of the City's eight departments with a succession/replacement plan by end of FY 2019-20. Succession and replacement planning involves identifying potential leadership successors and ensuring they have the technical knowledge and the leadership ability to be successful. Training and organization development efforts will continue to focus on developing the leadership skills of current and future leaders in order to meet the stated succession and replacement planning goals. Human Resources will continue to offer employees several avenues for professional growth through live COBU workshops, computer skills courses, and hundreds of online developmental courses available on the CIS Learning Center.

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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

038 HUMAN RESOURCES DIRECTOR

	99,835	.85	73,554	.85	97,735	.85	25,971	56,189	128,094	.85	126,853	.85		
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115 HUMAN RESOURCES SPECIALIST

	121,442	2.00	130,490	2.00	144,354	2.00	104,226	140,100	156,446	2.00	154,941	2.00		
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116 HUMAN RESOURCES ASSISTANT

	47,937	.95	53,083	.95	55,783	.95	42,055	55,662	57,928	.95	65,024	1.42		
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194 BENEFITS REPRESENTATIVE

	5,747	.10	6,144	.10	6,754	.10	4,927	6,591	7,382	.10	7,310	.10		
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202 HUMAN RESOURCES ANALYST

	70,819	.90	72,097	.90	74,072	.90	56,544	73,929	77,077	.90	76,332	.90		
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275 TEMPORARY EMPLOYEES

	589													
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277 INTERNSHIP PROGRAM

	40,278		40,946		45,000		20,955	20,566			40,000			
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285 EMPLOYEE LABOR RELATIONS MANAGER

	95,345	.95	100,263	.95	102,744	.95	76,248	102,610	112,417	.95	111,333	.95		
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286 LEARNING & ORGANIZATIONAL DEV SPECIALIST

	53,984	1.00	85,309	1.00	91,892	1.00	68,690	91,620	95,686	1.00	94,760	1.00		
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299 PAYROLL TAXES AND FRINGES

	245,583		240,671		307,092		203,297	262,886	319,192		385,902			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	781,559	6.75	802,557	6.75	925,426	6.75	602,913	810,153	954,222	6.75	1,062,455	7.22		
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	2,421		1,053		700		497	2,000	2,000		2,000			
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307 MEMBERSHIP FEES

	4,521		8,746		8,923		6,294	8,612	10,558		7,536			
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308 PERIODICALS & SUBSCRIPTIONS

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	12,573		3,660		2,505		2,383	2,593	2,731		2,731			
316	ADVERTISING, RECORDING & FILING													
	11,761		5,508		8,000		3,737	5,000	6,000		6,000			
317	COMPUTER EQUIPMENT													
	2,649		726											
318	COMPUTER SOFTWARE													
											13,750			
321	TRAVEL, TRAINING & SUBSISTENCE													
	4,745		6,136		11,714		10,801	13,046	30,337		20,837			
322	EMPLOYEE RECRUITMENT EXPENSE													
	9,250		25,950		40,250		35,321	36,000	10,000		10,000			
326	CITYWIDE TRAINING													
	61,134		55,467		60,000		53,217	60,000	60,000		60,000			
327	TUITION REIMBURSEMENT													
	24,817		23,107		33,000		13,843	30,000	33,000		33,000			
328	MEALS & RELATED EXPENSE													
	1,194		1,278		2,550		1,523	2,100	1,600		1,600			
330	MILEAGE REIMBURSEMENT													
					100			100	100		100			
341	COMMUNICATIONS EXPENSE													
	221		622		624		357	624	624		624			
458	EMPLOYEE TRANSIT EXPENSE													
	51,908		58,817		66,463		61,459	61,459	64,225		64,225			
461	SPECIAL EXPENSE													
	4,086		4,583		5,300		4,988	4,845	6,750		4,000			
481	OTHER EXPENSES													
	24,545		20,857		26,020		23,583	23,220	29,520		29,520			
511	PROFESSIONAL SERVICES													
	47,910		65,703		112,700		95,197	95,197	183,500		57,555			
523	BOARDS & COMMISSIONS EXPENSES													
	1,701													

006

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES													
	943		1,054		1,067		1,067	1,067	1,079		1,079			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	266,379		283,267		379,916		314,267	345,863	442,024		314,557			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	10,934		11,544		15,526		6,293	15,526	9,328		8,807			
TOTAL CLASS: 25 TRANSFERS														
	10,934		11,544		15,526		6,293	15,526	9,328		8,807			
TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT														
	1,058,872	6.75	1,097,368	6.75	1,320,868	6.75	923,473	1,171,542	1,405,574	6.75	1,385,819	7.22		

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**HUMAN RESOURCES  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
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 MANAGER	0.95	0.95					0.95
286	LEARNING & ORGANIZATIONAL DEV	1.00	1.00					1.00
	<b>Total</b>	<b>6.75</b>	<b>6.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.75</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
38	HUMAN RESOURCES DIRECTOR	0.85					0.85
115	HUMAN RESOURCES SPECIALIST	2.00					2.00
116	HUMAN RESOURCES ASSISTANT	0.95	0.47 <sup>a</sup>				1.42
194	BENEFITS REPRESENTATIVE	0.10					0.10
202	HUMAN RESOURCES ANALYST	0.90					0.90
285	EMPLOYEE LABOR RELATIONS MANAGER	0.95					0.95
286	LEARNING & ORGANIZATIONAL DEV	1.00					1.00
	<b>Total</b>	<b>6.75</b>	<b>0.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.22</b>

<sup>a</sup> FY 2019-20 proposes a new .50 FTE Human Resources Assistant position allocated 47% in the General Fund - Human Resources Department and 3% in the Insurance Fund - Self-Insurance Unemployment Program.

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR												
	88,090	.75	64,901	.75	86,237	.75	49,578	113,026	.75	111,931	.75		
115	HUMAN RESOURCES SPECIALIST												
	105,785	1.75	113,591	1.75	125,836	1.75	121,960	136,527	1.75	135,212	1.75		
116	HUMAN RESOURCES ASSISTANT												
	35,321	.70	39,113	.70	41,103	.70	41,013	42,681	.70	47,914	1.04		
194	BENEFITS REPRESENTATIVE												
	5,747	.10	6,144	.10	6,754	.10	6,591	7,382	.10	7,310	.10		
202	HUMAN RESOURCES ANALYST												
	70,819	.90	72,097	.90	74,072	.90	73,929	77,077	.90	76,332	.90		
275	TEMPORARY EMPLOYEES												
	589												
285	EMPLOYEE LABOR RELATIONS MANAGER												
	95,345	.95	100,263	.95	102,744	.95	102,610	112,417	.95	111,333	.95		
299	PAYROLL TAXES AND FRINGES												
	205,094		175,169		230,797		193,869	242,857		290,123			

