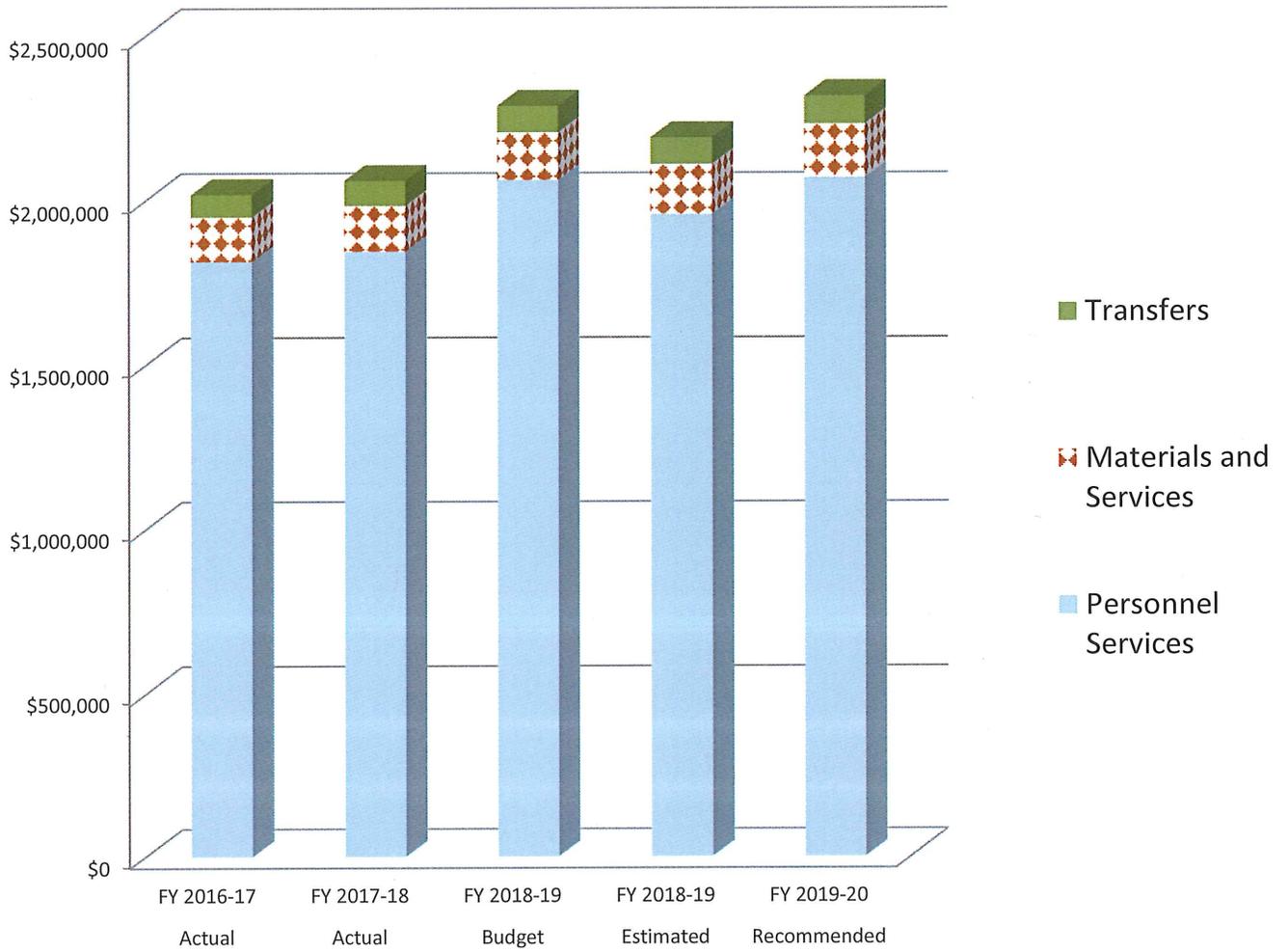




**GENERAL FUND**  
**FINANCE**  
**RECOMMENDED FY 19-20**



**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: **Finance - 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	\$1,815,758	\$1,845,895	\$2,062,785	\$1,958,346	\$2,069,363	0.32%
Materials and Services	135,771	139,760	144,956	152,136	163,556	12.83%
Transfers	67,588	75,409	80,402	80,402	84,223	4.75%
<b>SUB-TOTAL</b>	<b>2,019,117</b>	<b>2,061,064</b>	<b>2,288,143</b>	<b>2,190,884</b>	<b>2,317,142</b>	
Reserve for equip.			-		-	
<b>TOTAL</b>	<b>\$2,019,117</b>	<b>\$2,061,064</b>	<b>\$2,288,143</b>	<b>\$2,190,884</b>	<b>\$2,317,142</b>	
<b>FTE's</b>	<b>15.85</b>	<b>15.85</b>	<b>16.25</b>		<b>15.60</b>	

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

**Personnel services:**

FY 2019-20 reflects 0.70 FTE Assistant Finance Director decreasing to 0.20 FTE and a reallocation of 0.15 additional FTE from the general fund to water/sewer/storm drain funds for one of the Senior Accountants. 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:**

FY 2019-20 reflects an increase of \$17K in professional services mostly attributable to annual audit and investment advisor fees.

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

**MISSION STATEMENT:**

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	15.85	15.85	16.25	15.60	0.00
PERSONNEL SERVICES	\$1,815,758	\$1,845,895	\$2,062,785	\$2,069,363	\$0
MATERIALS & SERVICES	135,771	139,760	144,956	163,556	0
CAPITAL OUTLAY					
TRANSFERS	67,588	75,409	80,402	84,223	0
<b>TOTAL</b>	<b>\$2,019,117</b>	<b>\$2,061,064</b>	<b>\$2,288,143</b>	<b>\$2,317,142</b>	<b>\$0</b>

**Program Goal:**

To ensure timeliness of financial information, to provide sound financial advice on matters relating to fiscal policies, asset management, debt management and treasury management, and to ensure the adequacy of the City's internal accounting and budgetary control.

**Program Objectives (services provided):**

- Continue developing multi-year Financial Plans for the General Fund, Street Fund, Building Fund, Lodging Tax and Library Fund. *(City Council Priority: Prepare long-range budget plans for upcoming major projects)*
- Review the finance department's information systems to eliminate duplicate, ineffective, non-beneficial procedures, including purchase orders and accounts payable processes.
- Continue to participate in the Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting programs.
- Continue to monitor debt management practices, administration and debt service coverage.
- Continue to refine the City's cost allocation plan that distributes overhead costs to the operating departments.
- Assist the Engineering Division and other departments with the City's Capital Improvement Program especially regarding Street, Water, Sewer and Storm Water System Development Charges and Storm Water Quality and Quantity Fees, as well as civic and urban renewal projects *(City Council Priority: Broaden Capital Improvement Plan include bike lanes, sidewalks, streetlights and ramps).*
- Maintain an active role regarding financial operations of four regional utility providers of which the City is a partner; the Joint Water Commission, Willamette Intake Facility, Willamette Water Supply Project and Clean Water Services. *(City Council Priority: Build stronger relationships with local special districts).*

**Trends, Services and Issues:**

The Finance Department consists of 21.95 FTE employees: 15.60 employees in the General Fund and 6.35 employees in the Enterprise Funds. The major program areas include Financial Reporting, Budgeting, Accounting, Purchasing, Payroll, Accounts Receivable and Payable, Treasury Management and Utility Billing/Customer Service. The Department's mission challenges the staff to review all our internal processes in eliminating unnecessary or non-beneficial procedures and activities and to provide valuable and timely financial reporting to the operating departments. This past year, we have achieved the following improvements in efficiency, services and reporting:

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

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

- Completed enhancements of several modules and subsidiary ledgers of the primary General Ledger software module. This module incorporates the products and transactions from all subsidiary ledgers (i.e. cash receipts and accounts payable), processes journal entries and generates standard and customized reports.
- Maintained our underlying General Obligation bond ratings from Standard and Poor's (AA+) and from Moody's (Aa1).
- Maintained our underlying Water Revenue bonds ratings from Standard and Poor's (AA+) and from Moody's (Aa2).
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2017-18 Budget Document.
- Received an Unmodified Audit Opinion and applied for the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended June 30, 2018.

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

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

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

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

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

**Budget Highlights:**

The Finance Department continues to adjust responsibilities and align staff capabilities with its mission. Staff retirements and the automation of previously manual processes offer opportunities to shape the staff to fit today's needs. We continue devoting resources to staff training and equipment that will continue our direction of outstanding customer service and team building. Additionally, specific training funds are allocated to keep our financial staff current with the professional requirements of municipal government finance.

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

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

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

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

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

- Annual Update to the City's Investment Policy – Adopted and in use with new longer term, diversified but appropriate investments.
- Utilized the services of a Financial Advisor – developed scenarios for the potential use of line of credit redevelopment financing, public safety center and planning for new water revenue debt. Retained GO Bond Rating of AA+ from Standard and Poor's
- Dedicated staff time for enhancing the functionality of the Contracts module of the Purchase Order and Accounts Payable (POAP) system.
- Deployed On-Line Travel Advance application city-wide
- Submitted the June 30, 2018 Comprehensive Annual Finance Report (CAFR) Including GASB 67/68 Implementation for the Certificate of Achievement in Financial Reporting Awards program
- Submitted the FY 2018-19 budget document for the Distinguished Budget Document Presentation Award program
- A general upgrade to the software package for utility billing is underway.
- Developed revenue projections for selected items in the General Fund and prepared a separate section of budget goals and objectives that describe the initial trends.
- Created a Debt Management Policy
- Introduced Purchase Cards (a.k.a. P-Cards) to reduce check issuance expenses while retaining internal controls
- Successfully recruited new personnel into management and supervisory positions for a smooth transition from retiring employees. The department's succession planning is effective with the ability to accommodate retiring employees' preferences for reduced roles while retaining their expertise.

**FY 2019-20 Action Plan:**

- Continue to dedicate staff time for analysis and input to replace General Ledger module in our financial system with sufficient internal controls, standard reports, modern user interfaces and the ability to create customized reports.
- Use Internal Controls processes to evaluate and streamline work processes
- Build supervisory skills, prepare and implement succession plans. Succession planning results in some additional allocations of FTE for the training of new personnel.
- Revise periodic financial report formats to Budget Committee with more graphics
- Submit the June 30, 2019 Comprehensive Annual Finance Report (CAFR) for the Certificate of Achievement in Financial Reporting Awards program
- Submit the FY 2019-20 budget document for the Distinguished Budget Document Presentation Award program
- Provide analysis and advice on public/private development opportunities
- Further streamline the purchasing process with "procurement cards" (a.k.a. P-Cards) by expanding to all departments
- Support the Beaverton Urban Redevelopment Agency (BURA) as it moves forward with its action plans based on growth of assessed valuation and tax incremental revenue within the district. Operate the Line of Credit for property acquisition and facility construction of the Beaverton Central Parking Garage
- Support the capital investment plans of the water utility for new wells, reservoirs, drinking water sources and related transmission facilities. This includes supporting the city customers gained by the acquisition of service territory from the Tualatin Valley Water District (TVWD).
- Develop budgetary and fiscal support for the capital campaign for and operation of the Patricia Reser Center for the Arts
- Seek additional funding for a likely gap in the final costs of the Public Safety Center in FY 2020-21.
- Develop a framework for 5-year revenue and expenditure forecasting beginning with the General Fund.

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

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

<b>Workload Measures:</b>	<b>FY 2016-17 Actual Recognized</b>	<b>FY 2017-18 Actual Recognized</b>	<b>FY 2018-19 Budgeted Recognized</b>	<b>FY 2019-20 Proposed Submit by Septem- ber 2019</b>
Maintain the Distinguished Budget Presenta- tion Award from GFOA				
City's Population	94,950	95,685	96,165	98,050
General Obligation Bond Debt (in 000's at end of fiscal year):				
2017 Public Safety Center	\$4,140	\$34,845	\$35,000	\$33,845
G. O. Bond Debt Per Capita:				
2017 Public Safety Center	\$42	\$365	\$363	\$345
Revenue Bond Debt (in 000's @ end of FY)	\$6,793	\$5,935	\$3,845	\$19,440
Revenue Bond Debt Per Capita	\$72	\$62	\$40	\$198
Special Revenue Debt (in 000's @ end of FY)	\$4,466	\$2,460	\$1,334	\$359
Special Revenue Debt Per Capita	\$47	\$26	\$14	>\$1
Property Tax Levy for General Operations (within permanent rate)	\$38,631,383	\$40,712,851	\$42,159,116	\$43,371,297
City's Taxable Assessed Valuation (in 000's)	\$9,234,782	\$9,912,532	\$9,965,442	\$10,253,114
General Operations Tax Levy Rate Per Thou- sand of Taxable Assessed Value (tax value)	\$4.18	\$4.17	\$4.23	\$4.23
City's Permanent Levy Rate Authority	\$4.62	\$4.62	\$4.62	\$4.62
General Operations Tax Levy Per Capita	\$407	\$424	\$444	\$442

**Performance Outcomes and Program Trends:**

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

The trend in the levy for general operations demonstrates the City's ability to meet citizens' demands for services while maintaining a stable tax burden and providing the ability to levy additional tax resources for future year's operations. The City operates under a state-wide measure that established a permanent levy rate for each public entity that levies property taxes. The City cannot levy more than its permanent rate of \$4.62 per thousand of taxable assessed valuation. For FY 2019-20 the City is projecting a tax levy rate of \$4.23, which is 92% of its maximum permanent levy rate authority. Levying the full permanent rate would produce an additional \$3.9 million in property tax revenues.

A description of General Fund Revenues for the FY 2019-20 budget includes modest projections of revenues over the next several years. Our intent is to lengthen those projections in future budget documents. The City Council asks the staff and particularly the Finance Department to consider adjustment in "non-property tax" revenue as a priority. In previous years, a privilege tax was added to the franchise fees for Portland General Electric and Northwest Natural Gas that is producing about \$1 million annually. Fees for Site Development and land use development permits increased and a change in the manner in which all non-franchised utilities are managed in the right-of-way generates additional income. The ROW License fees require additional monitoring to engage all utilities operating in the ROW are paying their fair share for the use and management of the street assets. In addition, the Lodging Tax of 4% supports construction of the proposed Patricia Reser Center for the Arts and other events that attract or retain visitors to the area.

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

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

**Program Goal:**

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

REQUIREMENTS	FY 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	\$174,599	\$186,623	\$200,469	\$213,274	\$0
MATERIALS & SERVICES	10,643	10,725	11,122	11,942	0
CAPITAL OUTLAY					
TRANSFERS	1,676	1,940	4,438	3,303	0
<b>TOTAL</b>	<b>\$186,918</b>	<b>\$199,288</b>	<b>\$216,029</b>	<b>\$228,519</b>	<b>\$0</b>

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

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

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

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

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

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

Participated in the Cultural Inclusion and Community Services

At the end of fiscal year 2017/18 the total for the Minority-Owned, Women-Owned, Service Disabled Veteran and Emerging Small Business program was 11.54% of the overall dollar amount of contracting and purchasing activities. The City's aspirational goal is set at 10%. The City plans additional outreaches to M/W/SDV/ESB firms to increase usage percent.

Discussions with the new Sustainability Program Manager have started regarding developing a Sustainability Purchasing Policy. The initial step is developing a "project proposal" to outline the work involved and timeline of project.

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

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

**FY 2019-20 Action Plan**

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

Workload Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Number of purchase orders issued and processed	1,300	1,411	1,400	1,000
Number of sealed bids and requests for proposals processed	17	22	25	25
Number of contracts issued	128	140	135	135
Total dollar amount paid through Purchase orders	\$22,946,905	\$32,654,117	\$35,000,000	\$40,000,000

**10 Largest PO's Issued for FY 2017-18**

VENDOR	DESCRIPTION	AMOUNT
Trench Line Excavation Inc.	Settler Way Utility Replacement Ph,1 CIP 4118A	\$2,471,790
FFA Architecture & Interiors Inc.	Architectural Services for the Public Safety Center	\$1,340,721
Owen Equipment Company	2 – New 2018 Vactor 2100 Plus Machines	\$910,449
Landis & Landis Construction	Cedar Hills Blvd Walker/Jenkins Water Mains CIP 4128A	\$866,100
Brian Clopton Excavating	Water Transmission Mains 175 <sup>th</sup> Ave/Weir Rd CIP 5092C	\$677,514
Relay Resources	Janitorial Services	\$695,650
Opsis Architecture LLP	Architectural Services for Patricia Reese Center for the Arts	\$576,081
Oregon Underground	Kimberly Ct Waterline Replacement CIP 4121	\$480,007
Baker Rock Resources	Annual Supply of HMAAC	\$463,782
Bretthauer Oil Company	Fuel	\$390,227

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

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

**Performance Outcomes and Program Trends:**

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

Use and offer cooperative purchasing with other agencies whenever possible.

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

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

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

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> SUSAN COLE

**Program Goal:**

To ensure internal control and financial integrity of the City’s accounting and budgetary system and to provide quality and innovative financial service by being good stewards of public funds and effectively serving citizens, City Council and City departments.

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	11.85	11.85	12.25	11.60	0.00
PERSONNEL SERVICES	\$1,305,875	\$1,317,197	\$1,501,976	\$1,474,197	\$0
MATERIALS & SERVICES	117,910	121,752	126,276	143,990	0
CAPITAL OUTLAY					
TRANSFERS	52,699	56,719	58,220	60,002	0
<b>TOTAL</b>	<b>\$1,476,484</b>	<b>\$1,495,668</b>	<b>\$1,686,472</b>	<b>\$1,678,189</b>	<b>\$0</b>

**Program Objective (service provided):**

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

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

- Total core-fund investment portfolio on 2/28/2019 was \$98.4 million with an average 2.28% yield.
- Develop and approved a Fund Balance policy with considerable input from City Council members.
- Continued to develop skills of new and current staff members through cross training, outside educational seminars and on-site classes to be able to implement department’s succession plans.
- Hiring a second Assistant Finance Director mid-year for a smooth transition accommodating a planned retirement.
- No additional immediate uses of the Letter of Credit in FY 18-19 as we await the decision about proceeding with the parking garage. In the meantime, Finance makes the monthly payments to Key Bank for the interest that is due. BURA is using the “day-light loan” abilities with the City for property acquisition payments.
- Prepared and sold \$21 million Water Revenue Bond in June 2018 for funding for Capital Projects.
- Developing a new Water Master Bond Declaration for 2018 and future sales.
- Celebrated initial anniversary of moving into the second floor of The Beaverton Building with more space, additional collaboration space and a quieter work place.
- Upgraded the payroll system including use of a cloud-based host environment.
- Activated P-Card program for greater efficiency.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> SUSAN COLE

**FY 2019-20 Action Plan:**

- Continue to develop skills of current and new staff members so as to be able to implement the department's succession plans.
- Continue to enhance both in-house and vendor supplied financial applications to increase efficiency for the department.
- Continue to provide analysis and support of funding for capital projects. Specifically Public Safety Center, Willamette Water Supply Project, 2019 Water Revenue Bond and Beaverton Arts center.
- Develop and adopt a Debt Service Management Policy.
- Develop a framework for long range revenue and expenditure forecasts across all funds. The initial effort is aimed at the General Fund. The forecast is aimed at achieving the City Council priority of "Prepare long-range budget plan for upcoming major projects and expenses"
- Support Capital Improvement Program planning and specifically the City Council priority of "Broaden Capital Improvement Plan to include bike lanes, sidewalks, streetlights, and ramps".

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted	FY 2019-20 Proposed
Receive Unqualified Audit Opinion, Certificate of Achievement for Excellence in Financial Reporting (CAFR) & Distinguished Budget Presentation Award	Received budget award and submitted for CAFR award	Received budget award and submitted for CAFR award	Will submit for both awards	Will submit for both awards
Bond Ratings (underlying ratings):				
General Obligation Bonds				
Moody's	Aa1	Aa1	Aa1	Aa1
Standard & Poor's (S&P)	AA+	AA+	AA+	AA+
Water Revenue Bonds				
Moody's	AA2	Aa2	Aa2	Aa2
Standard & Poor's (S&P)	AA+	AA+	AA+	AA+
Average annual yield on investment portfolio	0.85%	1.30%	1.67%	2.55%
Average annual yield on State Investment Pool (used as a benchmark)	0.80%	1.10%	1.85%	3.00%
Average Monthly Investment Portfolio (in millions)	\$70	\$85	\$90	\$90
Revenue generated from passports	\$107,270	\$140,000	\$210,000	\$180,000
Number of passport applications processed	6,242	5,869	6,000	5,365
Revenue generated from Business Licenses	\$640,000	\$640,000	\$670,000	\$670,000
Business Licenses (calendar year)	5,068	5,200	5,200	5,200

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> SUSAN COLE

**Performance Outcomes and Program Trends:**

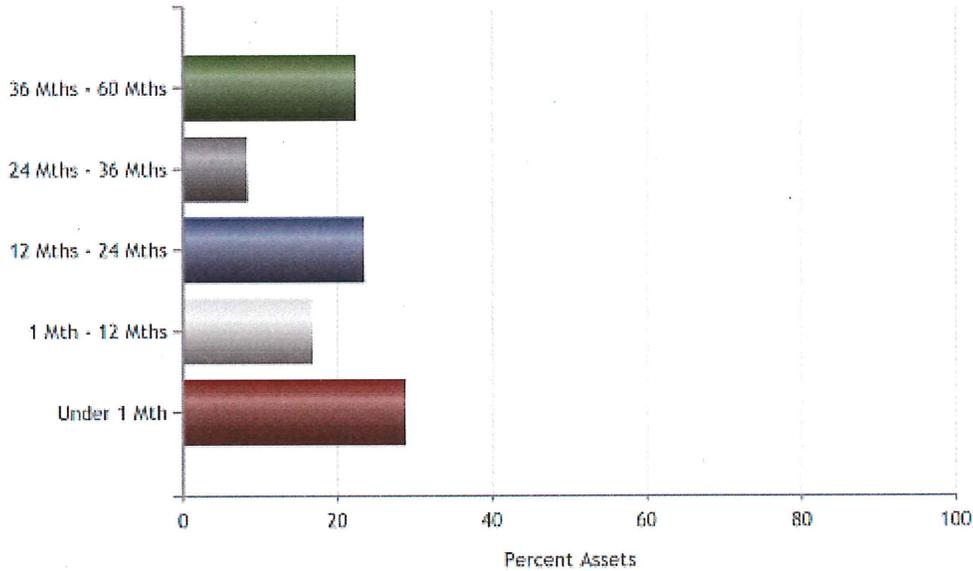
The City’s current bond ratings strongly reflect the City’s financial condition because of our fiscal policy. The ratings will assist the City securing favorable interest rates on future bond issues. Standard and Poor’s confirmed the City’s ratings for the General Obligation Bonds in February 2017 in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

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

**DISTRIBUTION BY MATURITY**

2/28/2019

**Distribution by Maturity**

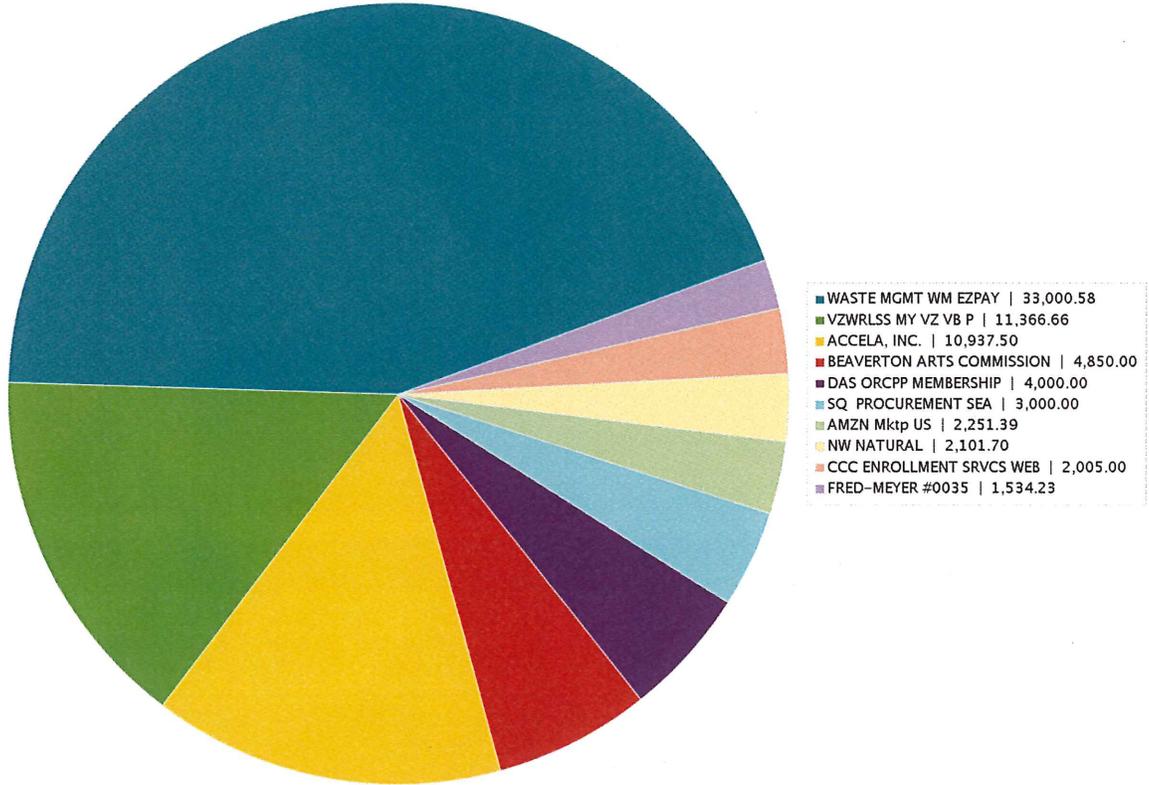


The department will continue to evaluate all finance functions to streamline daily operations and activities. We continue to make customer service improvements through training, empowering staff, and improved technology.

The department’s pilot program of using “purchasing cards (a.k.a. P-Cards) through a consortium with the Bank of America is about to be expanded citywide. The following graph shows about \$184,000 of spending with the top vendors in January 1-March 11, 2019. The debit card-like product reduces the amount of checks to issued, is speedy for the merchant and easily managed by staff. There has been \$438,000 in transactions since January 2018.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> FINANCE
<b>PROGRAM:</b> 0548 FINANCE OPERATIONS	<b>PROGRAM MANAGER:</b> SUSAN COLE



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

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	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

021 FINANCE DIRECTOR

158,555	1.00	160,924	1.00	168,065	1.00	124,196	167,663	176,490	1.00	174,781	1.00
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045 FINANCIAL REPORTING MANAGER

187,154	1.75	189,574	1.75	190,150	1.75	145,498	191,657	200,024	1.75	198,095	1.75
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074 BUDGET COORDINATOR

78,116	1.00	80,059	1.00	80,598	1.00	61,323	80,395	83,723	1.00	82,952	1.00
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075 PAYROLL ADMINISTRATOR

97,948	1.00	60,129	1.00	65,420	1.00	48,050	66,458	71,480	1.00	70,788	1.00
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086 ASSISTANT FINANCE DIRECTOR

120,523	1.00	99,641	1.00	187,912	1.70	114,084	160,403	149,541	1.20	148,101	1.20
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149 PURCHASING AGENT

75,902	1.00	77,319	1.00	79,248	1.00	59,300	79,064	82,494	1.00	81,696	1.00
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169 SENIOR ACCOUNTANT

128,479	2.10	172,062	2.10	157,319	1.80	117,478	158,296	155,283	1.65	153,775	1.65
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172 ACCOUNTANT

70,621	1.00	71,942	1.00	73,737	1.00	55,175	73,568	76,754	1.00	76,016	1.00
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221 SUPPORT SPECIALIST 2

41,643	1.00	44,907	1.00	48,346	1.00	35,810	48,234	52,845	1.00	52,845	1.00
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245 ACCOUNTING ASSISTANT

41,448	1.00	49,984	1.00	54,117	1.00	40,363	53,862	58,828	1.00	58,828	1.00
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248 ACCOUNTING SPECIALIST

204,858	4.00	224,948	4.00	218,334	4.00	161,749	219,902	229,643	4.00	229,643	4.00
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275 TEMPORARY EMPLOYEES

22,560		4,164		20,000		1,620	2,000	5,000		5,000	
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299 PAYROLL TAXES AND FRINGES

587,951		610,242		719,539		519,755	656,844	713,585		736,843	
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TOTAL CLASS: 05 PERSONNEL SERVICES

1,815,758	15.85	1,845,895	15.85	2,062,785	16.25	1,484,401	1,958,346	2,055,690	15.60	2,069,363	15.60
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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL 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: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	1,947		2,051		2,400		2,129	2,200	2,400		2,400			
303	OFFICE FURNITURE & EQUIPMENT													
	2,491		1,713		2,005		111	1,500	2,350		2,350			
307	MEMBERSHIP FEES													
	9,949		10,609		10,470		9,470	10,350	10,840		10,840			
308	PERIODICALS & SUBSCRIPTIONS													
	766		791		802		808	772	802		802			
312	DEPOSIT SHORTAGE/OVERAGE													
	-1		15				20							
316	ADVERTISING, RECORDING & FILING													
	5,479		4,859		5,000		3,432	4,300	5,000		5,000			
317	COMPUTER EQUIPMENT													
			7,637		1,992		2,398	2,500	2,000		2,000			
318	COMPUTER SOFTWARE													
	296				600		625	620	300		300			
321	TRAVEL, TRAINING & SUBSISTENCE													
	6,014		7,665		13,300		10,301	11,000	14,770		14,770			
330	MILEAGE REIMBURSEMENT													
	161		206		225		24	100	100		100			
341	COMMUNICATIONS EXPENSE													
	1,231		1,185		1,188		949	1,194	1,194		1,194			
481	OTHER EXPENSES													
	2,097		2,984		2,614		2,254	2,600	2,680		2,680			
511	PROFESSIONAL SERVICES													
	105,341		100,045		104,360		77,198	115,000	125,000		121,120			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	135,771		139,760		144,956		109,719	152,136	167,436		163,556			

0%

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL 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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	67,588		75,409		80,402		41,642	80,402	89,204		84,223			
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TOTAL CLASS: 25 TRANSFERS

	67,588		75,409		80,402		41,642	80,402	89,204		84,223			
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	2,019,117	15.85	2,061,064	15.85	2,288,143	16.25	1,635,762	2,190,884	2,312,330	15.60	2,317,142	15.60		
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196

**FINANCE DEPARTMENT  
FY 2018-19 ADOPTED**

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

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
21	FINANCE DIRECTOR	1.00					1.00
45	FINANCIAL REPORTING MANAGER	1.75					1.75
74	BUDGET COORDINATOR	1.00					1.00
75	PAYROLL ADMINISTRATOR	1.00					1.00
86	ASSISTANT FINANCE DIRECTOR	1.70				(0.50) <sup>a</sup>	1.20
149	PURCHASING AGENT	1.00					1.00
169	SENIOR ACCOUNTANT	1.80		(0.15) <sup>b</sup>			1.65
172	ACCOUNTANT	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
245	ACCOUNTING ASSISTANT	1.00					1.00
248	ACCOUNTING SPECIALIST	4.00					4.00
	<b>Total</b>	<b>16.25</b>	<b>0.00</b>	<b>(0.15)</b>	<b>0.00</b>	<b>(0.50)</b>	<b>15.60</b>

<sup>a</sup> FY 2019-20 reflects that one of the Assistant Finance Directors is transitioning to eventual retirement and will reduce from a .70 FTE to a .20 FTE and will transition to a more global city wide administrative support function.

<sup>b</sup> FY 2019-20 reallocates one of the Senior Accountant positions to more accurately reflect the position's time to 15% each in the Water, Sewer, and Storm Drain Funds.