TOTAL CLASS: 05 PERSONNEL SERVICES

	606,790	5.15	571,278	5.15	667,543	5.15	589,550	731,967	5.15	780,155	5.49		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	2,421		1,053		700		2,000	2,000		2,000			
307	MEMBERSHIP FEES												
	4,521		8,746		8,923		8,612	10,558		7,536			
308	PERIODICALS & SUBSCRIPTIONS												
	12,573		3,660		2,455		2,593	2,681		2,681			
316	ADVERTISING, RECORDING & FILING												
	11,761		5,508		8,000		5,000	6,000		6,000			
317	COMPUTER EQUIPMENT												
	2,649		726										
318	COMPUTER SOFTWARE												
										13,750			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 038 HUMAN RESOURCES DIRECTOR  
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 /001-15-0536 / 706-40-0015 /706-40-0016
  - 115 HUMAN RESOURCES SPECIALIST  
 POSITION ALLOCATION: 75% / 25% IN 001-15-0534 / 001-15-0536
  - 116 HUMAN RESOURCES ASSISTANT  
 POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.  
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION
  - 194 BENEFITS REPRESENTATIVE  
 POSITION ALLOCATION: 10% / 90% IN 001-15-0534 / 706-40-0016
  - 202 HUMAN RESOURCES ANALYST  
 POSITION ALLOCATION: 90% / 10% IN 001-15-0534 / 706-40-0016.
  - 275 TEMPORARY EMPLOYEES  
 RECRUITING SYSTEM DATA ENTRY
  - 285 EMPLOYEE LABOR RELATIONS MANAGER  
 POSITION ALLOCATION: 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 
- 301 OFFICE EXPENSE  
 MISCELLANEOUS OFFICE SUPPLIES (NEW HR DIRECTOR AND OTHER CHANGES) \$2,000
  - 307 MEMBERSHIP FEES  
 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPLRA) (2 STAFF) \$398  
 AMERICAN SOCIETY FOR TRAINING & DEVELOPMENT (ASTD) \$74  
 SOCIETY FOR HUMAN RESOURCES MANAGEMENT (SHRM) @\$209 EACH (6 STAFF) \$1,254  
 INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION NATIONAL MEMBERSHIP \$405  
 CWCG CORPORATE MEMBERSHIP \$150  
 INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION LOCAL MEMBERSHIP (2 STAFF) \$105  
 PARTNERS IN DIVERSITY ANNUAL MEMBERSHIP \$2,000  
 NORTHWEST PUBLIC EMPLOYEES/CITY MEMBERSHIP/SPONSORSHIP \$3,000  
 NORTHWEST HUMAN RESOURCES MANAGEMENT ASSOCIATION & PORTLAND CHAPTER (2 STAFF) \$150
  - 308 PERIODICALS & SUBSCRIPTIONS  
 SURVEYMONKEY ANNUAL SUBSCRIPTION \$336  
 BOLI PUBLICATIONS \$250  
 TOTAL EMPLOYER COST OF COMPENSATION (TCC PROGRAM THROUGH PSU) \$1,400  
 MILLIMAN OREGON PUBLIC EMPLOYERS SALARY SURVEY \$695
  - 316 ADVERTISING,RECORDING & FILING  
 RECRUITING AND JOB ANNOUNCEMENTS \$6,000
  - 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
  - 318 COMPUTER SOFTWARE  
 NEOGOV ONBOARDING SOFTWARE MODULE \$13,750

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,745		6,136		11,714		13,046	30,337		20,837			
322	EMPLOYEE RECRUITMENT EXPENSE												
	9,250		25,950		40,250		36,000	10,000		10,000			
328	MEALS & RELATED EXPENSE												
	1,010		1,278		2,150		1,700	1,200		1,200			
341	COMMUNICATIONS EXPENSE												
	221		622		624		624	624		624			
458	EMPLOYEE TRANSIT EXPENSE												
	51,908		58,817		66,463		61,459	64,225		64,225			
461	SPECIAL EXPENSE												
	4,086		4,583		5,300		4,845	6,750		4,000			
481	OTHER EXPENSES												
	167		421		320		320	320		320			
511	PROFESSIONAL SERVICES												
	47,910		65,703		94,200		79,947	165,000		39,055			
523	BOARDS & COMMISSIONS EXPENSES												
	1,701												
TOTAL CLASS: 10 MATERIALS & SERVICES													
	154,923		183,203		241,099		216,146	299,695		172,228			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	8,822		9,173		12,199		12,199	7,579		7,156			
TOTAL CLASS: 25 TRANSFERS													
	8,822		9,173		12,199		12,199	7,579		7,156			
TOTAL PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES													
	770,535	5.15	763,654	5.15	920,841	5.15	817,895	1,039,241	5.15	959,539	5.49		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
  - LOCAL GOVERNMENT PERSONNEL INSTITUTE CONFERENCE (2 EMPLOYEES) \$315
  - CITY COUNTY INSURANCE SERVICES CONFERENCE \$350
  - LOCAL TRAINING CONFERENCES \$1,000
  - NEOGOV ANNUAL USER CONFERENCE (3-4 ATTENDEES) \$5,250
  - BUREAU OF LABOR & INDUSTRIES ANNUAL CONFERENCE \$1,000
  - ASSOCIATION FOR TALENT DEVELOPMENT CONFERENCE \$289
  - AMERICAN DISABILITY ACT COORDINATORS CONFERENCE \$1,533
  - SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) ANNUAL CONFERENCE (2-3) \$2,500
  - SHRM HUMAN RESOURCES CERTIFICATION INSTITUTE CERTIFICATIONS \$5,200
  - CLASSIFICATION COMPENSATION CONFERENCES \$1,000
  - OREGON CHAPTER NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$300
  - NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$2,100
- 322 EMPLOYEE RECRUITMENT EXPENSE
  - APPROPRIATION FOR EMPLOYEE RECRUITING FOR M1 AND M2 \$10,000
- 328 MEALS & RELATED EXPENSE
  - MISC MEETING LUNCHES/HIRING COM. LUNCHES \$600
  - ALL SUPERVISORS MEETING LUNCHES \$600
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR HR DIRECTOR \$624
- 458 EMPLOYEE TRANSIT EXPENSE
  - TRANSIT PASS PROGRAM FOR ELIGIBLE EMPLOYEES \$64,225
- 461 SPECIAL EXPENSE
  - MARKETING MATERIALS FOR JOB FAIRS \$1,000
  - JOB FAIRS \$3,000
- 481 OTHER EXPENSES
  - HR TEAM DEVELOPMENT 8 FTE @ \$40/EACH \$320
- 511 PROFESSIONAL SERVICES
  - EMPLOYEE AND LABOR RELATIONS:
    - WORKPLACE SOLUTIONS AND MEDIATIONS \$20,000
    - EQUAL PAY ACT CONSULTING \$10,000
    - CLASS & COMPENSATION REVIEW SERVICES \$6,750
    - AMERICAN DISABILITY ACT CONSULTANT FEES \$2,305
- 523 BOARDS & COMMISSIONS EXPENSES

- 816 TRSFRS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$7,156

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR												
	11,745	.10	8,653	.10	11,498	.10	6,611	15,068	.10	14,922	.10		
115	HUMAN RESOURCES SPECIALIST												
	15,657	.25	16,899	.25	18,518	.25	18,140	19,919	.25	19,729	.25		
116	HUMAN RESOURCES ASSISTANT												
	12,616	.25	13,970	.25	14,680	.25	14,649	15,247	.25	17,110	.38		
277	INTERNSHIP PROGRAM												
	40,278		40,946		45,000		20,566			40,000			
286	LEARNING & ORGANIZATIONAL DEV SPECIALIST												
	53,984	1.00	85,309	1.00	91,892	1.00	91,620	95,686	1.00	94,760	1.00		
299	PAYROLL TAXES AND FRINGES												
	40,489		65,502		76,295		69,017	76,335		95,779			

TOTAL CLASS: 05 PERSONNEL SERVICES

	174,769	1.60	231,279	1.60	257,883	1.60	220,603	222,255	1.60	282,300	1.73		
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CLASS: 10 MATERIALS & SERVICES

308	PERIODICALS & SUBSCRIPTIONS												
					50			50		50			
326	CITYWIDE TRAINING												
	61,134		55,467		60,000		60,000	60,000		60,000			
327	TUITION REIMBURSEMENT												
	24,817		23,107		33,000		30,000	33,000		33,000			
328	MEALS & RELATED EXPENSE												
	184				400		400	400		400			
330	MILEAGE REIMBURSEMENT												
					100		100	100		100			
481	OTHER EXPENSES												
	24,378		20,436		25,700		22,900	29,200		29,200			
511	PROFESSIONAL SERVICES												
					18,500		15,250	18,500		18,500			
551	RENTS AND LEASES												
	943		1,054		1,067		1,067	1,079		1,079			

TOTAL CLASS: 10 MATERIALS & SERVICES

	111,456		100,064		138,817		129,717	142,329		142,329			
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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

- 038 HUMAN RESOURCES DIRECTOR
- 115 HUMAN RESOURCES SPECIALIST
- 116 HUMAN RESOURCES ASSISTANT  
 POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.  
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION
- 277 INTERNSHIP PROGRAM  
 CITY-WIDE INTERNSHIP PROGRAM
- 286 LEARNING & ORGANIZATIONAL DEV SPECIALIST
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR  
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR  
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,  
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 308 PERIODICALS & SUBSCRIPTIONS  
 ORGANIZATIONAL DEVELOPMENT BOOKS \$50
- 326 CITYWIDE TRAINING  
 LEADERSHIP AND PROFESSIONAL DEVELOPMENT  
 CORE BUSINESS COURSES FOR MANAGER AND TEAMS (PPDD, BCP, DIVERSITY AND INCLUSION)  
 KNOWLEDGE/SKILLS ENHANCEMENT (PROFESSIONAL GROWTH OPPORTUNITIES)  
 COMPUTER SOFTWARE TRAINING (KINETIC) TOTAL TRAINING \$60,000
- 327 TUITION REIMBURSEMENT  
 TUITION REIMBURSEMENT \$33,000
- 328 MEALS & RELATED EXPENSE  
 REFRESHMENTS FOR TRAINING SESSIONS \$400
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR CITY BUSINESS \$100
- 481 OTHER EXPENSES  
 EMPLOYEE EVENTS (INCLUDING COMMUNITY GIVING CAMPAIGN, EMPLOYEE APPRECIATION EVENTS, ETC.) \$14,000  
 SERVICE PINS AND AWARDS \$13,000  
 BRAVO BEAVERS \$200  
 EMPLOYEE HANDBOOK REVIEW MEETINGS \$2,000
- 511 PROFESSIONAL SERVICES  
 DIVERSITY & INCLUSION \$4,000  
 CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$14,500
- 551 RENTS AND LEASES  
 HARVEST COURT SPACE RENTAL \$1,079

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

2,112	2,371	3,327	3,327	1,749	1,651
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TOTAL CLASS: 25 TRANSFERS

2,112	2,371	3,327	3,327	1,749	1,651
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TOTAL PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

288,337	1.60	333,714	1.60	400,027	1.60	353,647	366,333	1.60	426,280	1.73
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TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT

1,058,872	6.75	1,097,368	6.75	1,320,868	6.75	1,171,542	1,405,574	6.75	1,385,819	7.22
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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 TRSFRS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651


**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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	714			49,580				49,578	21,182	70,760
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,670			121,960				121,960	59,018	180,978
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	0.70	1,456			38,495			2,520	41,013	10,650	51,663
001-15-0534-05-194	BENEFITS REPRESENTATIVE	0.10	208			6,592				6,591	2,967	9,558
001-15-0534-05-202	HUMAN RESOURCES ANALYST	0.90	1,945			73,929				73,929	40,725	114,654
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	1,976			102,611				102,610	59,327	161,937
	HR MGMT & EMPLOYEE SERVICES	5.15	9,969			393,166			2,520	395,681	193,869	589,550
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR	0.10	95			6,611				6,611	2,824	9,435
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	0.25	530			18,140				18,140	10,898	29,038
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.25	520			13,748			900	14,649	3,809	18,458
001-15-0536-05-277	INTERNSHIP PROGRAM		1,371			20,566				20,566	2,679	23,245
001-15-0536-05-286	LEARNING & ORGANIZATIONAL DEV	1.00	2,080			91,620				91,620	48,807	140,427
	HR ORGANIZATIONAL DEVELOPMENT	1.60	4,596			150,685			900	151,586	69,017	220,603
	**** DEPARTMENT TOTAL ****	6.75	14,565			543,851			3,420	547,267	262,886	810,153

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

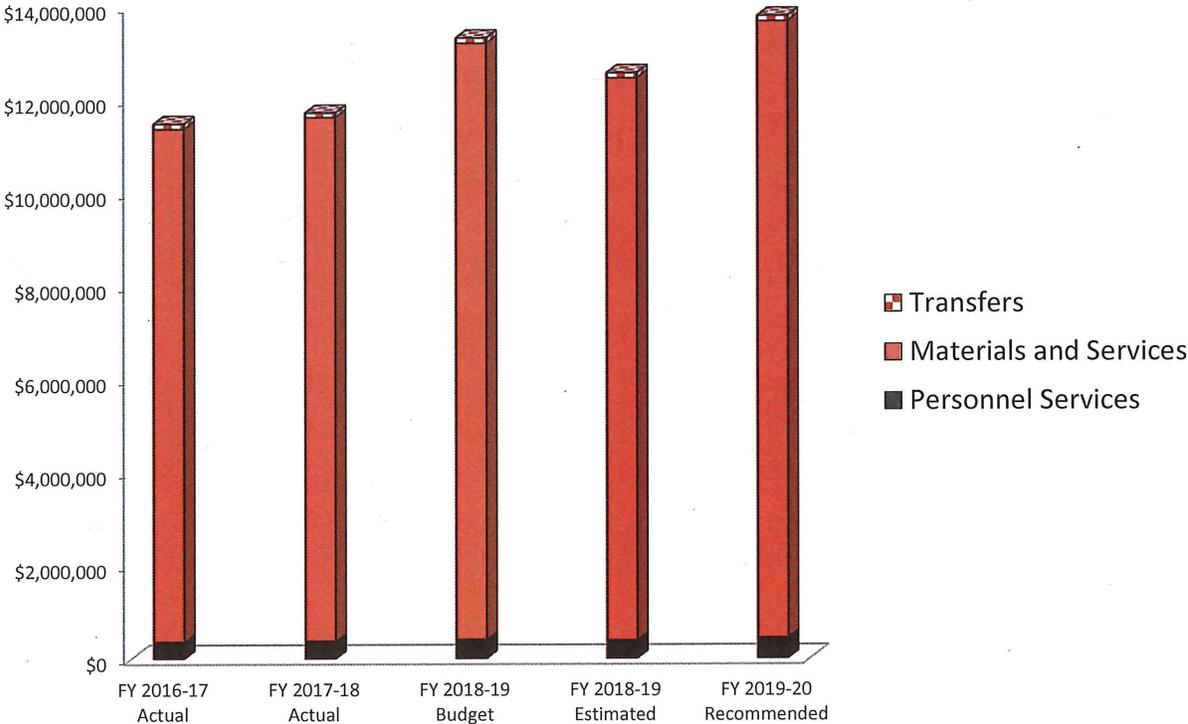
Thursday, April 18, 2019 4:17 PM

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	1,570			111,931				111,931	51,262	163,193
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,808			135,212				135,212	71,210	206,422
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	1.04	2,203			47,914				47,914	47,603	95,517
001-15-0534-05-194	BENEFITS REPRESENTATIVE	0.10	215			7,310				7,310	3,536	10,846
001-15-0534-05-202	HUMAN RESOURCES ANALYST	0.90	1,957			76,332				76,332	46,678	123,010
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	1,992			111,333				111,333	69,834	181,167
	HR MGMT & EMPLOYEE SERVICES	5.49	11,745			490,032				490,032	290,123	780,155
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR	0.10	211			14,922				14,922	6,837	21,759
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	0.25	544			19,729				19,729	12,743	32,472
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.38	786			17,110				17,110	17,004	34,114
001-15-0536-05-277	INTERNSHIP PROGRAM		3,333			39,996			4	40,000	3,247	43,247
001-15-0536-05-286	LEARNING & ORGANIZATIONAL DEV	1.00	2,096			94,760				94,760	55,948	150,708
	HR ORGANIZATIONAL DEVELOPMENT	1.73	6,970			186,517			4	186,521	95,779	282,300
	**** DEPARTMENT TOTAL ****	7.22	18,715			676,549			4	676,553	385,902	1,062,455