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

021	FINANCE DIRECTOR												
	158,555	1.00	160,924	1.00	168,065	1.00	167,663	176,490	1.00	174,781	1.00		
074	BUDGET COORDINATOR												
	78,116	1.00	80,059	1.00	80,598	1.00	80,395	83,723	1.00	82,952	1.00		
299	PAYROLL TAXES AND FRINGES												
	98,613		101,092		111,677		107,712	117,931		124,159			

TOTAL CLASS: 05 PERSONNEL SERVICES

	335,284	2.00	342,075	2.00	360,340	2.00	355,770	378,144	2.00	381,892	2.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	220		320		440		320	440		440			
308	PERIODICALS & SUBSCRIPTIONS												
	536		549		560		530	560		560			
316	ADVERTISING, RECORDING & FILING												
	3,874		2,950		3,500		3,100	3,500		3,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
			37										
341	COMMUNICATIONS EXPENSE												
	491		443		444		444	444		444			
481	OTHER EXPENSES												
	2,097		2,984		2,614		2,600	2,680		2,680			

TOTAL CLASS: 10 MATERIALS & SERVICES

	7,218		7,283		7,558		6,994	7,624		7,624			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	13,213		16,750		17,744		17,744	22,155		20,918			

TOTAL CLASS: 25 TRANSFERS

	13,213		16,750		17,744		17,744	22,155		20,918			
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TOTAL PROGRAM: 0541 FINANCE ADMINISTRATION

	355,715	2.00	366,108	2.00	385,642	2.00	380,508	407,923	2.00	410,434	2.00		
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

021 FINANCE DIRECTOR

074 BUDGET COORDINATOR

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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

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

308 PERIODICALS & SUBSCRIPTIONS

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

316 ADVERTISING, RECORDING & FILING

PUBLIC HEARING NOTICES, ANNUAL & SUPPLEMENTAL BUDGET AND AUDIT MEETING NOTICES \$1,500  
 CERTIFICATION FILING FEES \$450  
 STATE OF OREGON AUDIT DIVISION ANNUAL FILING FEES \$400  
 GFOA FILING FEES \$1,150

321 TRAVEL, TRAINING & SUBSISTENCE

NO APPROPRIATION REQUESTED

341 COMMUNICATIONS EXPENSE

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

481 OTHER EXPENSES

ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE FOR FINANCE, ISD, GIS AND COURT (67 FTE'S @ \$40 EA)  
 \$2,680

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$20,918

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

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

149	PURCHASING AGENT												
	75,902	1.00	77,319	1.00	79,248	1.00	79,064	82,494	1.00	81,696	1.00		
221	SUPPORT SPECIALIST 2												
	41,643	1.00	44,907	1.00	48,346	1.00	48,234	52,845	1.00	52,845	1.00		
299	PAYROLL TAXES AND FRINGES												
	57,054		64,397		72,875		68,860	76,853		78,733			

TOTAL CLASS: 05 PERSONNEL SERVICES

	174,599	2.00	186,623	2.00	200,469	2.00	196,158	212,192	2.00	213,274	2.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
								350		350			
307	MEMBERSHIP FEES												
	7,560		7,830		7,580		7,580	7,580		7,580			
308	PERIODICALS & SUBSCRIPTIONS												
	230		242		242		242	242		242			
316	ADVERTISING, RECORDING & FILING												
	1,605		1,909		1,500		1,200	1,500		1,500			
318	COMPUTER SOFTWARE												
	296												
321	TRAVEL, TRAINING & SUBSISTENCE												
	952		744		1,800		1,000	2,270		2,270			

TOTAL CLASS: 10 MATERIALS & SERVICES

	10,643		10,725		11,122		10,022	11,942		11,942			
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	1,676		1,940		4,438		4,438	3,498		3,303			

TOTAL CLASS: 25 TRANSFERS

	1,676		1,940		4,438		4,438	3,498		3,303			
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TOTAL PROGRAM: 0542 PURCHASING

	186,918	2.00	199,288	2.00	216,029	2.00	210,618	227,632	2.00	228,519	2.00		
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

149 PURCHASING AGENT

221 SUPPORT SPECIALIST 2

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

OFFICE CHAIR FOR MATTHEW RAWLS \$350

307 MEMBERSHIP FEES

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

308 PERIODICALS & SUBSCRIPTIONS

DAILY JOURNAL OF COMMERCE SUBSCRIPTION \$242

316 ADVERTISING, RECORDING & FILING

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

318 COMPUTER SOFTWARE

NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE

OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) SPRING 2020 CONF, LODGING & REGISTRATION \$450  
 OPPA FALL CONFERENCE, LODGING & REGISTRATION \$470  
 OPPA/COLUMBIA CHAPTER JOINT WORKSHOP \$100  
 MWESB PROGRAM - INCLUDES TRAINING EVENTS WITH SMALL BUSINESSES: \$800  
 OREGON ASSOC. OF MINORITY ENTREPRENEURS (OAME) TRADE SHOW (\$85 X 2) \$170  
 GOVERNORS MARKET PLACE TRADE SHOW \$250  
 BUSINESS DIVERSITY INSTITUTE MEETINGS (3 @ \$10 EACH), \$30

816 TRSFERS 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: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE 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: 05 PERSONNEL SERVICES

045	FINANCIAL REPORTING MANAGER												
	187,154	1.75	189,574	1.75	190,150	1.75	191,657	200,024	1.75	198,095	1.75		
075	PAYROLL ADMINISTRATOR												
	97,948	1.00	60,129	1.00	65,420	1.00	66,458	71,480	1.00	70,788	1.00		
086	ASSISTANT FINANCE DIRECTOR												
	120,523	1.00	99,641	1.00	187,912	1.70	160,403	149,541	1.20	148,101	1.20		
169	SENIOR ACCOUNTANT												
	128,479	2.10	172,062	2.10	157,319	1.80	158,296	155,283	1.65	153,775	1.65		
172	ACCOUNTANT												
	70,621	1.00	71,942	1.00	73,737	1.00	73,568	76,754	1.00	76,016	1.00		
245	ACCOUNTING ASSISTANT												
	41,448	1.00	49,984	1.00	54,117	1.00	53,862	58,828	1.00	58,828	1.00		
248	ACCOUNTING SPECIALIST												
	204,858	4.00	224,948	4.00	218,334	4.00	219,902	229,643	4.00	229,643	4.00		
275	TEMPORARY EMPLOYEES												
	22,560		4,164		20,000		2,000	5,000		5,000			
299	PAYROLL TAXES AND FRINGES												
	432,284		444,753		534,987		480,272	518,801		533,951			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,305,875	11.85	1,317,197	11.85	1,501,976	12.25	1,406,418	1,465,354	11.60	1,474,197	11.60		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,947		2,051		2,400		2,200	2,400		2,400			
303	OFFICE FURNITURE & EQUIPMENT												
	2,491		1,713		2,005		1,500	2,000		2,000			
307	MEMBERSHIP FEES												
	2,169		2,459		2,450		2,450	2,820		2,820			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 045 FINANCIAL REPORTING MANAGER
  
- 075 PAYROLL ADMINISTRATOR
  
- 086 ASSISTANT FINANCE DIRECTOR  
 FY 18-19 REFLECTS A 1 FTE INCREASE DUE TO REDUCED SCHEDULE OF THE INCUMBENT AND THEN THE  
 THE INCUMBENT'S EVENTUAL RETIREMENT. THE ADDITIONAL FTE WILL ALLOW FOR A SMOOTH  
 TRANSITION.  
 FY 19-20 REFLECTS .70 FTE ASST. FINANCE DIRECTOR POSITION REDUCING TO A .20 FTE POSITION.
  
- 169 SENIOR ACCOUNTANT  
 ONE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 ONE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.
  
- 172 ACCOUNTANT
  
- 245 ACCOUNTING ASSISTANT
  
- 248 ACCOUNTING SPECIALIST
  
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP TO ASSIST WITH VARIOUS PROJECTS AND TASKS, SUCH AS BUSINESS LICENSES,  
 ACCOUNTING STANDARDS IMPLEMENTATION AND OTHER ACCOUNTING MATTERS.
  
- 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 FOR THE ENTIRE FINANCE DEPARTMENT (20 STAFF)  
 W2 FORMS \$100  
 1099 FORMS \$200  
 GENERAL OFFICE SUPPLIES \$2,100
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 NEW CHAIRS, DESK HEIGHT MODIFICATIONS, MONITOR ARMS & CALCULATORS AS NEEDED. \$2,000
  
- 307 MEMBERSHIP FEES  
 MEMBERSHIP FEES - AMERICAN PAYROLL ASSOCIATION \$290  
 OREGON SOCIETY OF CPA'S (OSCPA) 2 @\$275 \$550  
 OREGON BOARD OF ACCOUNTANCY (CPA LICENSE RENEWAL) 2@\$160 \$320  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC (OGFOA) 7@\$110 \$770  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) \$790  
 NOTARY PUBLIC \$100

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE 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
312	DEPOSIT SHORTAGE/OVERAGE												
	-1		15										
317	COMPUTER EQUIPMENT												
			7,637		1,992		2,500	2,000		2,000		2,000	
318	COMPUTER SOFTWARE												
					600		620	300		300		300	
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,062		6,884		11,500		10,000	12,500		12,500		12,500	
330	MILEAGE REIMBURSEMENT												
	161		206		225		100	100		100		100	
341	COMMUNICATIONS EXPENSE												
	740		742		744		750	750		750		750	
511	PROFESSIONAL SERVICES												
	105,341		100,045		104,360		115,000	125,000		121,120		121,120	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	117,910		121,752		126,276		135,120	147,870		143,990		143,990	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	52,699		56,719		58,220		58,220	63,551		60,002		60,002	
TOTAL CLASS: 25 TRANSFERS													
	52,699		56,719		58,220		58,220	63,551		60,002		60,002	
TOTAL PROGRAM: 0548 FINANCE OPERATIONS													
	1,476,484	11.85	1,495,668	11.85	1,686,472	12.25	1,599,758	1,676,775	11.60	1,678,189	11.60	1,678,189	11.60
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	2,019,117	15.85	2,061,064	15.85	2,288,143	16.25	2,190,884	2,312,330	15.60	2,317,142	15.60	2,317,142	15.60

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

312	DEPOSIT SHORTAGE/OVERAGE
317	COMPUTER EQUIPMENT COMPUTER FOR INTERN \$2,000
318	COMPUTER SOFTWARE ADOBE ACROBAT PRO FOR ASSISTANT FINANCE DIRECTOR \$300
321	TRAVEL, TRAINING & SUBSISTENCE GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OGFOA, OSCPA, OCCMA CONFERENCES AND ANNUAL PAYROLL USER GROUP \$12,500
330	MILEAGE REIMBURSEMENT OCCASIONAL TRAVEL IN NON-CITY VEHICLE AS NECESSARY \$100
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR ASSISTANT FINANCE DIRECTOR AT \$62 PER MONTH \$750
511	PROFESSIONAL SERVICES ANNUAL AUDIT FEE FOR FY 2018 (\$66,310 CONTRACT PRICE LESS \$27,000 FOR FY 18 INTERIM) REMAINING AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2018 - \$39,310 INTERIM AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2019 - \$28,000 INVESTMENT PORTFOLIO TRACKING SERVICE - \$2820 INVESTMENT ADVISORY SERVICES - \$25,000 MISC FEES FOR FINANCIAL PLANNING & BOND COUNSEL - \$9230 TOTAL FOR FY 17-18 - \$104,360 ANNUAL AUDIT FEE FOR FY 2019 (\$68,300 CONTRACT PRICE LESS \$29,000 FOR FY 19 INTERIM) REMAINING AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2019 \$38,300 INTERIM AUDIT FEES FOR FISCAL YEAR ENDING 6/30/2020 \$30,000 INVESTMENT PORTFOLIO TRACKING SERVICE \$2,820 INVESTMENT ADVISORY SERVICES \$45,000 MISC FEES FOR FINANCIAL PLANNING & BOND COUNSEL \$5,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$60,002

**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
001-20	FINANCE DEPARTMENT											
001-20-0541-05-021	FINANCE DIRECTOR	1.00	2,160			167,663				167,663	75,998	243,661
001-20-0541-05-074	BUDGET COORDINATOR	1.00	2,161	8		76,397	398		3,600	80,395	31,714	112,109
	FINANCE ADMINISTRATION	2.00	4,321	8		244,060	398		3,600	248,058	107,712	355,770
001-20-0542-05-149	PURCHASING AGENT	1.00	2,080			79,064				79,064	39,215	118,279
001-20-0542-05-221	SUPPORT SPECIALIST 2	1.00	2,080			48,234				48,234	29,645	77,879
	PURCHASING	2.00	4,160			127,298				127,298	68,860	196,158
001-20-0548-05-045	FINANCIAL REPORTING MANAGER	1.75	3,759			191,657				191,657	95,800	287,457
001-20-0548-05-075	PAYROLL ADMINISTRATOR	1.00	2,120	20		65,564	894			66,458	42,122	108,580
001-20-0548-05-086	ASSISTANT FINANCE DIRECTOR	1.70	2,768			160,403				160,403	70,960	231,363
971 001-20-0548-05-169	SENIOR ACCOUNTANT	1.80	3,827			158,296				158,296	71,770	230,066
001-20-0548-05-172	ACCOUNTANT	1.00	2,080			73,568				73,568	31,646	105,214
001-20-0548-05-245	ACCOUNTING ASSISTANT	1.00	2,080	15		49,716	546		3,600	53,862	14,352	68,214
001-20-0548-05-248	ACCOUNTING SPECIALIST	4.00	7,977	17		219,207	695			219,902	153,454	373,356
001-20-0548-05-275	TEMPORARY EMPLOYEES		134			1,994			6	2,000	168	2,168
	FINANCE OPERATIONS	12.25	24,745	52		920,405	2,135		3,606	926,146	480,272	1,406,418
	**** DEPARTMENT TOTAL ****	16.25	33,226	60		1,291,763	2,533		7,206	1,301,502	656,844	1,958,346

**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
001-20	FINANCE DEPARTMENT											
001-20-0541-05-021	FINANCE DIRECTOR	1.00	2,196			174,781				174,781	88,804	263,585
001-20-0541-05-074	BUDGET COORDINATOR	1.00	2,176	8		78,917	435		3,600	82,952	35,355	118,307
	FINANCE ADMINISTRATION	2.00	4,372	8		253,698	435		3,600	257,733	124,159	381,892
001-20-0542-05-149	PURCHASING AGENT	1.00	2,096			81,696				81,696	44,634	126,330
001-20-0542-05-221	SUPPORT SPECIALIST 2	1.00	2,096			52,845				52,845	34,099	86,944
	PURCHASING	2.00	4,192			134,541				134,541	78,733	213,274
001-20-0548-05-045	FINANCIAL REPORTING MANAGER	1.75	3,788			198,095				198,095	109,685	307,780
001-20-0548-05-075	PAYROLL ADMINISTRATOR	1.00	2,096	20		69,802	986			70,788	48,208	118,996
001-20-0548-05-086	ASSISTANT FINANCE DIRECTOR	1.20	2,516			148,101				148,101	76,285	224,386
972 001-20-0548-05-169	SENIOR ACCOUNTANT	1.65	3,545			153,775				153,775	77,525	231,300
001-20-0548-05-172	ACCOUNTANT	1.00	2,096			76,016				76,016	36,292	112,308
001-20-0548-05-245	ACCOUNTING ASSISTANT	1.00	2,096	15		54,663	565		3,600	58,828	17,709	76,537
001-20-0548-05-248	ACCOUNTING SPECIALIST	4.00	7,964			229,643				229,643	167,813	397,456
001-20-0548-05-275	TEMPORARY EMPLOYEES		500			5,000				5,000	434	5,434
	FINANCE OPERATIONS	11.60	24,601	35		935,095	1,551		3,600	940,246	533,951	1,474,197
	**** DEPARTMENT TOTAL ****	15.60	33,165	43		1,323,334	1,986		7,200	1,332,520	736,843	2,069,363

**FINANCE-WATER FUND**

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

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

**Program Goal:**

To maintain the financial stability for the operation and maintenance of City's water system by providing citizens and businesses with timely and accurate utility bills and the subsequent collection and deposit of these charges. These efforts are aimed at achievement of the City Council priority of "Build stronger relationships with local special districts" as all utility services are provided in partnership with other regional agencies such as Clean Water Services and the Joint Water Commission. This effort applies to Water, Sanitary Sewer and Storm Drain utilities.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.64	1.64	2.08	2.13	0.00
PERSONNEL SERVICES	\$146,790	\$138,860	\$194,449	\$208,477	\$0
MATERIALS & SERVICES	142,160	152,828	150,751	191,215	0
CAPITAL OUTLAY					
TRANSFERS	2,351	2,081	2,772	2,752	0
<b>TOTAL</b>	<b>\$291,301</b>	<b>\$293,769</b>	<b>\$347,972</b>	<b>\$402,444</b>	<b>\$0</b>

**Program Objective (services provided):**

- Coordinate meter reading and generate a timely, easy to understand bill to customers for water usage, water meter and water line service.
- Promptly post payments of water charges to the appropriate customer account(s).
- Provide citizens and businesses with outstanding customer service for the following functions:
  - Information regarding their water accounts
  - Establishing and closing customer accounts
  - Assist customers with navigating the web in making on-line payments
  - Assistance with payment arrangements, account hardship assistance payments, delinquent charges, leak adjustments, scheduling turn-on and discontinuance of water services
- Update and maintain customer records.
- Implement City Code with respect to water service regulations.
- Perform prudent and timely collection practices to maintain a low delinquency and non-payment rate. Assign severely delinquent accounts to the collection agency for assistance.
- Perform a monthly reconciliation between customer accounts and the general ledger.
- Recommend the adjustment of service rates and control expenses sufficiently to maintain adequate cash flow and debt service coverage ratios.

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

The City is currently in the process of renegotiating a contract to complete a major upgrade to the Utility Billing System with the present vendor and hope to receive their contract along with a time line of implementation by the end of December 2019. We hope to have the new upgrade operational during FY 2019-20. In addition, the City is currently in the process of implementing radio read capability for reading meters in new developments such as in the South Cooper Mountain area or large meters in vaults. During the fiscal year we filled positions among the Utility Billing (UB) staff vacated by retirements and expansion, including the position of Lead Worker. With a new phone system a Call Center board was installed that easily allows all UB staff to recognize who is already engaged with a customer or if a Spanish-speaking customer is waiting for service.

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

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

In regional water business:

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

**FY 2019-20 Action Plan:**

- Fully implement the upgrade of the City's current Utility Billing System to a new SQL based database platform.
- With the withdrawal of water customers from TVWD and the City taking over and providing water service to more areas of the City, continue the set-up of new customer accounts. There will also be several thousand new accounts created by residential development at S. Cooper Mountain.
- Maintain water rates sufficient to meet operating costs, replacement, upgrades and debt service coverage ratio.
- Continue to pursue staffing changes to accommodate succession plans across the utility related staff. This includes management staff changes in assignment.
- Work to complete the City's first non-potable water irrigation (purple pipe) system in the South Cooper Mountain development area.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Number of water accounts*	17,980	18,031	22,300 / 22,400	22,925
Number of water accounts maintained per FTE *	4,495	4,508	4,460 / 4,480	4,585
Avg. Monthly Uncollectable Account Write Offs	\$1,150	\$2,400	\$2,000 / \$1,400	\$2,000
Percentage of Account Write Offs of Total Sales	.10%	.19%	.17% / .11%	.12%
Number of customers receiving e-bills**	3,500	4,620	5,000 / 3,492^	3,806^
Percentage of Accounts using e-bills**	16%	26%	28% / 15.6%^	16.6%^
Number of Debit/Credit Card transactions through the web**	70,000	81,800	84,000 / 89,200	97,200
Number of Autopay transactions through the web**	24,000	38,200	40,000 / 43,975	47,930
Total \$ all utility payments, received through the web**	\$9,000,000	\$11,180,000	\$11,200,000 / \$12,458,000	\$13,579,000

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

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

^ Performance measure changed to include only current active accounts.

**Performance Outcomes and Program Trends:**

The program has been better able to meet the increasing demand for utility billing services with the increase of one staff member for customer service and the increased involvement of another Senior Accountant in Utility Billing management. The amount of work involved with transitioning more than 4100 customer accounts from the Tualatin Valley Water District to the city was considerable and on-going. As the more intensive phases of the withdrawal process declines, then the work of finally upgrading the billing and customer account software will take off.

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

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

**Performance Outcomes and Program Trends (continued):**

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

Water consumption for the current year is expected to be slightly higher or even with the previous year. There was not a lot of growth in the past years, but is expected to increase for FY 2019-20, as construction starts in the new South Cooper Mountain area. As areas of the City are drawn into the City's water service area from other water districts, customer counts will increase. In the current year, any growth has been offset by water conservation measures.

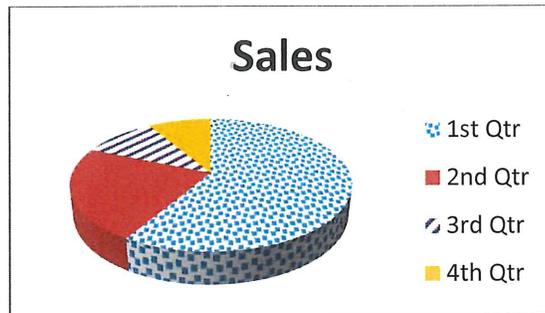
The City of Beaverton is an active member of the Joint Water Commission and Barney Reservoir Commission purchasing water for industrial, commercial, domestic and irrigation purposes. Water consumption trends in Beaverton mirror the per capita reduction experienced by other utilities. While conservation is encouraged to reduce the amount of wasteful water usage, the reduction in annual sales affects the financial health of the utility. The City of Beaverton has made it a practice to make gradual increases in both base and consumption rates (per 100 cubic feet) and anticipates another increase in the coming year based on careful analysis of the performance of the Water Fund. There is a 10 cent increase (3.15%) in the water consumption rate, and a 6.7% increase in the water base charge planned for FY 19-20.

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

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20 **
Water Using 8 CCF:				
Base*	\$13.00	\$14.00	\$15.00	\$16.00
Consumption*	<u>23.76</u>	<u>24.56</u>	<u>25.36</u>	<u>26.16</u>
Total	<u>\$36.76</u>	<u>\$38.56</u>	<u>\$40.36</u>	<u>\$42.16</u>

\*\* Proposed

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



### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	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

169 SENIOR ACCOUNTANT	26,408	.30	26,917	.30	35,289	.40	26,349	35,207	41,357	.45	40,960	.45		
245 ACCOUNTING ASSISTANT	46,340	1.00	45,645	1.00	64,097	1.34	42,034	57,842	67,353	1.34	67,353	1.34		
248 ACCOUNTING SPECIALIST	19,394	.34	19,581	.34	20,137	.34	17,711	23,714	18,347	.34	18,347	.34		
275 TEMPORARY EMPLOYEES	3,520													
299 PAYROLL TAXES AND FRINGES	51,128		46,717		74,926		50,255	68,174	81,091		81,817			
<b>9/6 TOTAL CLASS: 05 PERSONNEL SERVICES</b>	<b>146,790</b>	<b>1.64</b>	<b>138,860</b>	<b>1.64</b>	<b>194,449</b>	<b>2.08</b>	<b>136,349</b>	<b>184,937</b>	<b>208,148</b>	<b>2.13</b>	<b>208,477</b>	<b>2.13</b>		

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	104		192		367		482	750	300		300			
302 POSTAGE EXPENSE	25,539		24,783		28,000		28,000	28,000	32,000		32,000			
303 OFFICE FURNITURE & EQUIPMENT	188		397		467		1,100	1,000	400		400			
305 SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000		5,000	5,000	6,500		6,500			
307 MEMBERSHIP FEES	118		270		402		120	402	442		442			
321 TRAVEL, TRAINING & SUBSISTENCE	108		908		1,515		1,400	1,373	1,373		1,373			
406 BANK SERVICE FEES	83,293		95,298		84,000		69,524	106,500	118,000		118,000			
511 PROFESSIONAL SERVICES														

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER 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
	26,092		28,480		31,000		22,089	31,000	32,200		32,200			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	142,160		152,828		150,751		121,315	174,052	191,215		191,215			
CLASS: 25 TRANSFERS														
816 TRSFERS TO REPROGRAPHICS FUND														
	2,351		2,081		2,772		1,873	2,772	2,915		2,752			
TOTAL CLASS: 25 TRANSFERS														
	2,351		2,081		2,772		1,873	2,772	2,915		2,752			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	291,301	1.64	293,769	1.64	347,972	2.08	259,537	361,761	402,278	2.13	402,444	2.13		

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**WATER FUND - FINANCE  
FY 2018-19 ADOPTED**

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

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
169	SENIOR ACCOUNTANT	0.40		0.05 <sup>a</sup>			0.45
245	ACCOUNTING ASSISTANT	1.34					1.34
248	ACCOUNTING SPECIALIST	0.34					0.34
	<b>Total</b>	<b>2.08</b>	<b>0.00</b>	<b>0.05</b>	<b>0.00</b>	<b>0.00</b>	<b>2.13</b>

<sup>a</sup> FY 2019-20 reallocates one of the Senior Accountant positions to more accurately reflect the position's time to 15% each in the Water, Sewer, and Storm Drain Funds.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

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

169	SENIOR ACCOUNTANT												
	26,408	.30	26,917	.30	35,289	.40	35,207	41,357	.45	40,960	.45		
245	ACCOUNTING ASSISTANT												
	46,340	1.00	45,645	1.00	64,097	1.34	57,842	67,353	1.34	67,353	1.34		
248	ACCOUNTING SPECIALIST												
	19,394	.34	19,581	.34	20,137	.34	23,714	18,347	.34	18,347	.34		
275	TEMPORARY EMPLOYEES												
	3,520												
299	PAYROLL TAXES AND FRINGES												
	51,128		46,717		74,926		68,174	81,091		81,817			

TOTAL CLASS: 05 PERSONNEL SERVICES

	146,790	1.64	138,860	1.64	194,449	2.08	184,937	208,148	2.13	208,477	2.13		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	104		192		367		750	300		300			
302	POSTAGE EXPENSE												
	25,539		24,783		28,000		28,000	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT												
	188		397		467		1,000	400		400			
305	SPECIAL DEPARTMENT SUPPLIES												
	6,718		2,500		5,000		5,000	6,500		6,500			
307	MEMBERSHIP FEES												
	118		270		402		402	442		442			
321	TRAVEL, TRAINING & SUBSISTENCE												
	108		908		1,515		1,400	1,373		1,373			
406	BANK SERVICE FEES												
	83,293		95,298		84,000		106,500	118,000		118,000			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION ALL ARE ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST  
 ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 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  
 MISC OFFICE SUPPLIES \$300
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$32,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 MISC. SMALL EQUIPMENT AND REPLACEMENT FURNITURE \$400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. REFLECTS 4100+ NEW  
 ACCOUNTS \$6,500
- 307 MEMBERSHIP FEES  
 AMERICAN WATER WORKS ASSOCIATION \$85  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$102  
 OREGON BOARD OF ACCOUNTANCY \$100  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$72
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION SPRING CONFERENCE \$367  
 GOVERNMENT FINANCE OFFICERS ASSOC. GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$107  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$107  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400  
 OREGON SOCIETY OF CPAS - ETHICS \$75
- 406 BANK SERVICE FEES  
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD AND LOCKBOX PAYMENTS \$118,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

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
511	PROFESSIONAL SERVICES												
	26,092		28,480		31,000		31,000	32,200		32,200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	142,160		152,828		150,751		174,052	191,215		191,215			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,351		2,081		2,772		2,772	2,915		2,752			
TOTAL CLASS: 25 TRANSFERS													
	2,351		2,081		2,772		2,772	2,915		2,752			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	291,301	1.64	293,769	1.64	347,972	2.08	361,761	402,278	2.13	402,444	2.13		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	291,301	1.64	293,769	1.64	347,972	2.08	361,761	402,278	2.13	402,444	2.13		

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,500  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,700  
ACCELA CHARGES FOR WEB TRANSACTIONS \$22,700  
CARE TO SHARE ADMINISTRATION FEE FOR HANDLING UTILITY ASSISTANCE PAYMENTS \$230

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,752

**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
501-20	FINANCE DEPARTMENT											
501-20-0545-05-169	SENIOR ACCOUNTANT	0.40	831			35,207				35,207	16,753	51,960
501-20-0545-05-245	ACCOUNTING ASSISTANT	1.34	2,524	1		57,833	11			57,842	39,055	96,897
501-20-0545-05-248	ACCOUNTING SPECIALIST	0.34	884			23,714				23,714	12,366	36,080
	UTILITY BILLING & COLLECTIONS	2.08	4,239	1		116,754	11			116,763	68,174	184,937
	**** DEPARTMENT TOTAL ****	2.08	4,239	1		116,754	11			116,763	68,174	184,937

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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
501-20	FINANCE DEPARTMENT											
501-20-0545-05-169	SENIOR ACCOUNTANT	0.45	941			40,960				40,960	21,540	62,500
501-20-0545-05-245	ACCOUNTING ASSISTANT	1.34	2,810			67,353				67,353	50,699	118,052
501-20-0545-05-248	ACCOUNTING SPECIALIST	0.34	714			18,347				18,347	9,578	27,925
	UTILITY BILLING & COLLECTIONS	2.13	4,465			126,660				126,660	81,817	208,477
	**** DEPARTMENT TOTAL ****	2.13	4,465			126,660				126,660	81,817	208,477

986

**FINANCE - SEWER FUND**

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

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

**Program Goal:**

To maintain the financial stability for the operation and maintenance of City's sewer system by providing citizens and businesses with timely and accurate utility bills and the subsequent collection and deposit of these charges.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.63	1.63	2.06	2.11	0.00
PERSONNEL SERVICES	\$146,226	\$138,158	\$192,759	\$206,976	\$0
MATERIALS & SERVICES	192,472	199,977	204,666	239,130	0
CAPITAL OUTLAY					
TRANSFERS	1,663	1,338	1,663	1,651	0
<b>TOTAL</b>	<b>\$340,361</b>	<b>\$339,473</b>	<b>\$399,088</b>	<b>\$447,757</b>	<b>\$0</b>

**Program Objective (services provided):**

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

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

- Pursue staffing changes to accommodate succession plans across the utility related staff. One additional Accounting Assistant position was created in FY 2018-19 and a portion of a second Senior Accountant's time was allocated to the enterprise funds.
- Incorporation of the 4000+ accounts transferred from TVWD has little financial impact on the Sewer or Storm Drain Fund as these customers were previously billed by TVWD under a "joint-billing" arrangement.

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

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

**FY 2019-20 Action Plan:**

- Continued work on the upgrade of the City's current Utility Billing System to a new SQL based database platform.
- Maintain sewer rates sufficient to meet operating costs, replacement, and upgrades.
- Perform the annual update of customer's winter water averages for Sewer Usage charges.
- Continue working with GIS department on customer plumbing fixture count data that eventually can be interfaced with the City's Utility Billing system.

<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 sewer accounts*	22,900	23,004	23,320 / 23,145	23,370
Number of sewer accounts maintained per FTE	5,723	5,751	4,640 / 4,629	4,674
Avg. Monthly Uncollectable Account Write Offs	\$2,150	\$1,198	\$2,000 / \$1,750	\$2,000
Percentage of Account Write Offs of Total Sales**	.77%	.51%	.83% / .71%	.79%
Number of utility customers receiving e-bills***	3,500	4,620	5,000 / 3,492^	3,806^
Percentage of Accounts using e-bills***	16%	26%	28% / 15.6%^	16.6%^
Number of Debit/Credit Card transactions through the web***	70,000	81,800	84,000 / 89,200	97,200
Number of Autopay transactions through the web***	24,000	38,200	40,000 / 43,975	47,930
Total \$ all utility payments, received through the web***	\$9,000,000	\$11,180,000	\$11,200,000 / \$12,458,00	\$13,579,000

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

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

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

^ Performance measure changed to include only current active accounts.

**Performance Outcomes and Program Trends:**

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

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

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

**Performance Outcomes and Program Trends (continued):**

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

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

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

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

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20*
Sewer Using 8 CCF of Winter Water:				
Base	\$27.45	\$27.78	\$30.62	\$31.55
Use	<u>14.56</u>	<u>15.76</u>	<u>16.24</u>	<u>16.72</u>
Subtotal	\$42.01	\$43.54	\$46.86	48.27
Surcharge**	<u>2.00</u>	<u>2.00</u>	<u>0.05</u>	<u>0.05</u>
Total	<u>\$44.01</u>	<u>\$45.54</u>	<u>\$46.91</u>	<u>48.32</u>

\* FY 19-20 includes an estimated increase of 3.0% on Sewer Base and Use rates.

\*\*City makes a \$2.00 contribution into the surcharge account from the base rate.