**Insurance Fund  
(Unempl. & Med/Dental)**

# INSURANCE AGENCY FUND

## RECOMMENDED FY 19-20



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund:	<b>Insurance Agency Fund</b>					% Change
CLASS	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	Budgeted Vs. Recommended
Personnel Services	\$354,704	\$365,886	\$403,482	\$385,277	\$439,042	8.81%
Materials and Services	11,016,821	11,254,407	12,806,588	12,073,457	13,237,966	3.37%
Transfers	110,880	98,308	111,942	111,942	116,820	4.36%
<b>SUB-TOTAL</b>	<b>\$11,482,405</b>	<b>\$11,718,601</b>	<b>\$13,322,012</b>	<b>\$12,570,676</b>	<b>\$13,793,828</b>	
Contingency			693,914		801,800	
Reserve			2,395,000		2,550,000	
<b>TOTAL</b>	<b>11,482,405</b>	<b>11,718,601</b>	<b>16,410,926</b>	<b>12,570,676</b>	<b>17,145,628</b>	
FTE's	2.90	2.90	2.90		2.93	

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

**Personnel services:**

FY 2019-20 reflects an 0.03 increase (5% of 0.50 FTE) from the new HR Assistant position. Recommended Budget also includes step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**Materials and services:**

No significant changes

**Transfers:**

No significant changes

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 706 INSURANCE FUND	<b>DEPARTMENTS:</b> HUMAN RESOURCES & CITY ATTORNEY
<b>DEPARTMENT HEADS:</b> PATRICIA ANDERSON WIECK & BILL KIRBY	

**MISSION STATEMENT:**

To provide/facilitate programs, processes and strategies that will enable leaders to plan, evaluate, develop and improve the organization, to optimize contributions to City Council goals, to minimize the adverse effects of risk on the organization, and/or improve the City's ability to respond to them.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	2.90	2.90	2.90	2.93	0.00
PERSONNEL SERVICES	\$354,704	\$365,886	\$403,482	\$439,042	\$0
MATERIALS & SERVICES	11,016,821	11,254,407	12,806,588	13,237,966	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	110,880	98,308	111,942	116,820	0
CONTINGENCY			693,914	801,800	0
RESERVE			2,395,000	2,550,000	0
<b>TOTAL</b>	<b>\$11,482,405</b>	<b>\$11,718,601</b>	<b>\$16,410,926</b>	<b>\$17,145,628</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$3,230,607	\$3,184,382	\$3,326,987	\$3,347,812	\$0
Interest on Investments	30,911	44,102	49,900	69,300	0
Miscellaneous Revenues	613,828	348,579	265,350	284,457	0
Transfers from Other Funds	1,095,593	1,337,341	1,259,941	1,574,799	0
Self-insurance Revenues	9,695,845	10,131,188	11,508,748	11,869,260	0

Reserves:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
General Liability	\$1,300,000	\$1,478,000	\$1,500,000	\$1,500,000	\$0
Workers' Compensation	440,000	500,000	500,000	600,000	0
Unemployment	95,000	95,000	45,000	100,000	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:

1. 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.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 706 INSURANCE FUND	<b>DEPARTMENTS:</b> HUMAN RESOURCES & CITY ATTORNEY
	<b>DEPARTMENT HEADS:</b> PATRICIA ANDERSON WIECK & BILL KIRBY

2. 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.
3. 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.

There were changes in the health insurance plan designs for FY 18-19 that affected rates. In addition, the city acquired the services of a new broker/agent of record for health and dental insurance. For the new \$500 deductible plan (P500) benefitting SEIU and Management employees selecting MODA insurance coverage the city experienced an increase of 3% compared to the former P250 insurance plan. Members of the Beaverton Police Association remained on MODA's P200 plan causing a rate increase of 7.99%. Kaiser coverage required a 7.0% rate increase and dental insurance rates jumped by 5.6%.

For FY 19-20 the rate increases are: the MODA (P500 plan) increasing 1.74%, Kaiser 8.0% and the dental insurance plan increasing 2.0%.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 706 INSURANCE FUND	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0015 SELF INSURANCE UNEMPLOYMENT	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

**Program Goal**

To provide a cost effective unemployment insurance program that complies with state and federal laws.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	0.15	0.15	0.15	0.18	0.00
PERSONNEL SERVICES	\$18,521	\$16,862	\$21,270	\$27,236	\$0
MATERIALS & SERVICES	47,399	65,254	60,000	60,000	0
CAPITAL OUTLAY					
TRANSFERS	517	456	832	3,653	0
CONTINGENCY	0	0	42,202	40,748	0
RESERVE	0	0	45,000	100,000	0
<b>TOTAL</b>	<b>\$66,437</b>	<b>\$82,572</b>	<b>\$169,304</b>	<b>\$231,637</b>	<b>\$0</b>

**Program Objective**

To minimize the City's long-term costs by processing unemployment claims appropriately.

**Progress on FY 2018-19 Action Plan**

- Maintain a low level of unemployment claims and respond 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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Number of unemployment insurance claims	10	9	10 / 7	10
Value of paid unemployment claims	\$74,000	\$60,000	\$60,000 / \$50,000	\$60,000

**FY 2019-20 Action Plan**

- Continue to maintain a low level of unemployment claims and respond in a timely manner.

**Performance Outcomes and Program Trends**

The FY 2018-19 rate of unemployment claims is trending steady in the number of claims.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 706 INSURANCE FUND	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

**Program Goal**

To provide a comprehensive, cost-effective health program which meets the needs of its employees and the organization.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.10	1.10	1.10	1.10	0.00
PERSONNEL SERVICES	\$101,759	\$101,746	\$120,522	\$133,069	\$0
MATERIALS & SERVICES	9,406,579	9,731,667	11,243,861	11,619,981	0
CAPITAL OUTLAY					
TRANSFERS	43,439	27,554	34,462	35,664	0
CONTINGENCY	0	0	412,749	325,408	0
RESERVE	0	0	350,000	350,000	0
<b>TOTAL</b>	<b>\$9,551,777</b>	<b>\$9,860,967</b>	<b>\$12,161,594</b>	<b>\$12,464,122</b>	<b>\$0</b>

**Program Objectives**

To provide medical and dental insurance for employees that minimizes the adverse family and financial effects of illness. These activities support Council priority: *Look at the city's retention and compensation policies*, as well as Community Vision: *Promote and facilitate healthy lifestyles, through providing affordable access to medical and dental services, and by hosting health and wellness fairs, training and activities.*

To provide programs that assist employees in addressing issues that affect their performance. These activities support Council priority: *Look at the city's retention and compensation policies.*

To provide programs that assist employees in maximizing their financial resources. These activities support Council priority: *Look at the city's retention and compensation policies.*

To administer and coordinate occupational health programs that adhere to laws, rules and regulations and ensure a safe and healthy work force.

**Progress on FY 2018-19 Action Plan**

- Work to provide quality benefits at a reasonable cost to employees and to the City. *Moved Management and SEIU to P500, which provides similar benefits as P250 for a lower cost.*
- Find ways to save on excessive, redundant costs for the City. *Working on combining two different Moda plans to one P500 plan – still waiting on BPA contract negotiations. Combining Kaiser plan to one plan instead of three, as BPD still has a different plan than SEIU/Management. Looking at removing dual coverage of employee and spouse when both work for the city.*
- Continue to review current benefits and consider new options. *Looking to go out to bid for Flexible Spending Account and possibly for voluntary benefits (currently AFLAC).*

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 706 INSURANCE FUND	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

**Performance Measures**

<b>Health and Dental Insurance</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Eligible FTE Positions	519.55	526.65	530 / 533	535
Medical Loss Ratio MODA (claims as a % of premiums; used for renewal)	N/A	79.7%	60.3% / 75%	75%
Medical Loss Ratio Kaiser (claims as a % of premiums; used for renewal)	80.0%	87.8%	89% / 88%	88%
Average annual medical insurance premium cost per eligible FTE	\$16,321	\$16,619	\$19,092 / \$19,239	\$19,300
Dental Plan Cost	\$848,565	\$859,733	\$777,654 / \$860,000	\$870,000
Average annual dental cost per eligible FTE	\$1,633	\$1,632	\$1,467 / \$1,613	\$1,626

**FY 2019-20 Action Plan**

- Work on streamlining benefits to reduce cost and for ease of communication and processing.
- Work to better communicate benefits to employees and provide information regarding additional benefits.
- Continue to work with providers to provide excellent benefits and customer service to our employees.

**Performance Outcomes and Program Trends**

There were changes in the health insurance plan designs for FY 18-19 that effected rates. In addition, the city acquired the services of a new broker/agent of record for health and dental insurance. For the new \$500 deductible plan (P500) benefitting SEIU and Management employees selecting MODA insurance coverage the city experienced an increase of 3% compared to the former P250 insurance plan. Members of the Beaverton Police Association remained on MODA's P200 plan causing a rate increase of 7.99%. Kaiser coverage required a 7.0% rate increase and dental insurance rates jumped by 5.6%.

For FY 19-20 the rate increases are: the MODA (P500 plan) increasing 1.74%, Kaiser 8.0% and the dental insurance plan increasing 2.0%.

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 Health Insurance Review Committee was on hiatus while negotiations were underway, but are now meeting again.

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.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 706 INSURANCE FUND	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>PROGRAM:</b> 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	<b>DEPARTMENT HEAD:</b> PATRICIA ANDERSON WIECK

**Performance Measures**

<b>Wellness Activities and Related Costs</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Number of employee medical screenings (pre-employment, DOT/drug testing)	190	150	150	150
Average cost per medical screening	\$225	\$225	\$225 / \$185	\$185
Average cost of wellness activities per employee	\$70	\$65	\$65 / \$50	\$78
# of Employees Who Participate in Wellness Incentive Opportunities	112	72	80	90
# of Employees Taking Part in Health Screening (BP, Cholesterol, Body Fat)	80	67	70 / 68	75

**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. We re-evaluated the on-site fitness classes due to low attendance. In 2018, the Boot Camp was very successful, as we filled the weekly class with 30 employees. We contracted with Wellness Consolidated, LLC, (who provided the Boot Camp) to provide an ongoing Fitness Class twice a week, which is going well. In FY 2018-19, the Wellness program is still going strong. We have had 80 employees participating in the Wellness Incentives, 68 employees attended the Biometric Screening, two Walker Tracker Challenges with an average of 66 participants, and 150 employees attended the Wellness Fair. With help from the Wellness Committee we will evaluate current programs and see how we can increase participation and look into new ideas.

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 2018-19, as in prior years, the City offers a biometric screening event which included several additional screening tests. Demand for this screening opportunity has remained consistent in recent years. For FY 2019-20 we will have the Biometric screening again and look into adding a Health Risk Assessment (through our vendors).

New and innovative programs will be offered. In FY 2018-19 more learning seminars will be added and we will operate a weekly Food Club, with the help from Wellness Consolidated, LLC. In FY 2019-20 we will work on increasing our Wellness seminars along with promoting ones from our wellness providers.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

	-3,230,607		-3,184,382		-3,326,987		-3,326,987	-3,326,987	-3,373,837		-3,347,812			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-3,230,607		-3,184,382		-3,326,987		-3,326,987	-3,326,987	-3,373,837		-3,347,812			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-30,911		-44,102		-49,900		-38,148	-57,500	-69,300		-69,300			
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386 3RD PARTY SUBROGATION

	-25,438		-15,829		-35,000		-33,430	-35,000	-35,000		-35,000			
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389 MISCELLANEOUS REVENUES

	-3,931		-1,227				-7,308	-7,308						
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399 REIMBURSEMENTS - OTHER

	-584,459		-25,030				-41,615	-23,669						
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

			-677											
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763 RETIREE COBRA HLTH INSUR PREMIUM

			-203,054		-230,350		-172,503	-231,382	-249,457		-249,457			
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764 MODA MEDICAL CITY-WIDE PREM REFUND

			-102,762											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-644,739		-392,681		-315,250		-293,004	-354,859	-353,757		-353,757			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-357,723		-411,381		-411,381		-342,818	-411,381	-514,226		-514,226			
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412 TRSFERS FROM STREET FUND

	-132,834		-152,760		-152,760		-127,300	-152,760	-199,452		-199,452			
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419 TRSFERS FROM WATER FUND

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921

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-198,941		-228,792		-228,792		-190,660	-228,792	-285,990		-285,990			
421	TRSFERS FROM SEWER FUND													
	-143,163		-242,037		-164,637		-137,198	-164,637	-205,671		-205,671			
424	TRSFERS FROM REPROGRAPHICS FUND													
	-5,323		-6,121		-6,121		-5,101	-6,121	-7,651		-7,651			
425	TRSFERS FROM GARAGE FUND													
	-40,868		-46,998		-46,998		-39,165	-46,998	-58,747		-58,747			
426	TRSFERS FROM ISD													
	-5,761		-6,625		-6,625		-5,521	-6,625	-8,281		-8,281			
430	TRANSFER FROM LIBRARY FUND													
	-97,019		-111,572		-111,572		-92,977	-111,572	-139,465		-139,465			
440	TRSFERS FR STREET LIGHTING FUND													
	-5,915		-6,802		-6,802		-5,668	-6,802						
441	TRSFERS FR STORM DRAIN FUND													
	-108,046		-124,253		-124,253		-103,544	-124,253	-155,316		-155,316			

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-1,095,593		-1,337,341		-1,259,941		-1,049,952	-1,259,941	-1,574,799		-1,574,799			
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CLASS: 45 NON-REVENUE RECEIPTS

462	MODA - P200 MEDICAL PREMIUMS													
	-2,112,443		-2,209,657		-2,465,208		-1,719,759	-2,079,371						
463	MODA - DENTAL PREMIUMS													
	-912,943		-956,248		-1,032,180		-876,958	-1,059,251	-1,099,092		-1,099,092			
464	SELF-INS. WORKERS COMP - CITY													
	-505,985		-473,592		-490,000		-337,847	-490,000	-520,000		-520,000			
465	SELF-INS. UNEMPLOYMENT- CITY													
	-9,697								-116,000		-116,000			
466	KAISER MEDICAL PREMIUMS													
	-4,011,175		-4,399,382		-4,631,052		-3,938,303	-4,720,776	-5,105,856		-5,105,856			
467	MODA-P250/500 (POS)MEDICAL PREM													