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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

169 SENIOR ACCOUNTANT	26,408	.30	26,917	.30	35,289	.40	26,349	35,207	41,357	.45	40,960	.45		
245 ACCOUNTING ASSISTANT	46,646	1.00	45,769	1.00	63,744	1.33	41,936	57,663	66,975	1.33	66,975	1.33		
248 ACCOUNTING SPECIALIST	18,824	.33	19,006	.33	19,544	.33	17,189	23,015	17,808	.33	17,808	.33		
275 TEMPORARY EMPLOYEES	3,416													
299 PAYROLL TAXES AND FRINGES	50,932		46,466		74,182		50,021	67,729	80,498		81,233			

986

TOTAL CLASS: 05 PERSONNEL SERVICES	146,226	1.63	138,158	1.63	192,759	2.06	135,495	183,614	206,638	2.11	206,976	2.11		
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	104		167		367		409	750	300		300			
302 POSTAGE EXPENSE	25,539		24,783		28,000		28,000	28,000	32,000		32,000			
303 OFFICE FURNITURE & EQUIPMENT	188		397		467		1,100	1,000	400		400			
305 SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000			5,000	6,500		6,500			
307 MEMBERSHIP FEES	33		185		317		120	317	357		357			
321 TRAVEL, TRAINING & SUBSISTENCE	108		610		1,515			1,400	1,373		1,373			
406 BANK SERVICE FEES	82,073		94,058		84,000		68,264	106,500	118,000		118,000			
511 PROFESSIONAL SERVICES														

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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
	77,709		77,277		85,000		75,929	85,000	80,200		80,200			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	192,472		199,977		204,666		173,822	227,967	239,130		239,130			
CLASS: 25 TRANSFERS														
816 TRSFERS TO REPROGRAPHICS FUND														
	1,663		1,338		1,663		1,229	1,663	1,749		1,651			
TOTAL CLASS: 25 TRANSFERS														
	1,663		1,338		1,663		1,229	1,663	1,749		1,651			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	340,361	1.63	339,473	1.63	399,088	2.06	310,546	413,244	447,517	2.11	447,757	2.11		

066

**SEWER FUND - FINANCE  
FY 2018-19 ADOPTED**

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

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
169	SENIOR ACCOUNTANT	0.40		0.05 <sup>a</sup>			0.45
245	ACCOUNTING ASSISTANT	1.33					1.33
248	ACCOUNTING SPECIALIST	0.33					0.33
	<b>Total</b>	<b>2.06</b>	<b>0.00</b>	<b>0.05</b>	<b>0.00</b>	<b>0.00</b>	<b>2.11</b>

<sup>a</sup> FY 2019-20 reallocates one of the Senior Accountant positions to more accurately reflect the position's time to 15% each in the Water, Sewer, and Storm Drain Funds.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

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

169	SENIOR ACCOUNTANT												
	26,408	.30	26,917	.30	35,289	.40	35,207	41,357	.45	40,960	.45		
245	ACCOUNTING ASSISTANT												
	46,646	1.00	45,769	1.00	63,744	1.33	57,663	66,975	1.33	66,975	1.33		
248	ACCOUNTING SPECIALIST												
	18,824	.33	19,006	.33	19,544	.33	23,015	17,808	.33	17,808	.33		
275	TEMPORARY EMPLOYEES												
	3,416												
299	PAYROLL TAXES AND FRINGES												
	50,932		46,466		74,182		67,729	80,498		81,233			

TOTAL CLASS: 05 PERSONNEL SERVICES

	146,226	1.63	138,158	1.63	192,759	2.06	183,614	206,638	2.11	206,976	2.11		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	104		167		367		750	300		300			
302	POSTAGE EXPENSE												
	25,539		24,783		28,000		28,000	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT												
	188		397		467		1,000	400		400			
305	SPECIAL DEPARTMENT SUPPLIES												
	6,718		2,500		5,000		5,000	6,500		6,500			
307	MEMBERSHIP FEES												
	33		185		317		317	357		357			
321	TRAVEL, TRAINING & SUBSISTENCE												
	108		610		1,515		1,400	1,373		1,373			
406	BANK SERVICE FEES												
	82,073		94,058		84,000		106,500	118,000		118,000			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 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  
 MISC OFFICE SUPPLIES \$300
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$32,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING DESK SURFACE AND CHAIR REPLACEMENT \$400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$6,500
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$102  
 OREGON BOARD OF ACCOUNTANCY \$100  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$72
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC- SPRING CONFERENCE \$367  
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$107  
 OREGON SOCIETY OF CPAS - ETHICS \$75  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$107  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400
- 406 BANK SERVICE FEES  
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$118,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

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
511	PROFESSIONAL SERVICES												
	77,709		77,277		85,000		85,000	80,200		80,200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	192,472		199,977		204,666		227,967	239,130		239,130			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	1,663		1,338		1,663		1,663	1,749		1,651			
TOTAL CLASS: 25 TRANSFERS													
	1,663		1,338		1,663		1,663	1,749		1,651			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	340,361	1.63	339,473	1.63	399,088	2.06	413,244	447,517	2.11	447,757	2.11		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	340,361	1.63	339,473	1.63	399,088	2.06	413,244	447,517	2.11	447,757	2.11		

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,500  
TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$48,000  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,700  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENTS TRANSACTIONS \$22,700  
CARE TO SHARE ADMINISTRATION FEES FOR HANDLING UTILITY PAYMENT ASSISTANCE \$230

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
502-20	FINANCE DEPARTMENT											
502-20-0545-05-169	SENIOR ACCOUNTANT	0.40	831			35,207				35,207	16,753	51,960
502-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,517			57,653	9			57,663	38,975	96,638
502-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	859			23,015				23,015	12,001	35,016
	UTILITY BILLING & COLLECTIONS	2.06	4,207			115,875	9			115,885	67,729	183,614
	**** DEPARTMENT TOTAL ****	2.06	4,207			115,875	9			115,885	67,729	183,614

997

**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
502-20	FINANCE DEPARTMENT											
502-20-0545-05-169	SENIOR ACCOUNTANT	0.45	941			40,960				40,960	21,540	62,500
502-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,787			66,975				66,975	50,401	117,376
502-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	691			17,808				17,808	9,292	27,100
	UTILITY BILLING & COLLECTIONS	2.11	4,419			125,743				125,743	81,233	206,976
	**** DEPARTMENT TOTAL ****	2.11	4,419			125,743				125,743	81,233	206,976

866

**FINANCE - STORM DRAIN FUND**

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

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

**Program Goal:**

To maintain the financial stability for the operation and maintenance of City's storm drain system by providing citizens and businesses with timely and accurate utility bills and the subsequent collection and deposit of these charges.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.63	1.63	2.06	2.11	0.00
PERSONNEL SERVICES	\$142,831	\$138,100	\$192,786	\$206,955	\$0
MATERIALS & SERVICES	192,471	199,976	204,663	239,130	0
CAPITAL OUTLAY					
TRANSFERS	1,662	1,337	1,663	1,651	0
<b>TOTAL</b>	<b>\$336,964</b>	<b>\$339,413</b>	<b>\$399,112</b>	<b>\$447,736</b>	<b>\$0</b>

**Program Objective (services provided):**

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

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

The City is currently in the process of renegotiating a contract to complete the upgrade to the Utility Billing System with the present vendor and hope to receive their contract along with a time line of implementation by the end of FY 2018-19.

**FY 2019-20 Action Plan:**

- Continued work on the upgrade of the City's current Utility Billing System to a new SQL based database platform.
- Maintain storm drain rates sufficient to meet operating costs, replacement, and upgrades.
- Continue working with GIS department on updating and verification of impervious area data that can be shared with the City's Utility Billing system.
- Assess a ROW Fee equivalent to 5% of Gross Revenue on the storm drain utility revenue accruing to CWS.
- Continue to pursue staffing changes to accommodate succession plans across the utility related staff. One additional Accounting Assistant position will be created in FY 2018-19 and a portion of a second Senior Accountant's time will be allocated to the enterprise funds.

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

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

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Number of storm drain accounts*	22,930	23,037	23,230 / 23,173	23,398
Number of storm drain accounts maintained per FTE	5,733	5,759	4,646 / 4,635	4,680
Avg. Monthly Uncollectable Account Write Offs	\$385	\$300	\$350 / \$339	\$385
Percentage of Account Write Offs of Total Sales	.09%	.09%	.10% / .09%	.09%
Number of utility customers receiving e-bills**	3,500	4,620	5,000 / 3,492^	3,806^
Percentage of Accounts using e-bills**	16%	26%	28% / 15.6%^	16.6%^
Number of Debit**/Credit Card transactions through the web**	70,000	81,800	84,000 / 89,200	97,200
Number of Autopay transactions through the web**	24,000	38,200	40,000 / 43,975	47,930
Total \$ all utility payments, received through the web**	\$9,000,000	\$11,180,000	\$11,200,000 / \$12,458,000	\$13,579,000

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

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

^ Performance measure changed to include only current active accounts.

**Performance Outcomes and Program Trends:**

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

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

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

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

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

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

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

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20*
Storm Drain:				
Base	\$7.25	\$7.75	\$ 8.25	\$ 8.75
Surcharge	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	<u>\$9.25</u>	<u>\$9.75</u>	<u>\$10.25</u>	<u>\$10.75</u>

\*FY 19-20 includes an estimated increase of 6.1% or 50 cents per equivalent service unit (ESU) on the base rate.

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	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

169	SENIOR ACCOUNTANT													
	26,410	.30	26,917	.30	35,289	.40	26,346	35,207	41,357	.45	40,960	.45		
245	ACCOUNTING ASSISTANT													
	46,776	1.00	45,681	1.00	63,678	1.33	41,886	57,615	66,935	1.33	66,935	1.33		
248	ACCOUNTING SPECIALIST													
	18,824	.33	19,006	.33	19,545	.33	17,189	23,011	17,808	.33	17,808	.33		
275	TEMPORARY EMPLOYEES													
	3,416													
299	PAYROLL TAXES AND FRINGES													
	47,405		46,496		74,274		50,037	67,751	80,517		81,252			
1002	TOTAL CLASS: 05 PERSONNEL SERVICES													
	142,831	1.63	138,100	1.63	192,786	2.06	135,458	183,584	206,617	2.11	206,955	2.11		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	104		167		366		409	750	300		300			
302	POSTAGE EXPENSE													
	25,539		24,783		28,000		28,000	28,000	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT													
	188		397		466		1,099	1,000	400		400			
305	SPECIAL DEPARTMENT SUPPLIES													
	6,718		2,500		5,000		5,000	5,000	6,500		6,500			
307	MEMBERSHIP FEES													
	33		185		316		120	316	357		357			
321	TRAVEL, TRAINING & SUBSISTENCE													
	108		609		1,515			1,400	1,373		1,373			
406	BANK SERVICE FEES													
	82,073		94,058		84,000		68,264	106,500	118,000		118,000			
511	PROFESSIONAL SERVICES													

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN 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
	77,708		77,277		85,000		75,929	85,000	80,200		80,200			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	192,471		199,976		204,663		173,821	227,966	239,130		239,130			
CLASS: 25 TRANSFERS														
816 TRSFERS TO REPROGRAPHICS FUND														
	1,662		1,337		1,663		1,229	1,663	1,749		1,651			
TOTAL CLASS: 25 TRANSFERS														
	1,662		1,337		1,663		1,229	1,663	1,749		1,651			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
	336,964	1.63	339,413	1.63	399,112	2.06	310,508	413,213	447,496	2.11	447,736	2.11		

1003

**STORM DRAIN FUND - FINANCE  
FY 2018-19 ADOPTED**

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

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
169	SENIOR ACCOUNTANT	0.40		0.05 <sup>a</sup>			0.45
245	ACCOUNTING ASSISTANT	1.33					1.33
248	ACCOUNTING SPECIALIST	0.33					0.33
	<b>Total</b>	<b>2.06</b>	<b>0.00</b>	<b>0.05</b>	<b>0.00</b>	<b>0.00</b>	<b>2.11</b>

<sup>a</sup> FY 2019-20 reallocates one of the Senior Accountant positions to more accurately reflect the position's time to 15% each in the Water, Sewer, and Storm Drain Funds.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

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

169	SENIOR ACCOUNTANT												
	26,410	.30	26,917	.30	35,289	.40	35,207	41,357	.45	40,960	.45		
245	ACCOUNTING ASSISTANT												
	46,776	1.00	45,681	1.00	63,678	1.33	57,615	66,935	1.33	66,935	1.33		
248	ACCOUNTING SPECIALIST												
	18,824	.33	19,006	.33	19,545	.33	23,011	17,808	.33	17,808	.33		
275	TEMPORARY EMPLOYEES												
	3,416												
299	PAYROLL TAXES AND FRINGES												
	47,405		46,496		74,274		67,751	80,517		81,252			

TOTAL CLASS: 05 PERSONNEL SERVICES

	142,831	1.63	138,100	1.63	192,786	2.06	183,584	206,617	2.11	206,955	2.11		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	104		167		366		750	300		300			
302	POSTAGE EXPENSE												
	25,539		24,783		28,000		28,000	32,000		32,000			
303	OFFICE FURNITURE & EQUIPMENT												
	188		397		466		1,000	400		400			
305	SPECIAL DEPARTMENT SUPPLIES												
	6,718		2,500		5,000		5,000	6,500		6,500			
307	MEMBERSHIP FEES												
	33		185		316		316	357		357			
321	TRAVEL, TRAINING & SUBSISTENCE												
	108		609		1,515		1,400	1,373		1,373			
406	BANK SERVICE FEES												
	82,073		94,058		84,000		106,500	118,000		118,000			

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

169 SENIOR ACCOUNTANT  
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:  
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /  
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /  
 15% SEWER FUND / 15% STORM FUND.

245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.

248 ACCOUNTING SPECIALIST

275 TEMPORARY EMPLOYEES

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  
 MISC OFFICE SUPPLIES \$300

302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$32,000

303 OFFICE FURNITURE & EQUIPMENT  
 RISING WORK SURFACE AND CHAIR REPLACEMENT \$400

305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$6,500

307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$102  
 OREGON BOARD OF ACCOUNTANCY \$100  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$72

321 TRAVEL, TRAINING & SUBSISTENCE  
 FY 19-20 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY  
 BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION - SPRING CONFERENCE \$367  
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - GOVERNMENT ACCTG & AUDITING CONFERENCE \$107  
 OREGON SOCIETY OF CPAS - ETHICS \$75  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$107  
 OTHER TRAINING AND MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400

406 BANK SERVICE FEES  
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$118,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

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
511	PROFESSIONAL SERVICES												
	77,708		77,277		85,000		85,000	80,200		80,200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	192,471		199,976		204,663		227,966	239,130		239,130			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	1,662		1,337		1,663		1,663	1,749		1,651			
TOTAL CLASS: 25 TRANSFERS													
	1,662		1,337		1,663		1,663	1,749		1,651			
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS													
	336,964	1.63	339,413	1.63	399,112	2.06	413,213	447,496	2.11	447,736	2.11		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													
	336,964	1.63	339,413	1.63	399,112	2.06	413,213	447,496	2.11	447,736	2.11		

### BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,500  
TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) \$48,000  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS ) \$6,700  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENT TRANSACTIONS \$22,700  
CARE TO SHARE PAYMENT ASSISTANCE ADMINISTRATION FEES \$230

816 TRSFERS 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
513-20	FINANCE DEPARTMENT											
513-20-0545-05-169	SENIOR ACCOUNTANT	0.40	831			35,207				35,207	16,753	51,960
513-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,518			57,605	9			57,615	38,998	96,613
513-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	858			23,011				23,011	12,000	35,011
	UTILITY BILLING & COLLECTIONS	2.06	4,207			115,823	9			115,833	67,751	183,584
	**** DEPARTMENT TOTAL ****	2.06	4,207			115,823	9			115,833	67,751	183,584

1010

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

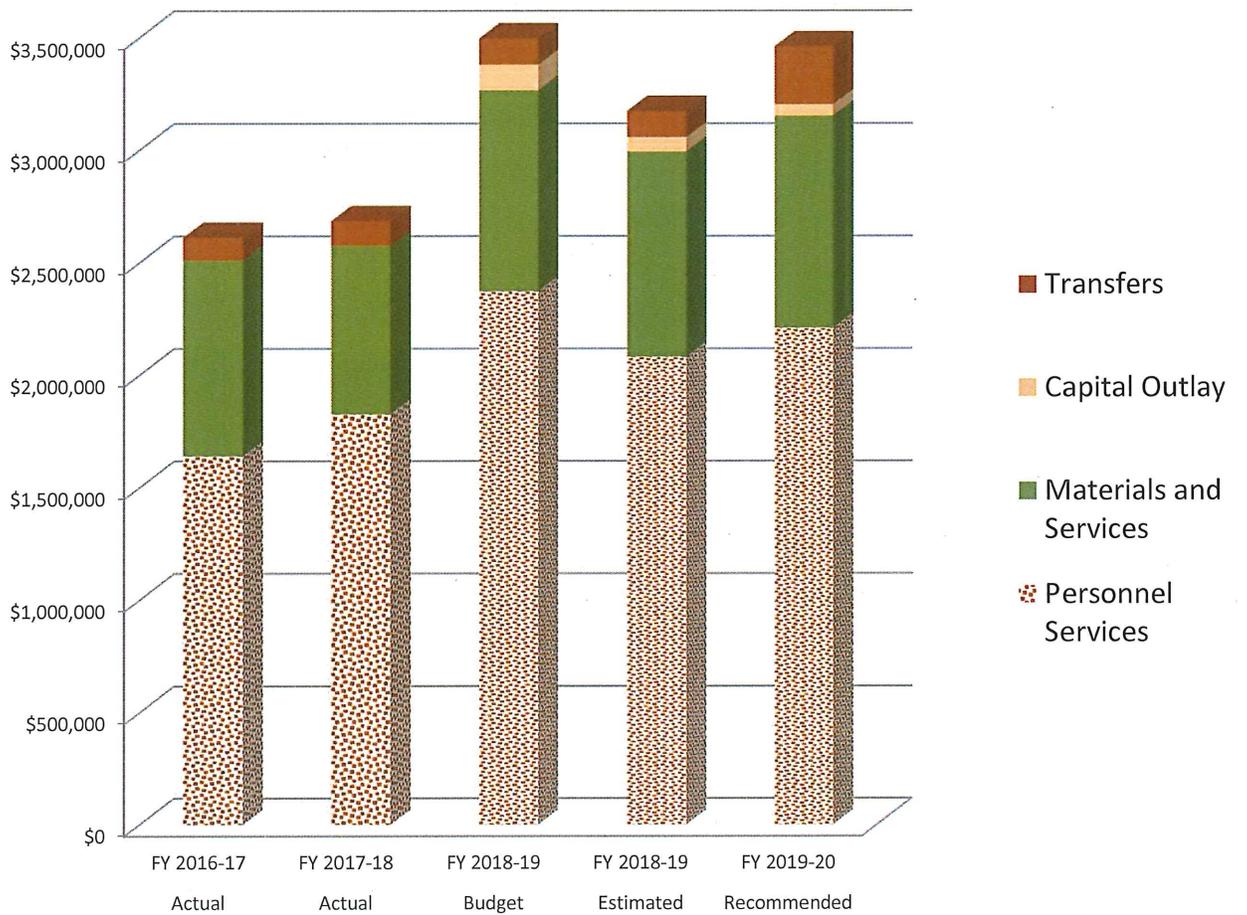
Thursday, April 18, 2019 4:17 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
513-20	FINANCE DEPARTMENT											
513-20-0545-05-169	SENIOR ACCOUNTANT	0.45	941			40,960				40,960	21,540	62,500
513-20-0545-05-245	ACCOUNTING ASSISTANT	1.33	2,787			66,935				66,935	50,420	117,355
513-20-0545-05-248	ACCOUNTING SPECIALIST	0.33	691			17,808				17,808	9,292	27,100
	UTILITY BILLING & COLLECTIONS	2.11	4,419			125,703				125,703	81,252	206,955
	**** DEPARTMENT TOTAL ****	2.11	4,419			125,703				125,703	81,252	206,955

1011



**GENERAL FUND  
MUNICIPAL COURT  
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: **Municipal Court - 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	\$1,641,510	\$1,827,448	\$2,373,000	\$2,081,364	\$2,209,947	-6.87%
Materials and Services	870,700	749,214	892,818	912,277	942,144	5.52%
Capital Outlay	-	-	113,335	63,355	50,000	-55.88%
Transfers	99,522	108,725	116,623	116,623	256,865	120.25%
<b>SUB-TOTAL</b>	<b>\$2,611,732</b>	<b>\$2,685,387</b>	<b>\$3,495,776</b>	<b>\$3,173,619</b>	<b>\$3,458,956</b>	
Contingency			-		-	
Reserve for equip.			-		-	
<b>TOTAL</b>	<b>\$2,611,732</b>	<b>\$2,685,387</b>	<b>\$3,495,776</b>	<b>\$3,173,619</b>	<b>\$3,458,956</b>	
<b>FTE's</b>	<b>16.50</b>	<b>18.40</b>	<b>20.00</b>		<b>21.00</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 Judicial Assistant. 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 decrease reflects the completion of the new court software implementation from FY 2018-19

**Transfers:**

FY 2019-20 increase reflects the allocation of a Business Analyst Programmer from ISD for the new court software.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

**MISSION STATEMENT:**

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	16.50	18.40	20.00	21.00	0.00
PERSONNEL SERVICES	\$1,641,510	\$1,827,448	\$2,373,000	\$2,209,947	\$0
MATERIALS & SERVICES	870,700	749,214	892,818	942,144	0
CAPITAL OUTLAY	0	0	113,335	50,000	0
TRANSFERS	99,522	108,725	116,623	256,865	0
<b>TOTAL</b>	<b>\$2,611,732</b>	<b>\$2,685,387</b>	<b>\$3,495,776</b>	<b>\$3,458,956</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Court Fines & Forfeitures	\$2,567,227	\$2,512,315	\$2,550,000	\$2,300,000	\$0
Parking Fines	18,796	26,385	18,900	65,000	0
Photo Radar Van Court Fines	814,854	794,613	860,000	600,000	0
Photo Red Light Court Fines	1,405,457	1,297,442	1,400,000	1,100,000	0
Photo Intersection Speed Court Fines	0	0	0	1,032,000	0
State Victims Assistance Revenue	35,216	35,216	35,216	35,216	0

**Services and Trends:**

Case Load/Electronic Court Record System:

Beaverton Municipal Court (BMC) handles approximately 2,000 criminal cases and 25,000 – 30,000 violations per year. Violations are expected to increase by 40-50% this year due to the addition of new cameras at selected intersections and the issuance of photo radar/red light and intersection speed citations. This makes Beaverton Municipal Court the busiest municipal court in the State.

The Beaverton Municipal Court currently uses a paper-on-demand case management system that relies on a networked computer database and scanned image system called WINCS (Windows Court System). WINCS has been in place since 1996. With this system, judges and court staff are able to view all case information and documents on the computer. Photo Radar citations and eCitations are filed electronically and have an ePrint capability in WINCS, which allows some documents to be electronically generated and attached directly to the digital case file without the need to print and scan. The Beaverton Police Department began using RegJIN (Regional Justice Information Network) in 2015, and then moved to PSNet (Public Safety Network) in 2018. Citations that are hand-written by officers are entered into PSNet by BPD Records and are filed with the Court electronically. The vast majority of cases are initiated electronically by either the Beaverton Police Department or the City Attorney's Office and directly integrated into WINCS.

eCourt:

BMC has been working for the past four (4) years on replacing the case management system, working with vendor JTI (Journal Technologies) to create a custom electronic web-based case management system called eCourt. eCourt will provide all of the existing functionality of WINCS, and will also fill the identified gaps in WINCS, including a known security issue with Windows XP that will keep the court in compliance with CJIS (Criminal Justice Information Systems) requirements. When eCourt goes live, the court will move away from the current form-based online payment agreement to a system where defendant

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

can submit payments which will be processed immediately online by a third party vendor. This will greatly improve the speed at which cases are processed and will also free up staff time to work on other pressing matters. While the go-live date has been pushed back several times, BMC has been working diligently and are committed to a June 3, 2019 go-live date with the acknowledgement that some features that will have to be implemented post-go-live. The understanding is that eCourt will be a product that will continuously be updated/upgraded, primarily by the internal group of programmers in ISD.

Court of Record:

Beaverton Municipal Court is a Court of Record, which requires that all proceedings are officially recorded. Rather than utilize the services of a stenographer, BMC uses an electronic recording software called FTR (For the Record) Gold. FTR Gold is an audio recording system which allows for high-resolution four-channel audio records. This method of recording and software are typical of other courts of record. Because BMC is a Court of Record, appeals are filed at the Court of Appeals rather than at the Circuit Court, which reduces the amount of resources necessary to process appeal cases. When an appeal is filed, the court receives notice from the Appellate Court and prepare a file for them, including a copy of the audio recording, a transcript of the proceedings, and a copy of the court file.

BMC averages approximately ten (10) appeals per year. In 2018, there were only three (3) and all were dismissed by the Appellate Court. Typically this indicates that there was an error in filing by the appellant.

Video Arraignments:

Video arraignments are conducted for in-custody defendants held in the Washington County Jail on charges filed in the Beaverton Municipal Court. Conducting hearings via video enables the court to process hearings more efficiently and has reduced the steps needed to conclude the case in many instances (e.g. reducing the number of court appearances/hearings needed, number of warrants issued, etc.). Additionally, conducting video hearings reduces the safety risk to both the public and law enforcement and saves in travel expenses, as the CSOs (Community Service Officers) would otherwise have to physically transport all in-custody defendants from Washington County Jail to the Griffith Building and back to the Jail.

Processes and Schedules:

The Beaverton Municipal Court public business hours are as follows:

Monday	7:00 AM – 5:00 PM
Tuesday	7:00 AM – 5:00 PM
Wednesday	7:00 AM – 5:00 PM
Thursday	7:00 AM – 7:00 PM
Friday	7:00 AM – 5:00 PM

Opening at 7:00 AM allows the public the option to appear and conduct business before they go to work. Additionally, Evening Court is held weekly on Thursdays – this gives the public the option to appear after normal business hours. Typically, court is the busiest Monday through Wednesday from 8:00 AM – 10:00 AM and 1:00 PM – 3:00 PM, though we have recently seen an overall increase primarily due to the new photo radar/red light and intersection speed cameras. Thursdays and Fridays are reserved for Jury Trials, as follows:

Thursday	Jury trials the 2 <sup>nd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> Thursday of each month
Friday	Every Friday

Over the past year, we have seen a drop in the number of jury trials being scheduled. Anecdotally, it is suspected that this decrease is due in part to the City of Beaverton being a “no refusal” City, meaning that when a defendant suspected of driving under the influence of an intoxicant refuses to give a breath or blood test, BPD will request a blood draw warrant from a judge. To date, there is a 100% conviction rate on cases in which a blood draw warrant was issued. Furthermore, it is suspected that

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

the use of body cams by BPD significantly reduces the number of trials, or at the very least makes them much quicker. Rather than listening to multiple witnesses testifying about a particular incident, jurors can instead watch the video footage. Previously staff meetings were held weekly, but upon further investigation it became evident that weekly staff meetings were unnecessary. That, coupled with the fact that the leadership team had not met formally as a group for several years led to a change in structure. Staff meetings are now held bi-weekly, with Court leadership meetings (Court Administrator, Court Operations Supervisors, Senior Clerks, and Judges) being held on alternating weeks.

The Court continuously strives to improve processes and procedures. To that end, Criminal and Traffic Violation dockets were split and are heard in separate courtrooms. Currently, Courtroom A handles criminal matters Monday through Friday, and Courtroom B handles traffic violations Monday through Wednesday mornings. Due to the increase in traffic violation cases from the Photo Radar/Red Light and Intersection Speed cameras, it is anticipated that Courtroom B will need to be open for additional time slots in the near future.

Construction:

The size of the Griffith Building lobby and the narrow court public counter area, combined with the increase in volume of cases and defendants makes providing high quality customer service and court security challenging. The City of Beaverton has contracted with YGH (Yost Grube Hall) Architects to turn the former Human Resource wing into a dedicated Traffic Department. There will be some minor construction to Courtroom B to accommodate, however BMC is mindful that the layout of the Griffith Building is likely to change after BPD moves out, and is committed to the least invasive construction plan possible. Construction is anticipated to begin in April-May, 2019. Separating the Criminal and Traffic Departments will create 3 additional court windows, doubling the current number. This should drastically increase the efficiency of how Court staff are able to assist the public. The new layout will also decrease the traffic congestion in the Courtroom A area which will enhance the security of the courthouse, particularly when officers are escorting shackled inmates from other jails.

Additionally, Court staff currently have to setup and take down the Courtroom B computer on a daily basis. As Courtroom B is used for other functions during non-Court hours (AA meetings, church group meetings, mock trials, etc.), the computers must be put away each night to ensure CJIS compliance (non-CJIS certified individuals may not have unsupervised access to Court computers). The construction of Courtroom B includes the creation of a locked storage cabinet where the Court computer will be permanently located, so that rather than setting up and taking down each day, it will simply have to be unlocked and re-locked at the conclusion of each court session. This will save approximately 30 minutes of staff time each day, and will also save on the wear and tear caused by plugging and unplugging multiple cords, wires and microphones every day.

Access to Services:

There are many defendants who do not speak or understand the English language, and who require access to the Court. While the majority of these defendants are Spanish speaking, the Court also provides language services for languages such as ASL (American Sign Language), CODA (Children of Deaf Adults), Bosnian, Chinese, Chuukese/Trukese, Farsi, Korean, Japanese, Russian, Serbo-Croatian, Somalian, Tagalog, and Vietnamese. There are approximately forty (40) languages currently being requested for the various Court hearings. The Court is fortunate to have Court Clerks who are fluent in Spanish, Bosnian, Tagalog and Vietnamese, who can be utilized for certain types of hearings, and for assistance at the public counter or over the phone. Additionally, the Court contracts with private interpreters, as well as Language Line (for phone interpretation) and Passport to Languages (for in person interpretation).

To ensure equal access to justice, the Court has recently been working with the Office of Equity and Inclusion to provide court notices and documents translated into all of the City of Beaverton's priority languages. Additionally, BMC is seeking other ways to be culturally competent, including providing assistive listening devices so that defendants who are hard of hearing or require the services of an interpreter can easily access those services without being disruptive to the court session(s). Also, we are striving to provide cultural competency and trauma informed classes to BMC staff, and are in the planning stages of scheduling an immigration law clinic that would be provided free of cost to Beaverton residents and defense attorneys.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

Many defendants suffer from mental illness and developmental disabilities. The court has developed relationships with both Washington County Mental Health and the Department of Veteran Affairs to ensure defendants who need services or are in need of evaluation and treatment have access to those services pending disposition of their case. This not only assists the defendant in stabilizing but these relationships also ensure these defendants have due process and are not treated differently than their non-mentally ill defendants. Additionally, a Behavioral Health Court is being developed and is explained in detail further in this narrative.

Programs – Traffic:

The Court offers a Traffic Safety School Program, which allows qualifying individuals accused of traffic violations to take an education program (either in –person or online) in lieu of a conviction. The program’s goal is to improve driver’s knowledge and skills and to ensure safer streets in the City of Beaverton. In early 2019, BMC initiated an RFP (Request for Proposal) for a new Traffic School provider, seeking enhanced services to the class participants and ensuring the new program would integrate properly with eCourt.

BMC continues to provide the Youth Driver Program, the Seatbelt Safety Program, the Vehicle Compliance Program, and the Pedestrian Safety Program (taught by BPD), in which defendants can receive a dismissal upon successful completion of their program and the payment of a nominal program fee within the specific time limit.

Finally, BMC offers the Distracted Driver Program (taught by BPD) for defendants charged with driving while using a cell phone. While statute requires a conviction for this offense (not eligible for dismissal), defendants who take an educational class and pay a nominal fee receive a sentence of discharge, meaning they do not have to pay the Court any additional fines/fees.

Programs – Compliance Court:

The Court is continuing the Compliance Court Program for defendants who are on Bench Probation for financial obligations only (all other terms and conditions of probation have been complied with). The Court invites the defendant to participate in Compliance Court instead of appearing for a probation violation hearing for failure to pay fines/fees. The Court works very closely with the defendant in a non-punitive environment to help them be successful in completing their probation, while still meeting their financial obligations to the Court. Compliance Court is presided over by Judge Ravelo, who is very compassionate, yet realistic with each defendant in regards to their ability to comply with the individual agreement they make with the Court. This program has proven to be very effective and mutually beneficial to both the defendant and the Court.

Programs – B-SOBR:

Driving under the influence of intoxicants (DUII) costs many lives and millions of dollars to the State of Oregon each year. The City of Beaverton has three (3) major highways that pass through the city, leaving many Oregonians commuting through or residing in Beaverton at risk of being involved in a DUII event.

The B-SOBR (Beaverton Sobriety Opportunity for Beginning Recovery) Program has been operational for approximately seven (7) years. This program focuses on offenders with multiple DUII convictions with a blood alcohol content (BAC) of 0.15% or higher, or breath test refusal cases who are either residents of Beaverton or who live in close proximity to Beaverton.

The Beaverton Municipal Court processes over 350 DUII cases each year. DUII crimes cost the City of Beaverton a substantial amount of money each year, by utilizing the services of the Beaverton Police Department, Beaverton Municipal Court process, and property damage from accidents. The B-SOBR Program seeks to reduce recidivism rates for DUII crimes and provide program participants with treatment services, looking to reintegrate them as productive members of society rather than habitual offenders. The average rate of recidivism for a B-SOBR participants is 5% compared to over 35% of their non-B-SOBR counterpart. To that end, the city has received multiple national awards for B-SOBR from the League of Cities and the National Association of Drug Court Professionals (NADCP). The court anticipates applying this year to be a NADCP “Academy Court” which will train courts from all of the nation on how to implement an effective DUII court.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

Programs – Behavioral Health Court:

One of the top priorities for City Council in 2019 is the introduction of a Behavioral Health Court Program. The Court is excited about this opportunity to provide services to those desperately in need, while at the same time helping to ensure the safety of our residents and reduce recidivism rates.

The Court formed a multi-disciplinary team, including members from the Court, the City Attorney's Office, the local Defense Bar, Center for Mediation and Dialogue, and Washington County Mental Health Services. Plans are currently underway to visit The City of Eugene's Community Court program, as well as Clackamas County's Community Court program, to observe and ask questions. This will be greatly beneficial as we begin creating our own program here in Beaverton.

Additionally, the Court has reached an agreement with Washington County Mental Health Services to create a new Mental Health Liaison position. Beaverton will pay for half of the person's salary, while Washington County will pay the other half. This position will focus on assessing mental health needs for defendants at the Beaverton Municipal Court, and will be stationed full-time at the Beaverton Municipal Court. Additionally, this position will be integrated into the Behavioral Health Court as it progresses. Judge Britton comes to the city with extensive mental health programming experience and is passionate about addressing the intersection of mental illness and criminal justice.

Justice Coordinating Committee:

The Justice Coordinating Committee (JCC) was formed as a way for the various Beaverton agencies to communicate, interact, and problem solve on a regular basis. The JCC consists of members of City Council, the Mayor's Office, BPD, the Court, the City Attorney's Office, ISD, and the local Defense Bar.

Previously, meetings were held once a month and responsibility for meeting topics/agenda was rotated amongst the various agencies. In early 2019 it was agreed upon that communication had improved to a point where meetings were only necessary every other month, and that to avoid confusion, the Court would take over the planning and implementation of these meetings.

It has proven highly beneficial for various members of the City's government and Criminal Justice agencies to be in regular communication and on the same page.

Policy Change:

When Judge Britton became Presiding Judge in 2018, she changed the Court's policy on default judgments (traffic citations). Previously, when a defendant would fail to appear for a traffic violation, the Court would issue a default judgment for the maximum amount allowed by law, the most common of which was a \$1,000.00 fine. While this increased the revenue of the Court, it was seen as overly punitive, and was a constant point of contention for many, including Beaverton residents and the news media. Judge Britton's new General Orders now state that if a defendant fails to appear, the Court will add an additional \$100 to the presumptive fine amount. While still a punishment for failure to appear, it is arguably much more reasonable and less coercive.

Judicial Assistant Position:

In 2019, traffic citations are expected to double compared to the previous year. Additionally, judges are working on numerous projects and have other city obligations (e.g. meetings) outside of their time on the bench. Currently, judges spend a portion of their day doing administrative duties as there are currently no available Court staff to assist the judges. As a result, judges are finding it increasingly difficult to manage their current workload during normal business hours.

Courts across the country routinely have Judicial Assistants to complete tasks like data entry, reviewing case files, preparing case summaries for judges and other administrative functions. These are tasks are all currently being done by the judges.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

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

In evaluating staff needs, the Presiding Judge and the Court Administrator recommended creating a Judicial Assistant position so more time is available for judges to complete tasks that require judicial expertise. We received support from both the Mayor and City Council, and look forward to this new position.

Security:

There are documented threats by traffic and criminal defendants against Beaverton Municipal Judges. Additionally, there continue to be security incidents, including two in September 2018, where persons entering Griffith Building were later determined to possess dangerous weapons. By their very nature, court facilities can often be a place of extreme emotion and create a safety risk to all persons in the courthouse facility.

In November, 2018, the Mayor and City Council expressed overwhelming approval for a new ordinance authorizing the Presiding Judge to create and implement a front door security and screening policy for persons and their bags entering the Griffith Building.

Effective January 2, 2019, front door security screening is in place and fully operational. Since its inception, numerous weapons have been excluded from the Griffith Building. DePaul Security (the same security company as used in The Beaverton Building) is providing security and screening services. Monthly tallies showing the number of people who attempted to enter the building with contraband is supplied to BMC on a monthly basis and court leadership is consistently evaluating security improvements. Staff training and security court offices are two additional security enhancements that have occurred this year.

While BPD currently provides some in-courtroom security, not all court sessions have a bailiff. This makes the court particularly vulnerable when BPD moves out of Griffith in March 2020. To that end, the court intends to ask BPD to provide officer overtime opportunities between March and June 30, 2020. The court will be formulating a long term security plan in the next year and will likely be requesting in-court security staff funding in the 2020-2021 budget.

Continued Improvements:

With the building of a new Justice Center, the Beaverton Police Department is scheduled to move out of the Griffith Building in March of 2020. Currently, a CSO intermittently sits in the courtroom during the day, or at the specific request of a judge/court staff if a defendant is known to have a propensity for dangerous behavior. There is no security in attendance at Evening Court when there is solely a pro tem judge and four (4) Court Clerks working from 5:30 PM – 7:00 PM. Currently having no security personnel in the courtroom isn't a major concern, as the Court shares the building with BPD and in the event of a security issue, law enforcement is only 15 seconds away. That all changes in March of 2020 when they are now 15 *minutes* away. BMC will be working with Lt. Crino and other BPD leadership to determine a plan of action to increase security personnel in the courtroom.

In 2010, the National Center for State Courts (NCSC) conducted a study on Court Operations at the Beaverton Municipal Court. In total, there were 73 recommendations for improvement. In almost ten (10) years, only a fraction have been implemented. BMC strives to advance in process improvement, employee engagement, and service to the public. Expect to see continued growth and improvement in 2019 and beyond.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM:</b> 0571 MUNICIPAL COURT SERVICES	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

**Program Goals:**

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	15.50	16.80	18.00	19.00	0.00
PERSONNEL SERVICES	\$1,535,948	\$1,719,821	\$2,166,571	\$2,012,892	\$0
MATERIALS & SERVICES	625,009	707,960	656,490	817,144	0
CAPITAL OUTLAY	0	0	113,335	50,000	0
TRANSFERS	98,607	107,712	115,514	256,865	0
<b>TOTAL</b>	<b>\$2,259,564</b>	<b>\$2,535,493</b>	<b>\$3,051,910</b>	<b>\$3,136,901</b>	<b>\$0</b>

**Program Objectives (services provided):**

- To provide fair, timely, and speedy resolution of cases involving violations, infractions, and crimes in a manner which is efficient for both the City and the defendants/residents.
- To ensure strict compliance with judicial orders, including payment of court ordered fines/fees and the completion of court ordered time obligations such as jail time, counseling, classes or community service.
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Oregon Department of Revenue, Washington County, City of Beaverton General Fund, and victims for whom restitution has been ordered).
- To provide a sufficient and randomly selected pool of jurors for those defendants who choose the right to trial by a jury of their peers and to ensure that those residents who participate in this civil responsibility have a positive experience and a better understanding of the judicial process.
- To identify and provide statistical analysis information for planning, goal setting, strategic decision making, program analysis, and resource allocation.
- To provide timely notification to other departments and outside agencies of court actions pursuant to legal requirements, inter-agency agreements, or inter-departmental agreements.
- Continue security improvements in the court areas.
- Support the efforts of community partners in their goals of enhancing community through specific programs targeting patterns of behavior that put residents at risk (e.g. Vehicle Compliance Program, Distracted Drivers Program, Seatbelt Safety Program, Youth Driver Program, Traffic Safety School Program, and Pedestrian Safety Program).

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

- Develop the new case management system (eCourt) for implementation
  - Integrate eCitations, Collections, Photo Citations, and RegJIN/PSNet cases
  - Incorporate additional tools with the new case management system (eCourt) to increase court access and efficiencies
    - Electronic interface with DMV for abstracts, suspensions, and clearance of suspensions
    - eFiling of documents
    - Third-party vendor to handle all online payments (ePayIt Portal)

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM:</b> 0571 MUNICIPAL COURT SERVICES	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

- Automatic notification of parties regarding hearings, payments, and other court ordered obligations  
*This has been pushed back from December, 2018 to June, 2019*

- Begin using DOR Tax Intercept Program to aid in collection efforts on delinquent accounts

*This program is on hold. Current contract with collections provider Alliance One is being extended until January 1, 2020. Pending legislation (SB 79) would allow DOR to act as a full-scale collections agency, including tax intercept and wage garnishment at a significantly reduced price from our current vendor. Current signs point to legislation passing in June, 2019 with implementation possible in January, 2020.*

- Develop an action plan and resource plan for purchasing an off-the-shelf jury management software package or re-writing the WINCS jury software program using in-house and/or external resources.

*The jury program has been re-written. There are a few changes that need to be made to accommodate changes in our procedures.*

- Remodel Courtroom B so that it is a fully functioning courtroom; takes steps to ensure the safety and security of both staff and the public coming to and from the facility to conduct business with the court; have one entrance open to the public that has security personnel to check for weapons and other contraband; install lockers to hold personal items of people doing business with the court; and have an armed bailiff in the courtroom at all court sessions.

*Remodel of Courtroom B is currently underway, as previously outlined in this document. Due to potential for greater remodel of the Griffith Building when BPD leaves, the current remodel would be least invasive and inexpensive as possible.*

Effective January 2, 2019, DePaul Security is providing front door security screening for persons and bags entering the Griffith Building. There is only one entrance for members of the public, and they must go through screening. City employees are encouraged to use badge access entry points. There has been no increase in the amount of courtroom security, though talks are underway in earnest to find a long-term solution, as courtroom security becomes an even greater risk once BPD moves to the new Justice Center.

**FY 2019-20 Action Plan:**

- Implement the new case management system (eCourt)
  - Integrate eCitations, Collections, Photo Citations, and RegJIN/PSNet cases
  - Incorporate additional tools with the new case management system (eCourt) to increase court access and efficiencies
    - Electronic interface with DMV for abstracts, suspensions, and clearance of suspensions
    - eFiling of documents
    - Third-party vendor to handle all online payments (ePayIt Portal)
    - Automatic notification of parties regarding hearings, payments, and other court ordered obligations
- Begin using DOR Tax Intercept Program to aid in collection efforts on delinquent accounts.
- Develop or purchase a scanning program for our Jury Management System, including barcoding documents for scanning purposes
- Remodel Courtroom B so that it is a fully functioning courtroom; takes steps to ensure the safety and security of both staff and the public coming to and from the facility to conduct business with the court; have one entrance open to the public that has security personnel to check for weapons and other contraband; and have an armed bailiff in the courtroom at all court sessions.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM:</b> 0571 MUNICIPAL COURT SERVICES	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

Workload Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b><u>Cases Filed by Charge</u></b>				
Traffic Violations	8,972	9,125	9,000 / 9,304	9,300
9, Photo Speed and Red Light	17,609	16,841	17,500 / 13,600	19,000
Other Violations	<u>22</u>	<u>21</u>	<u>5 / 12</u>	<u>12</u>
<i>Subtotal</i>	<b>26,603</b>	<b>25,987</b>	<b>26,505 / 22,916</b>	<b>28,312</b>
<b><u>Cases Filed by Charge</u></b>				
Traffic Crimes	423	499	400 / 560	580
DUII	301	317	270 / 330	350
Other Misdemeanors	<u>1,166</u>	<u>1,488</u>	<u>1,200 / 1,928</u>	<u>2,000</u>
<i>Subtotal:</i>	<b>1,890</b>	<b>2,304</b>	<b>1,870 / 2,818</b>	<b>2,930</b>
Parking Citations	1,036	1,810	1,250 / 3,704	3,800
Code Enforcement	<u>32</u>	<u>44</u>	<u>30 / 22</u>	<u>18</u>
<i>Subtotal:</i>	<b>1,068</b>	<b>1,854</b>	<b>1,280 / 3,726</b>	<b>3,818</b>
<b>Grand Total:</b>	<b><u>29,561</u></b>	<b><u>30,145</u></b>	<b><u>29,655 / 29,460</u></b>	<b><u>35,060</u></b>
Criminal Hearings by Charge	7,746	8,633	6,500 / 9,936	10,000
Violation Hearings by Charge	<u>7,535</u>	<u>7,896</u>	<u>5,800 / 8,790</u>	<u>10,000</u>
<b>TOTAL</b>	<b><u>15,281</u></b>	<b><u>16,529</u></b>	<b><u>12,300 / 18,726</u></b>	<b><u>20,000</u></b>
Trials Held per FTE	63	63	50 / 44	63
Other Hearings Held per FTE	1,175	1,437	1,150 / 1,331	1,380
Cases Filed per FTE	2,484	2,871	2,470 / 2,104	2,191
Warrants Issued per FTE	90	113	90 / 106	90
Suspensions Issued per FTE	397	702	563 / 347	300
Collection Letters Issued per FTE	158	64	110 / 178	140
Cases sent to Collections per FTE	166	70	120 / 192	140
Population Served per FTE	7,913	9,238	8,014 / 6,929	6,128
<b>Performance Measures:</b>				
	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Percentage of Imposed Fines Collected to Fines Imposed	62%	58%	48% / 53%	60%
Percentage of Cases Disposed Per Month to New Cases Filed	90%	107%	99% / 118%	107%
Average Number of Days – Arraignment to Trial (Misdemeanors)	147	173	140 / 126	185
Average Number of Days – Arraignment to Trial (Violations)	62	63	58 / 61	80
Average Number of Days – Issue to Trial (Misdemeanors)	167	186	160 / 138	195

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CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM:</b> 0571 MUNICIPAL COURT SERVICES	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

Performance Measures:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Budgeted/Revised	Proposed
Average Number of Days – Arraignment to Disposition (Misdemeanors)	48	70	52 / 46	80
Average Number of Days – Arraignment to Disposition (Violations)	24	26	25 / 18	32
Average Number of Days – Issue to Disposition (Misdemeanors)	51	75	52 / 50	80
Average Number of Days – Issue to Disposition (Violations)	25	27	25 / 27	32

**Performance Outcomes and Program Trends:**

Ninety (90) percent of all traffic violations are adjudicated or otherwise concluded within sixty (60) days from arraignment. Seventy (70) percent of all misdemeanors are concluded within ninety (90) days from arraignment. For traffic violations, ninety-eight (98) percent are adjudicated within one hundred and eighty (180) days, and one hundred (100) percent are adjudicated within one year. For misdemeanors, eighty (80) percent are adjudicated within one hundred and eight (180) days, and eighty-five (85) percent are adjudicated within one year.

<b>Days from Arraignment:</b>	<b>60</b>	<b>90</b>	<b>180</b>	<b>365</b>
<b>Traffic/Violations</b>	90%		98%	100%
<b>Criminal</b>		70%	80%	85%

It will be a goal for FY19-20 to reduce the time taken to adjudicate or otherwise conclude misdemeanor case types.

At the conclusion of both criminal and traffic cases, the majority of the cases include some form of money judgment that the defendant is obligated to pay. Payment of financial obligations is tracked in WINCS (and will be in eCourt), and processes are in place to track defendants who fail to pay. The Court works with a collection agency (currently Alliance One) to assist in the overall collection process for delinquent fines/fees. The Court has been in contact with the Department of Revenue (DOR). As previously discussed, the DOR currently has a tax intercept program available to municipal courts. Pending legislation (SB 79) would allow DOR to act as a full-scale collection agency. The Court is currently waiting on both pending legislation and the implementation of eCourt to engage in services with DOR. Assuming the legislation passes, the Court will begin working with DOR in Q1 of 2020.

The Court has collected 63% of all fines imposed from FY99-00 through December 31, 2017, with annual collection rates ranging from 53-69% during the past 5 years. There are many factors that contribute to collection rates, including the type of debt, economic conditions, and available sanctions for enforcement.

The Court strives to maintain high levels of productivity, and has also been working diligently on process improvement, testing and development of eCourt in addition to the daily work of the Court. Reporting requirements to state and other governmental agencies are completed in a timely manner.

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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM:</b> 0571 MUNICIPAL COURT SERVICES	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

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

To accommodate the number of traffic citations issued, the court has several arraignment sessions throughout the week. In an attempt to obtain an even distribution of those cases among the court sessions, the Court sets the arraignment dates for the traffic team by officer and a cap has been placed on the number of photo radar citations to be scheduled for each court session. The Court will continue to experience long lines at various times, dependent upon the number of citations officers issue daily. The Court has an “open court” policy where defendants can appear at various times during the week in the event they missed a court date or have other issues that require judicial attention. We expect (and are already seeing) a sizeable increase in the number of photo radar/red light and intersection speed citations from enforcement of local traffic control devices.

The Beaverton Municipal Court Violations Bureau was established pursuant to ORS 153.800, which designates the Court Administrator as the Violations Clerk, who in turn has designated each court staff member as a Deputy Violations Clerk. A Violations Clerk has the authority to adjudicate specific violations authorized by a General Order signed by the Presiding Judge. Any person charged with a violation, under the authority of the violations bureau, may appear before the Violations Clerk or Deputy Violations Clerk in lieu of appearing before the judge. When a defendant fails to appear for their arraignment, the case is adjudicated with a default judgment and collection of that judgment is pursued.

Defendants charged with a traffic violation or parking citation are given the opportunity to appear in person before the Violations Bureau, through the mail, or on our website, which reduces the number of court appearances before the judge. All defendants have the option to make payments through the mail, by phone, or online via our website payment system, which reduces the number of defendants needing to come into the court to make payments. Currently, the Court’s online payment system utilized a form in which payment information is transmitted to the Court, who then manually processes the payment(s). The court is currently using Virtual Merchant as a credit card processing vendor. With the implementation of eCourt, a third-party vendor will immediately process all online payments, including refunds. This will greatly reduce the amount of time court staff uses to process payments, freeing them up for other duties.

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

There are many changes coming to the court in the near future. Our new case management system, eCourt, will allow us to achieve our goal of becoming a paper-on-demand court that began in 1996 with the implementation of WINCS. We will have the ability to become a fully functioning eCourt with the possibility to electronically file and distribute documents and notify parties. This is an exciting time for the development of the Court.

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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574, 0575 & 0576 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

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

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	2.00	0.00
PERSONNEL SERVICES	\$102,221	\$94,455	\$114,944	\$197,055	\$0
MATERIALS & SERVICES	40	485	5,500	0	0
CAPITAL OUTLAY					
TRANSFERS	414	0	0	0	0
<b>TOTAL</b>	<b>\$102,675</b>	<b>\$94,940</b>	<b>\$120,444</b>	<b>\$197,055</b>	<b>\$0</b>

**Combined State Criminal Justice B-SOBR and Federal SAMHSA-SOBR Grants:**

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	0.00	0.60	1.00	0.00	0.00
PERSONNEL SERVICES	\$3,341	\$13,172	\$91,485	\$0	\$0
MATERIALS & SERVICES	245,651	40,769	230,828	0	0
CAPITAL OUTLAY					
TRANSFERS	501	1,013	1,109	0	0
<b>TOTAL</b>	<b>\$249,493</b>	<b>\$54,954</b>	<b>\$323,422</b>	<b>\$0</b>	<b>\$0</b>

**Federal Bureau of Justice Administration Grant**

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	\$0	\$0	\$0	\$125,000	\$0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>

CITY OF BEAVERTON, OREGON  
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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574, 0575 & 0576 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

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

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

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

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

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

**Program Goal:**

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

**Program Objectives:**

- To provide the tools for defendants to successfully complete their conditions of probation and make positive life changes that will enhance not only the lives of the defendants but also the community as a whole.
- To provide fair, timely, and speedy resolution of cases involving Driving Under the Influence of Intoxicants in a manner that is efficient both for the City and for the defendants/residents.
- To ensure strict compliance with judicial orders through intensive supervision of defendants who qualify for this program, including the completion of court-ordered time obligations such as jail time, Alcohol and drug counseling, Behavioral Health counseling, numerous drug screens, community service and the payment of court ordered fines and fees. The focus initially will be on the probation conditions that address the treatment for drug and alcohol abuse.
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Department of Revenue, Washington County, City of Beaverton General Fund and victims for whom restitution has been ordered).
- To identify and provide statistical analysis information for planning, goal setting, strategic decision-making, program analysis, and resource allocation.
- To provide timely notification to other departments and outside agencies of court actions pursuant to law requirements, inter-agency agreements, or inter-departmental agreements.

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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574, 0575 & 0576 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

**Performance Measures:**

This program is in its seventh year with the duration for a participant between 18 months to five years (depending on their performance in the program). The defendant population that is eligible for this program is intentionally limited based upon specific, best practices criteria. We had our first participant enter the program on February 7, 2012 and had 20 participants by the end of the year. Currently there are 38 participants (15 in Phase I; 13 in Phase II; 5 in Phase III; 2 in Phase IV; and 3 in Phase V). There are three potential candidates pending entry in to the program. Currently the program capacity is approximately 50 participants, which we should reach by the end of 2019. Following are a list of performance measures that have been identified

- What is the percentage of cases that if targeted will refuse to accept pleas and then placing them in this program?
  - 23 defendants out of 198 have refused the program. (11.6%).
- What percentage of persons completed the program?
  - 136 participants have completed the program. (77.7%).
- For persons not completing the program, what are the causes for failure by percentage?
- 24 participants out of 175 have been removed from the program (13.7%)
- Non-compliance with the program requirements is the general reason for failure.
  - Six of the participants that were removed from the program were due to continued substance abuse after all treatment options failed, and court interventions were unsuccessful. Those participants were at the highest risk for reoffending. Each revocation resulted in an average of six months jail.
  - Eight revocations were due to non-compliance issues, such as not following the recommended treatment plan, failure to live in clean and sober environment, dishonesty, and/or behavioral health issues that exceeded the programs ability to treat and/or stabilize without causing serious risk to the community.
  - Two of the cases were revoked due to receiving another DUII while active in the B-SOBR program. A minimum of six months was given to each participant.
  - Another four cases were revoked due being arrested for Driving with a Suspended license. Each participant received a six month jail sentence.
  - Three participants were revoked due to participants not attending mandatory court sessions. All received a minimum of six months jail.
- How does the program increase the rate of collection of mandatory financial obligations ordered under the statutes?
  - The court generally defers payments on the financial obligations ordered by the court for up to one year so that the defendant has the opportunity to engage in treatment; mandatory monitoring of abstinence; and other obligations as ordered by the court all of which are a financial legal obligation on the participant's resources
  - In order to graduate from the program, all financial obligations owed to the court must be paid in full which includes any additional financial obligations that the judge may have ordered as a sanction for a probation violation.
- What is the frequency of use of the Beaverton Police Department services for program violations?
  - The police department is very supportive of the B-SOBR Program. There is one officer that is an official member of the B-SOBR Team and he attends the review meetings and court proceedings twice a month. She also attends organizational meetings that are set approximately every three months. There are about six officers that do regular random home visits for the participants in the program. The home visit frequency is based upon the individual risk/need level of each participant. The program case manager will debrief the B-SOBR officers weekly, updating them on which participants need their attention.
  - The participation of the police department is critical to the success of the program.

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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574, 0575 & 0576 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

- What impact does this have on discretionary police time during shifts?
  - The police department has authorized the B-SOBR officers to use straight time when available to serve warrants or to check on a participant when there is a concern for their wellbeing. When the program is in need of police response for a home visit, warrant, or a welfare check, overtime may be paid to the officer(s) responding if they are not on regular duty time. Historically, ODOT grant funds have help pay for these OT costs, but current ODOT funding is not sufficient to pay this expense, as it dropped 50%.
  - The activities of the B-SOBR Program minimally affect the rest of the police department.
- Of those that completed the program, what is the recidivism rate and how does it compare with those that did not have the program as an option?
  - 113 participants have successfully completed the program and we are aware of five of those that have had new DUII convictions (4.4%). We are in the early phases of developing a control group study to determine the most likely reason(s) a person recidivates after completing our DUII program opposed to traditional probation with less supervision and structure. Through internal evaluation we continue to address these theories and use evidence based practices to enhance our program. We currently use national data to compare results of cases that did have a DUII court as an option. The data states that DWI Court participants had a recidivism rate of 15%, whether or not they graduated or were terminated, versus a recidivism rate, for repeat DUII offenders, of up to 35% for those not in DWI Court. (National Center for DWI Courts)
  - We were hoping to utilize the Oregon Criminal Justice Commission new statewide case management system for all specialty courts later this year. This would have given us the tool we need to track the specific data we need to make improvements in our program and compare what we are doing with other courts and control groups that we identify. Due to changes in CJC and what organization will be overseeing this new system, the B-SOBR court will not be able to use it. We will be continuing to utilize excel and word documents to track data. We are in the process of looking at some other case management systems, which would greatly assist in tracking data.

**PERFORMANCE OUTCOMES:**

- Defendant will have interaction with the court/judge on a regular basis.
  - Each participant meets with the judge twice a month while they are in Phase I.
  - Each participant meets with the judge once a month throughout Phase II and Phase III.
  - Each participant meets with the judge every other month while in Phases IV and V.
- The defendant will meet with a case manager on a regular basis.
  - Each participant meets with the case manager twice a month while they are in Phase I.
  - Each participant meets with the case manager at least once a month while they are in Phases II and III.
  - Each participant meets with the case manager at least every two months in Phases IV and V.
- B-SOBR participants are required to provide multiple, randomly scheduled drug screens, on a weekly basis, with results being provided to the B-SOBR case manager within 48 hours.
- Defendant is required to participate in substance abuse treatment at designated agencies.
  - The court has a list of designated treatment providers that work with the B-SOBR Program. If there is a barrier to treatment for a participant, such as income or insurance plans, the team will approve an alternative treatment agency. Treatment expectations are expected to be the same as with a designated treatment agency, with the case manager consistently following-up with the treatment agency to make sure treatment is appropriate.
- Each participant must attend multiple recovery peer support groups weekly of their choice (approved by the court) and actively participate. These peer support group meetings are in addition to a participant's treatment.
- Defendants' abstinence will be monitored by the use of devices such as SCRAM, treatment, case manager, and other alternatives.

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<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574, 0575 & 0576 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

- Upon entry into the B-SOBR program, each participant must wear a Secure Continuous Remote Alcohol Monitor (SCRAM) bracelet for a minimum of 90 days.
- Participants are in treatment for approximately one year, though the actual length of time is dictated by treatment agency's continued clinical evaluation of the participant in treatment.
- The cost of treatment and monitoring abstinence will be paid for by the defendant. Typically this is accomplished through the use of participant's insurance, though a few participants have used B-SOBR grant funding to help with these costs.
- In some cases the Judge will allow participants driving privileges. Each participant must demonstrate continuous sobriety, stability and have the support of their treatment provider, as well as the Oregon Dept. of Motor Vehicles. Each participant is required to follow the directives of the court regarding the use of an Interlock Device (IID) throughout their probation.
- The Beaverton Police Department is very supportive of the B-SOBR program.
  - There is a police officer on the B-SOBR Team. She attends all B-SOBR Court and Staffing sessions. She is one of four Drug Recognition Experts (DREs) in the Beaverton Police Department.
  - They are actively involved in home visits for the participants and report directly to the court regarding compliance and violations of probation or other concerns they may have after interaction with the participants.
- Use of evidence-based incentives and sanctions utilized by the B-SOBR court:
  - Incentives used by the court include a public acknowledgement of achievements, growth, and development, decreased supervision; reduced monitoring for abstinence; fewer court appearances and meetings with case manager; and gift cards to local businesses.
  - The court sanctions the defendant for program violations include increased community support meetings, increased supervision such as SCRAM and urine analysis, appropriate treatment response, writing assignments, community service work, work in lieu of jail and jail time.
- Reduce time from arrest to entry into treatment to less than 30 days.
  - The court has made great efforts to reduce the time from arrest to entry into treatment for all defendants who are convicted of the offense of DUII or enter into a DUII Diversion.
  - Any defendant who arrested for a DUII is typically taken to the Washington County Jail to be booked. If they are kept in jail the court arraigns the defendant at the video arraignment hearing which typically within 24 hours.
  - If the defendant is released the jail gives them a Release Agreement to appear at the second hearing day available to the court which is typically within 48 hours.
  - At arraignment the defendant is given a plea offer by the City Attorney and a Pre-Trial Conference is set approximately in two weeks for the defendant to make a decision about entering the B-SOBR Program.
  - Prior to entering the program, the defendant has completed an impaired driving assessment, which is a tool to help decide if they are appropriate for the B-SOBR program.
- Develop process to receive immediate report of violation from treatment or other vendors.
  - Vigilnet, the vendor for SCRAM, either calls or sends an email to the case manager immediately when there is a violation.
  - The B-SOBR case manager is in constant communication with participant's treatment providers, through the use of email, phone and fax. A minimum of one written, monthly treatment status report is provided from the treatment provider, per OARS requirements.
  - Random Urine Test results are faxed or emailed to the case manager as soon as the agency has the results of the test. Additionally, the case manager has access to most drug test results online.
  - Participants that are allowed to regain their driving privileges are monitored by access to the vendors 'real time reporting log' where the case manager and team can monitor driving compliance at any time. The court orders that the equipment being installed meet specific requirements. The main interlock company being used at this time is Intoxilock.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574, 0575 & 0576 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

**PROGRAM TRENDS, NEEDS AND PERFORMANCE:**

Currently the B-SOBR program is funded through grants provided by the Oregon Department of Transportation (ODOT), and the State of Oregon Criminal Justice Commission of Oregon (CJC), and a new grant from the Bureau of Justice Assistance (BJA). Grant funding from the Oregon CJC is set to expire at the end of June 2019, with no possibility of renewing this grant as the CJC will be focusing future grant funds on Circuit Courts and not Municipal Courts. Grant funds from ODOT have been reduced to \$50,000 for the current year with no guarantee of future grant funding. ODOT grant funds will be used to partially finance the B-SOBR Case Manager’s position. In the past, the B-SOBR program has received grant funds from SAMHSA, which expired at the end of December 2018. We have not seen any new grant funding opportunities from SAMHSA for the program.

This leaves the B-SOBR program with a four year grant (from Jan. 1, 2019 thru Dec. 31, 2022) from the Bureau of Justice Administration (BJA), for \$125,000 per year. These funds are currently budgeted for Monthly Tri-Met passes for participants (\$16,800 annually); Peer Support Specialists/Mentors (\$36,400 annually); Mental Health Screenings (\$5,000 annually); Mobile Monitoring Devices (\$12,000 annually); Drug Screens (\$36, 935 annually); and B-SOBR Team trainings (\$17,865 annually). We are in the process of creating contracts with different vendors to meet these needs, if we do not currently have a contract in place.

Participants are required to have clean and sober housing. We have partnered with Fairhaven Recovery Homes for those needs. Fairhaven offers separate housing for women and children, or men, working on their sobriety and recovery. Residents are required to participate in house meetings, curfews, and accountability as well as proof of ongoing abstinence. Additionally Oxford Houses have made presentations to the participants to let them know about their housing availability.

Statistical evidence shows that the majority of individuals with addiction issues will have co-occurring behavioral issues that should be addressed. Participants with behavioral health issues, typically will be referred by their substance abuse treatment provider to a behavioral health treatment agency. For those without health insurance we have found a different agencies that work on a sliding scale fee basis for participants with behavioral health issues.

Our participants are required to work full time while in B-SOBR or be a full-time student. If they are not working or attending school they must do 40 hours of community service work each month. The Beaverton Police Department’s Victim Services Coordinator has offered assistance to all participants in accessing a wide range of services available in the area.

We have developed a job search plan for participants who are unemployed or who are employed temporarily or part time. We have connected with Goodwill Job Connections and with Work Source Oregon. Both agencies help participants with resume building, job search tools, and application basics. Work Source Oregon also offers classes in computer science with resume building to help participants maximize their skills to increase their marketability. Work Source Oregon also has a job search program specifically for convicted felons. Additionally, the City Library has offered their assistance with resumes and job searches.

Participants who do not have a High School Diploma or their General Education Diplomas (GED) upon entering the program are required to obtain one before they are eligible for graduation. Our participants are involved with Portland Community College and Beaverton Resource Center. Both offer GED skills classes, test prep courses, and English as a Second Language (ESL) classes at little to no cost.

Training and education for the B-SOBR Team is vital for the success of this program. All members of the B-SOBR team have consistently attended the National Association of Drug Court Professionals Conference, which offers specific training tracks for the different team member’s role on the team. Having had a substantial turnover on the B-

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> MUNICIPAL COURT
<b>PROGRAM: B-SOBR Program</b> 0573, 0574, 0575 & 0576 Beaverton Sobriety Opportunity for Beginning Recovery	<b>PROGRAM MANAGER:</b> NATHAN WOLFE

SOBR team over the past year, team members went to El Paso, Texas, last October for a three-day training, focusing on getting everyone a solid foundation in the 10 Guiding Principles of a DWI Court. In late March 2019, the B-SOBR program will be having an evaluation completed through a two-day process supervised by the BJA.

Historically, the B-SOBR Program has been recognized locally, statewide, and nationally. The National Center for DWI Courts (NCDC) Director Jim Eberspacher and Melissa Fitzgerald from the National Association of Drug Court Professionals presented the NCDC Community Transformation Award to the B-SOBR Program on December 16, 2016 graduation ceremony. This award is not given out by NCDC every year and it was a great honor for the program and the city to receive such a prestigious award.