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-2,143,602		-2,092,309		-2,890,308		-2,182,521	-2,627,303	-5,028,312		-5,028,312			
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
	-9,695,845		-10,131,188		-11,508,748		-9,055,388	-10,976,701	-11,869,260		-11,869,260			
TOTAL DEPARTMENT: 03 REVENUE														
	-14,666,784		-15,045,592		-16,410,926		-13,725,331	-15,918,488	-17,171,653		-17,145,628			

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

	88,520	1.00	86,532	1.00	88,584	1.00	68,793	90,022	93,888	1.00	92,984	1.00		
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031 CITY ATTORNEY

	27,238	.15	28,643	.15	28,346	.15	21,715	28,280	28,968	.15	28,691	.15		
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038 HUMAN RESOURCES DIRECTOR

	17,619	.15	12,980	.15	17,245	.15	4,583	9,917	22,603	.15	22,386	.15		
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056 RECORDS MANAGER

	8,656	.10	8,967	.10	9,550	.10	6,878	9,438	10,116	.10	10,024	.10		
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116 HUMAN RESOURCES ASSISTANT

	2,523	.05	2,793	.05	2,937	.05	2,212	2,931	3,050	.05	3,418	.08		
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182 LEGAL SERVICES MANAGER

	11,359	.15	11,885	.15	13,072	.15	9,354	12,546	14,088	.15	13,951	.15		
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192 ASSISTANT CITY ATTORNEY 3

	12,888	.15	17,850	.15	20,241	.15	15,964	21,271	21,150	.15	20,944	.15		
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194 BENEFITS REPRESENTATIVE

	51,725	.90	55,301	.90	60,796	.90	44,338	59,324	66,428	.90	65,789	.90		
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202 HUMAN RESOURCES ANALYST

	7,870	.10	8,010	.10	8,231	.10	6,282	8,214	8,565	.10	8,482	.10		
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221 SUPPORT SPECIALIST 2

	5,305	.10	5,464	.10	5,592	.10	4,408	5,764	6,040	.10	6,040	.10		
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285 EMPLOYEE LABOR RELATIONS MANAGER

	5,018	.05	5,277	.05	5,407	.05	4,014	5,402	5,917	.05	5,857	.05		
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299 PAYROLL TAXES AND FRINGES

	115,983		122,184		143,481		103,836	132,168	151,161		160,476			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	354,704	2.90	365,886	2.90	403,482	2.90	292,377	385,277	431,974	2.90	439,042	2.93		
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CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	6,400		11,208		10,000		4,077	10,000	10,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES													
	3,864		3,130		5,000		1,807	5,000	5,000		5,000			
307	MEMBERSHIP FEES													
	820		820		900		170	900	900		900			
308	PERIODICALS & SUBSCRIPTIONS													
	495		990		600			600	600		600			
321	TRAVEL, TRAINING & SUBSISTENCE													
	43		692		1,250		684	1,250	1,750		1,750			
326	CITYWIDE TRAINING													
	8,083		8,360		11,000		10,814	11,000	11,000		11,000			
328	MEALS & RELATED EXPENSE													
	74		97		200		15	200	200		200			
330	MILEAGE REIMBURSEMENT													
	123		172		200		130	200	300		300			
387	GENERAL LIABILITY INSURANCE													
	442,705		446,494		551,077		547,926	550,000	589,205		604,705			
388	PROPERTY INSURANCE													
	155,601		152,194		175,000		158,582	160,000	192,050		192,050			
389	W/C EXCESS INSURANCE COVERAGE													
	117,925		108,870		119,800		103,352	103,352	113,680		113,680			
390	PUBLIC EMPLOYEES BOND													
	500		500		500		400	500	500		500			
392	HEALTH INSURANCE													
	8,479,841		8,793,263		10,118,780		7,576,885	9,635,124	10,378,311		10,378,311			
393	WORKERS COMP STATE ASSESSMENT													
	23,933		35,444		25,000		14,011	25,000	25,000		25,000			
394	WELLNESS PROGRAM EXPENSE													
	23,587		18,798		35,000		26,096	33,000	45,000		45,000			
395	PERFORMANCE BOND INSURANCE													
	6,618		3,915		4,300		3,915	3,915	4,000		4,000			

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
399	DENTAL INSURANCE													
	850,657		877,730		1,002,981		574,744	805,206	1,098,570		1,098,570			
457	BVTN BLDG FLOOD DAMAGE EXPENSE													
	30,705													
461	SPECIAL EXPENSE													
	472		436		2,500		449	1,500	2,500		1,500			
462	ADA COMPLIANCE EXPENSE													
					3,000			3,000	3,000		3,000			
511	PROFESSIONAL SERVICES													
	157,954		126,465		192,500		154,892	171,710	140,900		204,900			
520	CITY PROPERTY DAMAGE CLAIMS													
	173,108		117,188		125,000		157,976	160,000	150,000		150,000			
521	THIRD PARTY LIABILITY CLAIMS													
	337,075		174,846		160,000		212,039	200,000	175,000		175,000			
527	THIRD PARTY PROPERTY CLAIMS													
	1,150		907		2,000		1,995	2,000	2,000		2,000			
528	WORKERS COMP CLAIMS													
	147,689		306,634		200,000		100,000	150,000	150,000		150,000			
529	UNEMPLOYMENT CLAIMS													
	47,399		65,254		60,000		71,469	40,000	60,000		60,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	11,016,821		11,254,407		12,806,588		9,722,428	12,073,457	13,159,466		13,237,966			
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													
	55,781		49,599		53,913		44,929	53,913	58,867		58,867			
802	TRSFER TO GENERAL FD-ACCOUNTING													
	43,788		35,526		41,579		34,650	41,579	42,572		42,572			
816	TRSFERS TO REPROGRAPHICS FUND													
	2,130		1,820		3,328		1,022	3,328	2,332		2,200			

926

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
818	TRSFERS TO ISD-ALLOCATED													
	9,181		11,363		13,122		10,935	13,122	13,665		13,181			
TOTAL CLASS: 25 TRANSFERS														
	110,880		98,308		111,942		91,536	111,942	117,436		116,820			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					693,914				912,777		801,800			
998	RESERVE													
					2,395,000				2,550,000		2,550,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					3,088,914				3,462,777		3,351,800			
TOTAL DEPARTMENT: 40 INSURANCE DIVISION														
	11,482,405	2.90	11,718,601	2.90	16,410,926	2.90	10,106,341	12,570,676	17,171,653	2.90	17,145,628	2.93		

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**INSURANCE FUND  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
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 MANAGER	0.05	0.05					0.05
	<b>Total</b>	<b>2.90</b>	<b>2.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.90</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
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	0.03 <sup>a</sup>				0.08
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 MANAGER	0.05					0.05
	<b>Total</b>	<b>2.90</b>	<b>0.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.93</b>

<sup>a</sup> FY 2019-20 proposes a new .50 FTE Human Resources Assistant position allocated 47% in the General Fund - Human Resources Department and 3% in the Insurance Fund - Self-Insurance Unemployment Program.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 EST AMT	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE		AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		298,374	244,585	165,404		165,404		108,537		111,537			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		298,374	244,585	165,404		165,404		108,537		111,537			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		2,951	3,343	3,900		3,900		4,100		4,100			

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 48

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		2,951	3,391	3,900		3,900		4,100		4,100			
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CLASS: 45 NON-REVENUE RECEIPTS

465	SELF-INS. UNEMPLOYMENT- CITY												
		9,697						116,000		116,000			

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		9,697						116,000		116,000			
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TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT

		311,022	247,976	169,304		169,304		228,637		231,637			
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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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$4,100