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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

029 CASE MANAGER

	52,887	1.00	57,891	1.00	62,061	1.00	36,286	57,269	62,352	1.00	62,352	1.00		
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033 MUNICIPAL JUDGE

	147,648	1.00	169,183	1.00	154,168	1.00	118,354	157,399	164,066	1.00	162,517	1.00		
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034 ASSOCIATE JUDGE

	100,030	.80	118,777	.80	136,664	1.00	96,119	128,152	133,701	1.00	132,409	1.00		
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097 PROGRAMMER ANALYST

	68,844	1.00	73,645	1.00	79,270	1.00	59,300	79,064	82,494	1.00	81,696	1.00		
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103 POLICE OFFICER

	21,610		13,744		8,800		6,490							
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222 SR COURT CLERK

	60,393	2.00	104,134	2.00	110,016	2.00	80,095	108,110	121,491	2.00	121,491	2.00		
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223 COURT CLERK

	336,276	7.70	335,641	9.00	461,853	10.00	325,588	440,307	478,592	10.00	478,592	10.00		
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241 COURT ADMINISTRATOR

	105,731	1.00	128,468	1.00	156,321	1.00	126,543	174,880	94,807	1.00	93,895	1.00		
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271 COURT OPERATIONS SUPERVISOR

	154,954	2.00	164,959	2.00	154,387	2.00	127,914	169,467	150,156	2.00	148,713	2.00		
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275 TEMPORARY EMPLOYEES

	4,032		14,262		31,194		2,274	2,273						
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281 DUII COURT COORDINATOR

			.60		48,981	1.00	39,887	47,935	69,193	1.00	69,193	1.00		
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289 JUDICIAL ASSISTANT

									45,939	1.00	45,939	1.00		
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299 PAYROLL TAXES AND FRINGES

	589,105		646,744		969,285		565,907	716,508	798,631		813,150			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	1,641,510	16.50	1,827,448	18.40	2,373,000	20.00	1,584,757	2,081,364	2,201,422	21.00	2,209,947	21.00		
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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: 10	MATERIALS & SERVICES													
301	OFFICE EXPENSE													
	2,438		3,045		4,062		5,303	6,062	6,500		7,500			
303	OFFICE FURNITURE & EQUIPMENT													
	615		1,171		3,000		3,440	3,700	8,100		9,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
					10,800		10,800	10,800	12,000		12,000			
307	MEMBERSHIP FEES													
	1,247		3,428		4,300		1,712	3,500	4,125		4,125			
308	PERIODICALS & SUBSCRIPTIONS													
	3,423		3,610		3,500		4,376	4,500	6,625		4,525			
312	DEPOSIT SHORTAGE/OVERAGE													
	-25		-296				-21							
316	ADVERTISING, RECORDING & FILING													
	85		105		100									
317	COMPUTER EQUIPMENT													
					2,000		5,739	5,741			3,668			
321	TRAVEL, TRAINING & SUBSISTENCE													
	46,289		35,912		36,264		23,326	39,976	37,215		37,215			
328	MEALS & RELATED EXPENSE													
	2,629		2,103		1,950		2,623	3,100	4,200		4,200			
330	MILEAGE REIMBURSEMENT													
					100			100	100		100			
341	COMMUNICATIONS EXPENSE													
	1,303		1,351		1,320		1,309	1,320	5,280		2,016			
342	DATA COMMUNICATION EXPENSE													
					320		233	320	660		660			
406	BANK SERVICE FEES													
	45,454		42,665		48,000		25,982	48,000	48,000		48,000			
452	B-SOBR PARTICIPANT DRUG SCREENS													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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
					102,019		99,350	102,019		36,935		36,935		
453	B-SOBR PARTICIPANT TREATMENT SVCS													
					8,000		38,524	8,000		5,000		5,000		
454	B-SOBR TREATMENT PROVIDERS													
					11,403		17,355	11,403		36,400		36,400		
455	B-SOBR PARTICIPANT ASSISTANCE													
					19,780		19,037	19,780		16,800		16,800		
461	SPECIAL EXPENSE													
	11,720		1,840		1,400		5,080	1,400						
484	JURY AND WITNESS FEES													
	5,490		6,153		8,000		3,474	5,000		5,000		5,000		
501	COURT APPOINTED ATTORNEY FEES													
	333,808		392,543		370,000		398,765	420,000		430,000		430,000		
502	COURT COLLECTION AGENCY FEES													
	156,513		141,001		130,000		130,000	120,000		130,000		130,000		
503	COURT INTERPRETER SVC EXPENSE													
	32,827		32,442		35,000		28,244	35,000		38,000		38,000		
511	PROFESSIONAL SERVICES													
	226,884		82,141		91,500		49,514	62,556		52,000		51,000		
525	PMTS TO OTHER GOVERNMENT AGENCIES													
										60,000		60,000		
TOTAL CLASS: 10 MATERIALS & SERVICES														
	870,700		749,214		892,818		874,165	912,277		942,940		942,144		
CLASS: 15 CAPITAL OUTLAY														
675	COMPUTER SOFTWARE PACKAGES													
					113,335		113,335	63,355		50,000		50,000		
TOTAL CLASS: 15 CAPITAL OUTLAY														
					113,335		113,335	63,355		50,000		50,000		

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

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

	42,728		47,887		50,458		23,596	50,458	57,721		54,497			
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818 TRSFERS TO ISD-ALLOCATED

	56,794		60,838		66,165		55,138	66,165	202,368		202,368			
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TOTAL CLASS: 25 TRANSFERS

	99,522		108,725		116,623		78,734	116,623	260,089		256,865			
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TOTAL DEPARTMENT: 45 MUNICIPAL COURT

	2,611,732	16.50	2,685,387	18.40	3,495,776	20.00	2,650,991	3,173,619	3,454,451	21.00	3,458,956	21.00		
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**MUNICIPAL COURT  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
29	CASE MANAGER	1.00	1.00					1.00
33	MUNICIPAL JUDGE	1.00	1.00					1.00
34	ASSOCIATE JUDGE	0.80	1.00					1.00
97	PROGRAMMER ANALYST	1.00	1.00					1.00
222	SR COURT CLERK	2.00	2.00					2.00
223	COURT CLERK	9.00	10.00					10.00
241	COURT ADMINISTRATOR	1.00	1.00					1.00
271	COURT OPERATIONS SUPERVISOR	2.00	2.00					2.00
281	DUII COURT COORDINATOR	0.60	1.00					1.00
289	JUDICIAL ASSISTANT	0.00	0.00					0.00
	<b>Total</b>	<b>18.40</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
29	CASE MANAGER	1.00					1.00
33	MUNICIPAL JUDGE	1.00					1.00
34	ASSOCIATE JUDGE	1.00					1.00
97	PROGRAMMER ANALYST	1.00					1.00
222	SR COURT CLERK	2.00					2.00
223	COURT CLERK	10.00					10.00
241	COURT ADMINISTRATOR	1.00					1.00
271	COURT OPERATIONS SUPERVISOR	2.00					2.00
281	DUII COURT COORDINATOR	1.00					1.00
289	JUDICIAL ASSISTANT	0.00	1.00 <sup>a</sup>				1.00
	<b>Total</b>	<b>20.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21.00</b>

<sup>a</sup> FY 2019-20 proposes a new 1 FTE Judicial Assistant position.

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT 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

033	MUNICIPAL JUDGE	147,648	1.00	169,183	1.00	154,168	1.00	157,399	164,066	1.00	162,517	1.00
034	ASSOCIATE JUDGE	100,030	.80	118,777	.80	136,664	1.00	128,152	133,701	1.00	132,409	1.00
097	PROGRAMMER ANALYST	68,844	1.00	73,645	1.00	79,270	1.00	79,064	82,494	1.00	81,696	1.00
222	SR COURT CLERK	60,393	2.00	104,134	2.00	110,016	2.00	108,110	121,491	2.00	121,491	2.00
223	COURT CLERK	336,276	7.70	335,641	9.00	461,853	10.00	440,307	478,592	10.00	478,592	10.00
241	COURT ADMINISTRATOR	105,731	1.00	128,468	1.00	156,321	1.00	174,880	94,807	1.00	93,895	1.00
271	COURT OPERATIONS SUPERVISOR	154,954	2.00	164,959	2.00	154,387	2.00	169,467	150,156	2.00	148,713	2.00
275	TEMPORARY EMPLOYEES	3,497		14,262		31,194		2,273				
289	JUDICIAL ASSISTANT								45,939	1.00	45,939	1.00
299	PAYROLL TAXES AND FRINGES	558,575		610,752		882,698		670,822	733,121		747,640	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,535,948	15.50	1,719,821	16.80	2,166,571	18.00	1,930,474	2,004,367	19.00	2,012,892	19.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	2,408		2,876		2,900		4,900	6,500		7,500	
303	OFFICE FURNITURE & EQUIPMENT	615		1,171		3,000		3,700	8,100		9,000	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 033 MUNICIPAL JUDGE
- 034 ASSOCIATE JUDGE  
 FY 2018-19 REFLECTS MID-YEAR INCREASE OF .20 FTE TO THE .80 FTE POSITION TO CREATE A FULL TIME POSITION VIA THE FIRST SUPPLEMENTAL BUDGET.
- 097 PROGRAMMER ANALYST
- 222 SR COURT CLERK
- 223 COURT CLERK  
 FY 17-18 REFLECTS ADDING .30 FTE TO AN EXISTING .70 FTE COURT CLERK POSITION TO CREATE A 1 FTE POSITION AND ADDING AN ADDITIONAL 1.0 FTE POSITION  
 FY 17-18 ALSO REFLECTS DECREASE DUE TO POSITION VACANCIES DURING THE YEAR.  
 FY 18-19 REFLECTS A NEW 1 FTE COURT CLERK POSITION.
- 241 COURT ADMINISTRATOR  
 FY 18-19 REFLECTS INCREASE DUE TO RETIREMENT OF INCUMBENT AND THEN OVERLAPPING WITH THE REPLACEMENT TO ALLOW FOR A SMOOTH TRANSITION
- 271 COURT OPERATIONS SUPERVISOR
- 275 TEMPORARY EMPLOYEES
- 289 JUDICIAL ASSISTANT  
 FY 2019-20 REFLECTS A NEW 1 FTE JUDICIAL ASSISTANT 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

- 301 OFFICE EXPENSE  
 REGULAR OFFICE SUPPLIES/EXPENSES (PAPER, TONER, PENS, ETC.) APPROX. \$500/MONTH \$6,000  
 INCIDENTAL EXPENSES \$500  
 JUDGES ROBES AS NEEDED (APPROX. \$500 EACH) \$1,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 ASSISTIVE LISTENING DEVICES (2 TRANSMITTERS, 10 RECEIVERS) \$3,000  
 OFFICE FURNITURE (REPLACEMENT DESKS, CHAIRS, FLOOR MATS, ETC.) \$3,000  
 OFFICE FURNITURE (DESKS, CHAIRS, FLOOR MATS, ETC.) FOR NEW STAFF \$3,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT 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
307	MEMBERSHIP FEES												
	1,207		2,943		2,300		2,000	4,125		4,125			
308	PERIODICALS & SUBSCRIPTIONS												
	3,423		3,610		3,500		4,500	6,625		4,525			
312	DEPOSIT SHORTAGE/OVERAGE												
	-25		-296										
316	ADVERTISING, RECORDING & FILING												
	85		105		100								
317	COMPUTER EQUIPMENT												
							3,955			3,668			
321	TRAVEL, TRAINING & SUBSISTENCE												
	13,548		16,520		15,000		15,000	19,350		19,350			
328	MEALS & RELATED EXPENSE												
	1,079		803		1,950		3,100	4,200		4,200			
330	MILEAGE REIMBURSEMENT												
					100		100	100		100			
341	COMMUNICATIONS EXPENSE												
	1,303		1,351		1,320		1,320	5,280		2,016			
342	DATA COMMUNICATION EXPENSE												
					320		320	660		660			
406	BANK SERVICE FEES												
	45,454		42,665		48,000		48,000	48,000		48,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 307 MEMBERSHIP FEES
  - PRESIDING JUDGE BAR DUES \$600
  - ASSOCIATE JUDGE BAR DUES \$600
  - OREGON MUNICIPAL JUDGES ASSOCIATION (2 JUDGES + 3 PRO TEMS) \$500
  - COURT ADMINISTRATOR - OREGON ASSOCIATION OF COURT ADMINISTRATORS (OACA) \$75
  - COURT OPERATIONS SUPERVISOR - OACA (X2) \$150
  - SENIOR CLERK - OACA (X2) \$150
  - COURT CLERK - OACA (X10) \$750
  - PROGRAMMER ANALYST - OACA \$75
  - COURT ADMINISTRATOR - NATIONAL ASSOCIATION FOR COURT MANAGEMENT (NACM) \$125
  - COURT OPERATIONS SUPERVISOR - NACM (X2) \$250
  - COURT COORDINATOR - CERTIFIED ALCOHOL AND DRUG COUNSELOR (CADC) DUES (EVERY OTHER YEAR) \$175
  - CASE MANAGER - CADC DUES (EVERY OTHER YEAR) \$175
  - NATIONAL ASSOCIATION FOR DRUG COURT PROFESSIONALS (NADCP) MEMBERSHIP - \$55 EA. X 9 \$500
- 308 PERIODICALS & SUBSCRIPTIONS
  - UNIFORM JURY INSTRUCTIONS (\$300 FULL AND \$50 SUPPLEMENT+ SHIPPING) \$350
  - HANDBOOK FOR JURORS (500 X \$.10 + SHIPPING) \$75
  - OTHER BOOKS \$100
  - OREGON STATE STATUTES (2 X \$750) \$1,500
  - THOMPSON REUTERS WEST - ONLINE LEGAL RESEARCH FOR JUDGES \$2,500
- 312 DEPOSIT SHORTAGE/OVERAGE
  - NOT NEEDED
- 316 ADVERTISING, RECORDING & FILING
  - NO APPROPRIATION REQUESTED
- 317 COMPUTER EQUIPMENT
  - TOPAZ ELECTRONIC SIGNATURE PADS (6 X \$350 EA.) \$2,100
  - FOR NEW POSITION:
  - DESKTOP COMPUTER \$760
  - BATTERY BACKUP \$88
  - 24 INCH MONITORS (X2) \$320
  - DESK PHONE \$400
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - EXPENSES INCURRED FOR OUT-OF-TOWN TRIPS. COSTS INCLUDE TRANSPORTATION \$15,000
  - LODGING, AND MEALS
  - OACA FALL AND SPRING CONFERENCES
  - NACM CONFERENCE - COURT ADMINISTRATOR, COURT OPERATIONS SUPERVISOR
  - JUDGES ASSOCIATION CONFERENCE AND ODOT JUDICIAL CONFERENCE - 5 JUDGES & CT ADMIN
  - JOURNAL TECHNOLOGIES CONFERENCE (CT ADMIN; CT SUPS; CT SYS SPEC)
  - OREGON CJIS USERS WORKSHOP (CT SUPS)
  - NATIONAL CENTER FOR STATE COURTS (NCSC) COURT TECHNOLOGY CONFERENCE SEPT 10-12 \$4,350
- 328 MEALS & RELATED EXPENSE
  - PRISONER AND JUROR MEALS AS NECESSARY. COST OF MEALS AND INCIDENTALS \$200
  - B-SOBR INCENTIVE AND GRADUATION EVENTS (\$900 X 2 PER YEAR) \$1,800
  - LUNCH MEETING - JUSTICE COORDINATING COMMITTEE (JCC) \$200 X 6 PER YEAR \$1,200
  - LUNCH MEETING - COURT APPOINTED ATTORNEY (CAA) \$200 X 4 PER YEAR \$800
  - B-SOBR QUARTERLY MEETINGS (\$50 X 4 PER YEAR) \$200
- 330 MILEAGE REIMBURSEMENT
  - COST INCURRED FOR REIMBURSEMENT OF PRIVATELY OWNED VEHICLES USED ON OFFICIAL CITY BUSINESS \$100
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE AND RELATED EXPENSES - COURT ADMINISTRATOR (\$42/MONTH) \$504
  - CELL PHONE AND RELATED EXPENSES - PRESIDING JUDGE (\$42/MONTH) \$504
  - CELL PHONE AND RELATED EXPENSES - DUII COURT COORDINATOR (\$42/MONTH) \$504
  - CELL PHONE AND RELATED EXPENSES - CASE MANAGER (\$42/MONTH) \$504
- 342 DATA COMMUNICATION EXPENSE
  - AIR CARD FOR LAPTOP/SURFACE (\$55/MONTH) \$660
- 406 BANK SERVICE FEES
  - TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD. \$48,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT 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
484	JURY AND WITNESS FEES												
	5,490		6,153		8,000		5,000	5,000		5,000		5,000	
501	COURT APPOINTED ATTORNEY FEES												
	333,808		392,543		370,000		420,000	430,000		430,000		430,000	
502	COURT COLLECTION AGENCY FEES												
	156,513		141,001		130,000		120,000	130,000		130,000		130,000	
503	COURT INTERPRETER SVC EXPENSE												
	32,827		32,442		35,000		35,000	38,000		38,000		38,000	
511	PROFESSIONAL SERVICES												
	27,274		64,073		35,000		45,000	52,000		51,000		51,000	
525	PMTS TO OTHER GOVERNMENT AGENCIES												
								60,000		60,000		60,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	625,009		707,960		656,490		711,895	817,940		817,144		817,144	
CLASS: 15 CAPITAL OUTLAY													
675	COMPUTER SOFTWARE PACKAGES												
					113,335		63,355	50,000		50,000		50,000	
TOTAL CLASS: 15 CAPITAL OUTLAY													
					113,335		63,355	50,000		50,000		50,000	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	41,813		46,874		49,349		49,349	57,721		54,497		54,497	
818	TRSFERS TO ISD-ALLOCATED												
	56,794		60,838		66,165		66,165	202,368		202,368		202,368	
TOTAL CLASS: 25 TRANSFERS													
	98,607		107,712		115,514		115,514	260,089		256,865		256,865	
TOTAL PROGRAM: 0571 MUNICIPAL COURT SERVICES													
	2,259,564	15.50	2,535,493	16.80	3,051,910	18.00	2,821,238	3,132,396	19.00	3,136,901	19.00	3,136,901	19.00

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

484	JURY AND WITNESS FEES PAYMENT FOR JUROR SERVICE, MILEAGE, AND MEALS; AND COURT WITNESS FEES; JURY POOL LISTS. \$5,000
501	COURT APPOINTED ATTORNEY FEES INDIGENT DEFENSE COUNSEL \$430,000
502	COURT COLLECTION AGENCY FEES COLLECTION AGENCY SERVICES \$130,000
503	COURT INTERPRETER SVC EXPENSE SPANISH INTERPRETER \$27,000 PASSPORT TO LANGUAGES - VARIOUS LANGUAGE INTERPRETERS AS NEEDED FOR COURT PROCEEDINGS \$10,000 LANGUAGE LINE - TELEPHONIC INTERPRETERS FOR COURT PROCEEDINGS AS NEEDED \$1,000
511	PROFESSIONAL SERVICES PRO-TEM JUDGES \$30,000 PSYCHOLOGICAL EVALUATIONS \$5,000 INVESTIGATOR EXPENSE \$12,000 SHREDDING DOCUMENTS \$2,000 EXPERT WITNESS FEES \$2,000
525	PMTS TO OTHER GOVERNMENT AGENCIES 1/2 COST SHARE OF A MENTAL HEALTH LIASON THROUGH WASHINGTON COUNTY \$120K ANNUAL BEAVERTON PORTION \$60,000

675	COMPUTER SOFTWARE PACKAGES APPROPRIATION TO PURCHASE A COMMERCIAL SOFTWARE PRODUCT TO REPLACE THE CURRENT COURT SYSTEM WINCS FY 2018-19 ESTIMATE \$113,35 REFLECTS SERVICES BY VENDOR TO GO LIVE JUNE 2019 ECOURT POST-GO-LIVE ENHANCEMENTS \$50,000
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816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$54,497
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF BUSINESS ANALYST PROGRAMMER POSITION IN SUPPORT OF THE NEW COURT SOFTWARE SYSTEM IMPLEMENTATION \$202,368

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0573 FED DUUI COURT ODOT GRANT

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

029	CASE MANAGER												
	52,887	1.00	51,478	1.00	62,061	1.00	57,269	62,352	1.00	62,352	1.00		
103	POLICE OFFICER												
	18,269		11,689										
275	TEMPORARY EMPLOYEES												
	535												
281	DUUI COURT COORDINATOR												
								69,193	1.00	69,193	1.00		
299	PAYROLL TAXES AND FRINGES												
	30,530		31,288		52,883		21,229	65,510		65,510			

TOTAL CLASS: 05 PERSONNEL SERVICES

	102,221	1.00	94,455	1.00	114,944	1.00	78,498	197,055	2.00	197,055	2.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	40		485		500								
321	TRAVEL, TRAINING & SUBSISTENCE												
					5,000		8,712						

TOTAL CLASS: 10 MATERIALS & SERVICES

	40		485		5,500		8,712						
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
	414												

TOTAL CLASS: 25 TRANSFERS

	414												
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TOTAL PROGRAM: 0573 FED DUUI COURT ODOT GRANT

	102,675	1.00	94,940	1.00	120,444	1.00	87,210	197,055	2.00	197,055	2.00		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0573 FED DUII COURT ODOT GRANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 029 CASE MANAGER  
 THIS PROGRAM IS FUNDED BY A FEDERAL GRANT THROUGH THE OREGON DEPARTMENT OF TRANSPORTATION. (FUNDED THROUGH 09/30/16 1ST QUARTER OF FY 16-17)
- 103 POLICE OFFICER
- 275 TEMPORARY EMPLOYEES
- 281 DUII COURT COORDINATOR  
 FY 2019-20 REFLECTS THE DUII COURT COORDINATOR POSITION TRANSFERRING FROM PROGRAM 0574 TO 0573.
- 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  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 NO APPROPRIATION REQUESTED - THIS WILL COME FROM COURT MAIN BUDGET.

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

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

029	CASE MANAGER		6,413										
103	POLICE OFFICER	3,341	2,055		8,800								
281	DUII COURT COORDINATOR			.60	48,981	1.00	47,935						
299	PAYROLL TAXES AND FRINGES		4,704		33,704		24,457						

TOTAL CLASS: 05 PERSONNEL SERVICES

		3,341	13,172	.60	91,485	1.00	72,392						
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	30	169		1,162		1,162						
304	DEPARTMENT EQUIPMENT EXPENSE				10,800		10,800						
307	MEMBERSHIP FEES				1,500		1,500						
317	COMPUTER EQUIPMENT				2,000		1,786						
321	TRAVEL, TRAINING & SUBSISTENCE	12,085	10,557		16,264		16,264						
328	MEALS & RELATED EXPENSE	1,050	830										
452	B-SOBR PARTICIPANT DRUG SCREENS				102,019		102,019						
453	B-SOBR PARTICIPANT TREATMENT SVCS				8,000		8,000						
454	B-SOBR TREATMENT PROVIDERS				11,403		11,403						
455	B-SOBR PARTICIPANT ASSISTANCE				19,780		19,780						
461	SPECIAL EXPENSE	11,720	1,840		1,400		1,400						

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

029 CASE MANAGER

103 POLICE OFFICER  
 DATA ANALYSIS

281 DUII COURT COORDINATOR  
 FY 17-18 MID-YEAR REFLECTS .60 FTE DUII COURT COORDINATOR POSITION ADDED VIA THE FIRST SUPPLEMENTAL BUDGET THAT WILL BE FILLED IN FY 18-19.  
 FY 2018-19 REFLECTS MID-YEAR INCREASE OF .20 FTE TO THE .80 FTE POSITION TO CREATE A FULL TIME POSITION VIA THE FIRST SUPPLEMENTAL BUDGET.  
 FY 2019-20 REFLECTS THE DUII COURT COORDINATOR POSITION TRANSFERRING FROM PROGRAM 0574 TO 0573.

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 MATERIALS; HANDBOOKS; PAPER, MISCELLANEOUS SUPPLIES  
 FY 2019-20 REFLECTS CJC GRANT EXPIRED IN JUNE 2018.

304 DEPARTMENT EQUIPMENT EXPENSE

307 MEMBERSHIP FEES

317 COMPUTER EQUIPMENT

321 TRAVEL, TRAINING & SUBSISTENCE

328 MEALS & RELATED EXPENSE

452 B-SOBR PARTICIPANT DRUG SCREENS

453 B-SOBR PARTICIPANT TREATMENT SVCS

454 B-SOBR TREATMENT PROVIDERS

455 B-SOBR PARTICIPANT ASSISTANCE

461 SPECIAL EXPENSE  
 RENT AND UTILITIES SUBSIDY B-SOBR PARTICIPANTS  
 INCENTIVES: HOUSEHOLD PRODUCTS; FOOD & CLOTHING VOUCHERS; BUS PASSES; MISC.  
 JOB RESOURCES: WORK CLOTHING; JOB PREPARATION CLASSES; MISC

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

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
511	PROFESSIONAL SERVICES												
	102,387		11,955		6,500		6,500						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	127,272		25,351		180,828		180,614						
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	501		1,013		1,109		1,109						
TOTAL CLASS: 25 TRANSFERS													
	501		1,013		1,109		1,109						
TOTAL PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT													
	131,114		39,536	.60	273,422	1.00	254,115						

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 45 MUNICIPAL COURT  
PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES  
RANDOM 7-DAY UA MONITORING PROGRAM  
TREATMENT ENHANCEMENT: EVIDENCE-BASED CURRICULUM AND COUNSELING PRACTICES  
CASE MANAGEMENT SYSTEM INCLUDING SPECIFIC PROGRAMMING REQUIREMENT

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0575 Federal SAMHSA-SOBR Grant

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

321 TRAVEL, TRAINING & SUBSISTENCE  
 20,656 8,835

328 MEALS & RELATED EXPENSE  
 500 470

511 PROFESSIONAL SERVICES  
 97,223 6,113 50,000 11,056

TOTAL CLASS: 10 MATERIALS & SERVICES

	118,379	15,418	50,000	11,056
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TOTAL PROGRAM: 0575 Federal SAMHSA-SOBR Grant

	118,379	15,418	50,000	11,056
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0575 Federal SAMHSA-SOBR Grant

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

321 TRAVEL, TRAINING & SUBSISTENCE

328 MEALS & RELATED EXPENSE

511 PROFESSIONAL SERVICES

NPC RESEARCH - ONGOING DATA COLLECTION SERVICES AND EVALUATIONS  
 URINE ANALYSIS - COLLECTIONS OF URINE ANALYSIS (UA); COLLECTION TOOLS;  
 SUBSIDIZING PARTICIPANT UA COST  
 INTERPRETER SERVICES FOR COURT, GROUPS, & ONE-ON-ONE SESSIONS FOR CLIENTS  
 TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES  
 TRANSPORTATION - BUS PASSES, OTHER TRANSPORTATION SERVICES  
 RESIDENTIAL TREATMENT - 30-90 DAYS (\$5K PER STAY W/OHP OR DEDUCTIBLES W/PRIVATE INS  
 TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0576 FED BUREAU OF JUSTICE ADMIN GRANT

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													
304										12,000		12,000	
321										17,865		17,865	
452										36,935		36,935	
453										5,000		5,000	
454										36,400		36,400	
455										16,800		16,800	
TOTAL CLASS: 10 MATERIALS & SERVICES										125,000		125,000	
TOTAL PROGRAM: 0576 FED BUREAU OF JUSTICE ADMIN GRANT										125,000		125,000	
TOTAL DEPARTMENT: 45 MUNICIPAL COURT													
		2,611,732	16.50	2,685,387	18.40	3,495,776	20.00	3,173,619	3,454,451	21.00	3,458,956	21.00	

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 45 MUNICIPAL COURT  
PROGRAM: 0576 FED BUREAU OF JUSTICE ADMIN GRANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 304 DEPARTMENT EQUIPMENT EXPENSE  
MOBILE MONITORING EQUIPMENT \$12,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
2019 NADCP CONFERENCE EXPENSES \$17,865
- 452 B-SOBR PARTICIPANT DRUG SCREENS  
ACTUAL PROVIDER TO STILL BE DECIDED \$36,935
- 453 B-SOBR PARTICIPANT TREATMENT SVCS  
MENTAL HEALTH ASSESSMENTS - ACTUAL PROVIDER TO STILL BE DECIDED \$5,000
- 454 B-SOBR TREATMENT PROVIDERS  
PEER SUPPORT SPECIALISTS \$36,400
- 455 B-SOBR PARTICIPANT ASSISTANCE  
TRI-MET PASSES FOR PARTICIPANTS \$16,800



**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
001-45	MUNICIPAL COURT											
001-45-0571-05-033	MUNICIPAL JUDGE	1.00	2,080			153,799			3,600	157,399	39,498	196,897
001-45-0571-05-034	ASSOCIATE JUDGE	1.00	2,080			128,152				128,152	75,976	204,128
001-45-0571-05-097	PROGRAMMER ANALYST	1.00	2,080			79,064				79,064	52,144	131,208
001-45-0571-05-222	SR COURT CLERK	2.00	4,036	35		106,761	1,349			108,110	77,205	185,315
001-45-0571-05-223	COURT CLERK	10.00	20,440	20		439,714	593			440,307	274,709	715,016
001-45-0571-05-241	COURT ADMINISTRATOR	1.00	3,720			174,880				174,880	62,705	237,585
001-45-0571-05-271	COURT OPERATIONS SUPERVISOR	2.00	4,550	80		165,012	4,455			169,467	87,836	257,303
001-45-0571-05-275	TEMPORARY EMPLOYEES		130			2,273				2,273	749	3,022
	MUNICIPAL COURT SERVICES	18.00	39,116	135		1,249,655	6,397		3,600	1,259,652	670,822	1,930,474
001-45-0573-05-029	CASE MANAGER	1.00	2,078	23		56,245	908		116	57,269	21,229	78,498
	FED DUII COURT ODOT GRANT	1.00	2,078	23		56,245	908		116	57,269	21,229	78,498
001-45-0574-05-281	DUII COURT COORDINATOR	1.00	1,560	22		46,986	949			47,935	24,457	72,392
	STATE CRIMINAL JUSTICE B-SOBR	1.00	1,560	22		46,986	949			47,935	24,457	72,392
	**** DEPARTMENT TOTAL ****	20.00	42,754	180		1,352,886	8,254		3,716	1,364,856	716,508	2,081,364

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 PM

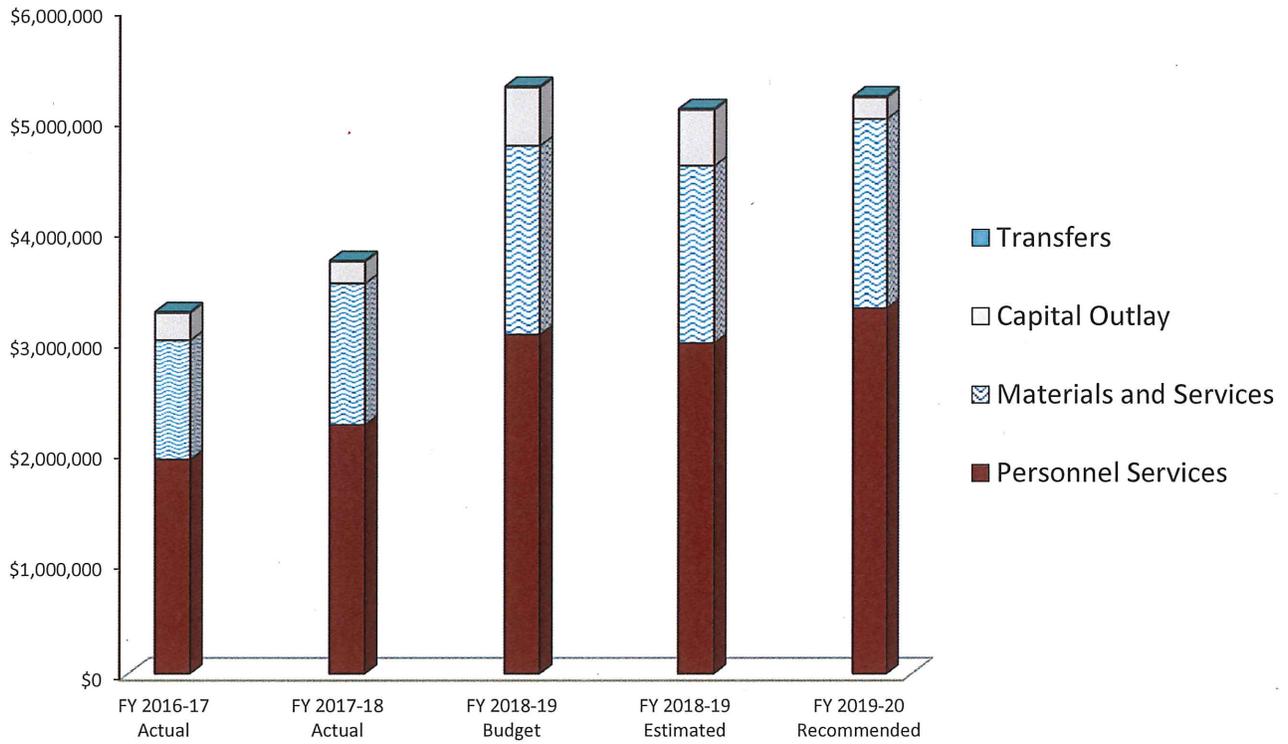
ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-45	MUNICIPAL COURT											
001-45-0571-05-033	MUNICIPAL JUDGE	1.00	2,096			158,917			3,600	162,517	48,555	211,072
001-45-0571-05-034	ASSOCIATE JUDGE	1.00	2,096			132,409				132,409	84,548	216,957
001-45-0571-05-097	PROGRAMMER ANALYST	1.00	2,096			81,696				81,696	56,900	138,596
001-45-0571-05-222	SR COURT CLERK	2.00	4,192	30		120,182	1,309			121,491	94,984	216,475
001-45-0571-05-223	COURT CLERK	10.00	20,960	30		477,647	945			478,592	307,119	785,711
001-45-0571-05-241	COURT ADMINISTRATOR	1.00	2,096			93,895				93,895	55,679	149,574
001-45-0571-05-271	COURT OPERATIONS SUPERVISOR	2.00	4,192	30		146,918	1,795			148,713	82,775	231,488
001-45-0571-05-289	JUDICIAL ASSISTANT	1.00	1,920			45,939				45,939	17,080	63,019
	MUNICIPAL COURT SERVICES	19.00	39,648	90		1,257,603	4,049		3,600	1,265,252	747,640	2,012,892
001-45-0573-05-029	CASE MANAGER	1.00	2,096	20		61,503	849			62,352	28,443	90,795
001-45-0573-05-281	DUII COURT COORDINATOR	1.00	2,096	24		68,071	1,122			69,193	37,067	106,260
	FED DUII COURT ODOT GRANT	2.00	4,192	44		129,574	1,971			131,545	65,510	197,055
	**** DEPARTMENT TOTAL ****	21.00	43,840	134		1,387,177	6,020		3,600	1,396,797	813,150	2,209,947

1054



# INFORMATION SYSTEMS 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:	Information Systems					% 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	\$1,933,321	\$2,247,303	\$3,062,902	\$2,987,110	\$3,301,958	7.80%
Materials and Services	1,078,673	1,277,533	1,706,581	1,601,645	1,709,148	0.15%
Capital Outlay	249,045	198,075	524,555	503,795	194,565	-62.91%
Transfers	7,669	8,112	11,061	11,061	12,134	9.70%
<b>SUB-TOTAL</b>	<b>\$3,268,708</b>	<b>\$3,731,023</b>	<b>\$5,305,099</b>	<b>\$5,103,611</b>	<b>\$5,217,805</b>	
Contingency			75,463		34,169	
Contingency - Equip.			80,000		60,000	
<b>TOTAL</b>	<b>\$3,268,708</b>	<b>\$3,731,023</b>	<b>\$5,460,562</b>	<b>\$5,103,611</b>	<b>\$5,311,974</b>	
<b>FTE's</b>	<b>17.50</b>	<b>18.50</b>	<b>23.50</b>		<b>24.00</b>	

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

**Personnel services:**

FY 2019-20 reflects an increase of 0.50 FTE for the Web Analyst 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 Change

**Capital outlay:**

FY 2019-20 reflects a reduction in known MACC grant funding at this time. Additional applications for MACC funding are currently outstanding.

**Transfers:**

No Significant Change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE	

**MISSION STATEMENT:**

The mission of the Information Systems Division is to coordinate and deploy City of Beaverton Information technology resources to support and enable effective government operations and public service. *(Council Goals #2: Use City resources efficiently to ensure long-term financial stability; #4 Provide responsive, cost-effective service to the community; #6: Manage growth and respond to change consistent with maintaining a livable, full-service city; #7 Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations; #8 Provide and support a highly-qualified and motivated City work force.)*

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	22.50	23.50	23.50	24.00	0.00
PERSONNEL SERVICES	\$2,525,154	\$2,864,494	\$3,062,902	\$3,301,958	\$0
MATERIALS & SERVICES	1,096,351	1,296,161	1,706,581	1,709,148	0
CAPITAL OUTLAY	249,045	198,075	524,555	194,565	0
TRANSFERS	88,380	97,500	75,077	12,134	0
CONTINGENCY	0	0	75,463	34,169	0
RESERVE	0	0	80,000	60,000	0
<b>TOTAL</b>	<b>\$3,958,930</b>	<b>\$4,456,230</b>	<b>\$5,524,578</b>	<b>\$5,311,974</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$760,685	\$507,828	\$478,305	\$386,150	\$0
Intergovernmental Revenue	107,575	261,249	284,478	0	0
Miscellaneous Revenues	26,942	21,539	13,600	15,500	0
Transfers from Other Funds	3,571,557	4,143,921	4,748,195	4,910,324	0

**Department Services and Trends:**

The Division acts as the sole cost center for the distribution of information technology. It provides for the administration of the Information Systems Plan. The Division is responsible for procurement policies regarding information processing equipment and operating system software. Standards for information processing procedures are also developed and maintained to ensure uniformity of process and to allow adequate information interchange between City operating departments and other entities.

Costs are allocated across all funds respective of the benefits received and services provided.

Programs within this fund include:

- 0525 – Web Services
- 0678 – GIS Services
- 0711 – ISD System & Programming
- 0712 – ISD System Operations
- 0713 – ISD New Projects

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0525 WEB SERVICES	<b>PROGRAM MANAGER:</b> ELZBIETA CRAIG

**Program Goal:**

To provide a 24-hour "Virtual City Hall" for the citizens of Beaverton, businesses, employees of the City and local agencies for certain information and services and expand access to services via interactive e-Government applications.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	2.50	2.50	2.50	3.00	0.00
PERSONNEL SERVICES	\$324,638	\$331,690	\$356,090	\$438,132	\$0
MATERIALS & SERVICES	42,670	35,716	49,944	57,694	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$367,308</b>	<b>\$367,406</b>	<b>\$406,034</b>	<b>\$495,826</b>	<b>\$0</b>

**Program Objective:**

- To provide web design, development and support services for external (City of Beaverton websites) and internal (Intranet) customers, Web application development and support, Web application package review and Web server administration.
- To be a central resource (through the City's website) for Beaverton City Hall information and news.
- To provide access to electronic agendas and minutes for City Council, Boards and Commissions, and Neighborhood Association Committees.
- To provide online mailing list subscription services.
- To support and maintain the City's Social Media sites.
- To enable citizens and businesses to complete online transactions.
- To display City's comprehensive public relations information to citizens, businesses and employees.
- To promote Beaverton worldwide as a good place to live, do business and visit.
- To provide City employees with comprehensive Intranet services.
- To support and maintain the Web Services Help Desk and support and manage departmental web developers.
- To implement, support and optimize the entire web infrastructure (servers, security, permissions, quality control, certificates, databases, SharePoint, Web Content Management System)
- This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with web services including:
  - Community Vision Action # 3: *Create a Welcome to Beaverton information packet*
  - Community Vision Action # 7: *Maintain community resource and events calendar*

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

- Mobile friendly responsive design for public web applications - in progress
- Language compatibility on websites and databases - in progress
- Emergency Management site – completed
- Parking in Beaverton site – in progress
- Digital Engagement – completed
- Employee Handbook/policies searchable site – on hold
- Victim Advocate Scheduling application upgrade - completed
- Business Licenses application upgrade and new features - completed
- HTTPS on apps.beavertonoregon.gov server – in progress
- BPD Volunteer Registration system – on hold
- CivicPlus and Social Media integration (Facebook feeds) - completed
- ISD Help Desk system - completed
- ADA Transition Plan site - completed

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0525 WEB SERVICES	<b>PROGRAM MANAGER:</b> ELZBIETA CRAIG

- Open House reusable application – on hold
- Access2Online ADA auditing project – completed
- PRCA website – completed
- Engineering Design Manual (EDM) site and drawings - completed
- Major upgrades to sites: GIS, Landscape/Forestry, Transportation, Utilities, Building in Beaverton - completed
- DRC Volunteer site and registration system - completed
- Social Media maintenance and support - ongoing
- Quality Control / SiteImprove - ongoing
- ADA compliance review and upgrade - ongoing

**FY 2019-20 Action Plan:**

- Language compatibility on websites and databases/Designing for Translation
- HTTPS on apps.beavertonoregon.gov server
- Web, database and security infrastructure upgrade
- Database and web application migration
- Building in Beaverton site upgrade
- HR Application - PDQ
- Intranet Redesign and Upgrade on new SharePoint Platform
- Summer Reading application for Library
- Donation system for Library
- Emergency Management Intranet site
- Mediation and Dialog training applications
- Street of Trees and Tree Guide website
- Mobile friendly responsive design for public web applications – ongoing
- Fixing application vulnerability reported by McAfee Secure - ongoing
- Social Media maintenance and support - ongoing
- Quality Control / SiteImprove - ongoing
- ADA compliance review and upgrade - ongoing

<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>
Number of times the City's Web pages are visited annually	4,988,758	4972,993	4,991,000 / 4,980,000	4,980,000

**Applications:**

Hours spent on Application Development (large/medium)	New Measure	840 / 52	50
Hours spent on Application Enhancements	New Measure	590 / 182	180
Hours spent on Web Programming (small)	New Measure	900 / 2,430	2,400

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0525 WEB SERVICES	<b>PROGRAM MANAGER:</b> ELZBIETA CRAIG

<b>Performance Measures (Continued):</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>Websites:</b>				
Hours spent on City Public Website		New Measure	850 / 1,370	1,300
Hours spent on Library Public Website		New Measure	100 / 210	210
Hours spent on Police Public Website		New Measure	50 / 200	200
Hours spent on City Intranet		New Measure	280 / 330	350
Hours spent on Apps Website		New Measure	1,700 / 620	600
Hours spent on Other Websites		New Measure	380 / 430	400
<b>Technical Support:</b>				
Hours spent on Requests from the Public		New Measure	60 / 55	55
Hours spent on Quality Assurance / Security		New Measure	300 / 280	280
Hours spent on Accessibility / ADA		New Measure	500 / 430	430
Hours spent on CivicPlus CMS (all sites)		New Measure	1,490 / 1,300	1,300
Hours spent on Intranet Tech Support / Maintenance		New Measure	190 / 300	300
Hours spent on Help Desk Requests		New Measure	1,300 / 3,000	3,000

**Performance Outcomes and Program Trends:**

The Web Services Division represents a central point for all the City's web related services: for the City's public, Library, Police and other websites, as well as the City's Intranet and Library Intranet. The program is responsible for maintenance and administration of all aspects of the online initiative. This includes gathering content from city departments, analyzing, designing, developing, publishing webpages and programming interactive applications. Also included are: Social Media support, quality control, security, usability and accessibility audits, and performance testing for all websites and online applications.

Use of the City's public websites has been stable throughout 2018. There is a steady increase of users accessing our websites using mobile devices.

Trends in the Web Services Division include bringing the website to the level of providing complete, comprehensive online services to residents 24 hours a day, 7 days a week, in a "Virtual City Hall" atmosphere. This trend involves taking advantage of existing data services currently available only inside City Hall and providing secure online access to that data, as well as building new data services. Examples of this kind of service include online renewal of business licenses and the scheduling of public-use rooms.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0678 GIS SERVICES	<b>PROGRAM MANAGER:</b> MIKE JUN

**Program Goal:**

To provide an integrated, geospatial data system and analysis services that can provide information in a variety of formats to enhance the effectiveness and efficiency of the City and its clients.

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	5.00	5.00	0.00
PERSONNEL SERVICES	\$591,833	\$617,191	\$652,009	\$684,851	\$0
MATERIALS & SERVICES	17,678	18,628	53,214	77,734	0
TRANSFERS	80,711	89,388	66,789	2,202	0
CONTINGENCY					
<b>TOTAL</b>	<b>\$690,222</b>	<b>\$725,207</b>	<b>\$772,012</b>	<b>\$764,787</b>	<b>\$0</b>

(The requirements shown above reflect the Geographic Information System Services Fund (GIS) 604 for the Actual and Budgeted columns. The proposed budget reflects the decision to include GIS Fund 604/Program 0678 as a program within the ISD Fund.)

**Program Objectives:**

- Provide and support the asset management tool for the City to manage public assets efficiently.
- Curate the authoritative asset inventory for the City.
- Provide geospatial data development, integration, and analysis services in support of all City functions.
- Provide online access to view, analyze, and print geospatial data to support daily tasks.
- Provide access to accurate, current GIS data to assist field personnel and improve data collection efforts.
- Coordinate development and integration of the City's geospatially referenced data with other data sets within the City and with other jurisdictions.
- Develop applications to meet identified City need for geospatially referenced and integrated information.
- This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with , branding, analytical, addressing and asset management tools including:
  - Community Visions Action #55: Produce updated bike route maps
  - Community Visions Action #45: Continue proactive street maintenance and repair
  - Community Visions Action #64: Implement a storefront improvement program
  - Community Visions Action #66: Implement parking management strategies
  - Community Visions Action #88: Connect parks and green space with trails/bike routes
  - Community Visions Action #89: Assist and connect local business
  - Community Visions Action #99: Improve pedestrian connections in neighborhood

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

- Upgrade ArcGIS Desktop and Server 10.5.1 - completed
- Install ArcGIS Portal on the server and configure best practice to serve internal web services and web apps. - completed
- Redesign GIS Server Architecture on both internal and external servers - in progress
- Create 3D layers on base map, zoning, and land use for planners to understand better on spatial relationship - in progress
- Public facing online map app for Utility – in progress
- Develop and create address assigning web app – in progress

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0678 GIS SERVICES	<b>PROGRAM MANAGER:</b> MIKE JUN

**FY 2019-20 Action Plan:**

- Improve performance on all GIS map services and monitor server activities
- Redesign GIS Server Architecture for both internal and external servers
- Create 3D Layers for Land use, Zoning, Base map, and utility layer
- Develop and create public facing online map app for Utility
- Develop and create apps and data for emergency management
- Create impervious surface and tree canopy from LiDAR data
- Create 3D simulation for flood event

Performance Measures:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Budgeted/Revised	Proposed
<b>Demand Measure:</b>				
# of GIS service requests processed	322	307	300 / 290	300
# of AMS requests processed Asset management system	478	898	600 / 600	510
<b>Efficiency Measure:</b>				
% of “up-time” based on a 10hr service day (7:30 am-5:30 pm) x 5 days x 52 weeks	99.7%	99.7%	99.6% / 99.7%	99.6%
Customer Satisfaction Survey (1 very poor – 5 excellent)	4.89	4.97	4.91 / 4.95	4.97
<b>Effectiveness Measure:</b>				
Average Staff time for service requests (#days)	4.85	3.82	3.48 / 3.5	3.5
Percent of requests completed by due date	99.9%	99.9%	99.9% / 99.9%	99.9%

**Performance Outcomes and Program Trends:**

The program provides City departments, the development community, and other interested parties with geo spatial data analysis, map products, system development, and data integration services enhancing the effectiveness and efficiency of department operations. GIS will continue to maintain and manage data as accurately as possible so customers who perform any data analysis or use applications will have confidence in the data and results. We will continue to monitor the business process of receiving correct and up-to-date data to GIS so that we can maintain the quality of spatial and non-spatial data.

With the implementation of ArcGIS Portal 10.5.1, the City has begun externalizing GIS data for our customers. With robust security and authentication features, we can comfortably provide this data to external stakeholders without worrying about compromising our critical systems. This ability to easily externalize GIS data, will transform how we integrate with vendor packages into the future and how we provide services to the citizenry as a whole.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0711 SYSTEMS AND PROGRAMMING	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

**Program Goal:**

To provide systems design service, systems analysis service, programming support, purchased application package review, administration, and to direct our energies toward a partnership in information processing with the operating departments, and agencies and or organizations. *(Council Priorities: In general as an Internal Service Fund, ISD supports all other departments support of Council Priorities. Specifically Council Priorities: Continue to define the Emergency Master plan, and Implement the Rental Housing Inspection Program.)*

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	9.00	9.00	9.00	9.00	0.00
PERSONNEL SERVICES	\$1,129,339	\$1,226,900	\$1,311,782	\$1,378,695	\$0
MATERIALS & SERVICES	12,133	11,852	42,120	42,840	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$1,141,472</b>	<b>\$1,238,752</b>	<b>\$1,353,902</b>	<b>\$1,421,535</b>	<b>\$0</b>

**Program Objective (services provided):**

**Application Maintenance:**

Process, test, and document requested changes to the current applications based on a priority schedule consistent with Council Goals and Objectives. Provide user support for ease of use of the application.

**Application Development:**

Analyze, design, configure, and code in-house developed systems based around a service oriented architecture (SOA) to facilitate organizational trends toward mobility and information sharing. Analyze recommended application package systems to ensure conformity with City standards. Ensure service requests meet both the feasibility/cost justification criterion as well as providing a service to the accomplishment of the Council Goals and Objectives.

**Develop Database:**

Continue providing data warehousing systems whereby views of information are readily and easily available to staff from a variety of databases.

**Administration:**

Schedule work, perform necessary personnel functions, perform necessary accounting functions, affirm and support City goals and Council direction. Maintain and revise the City's Information System Plan and review the Operating Department Business Plans.

This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with network development, information services and analytical tools including:

- Community Vision Action # 17: Enhance police and court facilities
- Community Vision Action # 18: Support proactive criminal justice initiatives
- Community Vision Action # 4: Increase city workforce diversity

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

- Launch of eCourt software for Municipal Court (In Progress)
- Launch of Law Enforcement Records System (PSNET) for Washington County (Completed)
- Launch of Utility Billing software upgrade (In Progress)
- Launch of BUG facing Law Enforcement Help Desk System (Completed)
- Budget Supplemental Software Upgrade (In Progress)
- Law Enforcement training request tracking (In Progress)

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0711 SYSTEMS AND PROGRAMMING	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Demand Measures:</b>				
Work hours spent on application enhancements (including error fixes)	3,039	3,235	3,000 / 3,200	3,000
Work hours spent on new in-house applications	3,332	3,618	3,200 / 3,600	3,600
Work hours on off-the-shelf applications	3,246	4,476	4,000 / 4,500	4,500
Work hours on development of Citywide Information Plans	150	150	150 / 150	150
Work hours on development of Departmental Information Plans	150	150	150 / 150	150
Work Hours - Technical Projects	1,060	415	1,000 / 450	550
Work Hours - Help Desk Support (HP)	1,223	556	1,100 / 550	650
Work Hours – Police Services	1,800	1,800	1,800 / 1,800	1,800
<b>Effectiveness Measures:</b>				
Departmental grading on all work (5 is the highest grading)	4.4	4.4	4.4 / 4.4	4.4
Quarterly rating from operating departments	Good to Excellent	Good to Excellent	Good to Excellent	Good to Excellent

**FY 2019-20 Action Plan:**

- Implementation of Utility Billing software upgrade
- Budget Software Upgrade
- Assist CDD in Permit Software Selection
- Upgrade of ISD Help Desk
- Launch mobile ticket solution for Beaverton Police Department

**Performance Outcomes and Program Trends:**

The City’s technology strategy is now based on Microsoft Windows 12/16 server operating system with Microsoft Windows 7/8/10 client operating systems utilizing Microsoft SQL2008/12/16 database engine. We continue to migrate our legacy systems over to Microsoft’s new platforms and have standardized on the Windows 10 client operating system. ISD will continue to move to Office 365 hybrid cloud to supplement our computing resources and leverage operational efficiencies.

The State of Oregon has certified specific public cloud vendors for criminal justice information system (CJIS) operations and as such ISD has leveraged these approved platforms to better serve our customer base. ISD has moved police records management to the cloud and will be leveraging cloud services to secure our architecture outside of the traditional network. ISD is focusing on specific projects using cloud services that will allow the organization to assess the impacts of cloud services with regards to records law, staff efficiencies, financial impacts, and security constraints.

The City’s technology will continue to invest major resources toward the area of security compliance. As a public institution we will continue our efforts in complying with CJIS and Payment Card Industry (PCI) security requirements in order to keep the public’s information secure. As the city’s adoption of security tools increases, it is finding challenges in maintaining historical operational efficiencies. ISD will continue its evaluation of tools available that allow the city to comply with security mandates while driving best in class efficiencies for both ISD and our customers.

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

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0712 OPERATIONS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

**Program Goal:**

To provide operating support, service support, operating documentation, data safeguards, and to direct our energies toward a partnership in information processing with the operating departments. To provide a financial reserve program for the normal unforeseen needs, to accumulate the equipment depreciation funds, and to accumulate projected capital reserves in compliance with the Information Systems Plan. *(Council Priorities: In general as an Internal Service Fund, ISD supports all other departments support of Council Priorities. Specifically Council Priorities: Modify the internal budget process to allow for earlier council involvement, Foster stronger intergovernmental relations with partner agencies.)*

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	6.00	7.00	7.00	7.00	0.00
PERSONNEL SERVICES	\$479,344	\$688,713	\$743,021	\$800,280	\$0
MATERIALS & SERVICES	612,269	835,020	1,149,453	1,095,590	0
CAPITAL OUTLAY	249,045	198,075	514,555	184,565	0
TRANSFERS	7,669	8,112	8,288	9,932	0
CONTINGENCY	0	0	75,463	34,169	0
RESERVE	0	0	80,000	60,000	0
<b>TOTAL</b>	<b>\$1,348,327</b>	<b>\$1,729,920</b>	<b>\$2,570,780</b>	<b>\$2,184,536</b>	<b>\$0</b>

**Program Objective (services provided):**

The contingency and reserve target is approximately \$94,169, consisting of \$34,169 general contingency and \$60,000 for emergency equipment replacement.

This program assists all departments in their activities but specifically supports these elements of the Community Vision Action Plan with network development, information services and analytical tools including:

- Community Vision Action # 18: *Support proactive criminal justice initiatives*
- Community Vision Action # 23: *Increase public involvement in emergency planning*

**Operational Services:**

- Management and maintenance of all telephone systems.
- Provide help to users on all technology platforms in a timely manner.
- Procurement of necessary equipment for repairs and upgrades.
- Management of all local and wide area network systems.
- Perform preventative maintenance as scheduled.
- Perform equipment maintenance on call as service as needed.
- Setup all desktop systems and applications and assist users in resetting equipment and applications.
- Prepare documentation for operational programs and procedures.
- Provide data contingency on a daily basis without exception. Provide data contingency at the County's Walnut contingency site as an emergency offsite facility.
- Manage the software library.
- Coordinate all fax, video camera, digital camera, and mobile and smart phone device purchases and maintenance.

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

- Replacement of City Phone system (Trial Complete)
- Unified Wi-Fi system for Griffith Park Building (Complete)
- GIS hardware replacement (Complete)
- Papercut deployment on City printers (On Hold)

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

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0712 OPERATIONS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

- SIEM metrics rollout, monitoring, and alerting (Complete)
- Security based training for City Staff. (In Progress)
- Migration from Windows Server 2008 (In Progress)

**FY 2019-20 Action Plan:**

- Continued replacement of City Phone System
- Replacement of City SAN
- Microwave communication links between city buildings
- Varonis implementation
- Office 365 rollout

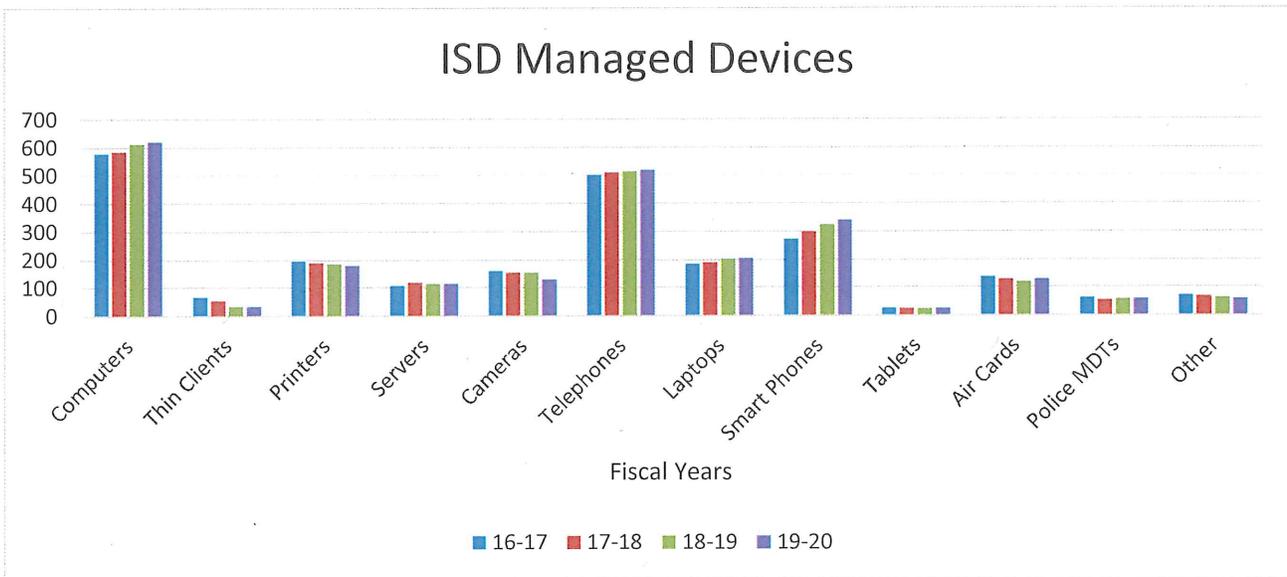
Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Demand Measures:</b>				
Number of support requests (help desk requests)	6,485	7,116	7,000 / 7,200	7,400
Number of help desk support calls	3,157	1,471	3,100 / 2,800	2,200
Number of PC Devices	579	585	580 / 612	620
Number of Thin Client Devices	67	55	80 / 35	35
Number of Printing Devices	195	190	200 / 185	180
Number of Servers (physical and virtual)	108	119	102 / 115	115
Number of Digital and Video Cameras	160	155	150 / 154	130
Number of Telephones	502	510	510 / 514	520
Number of Scanners	52	51	48 / 48	45
Number of Fax Machines	20	18	20 / 15	15
Number of Laptop PC's	184	190	200 / 202	205
Number of Smart Phone Devices	272	300	320 / 325	340
Number of Tablet Devices	27	25	24 / 24	25
Number of Air Card Devices	138	130	190 / 120	130
Number of Police MDTs	<u>63</u>	<u>55</u>	<u>63 / 58</u>	<u>60</u>
Total Devices	2,367	2,383	2,487 / 2,407	2,420
<b>Workload Measures:</b>				
Service hours dedicated	150	160	200 / 200	200
Support hours dedicated	7,500	6,476	7,300 / 6,600	6,500
Technical Projects	3,150	4,164	3,500 / 4,000	4,100
<b>Effectiveness Measures</b>				
Average response time to Priority 1 calls	Immediate	Immediate	Immediate	Immediate
Average response time to Priority 2 calls	1 hour	1 hour	1 hour	1 hour
Average response time to Priority 3 calls	2 days	2 days	2 days	2 days
Average response time to Priority 4 calls	5 days	5 days	5 days	5 days
Average grade on all work (5 is top score)	4.3	4.4	4.5 / 4.4	4.4

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

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0712 OPERATIONS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

This graph depicts the changing mix of computers, phones, mobile data computers, tablets and other devices managed by the ISD staff throughout the organization. In past years, the inter-fund transfers that support ISD were based on an allocation formula, which in part, reflects the relative distribution of these devices in the programs of the various funds. One change in the FY 2016-17 budget is to separate the expenses of cellular phone plans from data service plans (i.e. air cards for tablets) into their respective object codes. This allows the expense of both types of mobile communication to be directly paid by the operating departments instead of being a function of allocating overhead expenses through this internal service fund.

Beginning with the FY 2017-18 budget process all requests for computers, phones, cellphones, laptops and related software requests were all routed through ISD. Centralization of the process resulted in efficiencies for managing the requests and uniform descriptions within the budget documents.



**Performance Outcomes and Program Trends:**

All work requests are processed and tracked through the Help Desk system. Performance measurements will be assessed through the Help Desk Grading system completed by staff requesting the services. Poor service responses will be investigated. The City's direction toward expanded information technology services requires complex equipment positioned throughout the office facilities. These systems require service and maintenance requirements that are performed with combination of in-house technicians and contractual support.

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

<b>FUND:</b> 603 INFORMATION SYSTEMS	<b>DEPARTMENT:</b> INFORMATION SYSTEMS
<b>PROGRAM:</b> 0713 NEW PROJECTS	<b>PROGRAM MANAGER:</b> TAYLOR HOLLANDSWORTH

**Program Goal:**

To provide a collection point of all new projects dealing with continued automation of the City of Beaverton as well as restoration of the current facility.

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	\$411,601	\$394,945	\$411,850	\$435,290	\$0
CAPITAL OUTLAY	0	0	10,000	10,000	0
TRANSFERS					
<b>TOTAL</b>	<b>\$411,601</b>	<b>\$394,945</b>	<b>\$421,850</b>	<b>\$445,290</b>	<b>\$0</b>

**Program Objective (services provided):**

- Obtain the necessary education to ensure ISD personnel are proficient in the technology requirements of the client server environment.
- Provide professional contractual assistance in developing the client server environment.
- Procure the new equipment and software in support of the ISD plan and the client server environment.
- The funding source for new projects is from the equipment reserve contingency or from the funding allocation plan.

**(Please see Program 0712 for Prior Year Action Plan and New Year Action Plan.)**

**Performance Outcomes and Program Trends:**

The implementation of wide area, wireless and expanded service technology will proceed as scheduled in the Information Systems plan. These efforts are influenced by an increasing emphasis on compliance with cyber-security considerations and the regulations of the Criminal Justice Information System (CJIS).