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 \$116,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 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	4,327	.05	5,747	.05	3,306	7,535	.05	7,464	.05		
116	HUMAN RESOURCES ASSISTANT												
	2,523	.05	2,793	.05	2,937	.05	2,931	3,050	.05	3,418	.08		
285	EMPLOYEE LABOR RELATIONS MANAGER												
	5,018	.05	5,277	.05	5,407	.05	5,402	5,917	.05	5,857	.05		
299	PAYROLL TAXES AND FRINGES												
	5,106		4,465		7,179		5,296	7,594		10,497			
TOTAL CLASS: 05 PERSONNEL SERVICES													
	18,521	.15	16,862	.15	21,270	.15	16,935	24,096	.15	27,236	.18		
CLASS: 10 MATERIALS & SERVICES													
529	UNEMPLOYMENT CLAIMS												
	47,399		65,254		60,000		40,000	60,000		60,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	47,399		65,254		60,000		40,000	60,000		60,000			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
								3,103		3,103			
816	TRSFERS TO REPROGRAPHICS FUND												
	517		456		832		832	583		550			
TOTAL CLASS: 25 TRANSFERS													
	517		456		832		832	3,686		3,653			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					42,202			40,855		40,748			
998	RESERVE												
					45,000			100,000		100,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					87,202			140,855		140,748			
TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT													
	66,437	.15	82,572	.15	169,304	.15	57,767	228,637	.15	231,637	.18		

**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  
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 / 001-15-0536 / 706-40-0015 / 706-40-0016.
- 116 HUMAN RESOURCES ASSISTANT  
 POSITION ALLOCATION IS 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.  
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASST POSITION WITH THE ABOVE ALLOCATION.
- 285 EMPLOYEE LABOR RELATIONS MANAGER
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 529 UNEMPLOYMENT CLAIMS  
 ANTICIPATED UNEMPLOYMENT CLAIMS \$60,000

- 801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$3,103
- 816 TRSFRS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550

- 991 CONTINGENCY - UNRESERVED
- 998 RESERVE  
 RESERVE FOR UNEXPECTED OR UNPLANNED CLAIMS \$100,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL	824,868	779,252	897,196	897,196	992,259	959,305
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		824,868	779,252	897,196	897,196	992,259	959,305
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	8,836	13,781	15,300	19,000	22,100	22,100
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389	MISCELLANEOUS REVENUES	3,931	1,227		7,308		
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399	REIMBURSEMENTS - OTHER	313,229	50				
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757	MED/LIFE INS PREM REFUND DISTRIBUTION		441				
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763	RETIREE COBRA HLTH INSUR PREMIUM		203,054	230,350	231,382	249,457	249,457
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764	MODA MEDICAL CITY-WIDE PREM REFUND		102,762				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		325,996	321,315	245,650	257,690	271,557	271,557
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CLASS: 45 NON-REVENUE RECEIPTS

462	MODA - P200 MEDICAL PREMIUMS	2,112,443	2,209,657	2,465,208	2,079,371		
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463	MODA - DENTAL PREMIUMS	912,943	956,248	1,032,180	1,059,251	1,099,092	1,099,092
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466	KAISER MEDICAL PREMIUMS	4,011,175	4,399,382	4,631,052	4,720,776	5,105,856	5,105,856
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467	MODA-P250/500 (POS)MEDICAL PREM	2,143,602	2,092,309	2,890,308	2,627,303	5,028,312	5,028,312
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		9,180,163	9,657,596	11,018,748	10,486,701	11,233,260	11,233,260
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TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

		10,331,027	10,758,163	12,161,594	11,641,587	12,497,076	12,464,122
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TOTAL DEPARTMENT: 03 REVENUE

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% \$22,100

389 MISCELLANEOUS REVENUES  
 FY 2018-19 REPRESENTS FLEXIBLE SPENDING ACCOUNT FORFEITURES

399 REIMBURSEMENTS - OTHER  
 BEGINNING FY 2017-19 COBRA PAYMENTS ARE ACCOUNTED FOR IN A SEPARATE ACCOUNT 763

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

763 RETIREE COBRA HLTH INSUR PREMIUM  
 PREMIUM PAYMENTS FOR RETIREES' COBRA HEALTH INSURANCE \$249,457

764 MODA MEDICAL CITY-WIDE PREM REFUND  
 FY 2017-18 REFLECTS A PREMIUM EXPERIENCE REBATE RECEIVED FROM MODA BASED ON THE PREVIOUS YEARS CLAIMS ACTIVITIES. THE TOTAL REBATE WAS \$205,524 AND 50% WAS RETURNED TO THE OPERATING FUNDS AND 50% WAS RETAINED BY THE INSURANCE FUND TO HELP OFFSET THE IMPACT OF FUTURE MODA RATE INCREASES.  
 IN FY 2018-19 \$99,818 WAS REBATED FROM THE PREVIOUS FISCAL YEAR BASED ON CLAIMS ACTIVITY AND 100% WAS RETURNED BACK TO THE OPERATING FUNDS.

462 MODA - P200 MEDICAL PREMIUMS  
 CHARGES PER EMPLOYEE FOR PLAN 200 MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
 FY2019-20 REFLECTS P200 PLAN ELIMINATED AND ALL MODA PARTICIPANTS ON THE P500 PLAN

463 MODA - DENTAL PREMIUMS  
 CHARGES PER EMPLOYEE FOR DENTAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
 FY 2019-20 REFLECTS AN 0% INCREASE IN PREMIUM RATES \$1,099,092

466 KAISER MEDICAL PREMIUMS  
 CHARGES PER EMPLOYEE FOR KAISER MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
 FY 2019-20 PROPOSED REFLECTS A 8.0% INCREASE IN PREMIUM RATES \$5,105,856

467 MODA-P250/500 (POS)MEDICAL PREM  
 CHARGES PER EMPLOYEE FOR THE P 250 PLAN MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM.  
 FY 2019-20 REFLECTS AN 1.74% INCREASE IN PREMIUM RATES AND P200 PLAN ELIMINATED \$5,028,312

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	14,666,784		15,045,592		16,410,926		15,918,488	17,171,653		17,145,628			

## BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR												
	11,745	.10	8,653	.10	11,498	.10	6,611	15,068	.10	14,922	.10		
194	BENEFITS REPRESENTATIVE												
	51,725	.90	55,301	.90	60,796	.90	59,324	66,428	.90	65,789	.90		
202	HUMAN RESOURCES ANALYST												
	7,870	.10	8,010	.10	8,231	.10	8,214	8,565	.10	8,482	.10		
299	PAYROLL TAXES AND FRINGES												
	30,419		29,782		39,997		34,031	41,715		43,876			

TOTAL CLASS: 05 PERSONNEL SERVICES

	101,759	1.10	101,746	1.10	120,522	1.10	108,180	131,776	1.10	133,069	1.10		
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CLASS: 10 MATERIALS & SERVICES

308	PERIODICALS & SUBSCRIPTIONS												
	495		990		600		600	600		600			
392	HEALTH INSURANCE												
	8,479,841		8,793,263		10,118,780		9,635,124	10,378,311		10,378,311			
394	WELLNESS PROGRAM EXPENSE												
	23,587		18,798		35,000		33,000	45,000		45,000			
399	DENTAL INSURANCE												
	850,657		877,730		1,002,981		805,206	1,098,570		1,098,570			
511	PROFESSIONAL SERVICES												
	51,999		40,886		86,500		65,710	33,500		97,500			