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

OBJ	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

	-671,778		-431,147		-414,289		-414,289	-414,289	-381,642		-386,150			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-671,778		-431,147		-414,289		-414,289	-414,289	-381,642		-386,150			
--	----------	--	----------	--	----------	--	----------	----------	----------	--	----------	--	--	--

CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

	-107,575		-261,249		-284,478		-308,906	-308,906						
--	----------	--	----------	--	----------	--	----------	----------	--	--	--	--	--	--

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-107,575		-261,249		-284,478		-308,906	-308,906						
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

			-434											
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384 INVESTMENT INTEREST EARNINGS

	-8,541		-9,271		-13,600		-9,006	-13,600	-15,500		-15,500			
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389 MISCELLANEOUS REVENUES

							-320	-320						
--	--	--	--	--	--	--	------	------	--	--	--	--	--	--

399 REIMBURSEMENTS - OTHER

	-12,564		-5,024				-1,165	-1,165						
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-3,805		-4,045				-3,706	-3,286						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-24,910		-18,774		-13,600		-14,197	-18,371	-15,500		-15,500			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

406 TRSFERS FR GENERAL FUND - GIS PRGM

					-314,830		-262,358	-314,830	-311,840		-311,479			
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407 TRSFERS FR STREET FUND - GIS PRGM

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS 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
					-16,469		-13,724	-16,469		-16,316		-16,297		
408	TRSFERS FR WATER FUND - GIS PRGM													
					-179,079		-149,233	-179,079		-177,421		-177,216		
409	TRSFERS FR SEWER FUND - GIS PRGM													
					-105,662		-88,052	-105,662		-104,684		-104,563		
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM													
					-153,606		-128,005	-153,606		-152,184		-152,008		
411	TRSFERS FROM GENERAL FUND													
	-1,791,823		-2,102,596		-2,432,123		-2,026,769	-2,432,123		-2,629,313		-2,560,774		
412	TRSFERS FROM STREET FUND													
	-66,125		-80,443		-94,495		-78,746	-94,495		-106,012		-108,466		
419	TRSFERS FROM WATER FUND													
	-193,014		-232,089		-286,721		-238,934	-286,721		-332,587		-329,957		
421	TRSFERS FROM SEWER FUND													
	-153,597		-184,126		-225,663		-188,053	-225,663		-256,801		-256,500		
424	TRSFERS FROM REPROGRAPHICS FUND													
	-25,153		-31,123		-36,227		-30,189	-36,227		-37,823		-36,625		
425	TRSFERS FROM GARAGE FUND													
	-38,166		-45,699		-54,014		-45,012	-54,014		-56,479		-56,495		
428	TRSFERS FR BUILDING OPERATING FD													
	-145,833		-171,992		-195,395		-162,829	-195,395		-182,100		-178,715		
430	TRANSFER FROM LIBRARY FUND													
	-244,069		-291,729		-335,929		-279,941	-335,929		-351,935		-344,716		
431	TRSFERS FR GIS FUND													
	-79,189		-87,737		-64,016		-64,016	-64,016						
432	TRSFERS FR PUBLIC WRKS ADMN FUND													
	-43,730		-54,110		-62,980		-52,483	-62,980		-65,751		-63,664		
437	TRSFERS FRM INSURANCE FUND													
	-9,181		-11,363		-13,122		-10,935	-13,122		-13,665		-13,181		
440	TRSFERS FR STREET LIGHTING FUND													
	-5,645		-6,988		-8,037		-6,698	-8,037						

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS 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
441	TRSFERS FR STORM DRAIN FUND													
	-94,268		-111,419		-142,713		-118,928	-142,713	-172,511		-172,565			
442	TRANSFER FROM THE TLT FUND													
			-15,550		-18,791		-15,659	-18,791	-19,550		-18,732			
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-5,799		-7,178		-8,323		-6,936	-8,323	-8,678		-8,371			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-2,895,592		-3,434,142		-4,748,195		-3,967,500	-4,748,195	-4,995,650		-4,910,324			
TOTAL DEPARTMENT: 03 REVENUE														
	-3,699,855		-4,145,312		-5,460,562		-4,704,892	-5,489,761	-5,392,792		-5,311,974			

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 30 INFORMATION SYSTEMS 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

082	INFORMATION SYSTEMS MANAGER													
	117,674	1.00	119,517	1.00	122,563	1.00	93,823	124,159	130,020	1.00	128,766	1.00		
102	SUPVR COMMUNICATIONS ANALYST													
	92,927	1.00	99,389	1.00	106,304	1.00	79,556	106,080	112,792	1.00	111,703	1.00		
104	BUSINESS ANALYST PROGRAMMER													
	474,047	6.00	506,873	6.00	714,918	8.00	515,789	693,185	744,347	8.00	737,178	8.00		
106	WEB MANAGER													
	98,400	1.00	100,346	1.00	102,709	1.00	79,558	104,363	108,849	1.00	107,794	1.00		
108	GIS MANAGER													
					116,322	1.00	85,617	116,104	121,063	1.00	119,894	1.00		
145	GIS ANALYST													
					84,147	1.00	62,772	83,953	87,548	1.00	87,548	1.00		
148	GIS SPECIALIST													
					139,118	2.00	104,242	138,809	144,786	2.00	144,786	2.00		
189	WEB ANALYST													
	124,612	1.50	127,047	1.50	42,652	.50	34,267	44,644	88,806	1.00	87,948	1.00		
221	SUPPORT SPECIALIST 2													
			53,502	1.00	54,839	1.00	40,925	54,495	57,077	1.00	57,077	1.00		
243	COMPUTER SERVICE TECHNICIAN													
	164,319	3.00	185,971	3.00	201,515	3.00	152,189	203,379	221,271	3.00	221,271	3.00		
275	TEMPORARY EMPLOYEES													
	8,677													
283	APPLICATIONS DEVELOPMENT MANAGER													
	108,886	1.00	111,882	1.00	114,128	1.00	85,069	113,313	118,796	1.00	117,649	1.00		
287	INFORMATION SERVICES SPECIALIST													
	170,750	3.00	238,636	3.00	251,944	3.00	186,243	249,939	267,882	3.00	265,293	3.00		
299	PAYROLL TAXES AND FRINGES													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS 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
	573,029		704,140		1,011,743		752,127	954,687	1,074,664		1,115,051			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,933,321	17.50	2,247,303	18.50	3,062,902	23.50	2,272,177	2,987,110	3,277,901	24.00	3,301,958	24.00		
CLASS: 10 MATERIALS & SERVICES														
301 OFFICE EXPENSE														
	509		1,247		2,500		739	1,500	1,500		1,000			
304 DEPARTMENT EQUIPMENT EXPENSE														
	500		493		500		432	500	500		500			
305 SPECIAL DEPARTMENT SUPPLIES														
	40,364		39,261		40,000		25,633	40,000	40,000		40,000			
307 MEMBERSHIP FEES														
					350			350	350		350			
308 PERIODICALS & SUBSCRIPTIONS														
	212		770		600		275	500	600		600			
317 COMPUTER EQUIPMENT														
	136,967		125,589		165,850		105,737	165,000	194,290		194,290			
318 COMPUTER SOFTWARE														
	274,634		269,356		279,060		225,458	236,000	250,500		250,500			
321 TRAVEL, TRAINING & SUBSISTENCE														
	15,923		18,167		35,160		19,297	26,597	36,200		34,900			
328 MEALS & RELATED EXPENSE														
	230		400		560			560	620		620			
330 MILEAGE REIMBURSEMENT														
					100			100	100		100			
341 COMMUNICATIONS EXPENSE														
	188,391		206,954		280,811		258,292	260,888	212,498		155,768			
342 DATA COMMUNICATION EXPENSE														

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 30 INFORMATION SYSTEMS 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
	812		480		960		-6		960					
371	EQUIPMENT OPER & MAINT EXPENSE													
	19,210		21,162		20,000		16,038	20,000	20,000		20,000			
511	PROFESSIONAL SERVICES													
	60,469		55,533		161,850		92,302	99,650	200,900		153,900			
536	MAINTENANCE CONTRACTS													
	340,452		538,121		718,280		629,485	750,000	856,620		856,620			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,078,673		1,277,533		1,706,581		1,373,682	1,601,645	1,815,638		1,709,148			
CLASS: 15 CAPITAL OUTLAY														
671	EQUIPMENT													
	249,045		198,075		524,555		428,537	503,795	194,565		194,565			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	249,045		198,075		524,555		428,537	503,795	194,565		194,565			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	1,908		1,487		4,436		1,828	4,436	4,081		3,853			
819	TRSFERS TO INSURANCE FUND													
	5,761		6,625		6,625		5,521	6,625	8,281		8,281			
TOTAL CLASS: 25 TRANSFERS														
	7,669		8,112		11,061		7,349	11,061	12,362		12,134			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					75,463				32,326		34,169			
996	RESERVE - EQUIPMENT REPLACEMT													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 30 INFORMATION SYSTEMS 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
					80,000				60,000		60,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					155,463				92,326		94,169			
TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT														
	3,268,708	17.50	3,731,023	18.50	5,460,562	23.50	4,081,745	5,103,611	5,392,792	24.00	5,311,974	24.00		

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**INFORMATION SYSTEMS FUND  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
82	INFORMATION SYSTEMS MANAGER	1.00	1.00					1.00
102	SUPVR COMMUNICATIONS ANALYST	1.00	1.00					1.00
104	BUSINESS ANALYST PROGRAMMER	6.00	8.00					8.00
106	WEB MANAGER	1.00	1.00					1.00
108	GIS MANAGER	0.00	1.00					1.00
145	GIS ANALYST	0.00	1.00					1.00
148	GIS SPECIALIST	0.00	2.00					2.00
189	WEB ANALYST	1.50	0.50					0.50
221	SUPPORT SPECIALIST 2	1.00	1.00					1.00
243	COMPUTER SERVICE TECHNICIAN	3.00	3.00					3.00
283	APPLICATIONS DEVELOPMENT MANAGER	1.00	1.00					1.00
287	INFORMATION SERVICES SPECIALIST	3.00	3.00					3.00
	<b>Total</b>	<b>18.50</b>	<b>23.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.50</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
82	INFORMATION SYSTEMS MANAGER	1.00					1.00
102	SUPVR COMMUNICATIONS ANALYST	1.00					1.00
104	BUSINESS ANALYST PROGRAMMER	8.00					8.00
106	WEB MANAGER	1.00					1.00
108	GIS MANAGER	1.00					1.00
145	GIS ANALYST	1.00					1.00
148	GIS SPECIALIST	2.00					2.00
189	WEB ANALYST	0.50	0.50 <sup>a</sup>				1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
243	COMPUTER SERVICE TECHNICIAN	3.00					3.00
283	APPLICATIONS DEVELOPMENT MANAGER	1.00					1.00
287	INFORMATION SERVICES SPECIALIST	3.00					3.00
	<b>Total</b>	<b>23.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>

<sup>a</sup> FY 2019-20 adds a .50 FTE Web Analyst to an existing position to create a full time position.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS 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												
		671,778	431,147	414,289			414,289	381,642		386,150			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		671,778	431,147	414,289			414,289	381,642		386,150			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV												
		107,575	261,249	284,478			308,906						

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		107,575	261,249	284,478			308,906						
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY												
	434												
384	INVESTMENT INTEREST EARNINGS												
		8,541	9,271	13,600			13,600	15,500		15,500			

389	MISCELLANEOUS REVENUES												
								320					

399	REIMBURSEMENTS - OTHER												
		12,564	5,024				1,165						

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		3,805	4,045				3,286						

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		24,910	18,774	13,600			18,371	15,500		15,500			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

406	TRSFERS FR GENERAL FUND - GIS PRGM												
				314,830			314,830	311,840		311,479			
407	TRSFERS FR STREET FUND - GIS PRGM												
				16,469			16,469	16,316		16,297			

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV

GRANT FUNDING FROM METROPOLITAN AREA CABLE COMMISSION (MACC)  
 FY2017-18 REFLECTS:  
 FALL 2017 GRANT AWARD OF \$125,025 FOR  
 SECURITY APPLIANCE \$59,738  
 BEAVERTON BUILDING NETWORK SWITCHES \$25,717  
 UPGRADE HYPERSERVERS \$32,132  
 UPGRADING THE VIRTUAL PRIVATE NETWORK APPLIANCE \$7,438  
 SPRING 2018 GRANT AWARD OF \$140,295 FOR:  
 GIS PORTAL REPLACEMENT \$47,861  
 WIRELESS NETWORK AT THE GRIFFITH DRIVE BUILDING \$70,077 (THIS IS BUDGETED TO OCCUR  
 IN FY 2018-19 IN PROGRAM 0712 ACCOUNT NO. 671)  
 UPGRADE THE LIBRARY BUILDING'S PUBLIC ACCESS SWITCHES \$22,357  
 FALL 2018 GRANT AWARD OF \$118,860 FOR:  
 STORAGE AREA NETWORK \$94,295  
 MICROWAVE LINK \$24,565 (THIS WORK TO BE DONE IN FY 2019-20 IN PROGRAM 0712 OBJECT 671)  
 SPRING 2019 GRANT AWARD \$190,183 FOR:  
 DISASTER RECOVERY AND BACKUP \$122,473  
 CORE ROUTER \$40,245  
 GRIFFITH BUILDING SWITCH REPLACEMENT \$19,365  
 UPS REPLACEMENT \$8,100

382 SALE OF CITY OR BURA PROPERTY

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% \$15,500

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

REFUNDS ON SOFTWARE RENEWAL AND DISPOSAL OF CITY CELL PHONES

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

406 TRSFERS FR GENERAL FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$311,479

407 TRSFERS FR STREET FUND - GIS PRGM

IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$16,297

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS 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
408	TRSFERS FR WATER FUND - GIS PRGM												
					179,079		179,079	177,421		177,216			
409	TRSFERS FR SEWER FUND - GIS PRGM												
					105,662		105,662	104,684		104,563			
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM												
					153,606		153,606	152,184		152,008			
411	TRSFERS FROM GENERAL FUND												
	1,791,823		2,102,596		2,432,123		2,432,123	2,629,313		2,560,774			
412	TRSFERS FROM STREET FUND												
	66,125		80,443		94,495		94,495	106,012		108,466			
419	TRSFERS FROM WATER FUND												
	193,014		232,089		286,721		286,721	332,587		329,957			
421	TRSFERS FROM SEWER FUND												
	153,597		184,126		225,663		225,663	256,801		256,500			
424	TRSFERS FROM REPROGRAPHICS FUND												
	25,153		31,123		36,227		36,227	37,823		36,625			
425	TRSFERS FROM GARAGE FUND												
	38,166		45,699		54,014		54,014	56,479		56,495			
428	TRSFER FR BUILDING OPERATING FD												
	145,833		171,992		195,395		195,395	182,100		178,715			
430	TRANSFER FROM LIBRARY FUND												
	244,069		291,729		335,929		335,929	351,935		344,716			
431	TRSFER FR GIS FUND												
	79,189		87,737		64,016		64,016						
432	TRSFER FR PUBLIC WRKS ADMN FUND												
	43,730		54,110		62,980		62,980	65,751		63,664			
437	TRSFERS FRM INSURANCE FUND												
	9,181		11,363		13,122		13,122	13,665		13,181			
440	TRSFERS FR STREET LIGHTING FUND												
	5,645		6,988		8,037		8,037						
441	TRSFERS FR STORM DRAIN FUND												
	94,268		111,419		142,713		142,713	172,511		172,565			
442	TRANSFER FROM THE TLT FUND												
			15,550		18,791		18,791	19,550		18,732			
449	TSFR FR TRANS DEVL TAX/TIF FD												
	5,799		7,178		8,323		8,323	8,678		8,371			

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
408	TRSFERS FR WATER FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$177,216
409	TRSFERS FR SEWER FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$104,563
410	TRSFERS FR STORM DRAIN FUND - GIS PRGM IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$152,008
411	TRSFERS FROM GENERAL FUND CHARGES FOR ALLOCATED SERVICES INCLUDES \$2,560,774 POLICE ALLOCATION FOR MAINTENANCE CONTRACTS \$127,700 COMMUNICATION EXPENSE FOR THE REGIONAL INFORMATION SYSTEMS \$5,000 ONE PROGRAMMER ANALYST MATRIXED TO THE POLICE DEPT (\$129,427) ONE PROGRAMMER ANALYST MATRIXED TO THE MAYOR'S OFFICE (\$130,046)
412	TRSFERS FROM STREET FUND CHARGES FOR ALLOCATED SERVICES \$108,466
419	TRSFERS FROM WATER FUND CHARGES FOR ALLOCATED SERVICES \$329,957
421	TRSFERS FROM SEWER FUND CHARGES FOR ALLOCATED SERVICES \$256,500
424	TRSFERS FROM REPROGRAPHICS FUND CHARGES FOR ALLOCATED SERVICES \$36,625
425	TRSFERS FROM GARAGE FUND CHARGES FOR ALLOCATED SERVICES \$56,495
428	TRSFERS FROM BUILDING OPERATING FD CHARGES FOR ALLOCATED SERVICES. \$178,715
430	TRANSFER FROM LIBRARY FUND CHARGES FOR ALLOCATED SERVICES (\$220,240) \$344,716 COMPUTER SERVICE TECHNICIAN MATRIXED TO THE LIBRARY (\$101,989)
431	TRSFERS FR GIS FUND IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. FY18-19 TRANSFER IS TO CLOSE OUT THE RESIDUAL FUND BALANCE FROM GIS FUND.
432	TRSFERS FR PUBLIC WRKS ADMN FUND CHARGES FOR ALLOCATED SERVICES \$63,664
437	TRSFERS FR INSURANCE FUND CHARGES FOR ALLOCATED SERVICES \$13,181
440	TRSFERS FR STREET LIGHTING FUND CHARGES FOR ALLOCATED SERVICES
441	TRSFERS FR STORM DRAIN FUND CHARGES FOR ALLOCATED SERVICES \$172,565
442	TRANSFER FROM THE TLT FUND
449	TRSFERS FR TRANS DEVL TAX/TIF FD CHARGES FOR ALLOCATED SERVICES \$8,371

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS 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: 40 INTERFUND TRANSFERS/LOANS

	2,895,592		3,434,142		4,748,195		4,748,195	4,995,650		4,910,324			
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TOTAL PROGRAM: 0000 UNRESTRICTED

	3,699,855		4,145,312		5,460,562		5,489,761	5,392,792		5,311,974			
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TOTAL DEPARTMENT: 03 REVENUE

	3,699,855		4,145,312		5,460,562		5,489,761	5,392,792		5,311,974			
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City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0525 WEB 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

104	BUSINESS ANALYST PROGRAMMER				91,907	1.00	91,703	95,686	1.00	94,760	1.00		
106	WEB MANAGER												
	98,400	1.00	100,346	1.00	102,709	1.00	104,363	108,849	1.00	107,794	1.00		
189	WEB ANALYST												
	124,612	1.50	127,047	1.50	42,652	.50	44,644	88,806	1.00	87,948	1.00		
299	PAYROLL TAXES AND FRINGES												
	101,626		104,297		118,822		114,913	140,099		147,630			

TOTAL CLASS: 05 PERSONNEL SERVICES

	324,638	2.50	331,690	2.50	356,090	2.50	355,623	433,440	3.00	438,132	3.00		
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES				350		350	350		350			
321	TRAVEL, TRAINING & SUBSISTENCE												
			2,500		2,500			3,000		3,000			
341	COMMUNICATIONS EXPENSE												
	434		434		444		444	444		444			
511	PROFESSIONAL SERVICES												
	42,236		32,782		46,650		46,650	80,900		53,900			

TOTAL CLASS: 10 MATERIALS & SERVICES

	42,670		35,716		49,944		47,444	84,694		57,694			
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TOTAL PROGRAM: 0525 WEB SERVICES

	367,308	2.50	367,406	2.50	406,034	2.50	403,067	518,134	3.00	495,826	3.00		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0525 WEB SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 104 BUSINESS ANALYST PROGRAMMER  
 FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER.
- 106 WEB MANAGER  
 POSITION FOR MANAGING DESIGN, DEVELOPMENT AND PROGRAMMING PROCESS FOR CITY WEB SITES, WEB APPLICATIONS AND ADMINISTRATION OF WEB SERVERS AND DATABASES
- 189 WEB ANALYST  
 POSITION FOR DESIGNING, DEVELOPING AND PROGRAMMING WEB SITES AND WEB APPLICATIONS. FY 10-11 THROUGH FY 18-19 REFLECT LIMITED DURATION .5 FTE WEB ANALYST POSITION. FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER. FY 19-20 REFLECTS .50 FTE ADDED TO THE WEB ANALYST POSITION TO CREATE A FULLTIME 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

- 307 MEMBERSHIP FEES  
 2 - NATIONAL ASSOCIATION OF GOVERNMENT WEB PROFESSIONALS MEMBERSHIPS \$350
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 .IT TRAINING FOR WEB SERVICES EMPLOYEES \$3,000
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF DEDICATED TO WEB SERVICES AT \$37 PER MONTH \$444
- 511 PROFESSIONAL SERVICES  
 CITY CODE AND ORDINANCES: CONTRACT WITH CODE PUBLISHING \$2,000  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR MAIN CITY WEBSITE AND POLICE \$13,000  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR LIBRARY SITE \$3,700  
 SITEIMPROVE YEARLY SERVICE FEE \$9,300  
 ARCHIVE SOCIAL MEDIA DATA ARCHIVING SYSTEM \$4,900  
 CIVICPLUS CMS UPGRADES AND NEW FEATURES \$2,000  
 SQL AND WEB SERVERS UPGRADE, SECURITY, DATABASE/APP MIGRATION \$19,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS 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

104	BUSINESS ANALYST PROGRAMMER				91,907	1.00	91,351	95,686	1.00	94,760	1.00		
108	GIS MANAGER				116,322	1.00	116,104	121,063	1.00	119,894	1.00		
145	GIS ANALYST				84,147	1.00	83,953	87,548	1.00	87,548	1.00		
148	GIS SPECIALIST				139,118	2.00	138,809	144,786	2.00	144,786	2.00		
299	PAYROLL TAXES AND FRINGES				220,515		208,406	232,544		237,863			

TOTAL CLASS: 05 PERSONNEL SERVICES

					652,009	5.00	638,623	681,627	5.00	684,851	5.00		
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CLASS: 10 MATERIALS & SERVICES

318	COMPUTER SOFTWARE				33,060		16,000	9,500		9,500			
321	TRAVEL, TRAINING & SUBSISTENCE				6,060		5,000	4,600		4,600			
328	MEALS & RELATED EXPENSE				120		120	140		140			
330	MILEAGE REIMBURSEMENT				50		50	50		50			
341	COMMUNICATIONS EXPENSE				444		444	444		444			
342	DATA COMMUNICATION EXPENSE				480			480					
511	PROFESSIONAL SERVICES				13,000		13,000	13,000		13,000			
536	MAINTENANCE CONTRACTS						50,000	50,000		50,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

					53,214		84,614	78,214		77,734			
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 104 BUSINESS ANALYST PROGRAMMER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND.
- 108 GIS MANAGER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 145 GIS ANALYST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 148 GIS SPECIALIST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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
  
- 318 COMPUTER SOFTWARE  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FORM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND  
 GEOCORTEX WEB DEVELOPMENT TOOLS - MAINTENANCE \$4,000  
 ONYX GIS PRINT SERVER - MAINTENANCE \$500  
 MISC. SOFTWARE PURCHASE \$3,000  
 LIZARDTECH GEOEXPRESS (IMAGE COMPRESSION PURCHASE EVERY 3 YEARS)(FY20-21)  
 GEOCORTEX ANALYTICS FOR USAGE STATISTICS - MAINTENANCE \$2,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ESRI INTL CONFERENCE - 1 STAFF - SAN DIEGO \$2,200  
 NW GIS CONFERENCE - 1 STAFF \$1,200  
 GIS IN ACTION CONFERENCE - 2 STAFF - PORTLAND \$600  
 PLURAL SIGHT ONLINE TRAINING \$600
- 328 MEALS & RELATED EXPENSE  
 MEALS RELATED TO GIS \$140
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL. \$50
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF AT \$37 PER MONTH \$444
- 342 DATA COMMUNICATION EXPENSE  
 NO APPROPRIATION REQUESTED
- 511 PROFESSIONAL SERVICES  
 BUG ORTHO PHOTOS AND PICTOMETRY ANNUAL FEE \$10,000  
 GIS CONSULTING AS NEEDED \$3,000
- 536 MAINTENANCE CONTRACTS  
 GIS ESRI (CONSOLIDATED WITH OTHER ISD MAINTENANCE CONTRACTS) \$50,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS 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


TOTAL CLASS: 25 TRANSFERS


TOTAL PROGRAM: 0678 GIS SERVICES


City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0678 GIS SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFRS 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: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

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

082	INFORMATION SYSTEMS MANAGER												
	117,674	1.00	119,517	1.00	122,563	1.00	124,159	130,020	1.00	128,766	1.00		
102	SUPVR COMMUNICATIONS ANALYST												
	92,927	1.00	99,389	1.00	106,304	1.00	106,080	112,792	1.00	111,703	1.00		
104	BUSINESS ANALYST PROGRAMMER												
	474,047	6.00	506,873	6.00	531,104	6.00	510,131	552,975	6.00	547,658	6.00		
275	TEMPORARY EMPLOYEES												
	330												
283	APPLICATIONS DEVELOPMENT MANAGER												
	108,886	1.00	111,882	1.00	114,128	1.00	113,313	118,796	1.00	117,649	1.00		
299	PAYROLL TAXES AND FRINGES												
	335,475		389,239		437,683		411,233	451,456		472,919			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,129,339	9.00	1,226,900	9.00	1,311,782	9.00	1,264,916	1,366,039	9.00	1,378,695	9.00		
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CLASS: 10 MATERIALS & SERVICES

321	TRAVEL, TRAINING & SUBSISTENCE												
	9,590		9,846		20,200		15,000	22,200		20,900			
328	MEALS & RELATED EXPENSE												
	30		200		220		220	240		240			
511	PROFESSIONAL SERVICES												
	2,513		1,806		21,700		10,000	21,700		21,700			

TOTAL CLASS: 10 MATERIALS & SERVICES

	12,133		11,852		42,120		25,220	44,140		42,840			
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TOTAL PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

	1,141,472	9.00	1,238,752	9.00	1,353,902	9.00	1,290,136	1,410,179	9.00	1,421,535	9.00		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

082 INFORMATION SYSTEMS MANAGER

102 SUPVR COMMUNICATIONS ANALYST

104 BUSINESS ANALYST PROGRAMMER

275 TEMPORARY EMPLOYEES

283 APPLICATIONS DEVELOPMENT 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

321 TRAVEL, TRAINING & SUBSISTENCE

CONFERENCE HR/PAYROLL \$2,500  
 CONFERENCE PSNET (POLICE RECORDS MANAGEMENT SYSTEM) (X2) \$4,000  
 CONFERENCE JTI ECOURT (COURT) \$2,500  
 ONLINE TRAINING SQL, VB.NET, ETC \$3,000  
 SCRUM ALLIANCE SCRUM PRODUCT OWNER (X2) \$2,400  
 SCRUM ALLIANCE SCRUM DEVELOPER (X2) \$3,200  
 SCRUM ALLIANCE SCRUM MASTER (X1) \$1,300  
 CITYWORKS CONFERENCE \$2,000

328 MEALS & RELATED EXPENSE

MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$240

511 PROFESSIONAL SERVICES

ISD MANAGEMENT AND PROGRAMMING SERVICES:  
 PROGRAMMING SUPPORT ON SQL/VB.NET SYSTEMS \$9,500  
 MICROSOFT CALL SUPPORT \$1,200  
 SUPPORT SQL2008/10/12/16 \$5,500  
 SHAREPOINT \$5,000  
 MOBILE DEVELOPMENT SUPPORT \$500

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	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 PERSONNEL SERVICES

221	SUPPORT SPECIALIST 2		53,502	1.00	54,839	1.00	54,495	57,077	1.00	57,077	1.00		
243	COMPUTER SERVICE TECHNICIAN		164,319	3.00	185,971	3.00	201,515	203,379	3.00	221,271	3.00	221,271	3.00
275	TEMPORARY EMPLOYEES		8,347										
287	INFORMATION SERVICES SPECIALIST		170,750	3.00	238,636	3.00	251,944	249,939	3.00	267,882	3.00	265,293	3.00
299	PAYROLL TAXES AND FRINGES		135,928		210,604		234,723	220,135		250,565		256,639	

TOTAL CLASS: 05 PERSONNEL SERVICES

	479,344	6.00	688,713	7.00	743,021	7.00	727,948	796,795	7.00	800,280	7.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		509	1,247	2,500		1,500	1,500		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE		500	493	500		500	500		500		500	
305	SPECIAL DEPARTMENT SUPPLIES		40,364	39,261	40,000		40,000	40,000		40,000		40,000	
308	PERIODICALS & SUBSCRIPTIONS		212	770	600		500	600		600		600	
321	TRAVEL, TRAINING & SUBSISTENCE		6,333	5,821	6,400		6,597	6,400		6,400		6,400	
328	MEALS & RELATED EXPENSE		200	200	220		220	240		240		240	
330	MILEAGE REIMBURSEMENT				50		50	50		50		50	

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 221 SUPPORT SPECIALIST 2  
 FY 17-18 REFLECTS A SUPPORT SPECIALIST 2 POSITION TRANSFERRING FROM THE MAYOR'S OFFICE PROGRAM 0537 TO ISD
- 243 COMPUTER SERVICE TECHNICIAN  
 ONE POSITION MATRIXED TO THE LIBRARY.
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP INTERN PROGRAM
- 287 INFORMATION SERVICES 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

- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE DEPARTMENT (CONSOLIDATED ACCOUNTS) \$1,000
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 TECHNICIAN TOOLS AS REQUIRED \$500
- 305 SPECIAL DEPARTMENT SUPPLIES  
 COMPUTER PAPER, RIBBONS, LABELS, TONERS, CABLING SUPPLIES, ETC \$40,000
- 308 PERIODICALS & SUBSCRIPTIONS  
 TECHNICAL MANUALS AND TEXTS - CONSOLIDATED FOR ALL ISD PROGRAMS \$300  
 WEB TEAM NAGW SUBSCRIPTION (GOVERNMENT WEB PROFESSIONALS) (2 X \$150) \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TECHNICAL COURSES COMMUNICATIONS AND SYSTEM SOFTWARE \$6,400
- 328 MEALS & RELATED EXPENSE  
 MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$240
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$50

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	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												
	187,957		206,520		279,923		260,000	211,610		154,880			
342	DATA COMMUNICATION EXPENSE												
	812		480		480			480					
371	EQUIPMENT OPER & MAINT EXPENSE												
	19,210		21,162		20,000		20,000	20,000		20,000			
511	PROFESSIONAL SERVICES												
	15,720		20,945		80,500		30,000	85,300		65,300			
536	MAINTENANCE CONTRACTS												

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 341 COMMUNICATIONS EXPENSE
  - CONTINUING GENERAL COMMUNICATIONS COSTS THAT SUPPORT ALL CITY FUNCTIONS
  - PUBLIC COMMUNICATIONS CABLE ACCESS \$25,000
  - INTERNET SERVICED PROVIDER CONNECTION THROUGH HILLSBORO \$21,000
  - CELLULAR PHONE AIR TIME FOR 10 ISD PHONES @ \$540 PER MONTH \$6,480
  - MACC ANNUAL TCI CHARGES \$600
  - DESKTOP FAX SERVICES \$250
  - VOICE OVER INTERNET PROTOCOL \$13,500
  - MISCELLANEOUS CONNECTIONS \$4,200
  - COMMUNITY CENTER/CITY HALL COMCAST INTERNET AND TV \$3,600
  - WEB CERTIFICATES \$3,000
  - MOBILE DEVICE MANAGEMENT \$5,000
  - NETMOTION SOFTWARE (150 DEVICES) (3 YEAR DUE FY17-18) AND DIAGNOSTICS (1 YEAR) \$5,000
  - JUNIPER EXTERNAL VITRUAL PRIVATE NETWORK \$400
  - ARUBA WIRELESS NETWORK \$5,000
  - VOIP MONTHLY BILLING \$50,000
  - CONTINUING COMMUNICATIONS EXPENSE IN SUPPORT OF THE POLICE DEPARTMENT
    - PORTLAND FIBER CONNECTION FOR POLICE SERVICES \$5,000
    - NEIGHBORHOOD RESOURCE CENTERS (CANYON/STERLING/EOC/CITY HALL INTERNET/TV/MEDIATION) \$2,600
    - CJIS TWO FACTOR AUTHENTICATION (300 DEVICES) \$4,250
  
- 342 DATA COMMUNICATION EXPENSE
  - NO APPROPRIATION REQUESTED
  
- 371 EQUIPMENT OPER & MAINT EXPENSE
  - COMPUTER EQUIPMENT PARTS AND COMPONENTS TO REPAIR AND REPLACE EXISTING
  - COMPUTER HARDWARE AND OTHER RELATED COMPONENTS, EXTERNAL REPAIRS AND HARD RECOVERY. MINOR
  - EQUIPMENT REPLACEMENT. \$20,000
  
- 511 PROFESSIONAL SERVICES
  - CABLING FOR NEW INSTALLATIONS \$5,000
  - RADIO/TELEPHONE/NETWORK/SANS AND COMMUNICATIONS CONSULTANT \$10,000
  - SECURITY/SPAM AND VIRUS CONSULTANT \$7,500
  - OFFICE 365 CONSULTANT \$20,000
  - KNOWBE4 SECURITY AWARENESS TRAINING FOR CITY STAFF \$8,000
  - DOMAIN CONTROLLER MIGRATION \$14,800
  
- 536 MAINTENANCE CONTRACTS

City of Beaverton - Finance  
 Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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
	340,452		538,121		718,280		700,000	806,620		806,620			

TOTAL CLASS: 10 MATERIALS & SERVICES

	612,269		835,020		1,149,453		1,059,367	1,173,300		1,095,590			
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