TOTAL CLASS: 10 MATERIALS & SERVICES

	9,406,579		9,731,667		11,243,861		10,539,640	11,555,981		11,619,981			
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CLASS: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD												
	20,983		15,255		16,509		16,509	17,584		17,584			
802	TRSFER TO GENERAL FD-ACCOUNTING												
	21,894		11,842		17,121		17,121	17,530		17,530			
816	TRSFERS TO REPROGRAPHICS FUND												
	562		457		832		832	583		550			

TOTAL CLASS: 25 TRANSFERS

	43,439		27,554		34,462		34,462	35,697		35,664			
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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

194 BENEFITS REPRESENTATIVE

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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

308 PERIODICALS & SUBSCRIPTIONS  
 HOPE HEALTH \$600

392 HEALTH INSURANCE  
 KAISER AND MODA PLANS PREMIUM COSTS \$10,378,311

394 WELLNESS PROGRAM EXPENSE  
 WELLNESS PROGRAM (FITNESS CLASSES, BROWN BAGS, INCENTIVES, ETC.) \$45,000

399 DENTAL INSURANCE  
 DENTAL CLAIMS PAYMENTS ON THE VARIOUS DENTAL PROGRAMS \$1,098,570

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 \$14,000  
 NW OCCUPATIONAL PRE-EMPLOYMENT PHYSICALS \$4,000  
 GASB 45 ACTUARIAL REVIEW \$4,500  
 AGENT OF RECORD SERVICES \$16,000 PER QUARTER \$64,000

801 TRSFR TO GENERAL FD - OVERHEAD

802 TRSFR TO GENERAL FD-ACCOUNTING

816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$550

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED				412,749			423,622		325,408			
998	RESERVE				350,000			350,000		350,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					762,749			773,622		675,408			
TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM													
		9,551,777	1.10	9,860,967	1.10	12,161,594	1.10	10,682,282	12,497,076	1.10	12,464,122	1.10	
TOTAL DEPARTMENT: 40 INSURANCE DIVISION													
		11,482,405	2.90	11,718,601	2.90	16,410,926	2.90	12,570,676	17,171,653	2.90	17,145,628	2.93	
TOTAL FUND: 706 INSURANCE AGENCY FUND													
		11,482,405	2.90	11,718,601	2.90	16,410,926	2.90	12,570,676	17,171,653	2.90	17,145,628	2.93	

### BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 40 INSURANCE DIVISION  
PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991 CONTINGENCY - UNRESERVED

998 RESERVE  
RESERVE FOR FUTURE MEDICAL INSURANCE EXPENSE INCREASES SET AT \$350,000


**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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	880			36,012				36,012	22,456	58,468
706-40-0010-05-031	CITY ATTORNEY	0.10	224			18,855				18,855	8,072	26,927
706-40-0010-05-056	RECORDS MANAGER	0.05	106			4,719				4,719	2,077	6,796
706-40-0010-05-182	LEGAL SERVICES MANAGER	0.10	208			8,364				8,364	5,399	13,763
706-40-0010-05-192	ASSISTANT CITY ATTORNEY 3	0.10	211			14,179				14,179	6,287	20,466
706-40-0010-05-221	SUPPORT SPECIALIST 2	0.05	108			2,882				2,882	1,454	4,336
	GEN LIAB & COMP INS COVERAGE	0.80	1,737			85,011				85,011	45,745	130,756
706-40-0014-05-030	RISK & SAFETY OFFICER	0.60	1,320			54,010				54,010	33,684	87,694
706-40-0014-05-031	CITY ATTORNEY	0.05	111			9,425				9,425	4,036	13,461
706-40-0014-05-056	RECORDS MANAGER	0.05	106			4,719				4,719	2,077	6,796
706-40-0014-05-182	LEGAL SERVICES MANAGER	0.05	103			4,182				4,182	2,701	6,883
706-40-0014-05-192	ASSISTANT CITY ATTORNEY 3	0.05	105			7,092				7,092	3,144	10,236
706-40-0014-05-221	SUPPORT SPECIALIST 2	0.05	108			2,882				2,882	1,454	4,336
	SELF-INS WORKERS COMP INS	0.85	1,853			82,310				82,310	47,096	129,406
706-40-0015-05-038	HUMAN RESOURCES DIRECTOR	0.05	47			3,306				3,306	1,413	4,719
706-40-0015-05-116	HUMAN RESOURCES ASSISTANT	0.05	103			2,751			180	2,931	761	3,692
706-40-0015-05-285	EMPLOYEE LABOR RELATIONS	0.05	103			5,402				5,402	3,122	8,524
	SELF-INS UNEMPLOYMENT	0.15	253			11,459			180	11,639	5,296	16,935
706-40-0016-05-038	HUMAN RESOURCES DIRECTOR	0.10	95			6,611				6,611	2,824	9,435
706-40-0016-05-194	BENEFITS REPRESENTATIVE	0.90	1,872			59,324				59,324	26,682	86,006
706-40-0016-05-202	HUMAN RESOURCES ANALYST	0.10	216			8,214				8,214	4,525	12,739
	MEDICAL AND DENTAL PROGRAM	1.10	2,183			74,149				74,149	34,031	108,180

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	6,026			252,929			180	253,109	132,168	385,277

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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	885			37,193				37,193	25,498	62,691
706-40-0010-05-031	CITY ATTORNEY	0.10	223			19,126				19,126	9,447	28,573
706-40-0010-05-056	RECORDS MANAGER	0.05	110			5,012				5,012	2,478	7,490
706-40-0010-05-182	LEGAL SERVICES MANAGER	0.10	223			9,301				9,301	6,376	15,677
706-40-0010-05-192	ASSISTANT CITY ATTORNEY 3	0.10	215			13,965				13,965	6,883	20,848
706-40-0010-05-221	SUPPORT SPECIALIST 2	0.05	110			3,020				3,020	1,674	4,694
	GEN LIAB & COMP INS COVERAGE	0.80	1,766			87,617				87,617	52,356	139,973
706-40-0014-05-030	RISK & SAFETY OFFICER	0.60	1,331			55,791				55,791	38,245	94,036
706-40-0014-05-031	CITY ATTORNEY	0.05	110			9,565				9,565	4,723	14,288
706-40-0014-05-056	RECORDS MANAGER	0.05	110			5,012				5,012	2,478	7,490
706-40-0014-05-182	LEGAL SERVICES MANAGER	0.05	110			4,650				4,650	3,186	7,836
706-40-0014-05-192	ASSISTANT CITY ATTORNEY 3	0.05	106			6,979				6,979	3,441	10,420
706-40-0014-05-221	SUPPORT SPECIALIST 2	0.05	110			3,020				3,020	1,674	4,694
	SELF-INS WORKERS COMP INS	0.85	1,877			85,017				85,017	53,747	138,764
706-40-0015-05-038	HUMAN RESOURCES DIRECTOR	0.05	104			7,464				7,464	3,416	10,880
706-40-0015-05-116	HUMAN RESOURCES ASSISTANT	0.08	155			3,418				3,418	3,403	6,821
706-40-0015-05-285	EMPLOYEE LABOR RELATIONS	0.05	104			5,857				5,857	3,678	9,535
	SELF-INS UNEMPLOYMENT	0.18	363			16,739				16,739	10,497	27,236
706-40-0016-05-038	HUMAN RESOURCES DIRECTOR	0.10	211			14,922				14,922	6,837	21,759
706-40-0016-05-194	BENEFITS REPRESENTATIVE	0.90	1,921			65,789				65,789	31,851	97,640
706-40-0016-05-202	HUMAN RESOURCES ANALYST	0.10	219			8,482				8,482	5,188	13,670
	MEDICAL AND DENTAL PROGRAM	1.10	2,351			89,193				89,193	43,876	133,069

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 ****	2.93	6,357			278,566				278,566	160,476	439,042