CONTINUING MAINTENANCE AGREEMENTS ON SYSTEM HARDWARE AND SOFTWARE AND DATA CONTRACTS;  
 FINANCE SOFTWARE:  
 UB SPRINGBROOK \$50,000  
 GOVERNMENTJOBS NEOGOV HIGHLINE TRAINING AND CONSULTATION \$5,000  
 GOVERNMENTJOBS NEOGOV HIGHLINE HR AND PAYROLL SOFTWARE ANNUAL MAINTENANCE \$50,000  
 CDD SOFTWARE:  
 ZOOM GRANTS MAINTENANCE (X2) \$13,000  
 BLUEBEAM SOFTWARE MAINTENANCE \$5,000  
 HUMAN RESOURCES SOFTWARE  
 GOVERNMENTJOBS NEOGOV JOB RECRUITMENT SOFTWARE MAINTENANCE \$15,000  
 RECORDS MANAGEMENT SOFTWARE:  
 SYMANTEC VAULT (EMAIL ARCHIVE) \$18,000  
 HPTRIM \$62,000  
 SMARSH TEXT MESSAGING ARCHIVE SOFTWARE MAINTENANCE \$25,000  
 PUBLIC WORKS SOFTWARE:  
 WONDERWARE TELEMETRY \$8,000  
 CITYWORKS WORK ORDER AND ASSET MGMT \$60,000  
 CUES PIPE VIDEO INSPECTION \$6,000  
 ENGINEERING TRANSOFT \$500  
 RTA FLEET SOFTWARE \$9,000  
 MARSHALL GIS STREET SWEEPER SYSTEM \$2,600  
 VIRTUAL PROJECT MANAGER SYSTEM \$12,000  
 POLICE DEPARTMENT SOFTWARE:  
 BPD WEBLEDS \$4,000  
 BPD TELESTAFF \$5,000  
 BPD PORTLAND IBIS FINGERPRINTING AND MORPHO TRUST \$1,000  
 BPD CELLEBRITE/ACCESSMOBILE/KATANAVARIOUS FORENSICS/TRANSUNION/ELCOM \$14,000  
 BPD IA \$2,000  
 BPD 911 WATCH \$1,200  
 ISD GENERAL LICENSING:  
 VERITAS BACKUP \$2,600  
 FIREWALL \$35,000  
 CITRIX REMOTE \$6,500  
 VIRTUAL SERVER HARDWARE (NETAPP) \$22,000  
 VMWARE FOR VIRTUAL SERVERS \$8,000  
 MAIL EXCHANGE REPORT \$600  
 MCAFEE SECURE WEB \$4,000  
 NEXUS SMARTNET \$13,000  
 JUNIPER EXTERNAL WEB CONNECTIONS \$500  
 MISCELLANEOUS MAINTENANCE COSTS \$6,000  
 MCAFEE VIRUS CLIENT PROTECTION \$8,000  
 PROOFPOINT URL MAINTENANCE \$13,500  
 SHADOW PROTECT MAINTENANCE \$900  
 ISD FLUKE NETWORK ANALYZER MAINTENANCE \$4,600  
 ISD EXCHANGE 2016 LOAD BALANCER MAINTENANCE \$1,000  
 PROOFPOINT SPAM, VIRUS CHECKER, URL, MOBILE APPS, EMAIL ENCRYPTION (YEARLY) \$80,000  
 MAYORS PROGRAMS SOFTWARE:  
 EXTENSIS PHOTO MANAGEMENT MAINTENANCE \$5,000  
 RECYCLING SALESFORCE SUBSCRIPTION RENWEAL \$5,000  
 NEW MAINTENANCE CONTRACTS FOR FY 2019-20:  
 PSNET MAINTENANCE FOR POLICE (FORMERLY REGJIN MOVED FROM 341 ACCOUNT) \$90,000  
 ECOSCONNET BACKFLOW FOR PUBLIC WORKS \$10,000  
 ADOBE CREATIVE CLOUD ANNUAL LICENSES (\$830 PER USER) (X 14) \$11,620  
 SPRINGBROOK SQL SUPPORT \$2,500  
 SPRINGBROOK (ACCELA) UPGRADE IMPLEMENTATION \$70,000  
 POLICE LEADS ONLINE PAWN SYSTEM \$10,500  
 ZENCITY MAINTENANCE FOR MAYORS OFFICE \$24,000  
 PUBLIC WORKS SENSUS SUPPORT FOR RADIO WATER METERS \$3,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

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: 15 CAPITAL OUTLAY

671	EQUIPMENT												
		249,045		198,075		514,555		494,295		184,565			184,565

TOTAL CLASS: 15 CAPITAL OUTLAY

		249,045		198,075		514,555		494,295		184,565			184,565
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND												
		1,908		1,487		1,663		1,663		1,749			1,651
819	TRSFERS TO INSURANCE FUND												
		5,761		6,625		6,625		6,625		8,281			8,281

TOTAL CLASS: 25 TRANSFERS

		7,669		8,112		8,288		8,288		10,030			9,932
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED					75,463				32,326			34,169
996	RESERVE - EQUIPMENT REPLACEMT					80,000				60,000			60,000

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

						155,463				92,326			94,169
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TOTAL PROGRAM: 0712 ISD SYSTEM OPERATIONS

		1,348,327	6.00	1,729,920	7.00	2,570,780	7.00	2,289,898	2,257,016	7.00	2,184,536	7.00	
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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

671 EQUIPMENT  
 FY 2019-20 ADDITIONAL FUNDING FROM MACC 2018 FALL GRANTS FOR:  
 MICROWAVE LINK \$24,565  
 FY2019-20 BUDGET:  
 GENERAL SWITCH, COMMUNICATIONS AND SERVER REPLACEMENT \$40,000  
 VARONIS DATA MANAGEMENT TOOL \$120,000

816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651

819 TRSFERS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$8,281

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT  
 CONTINGENCY DEDICATED FOR FUTURE SYSTEM EQUIPMENT REPLACEMENT \$60,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0713 ISD NEW PROJECTS

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

317 COMPUTER EQUIPMENT

136,967	125,589	165,850	165,000	194,290	194,290
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318 COMPUTER SOFTWARE

274,634	269,356	246,000	220,000	241,000	241,000
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TOTAL CLASS: 10 MATERIALS & SERVICES

411,601	394,945	411,850	385,000	435,290	435,290
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CLASS: 15 CAPITAL OUTLAY

671 EQUIPMENT

10,000	9,500	10,000	10,000
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TOTAL CLASS: 15 CAPITAL OUTLAY

10,000	9,500	10,000	10,000
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TOTAL PROGRAM: 0713 ISD NEW PROJECTS

411,601	394,945	421,850	394,500	445,290	445,290
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TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT

3,268,708	17.50	3,731,023	18.50	5,460,562	23.50	5,103,611	5,392,792	24.00	5,311,974	24.00
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TOTAL FUND: 603 INFORMATION SYSTEMS FUND

3,268,708	17.50	3,731,023	18.50	5,460,562	23.50	5,103,611	5,392,792	24.00	5,311,974	24.00
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**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

PROGRAM: 0713 ISD NEW PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

317 COMPUTER EQUIPMENT  
 FOR FY 2019-20 PURCHASES:  
 REPLACEMENT OF 80 PC'S REPLACED DURING THE YEAR (WINDOWS 7/8/10) \$60,800  
 REPLACEMENT OF NETWORK PRINTERS AS THEY FAIL OR EXCEED USEFUL LIFE \$4,500  
 REPLACEMENT OF UNINTERRUPTED POWER SUPPLY (80 @ \$88 EA) \$7,040  
 REPLACEMENT OF "22" MONITORS (50 @ \$115 EA) AND DUAL MONITOR PROGRAM \$5,750  
 REPLACEMENT OF LAPTOPS (35 @ \$1500 EA) \$52,500  
 REPLACEMENT OF 10 VOIP PHONES \$4,000  
 REPLACEMENT OF NON-STANDARD SIZE MONITORS (5 @ \$500 EA) \$2,500  
 FUNDING AVAILABLE FOR MISCELLANEOUS EQUIPMENT REPLACEMENTS OR NEW EQUIPMENT \$10,000  
 PAPER CUT HARDWARE FOR ISD PRINTERS (CARRY OVER FROM FY18-19) \$28,000  
 COBWCCA 911 REPORTING SERVER REPLACEMENT \$5,200  
 COBEPO FILE SHARE REPLACEMENT \$5,200  
 COBRD4 VIRTUAL SERVER REPLACEMENT (COURT MIGRATION) \$8,800

318 COMPUTER SOFTWARE  
 UPGRADES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD (1 YEAR 2018) \$11,000  
 FUNDING FOR MISCELLANEOUS SOFTWARE PURCHASES SUCH AS MS PROJECT, PUBLISHING SW \$10,000  
 FUNDING FOR THE ANNUAL MICROSOFT LICENSES FOR CLIENT \$200,000  
 SOFTWARE SUPPORT FOR POLICE SYSTEMS \$20,000

671 EQUIPMENT  
 FUNDING AVAILABLE FOR MISCELLANEOUS EQUIPMENT REPLACEMENTS OR FOR NEW EQUIPMENT \$10,000

**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
603-30	INFORMATION SYSTEMS DEPARTMENT											
603-30-0525-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,080			91,703				91,703	56,777	148,480
603-30-0525-05-106	WEB MANAGER	1.00	2,200			104,363				104,363	44,938	149,301
603-30-0525-05-189	WEB ANALYST	0.50	1,091			44,644				44,644	13,198	57,842
	WEB SERVICES	2.50	5,371			240,710				240,710	114,913	355,623
603-30-0678-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,072			91,351				91,351	44,860	136,211
603-30-0678-05-108	GIS MANAGER	1.00	2,121			116,104				116,104	55,246	171,350
603-30-0678-05-145	GIS ANALYST	1.00	2,081			83,953				83,953	31,391	115,344
603-30-0678-05-148	GIS SPECIALIST	2.00	4,161			138,809				138,809	76,909	215,718
	GIS SERVICES	5.00	10,435			430,217				430,217	208,406	638,623
1102 603-30-0711-05-082	INFORMATION SYSTEMS MANAGER	1.00	2,112			124,159				124,159	53,478	177,637
603-30-0711-05-102	SUPVR COMMUNICATIONS ANALYST	1.00	2,080			106,080				106,080	68,438	174,518
603-30-0711-05-104	BUSINESS ANALYST PROGRAMMER	6.00	12,236			508,031			2,100	510,131	228,801	738,932
603-30-0711-05-283	APPLICATIONS DEVELOPMENT	1.00	2,070			113,313				113,313	60,516	173,829
	ISD SYSTEMS & PROGRAMMING	9.00	18,498			851,583			2,100	853,683	411,233	1,264,916
603-30-0712-05-221	SUPPORT SPECIALIST 2	1.00	2,072			54,495				54,495	26,383	80,878
603-30-0712-05-243	COMPUTER SERVICE TECHNICIAN	3.00	6,313	20		198,811	968		3,600	203,379	84,282	287,661
603-30-0712-05-287	INFORMATION SERVICES SPECIALIST	3.00	6,241	26		248,417	1,522			249,939	109,470	359,409
	ISD SYSTEM OPERATIONS	7.00	14,626	46		501,723	2,490		3,600	507,813	220,135	727,948
	**** DEPARTMENT TOTAL ****	23.50	48,930	46		2,024,233	2,490		5,700	2,032,423	954,687	2,987,110

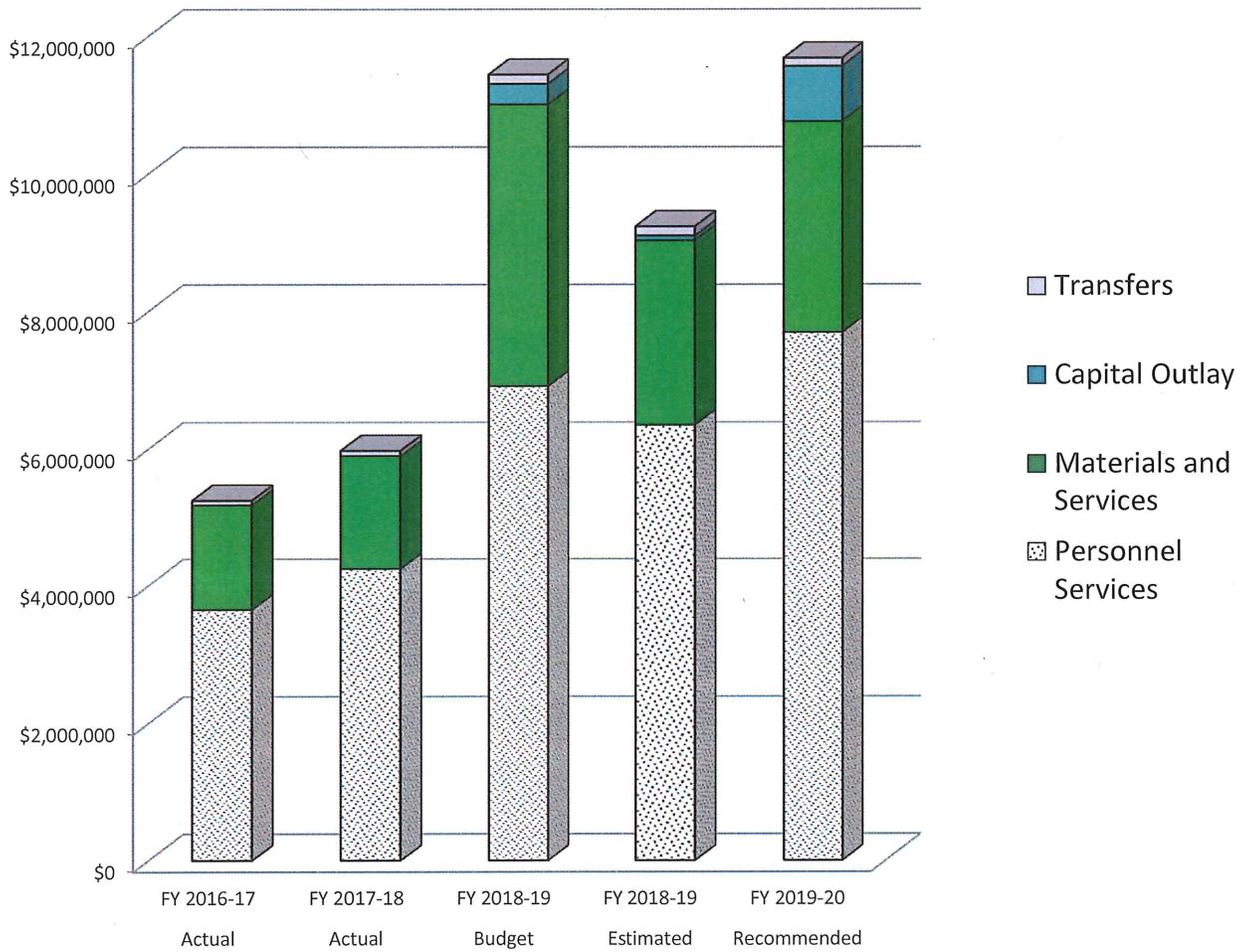
**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

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
603-30	INFORMATION SYSTEMS DEPARTMENT											
603-30-0525-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,096			94,760				94,760	64,478	159,238
603-30-0525-05-106	WEB MANAGER	1.00	2,216			107,794				107,794	52,408	160,202
603-30-0525-05-189	WEB ANALYST	1.00	2,096			87,948				87,948	30,744	118,692
	WEB SERVICES	3.00	6,408			290,502				290,502	147,630	438,132
603-30-0678-05-104	BUSINESS ANALYST PROGRAMMER	1.00	2,096			94,760				94,760	50,632	145,392
603-30-0678-05-108	GIS MANAGER	1.00	2,136			119,894				119,894	63,711	183,605
603-30-0678-05-145	GIS ANALYST	1.00	2,096			87,548				87,548	36,514	124,062
603-30-0678-05-148	GIS SPECIALIST	2.00	4,192			144,786				144,786	87,006	231,792
	GIS SERVICES	5.00	10,520			446,988				446,988	237,863	684,851
103 603-30-0711-05-082	INFORMATION SYSTEMS MANAGER	1.00	2,136			128,766				128,766	61,110	189,876
603-30-0711-05-102	SUPVR COMMUNICATIONS ANALYST	1.00	2,136			111,703				111,703	76,293	187,996
603-30-0711-05-104	BUSINESS ANALYST PROGRAMMER	6.00	12,576			544,058			3,600	547,658	267,135	814,793
603-30-0711-05-283	APPLICATIONS DEVELOPMENT	1.00	2,096			117,649				117,649	68,381	186,030
	ISD SYSTEMS & PROGRAMMING	9.00	18,944			902,176			3,600	905,776	472,919	1,378,695
603-30-0712-05-221	SUPPORT SPECIALIST 2	1.00	2,096			57,077				57,077	29,470	86,547
603-30-0712-05-243	COMPUTER SERVICE TECHNICIAN	3.00	6,288	40		215,668	2,003		3,600	221,271	98,217	319,488
603-30-0712-05-287	INFORMATION SERVICES SPECIALIST	3.00	6,288	40		262,804	2,489			265,293	128,952	394,245
	ISD SYSTEM OPERATIONS	7.00	14,672	80		535,549	4,492		3,600	543,641	256,639	800,280
	**** DEPARTMENT TOTAL ****	24.00	50,544	80		2,175,215	4,492		7,200	2,186,907	1,115,051	3,301,958



**GENERAL FUND**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**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>					% Change Budgeted Vs. Recommended
Department:		<b>Community Development - Summary</b>					
CLASS	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20		
Personnel Services	\$3,652,318	\$4,245,578	\$6,912,976	\$6,349,105	\$7,692,684	11.28%	
Materials and Services	1,518,996	1,654,789	4,094,841	2,681,006	3,068,151	-25.07%	
Capital Outlay	-	-	301,050	70,414.00	803,000	166.73%	
Transfers	66,961	74,309	132,747	132,747	116,102	-12.54%	
SUB-TOTAL	5,238,275	5,974,676	11,441,614	9,233,272	11,679,937		
Contingency			-		-		
<b>TOTAL</b>	<b>\$5,238,275</b>	<b>\$5,974,676</b>	<b>\$11,490,106</b>	<b>\$9,233,272</b>	<b>\$11,744,210</b>		
FTE's	34.50	36.00	54.10		57.85		

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

**Personnel services:**

FY 2019-20 reflects a total of 3.75 FTE increase consisting of 1.0 FTE Assistant CDD Director, 1.0 FTE Program Coordinator, 1.0 FTE Planning Technician, and reallocation of 1.0 FTE Engineering Construction Inspector to be 100% allocated to the General Fund, less (0.25) FTE CDBG coordinator reallocated to CDBG fund, 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:**

FY 2019-20 reflects \$540,000 reduction in funding the Affordable Housing Program and \$250K less in Site Development Professional Services expenses compared to FY 2018-19.

**Capital outlay:**

FY 2019-20 reflects the carry forward of the E-Permitting Software appropriation from FY 2018-19 totaling \$750K.

**Transfers:**

FY 2019-20 reflects an overall reduction in transfers to the reprographics fund.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**MISSION STATEMENT:**

Beaverton’s Community Development Department plans and facilitates a healthy, vibrant, and complete community - one that is safe and connected and provides economic prosperity and quality housing choices for all.

To serve as the city’s lead department guiding development, growth and change in our community through integrated delivery of a wide variety of services including: economic development programs, deployment of community development block grant funding, redevelopment and public-private partnerships, urban renewal, current- and long-range land use and transportation planning, and building permitting services. To strive to provide high caliber project and program delivery and exceptional customer service. To engage with our diverse neighborhoods with thoughtful outreach and participatory processes. To connect with business communities as well as the development industry to promote private sector investment, employment growth. To provide thoughtful planning, safe physical structures and overall community improvement for Beaverton. To deliver community services in a professional, effective and welcoming manner, consistent with the Beaverton brand “The Best of Oregon.”

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	47.10	51.60	54.10	57.85	0.00
PERSONNEL SERVICES	\$5,004,876	\$5,534,091	\$6,912,976	\$7,692,684	\$0
MATERIALS & SERVICES	1,545,909	1,839,828	4,094,841	3,068,151	0
CAPITAL OUTLAY	52,136	78,595	301,050	803,000	0
TRANSFERS	124,893	127,198	132,747	116,102	0
CONTINGENCY	0	0	48,492	64,273	0
<b>TOTAL</b>	<b>\$6,727,814</b>	<b>\$7,579,712</b>	<b>\$11,490,106</b>	<b>\$11,744,210</b>	<b>\$0</b>

The Community Development Department generates the following revenue in the administration of its functions:

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Planning Dev. Rev & Annex Fees	\$387,911	\$542,913	\$380,000	\$450,000	\$0
Site Development Fees	2,163,767	983,657	1,600,000	1,700,000	0

**Services and Trends:**

The Community Development Department (CDD) is organized in seven divisions: Administration, Building, Development, Economic Development, Planning, Site Development and Transportation Planning. These divisions work in collaboration with each other, drawing upon the strengths and expertise of staff within each work group. CDD also relies on and works closely with other departments within the city as well as service providers throughout the region to provide a wide array of services. In total, the Community Development Department includes approximately 80 full-time positions.

CDD’s work continues to increase in order to further the city’s vision, priorities and goals while at the same time responding to increases in development activity and review. In FY 2018-19 the City of Beaverton again experienced increases in development activity and regional growth pressures. Housing construction, while higher than in recent years, is still not keeping up with demand. Affordable housing is a major issue in our community, the county and the region and the voter approved Metro Regional Housing Bond Measure is a testimony to the regionally acknowledged need to address the issue; the bond will increase the amount of resources available to the city and required attention and support required of the city. Additionally, the sustained growth of companies within our community continues to squeeze the amount of available space for new and expanding businesses. The pressure of these forces requires CDD to be agile. See also the description of a new fund: Metro Affordable Housing Bond Issue (Fund 104) elsewhere in this document.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

Our community is transitioning from a wholly suburban character into that of a complete community with a true mixed-use downtown core with businesses, services, recreation, food and entertainment in addition to healthy, quality residential neighbors and commercial centers. This will require changes in the City’s plans, codes and implementation practices as well as continuing to partner with stakeholders and other community agencies.

2019-2020 is teeing up to be a big year for CDD. Current development review activity is overtopping activity of FY 2018-2019. This is the year many anticipated projects will manifest that will help the city deliver on the Beaverton Community Vision including:

- Beaverton Central Public Parking Structure
- Cooper Mountain Community Plan
- Downtown Design Project
- Multi-family housing development
- Patricia Reser Center for the Arts
- Placemaking, including a Street Seats pilot project
- Restaurant Strategy
- South Cooper Mountain housing permitting and construction
- Westgate Hotel

During FY 2018-2019, staff were involved in many bodies of work and projects, including, but not limited to, the following examples:

- Responding to increases in review, permitting and inspection activities that remain above pre-recession levels
- Allen Boulevard examples: delivering the Allen Boulevard District Plan and coordination on the Public Safety Building
- Beaverton Central: construction for The Rise Central (at Rose Biggi and Crescent), coordinating with development teams toward construction of a future hotel on most of the former Westgate theater site in 2019, design, and permitting for the Patricia Reser Center for the Arts and a new public parking garage between Crescent Street and Beaverton Creek
- Cedar Hills: coordination, review and inspections of redevelopment of Cedar Hills Crossing, coordination on city water line installations, review and construction of William Walker School and Cedar Hills Park.
- South Cooper Mountain: continuing coordination, review and inspection of development projects as well as the start of new home construction.
- West Five: continued planning and design work for improvements to Western Avenue, services to support construction and opening of a new Kaiser Permanente facility along Beaverton-Hillsdale Highway, and property owner coordination on new projects including the property at the southwest corner of 5<sup>th</sup> and Western.
- Other notable: opening Marriott development on Canyon Road, multiple residential projects.
- Improvements to the city’s Development Review Process
- Urban Service Coordination with the county, surrounding cities and multiple service providers to renew, update or establish Urban Service Boundary agreements, the Urban Planning Area Agreement, and multiple Urban Service Agreements.
- Implementation of the BURA Five Year Action Plan in order to guide investments of tax increment funding within the urban renewal area
- Implementation of the city’s Housing Five-Year Action Plan.
- Be consistent with the Consolidated Plan for Community Development Block Grant funding.
- Implementation of the Five Year Economic Development Strategy
- Transportation efforts include implementation of the city’s first Active Transportation Plan, partnering with Public Works to update the Capital Improvement Program, with focus on sidewalk gap and improvement plans (including development of sidewalks on Menlo Drive), coordination with ODOT on improvements for Canyon Road, and continuing involvement and teamwork at the county, regional, and state level regarding transportation issues.
- Urban Growth Boundary: Metro Council approved expansion of territory on Cooper Mountain which may be annexed into the city in the future pending upcoming Community Plan efforts.

CDD’s work program involves regular and substantive engagement with a wide variety of business and community stakeholders and organizations. CDD actively seek ways to enhance working relationships and customer service for the full range of our diverse community. Fundamentally, CDD strives to ensure our community’s long-term livability through a quality business environment, strong neighborhoods, well-built infrastructure and buildings, wonderful spaces and places for our community to gather, revitalization of our downtown core, and improved mobility throughout the region.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**City, Community and Department Goals, Priorities and Actions:**

CDD understands its role is to contribute to the quality of life and economic stability of our entire community. Of the *City Council Top Priorities for 2019* and *Honorable Mention Priorities for 2019*, the following are efforts that CDD is directly involved in supporting:

*2019 CITY COUNCIL PRIORITIES*

*Top Priorities*

- *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.*
- *Recruit and coordinate more partners to address issues of homelessness.*
- *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.*

*Honorable Mention Priorities*

- *Explore local transportation options.*
- *Determine feasibility of a multicultural center.*
- *Look at the city's retention and compensation policies.*
- *Offer Internships, workforce training, and other opportunities for people to enter the city workforce.*
- *Offer incubator space for non-profits.*
- *Evaluate the city's partnership with the Tualatin Hills Park and Recreation District.*
- *Develop and broadcast a toolkit of information and referrals to help people find housing, prevent homelessness, and recover from lack of housing.*
- *Find ways to better reflect Beaverton's diversity in the membership of boards and commissions.*
- *Develop a means for evaluating the city budget through a diversity, equity and inclusion lens*
- *Publicize the city's transportation enhancements.*
- *Revise and update as needed the city's utilities undergrounding policies*

*2016 Beaverton Community Vision Action Items*

Actions that relate to work plans across CDD, including the following examples [lead divisions noted]:

- Item #9: Support food carts.*  
Maintain equitable policies that allow food carts and other mobile eateries in strategic locations, and provide support for siting and developing citywide. [Development]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #12: Involve neighborhoods in improvement planning.*  
Pursue and implement effective outreach to various communities [Planning]  
As part of the outreach for the Allen Boulevard District Strategy, staff worked with partners within and outside of the city in order to share information and solicit feedback. [Planning]
- Item #36. Support programs that provide temporary shelters.*  
Support housing-first programs through the Centralized Assessment System and regional partnerships to help people address challenges while living under shelter. [Development]
- Item #46 Strategically widen roads, add signals and turn lanes*  
Through the CIP process, work with various divisions across the city to identify, prioritize, and fund projects. [Transportation]
- Item #47 Implement solutions to reduce highway, road congestion*  
Coordinate with ODOT and other agencies. [Transportation]
- Item #49: Create safe routes to schools*

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

- Work through ATP and CIP to evaluate and prioritize sidewalk gap projects to complete. Coordinate with the school districts and Washington County. [Transportation]
- Item #50: Expand paths and trails and connect to major destinations.*  
Working through the ATP and CIP and with other agencies to secure funding for completion of the Crescent Connection and Beaverton Creek Trails. [Transportation]
- Item #52: Use signals and traffic calming to improve safety*  
Assist applicants through the Development Review Process [Planning, Site Development]
- Item #53: Install bikeways along major commuter routes*  
Through the ATP and CIP process, install sharrows on various streets as part of the larger alternate network of bike routes. [Transportation]
- Item #55: Produce updated bike route maps. Produce and promote up-to-date bike route maps.*  
Assist applicants through the Development Review Process [Planning, Site Development]  
Completed in 2016. [Transportation]
- Item #62. Create several unique districts.*  
Create several unique downtown districts: e.g. Creekside (with day lighted creeks); Town Square; Old Town; and Cedar Hills. [Development and Planning]  
Research, Outreach and Develop District and Community Plans for a variety of areas. [Development and Planning]
- Item #63. Add benches, restrooms, bike racks and fountains.*  
Add benches, restrooms, bike racks and drinking fountains to key locations downtown as feasible. [Development and Planning]
- Item #64. Continue to expand storefront improvement program.*  
Implement and promote further participation in a coordinated storefront improvement program. [Development]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #65 Create pedestrian friendly zones*  
Work with various divisions across the city to identify, analyze, and plan these zones. [Transportation]
- Item #66 Implement parking management strategies*  
Revisit, refine, and implement strategies. [Development, Economic Development, Planning and Transportation]
- Item #67. Redevelop blighted properties.*  
Implement a redevelopment strategy to facilitate the renewal of blighted properties and repurposing or relocation of structures. [Development]
- Item #68: Help small businesses succeed as downtown grows.*  
Assistance to the Beaverton Downtown Association as well as our Small Business Partners have kept Downtown thriving. [Economic Development]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #69. Develop a dining, shopping and entertainment strategy.*  
Update codes to allow for 18-hour mixed uses downtown, and develop a recruitment and marketing plan to expand dining, shopping and entertainment (e.g. international district, brewery blocks and pop-up restaurants). [Development, Economic Development, Planning, Site Development, Building]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #70. Increase downtown housing options.*  
Add a variety of downtown housing options, with an emphasis on transit-oriented design, to increase mixed-use vibrancy. [Development, Planning]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #71. Develop an arts and culture center.*  
Develop a destination arts and culture center through a private-public partnership. [Development]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #88 Connect parks and green spaces with trails/bike routes*  
Coordinate with THPRD toward completion of projects like the Crescent Connection and the Beaverton Creek Trail. [Development, Planning, Transportation]
- Item #89: Assist and connect local businesses.*  
'Placemaking' and 'Small Business Development' are two of nine strategic initiatives within the 2016 Economic Development Strategic Plan. The Business Walk has an alternating retail and business park (office and industrial) focus every six months. [Development, Economic Development]

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

- Item #90: Market local business advantages and support programs.*  
Marketing takes place through a variety of strategies: marketing materials and infographics, events, social media, and trade shows to name a few. [Economic Development]
- Item #91: Track industry trends and develop job creation strategies.*  
The Economic Development Division’s incentives are focused on adding jobs and investment to Beaverton. The most active incentives include the Enterprise Zone, the E-Commerce Zone, and the Workforce Training Assistance Program. [Economic Development]
- Item #92: Assemble real estate to support economic growth.*  
Assemble a real estate portfolio to support and facilitate economic growth. [Development]
- Item #94: Expand networking, resources for multicultural business*  
The Division funds and works with its partners to reach out into Beaverton’s diverse business community. Support of Impact Beaverton, MESO, the Hispanic Chamber, and Adelante Mujeres are examples of this support. [Economic Development]
- Item #95: Foster innovation and entrepreneurship with investment.*  
The City actively supports OTBC and its Westside Challenge, which funds five companies per year in the OTBC incubator. The Digital Health Collaborative provides co-working space, networking, and programing focused on fast growing technologies related to health care. [Economic Development]  
Assist applicants through the Development Review Process [Planning, Site Development]
- Action #96 Promote participation in internships, apprentice programs.*  
‘Workforce’ is one of nine strategic initiatives within the 2016 Economic Development Strategic Plan. The Division is also actively involved in sponsoring scholarships to business classes through its partners, including Adelante Mujeres and PCC. [Economic Development]
- Item #100. Add shopping and entertainment near neighborhoods.*  
Facilitate dining, shopping, entertainment and recreation in and around neighborhoods. [Development, Planning]
- Item #101. Create balanced housing options at all price levels.*  
Develop a housing strategy and action plan to ensure balanced housing options for all needs including executives, families, seniors and a diverse workforce. [Development, Planning]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #102. Integrate affordable housing in multiple neighborhoods.*  
Integrate affordable housing into diverse area neighborhoods (as opposed to clustering) and develop strategies to facilitate micro-housing on existing home lots. [Development, Planning]  
Assist applicants through the Development Review Process [Planning, Site Development, Building]
- Item #103. Site high-density development near transit and services.*  
More than 250 housing units recently constructed in Old Town area of downtown taking advantage of nearby services and mass-transit. [Development, Planning]
- Item #104. Adopt strategies to address displacement in neighborhoods.*  
Create a toolkit to address residential displacement in the downtown as well as citywide. [Development, Planning]

*2017-2019 Community Development Department Goals*

- Goal 1: Engage with the community to deliver a compelling and achievable service coordination strategy.*
- Goal 2: Create a cohesive urban downtown that provides an attractive place for people to live, work, and play.*
- Goal 3: Strengthen Beaverton’s economic base and be the go-to location for tech business growth and innovation in the region.*
- Goal 4: Provide the development community with excellent development review service – with the benefit of full electronic systems and high-caliber customer service.*
- Goal 5: Continue the transition from an auto- dominated community to a safe multi-modal transportation environment and reduce traffic congestion.*
- Goal 6: Continue on the path of being a high-performing organization – with systems that support long-term strategic purpose and procedures that are accomplished on a daily basis with ease.*
- Goal 7: Ensure the City has a variety of housing options in all neighborhoods to serve residents of all incomes, with special focus on increasing affordable housing.*

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0661 ADMINISTRATION	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Program Goal:**

To provide leadership, coordination, and support for the city’s Community Development Department, its extensive work plan and integrated divisions in the city’s efforts to plan for and facilitate a healthy, vibrant, and complete community - one that is safe and connected, and provides economic prosperity and quality housing choices for all. To sustain qualified staff and motivate staff to accomplish these goals.

To lead through encouragement of responsible and equitable community engagement; land use, engineering design and building code administration; transportation strategy development and implementation; economic development programming; Community Development Block Grant performance; and pursuit of funding for plans and projects that serve Community Development goals. To cultivate public-private partnerships and seek out new opportunities to further adopted policies and plans. To support the formulation of comprehensive, district, project, and master development plans to assure achievement of community goals, visions, and objectives.

To coordinate through participation in initiatives and committees including Department Head Team, Real Estate Committee, Development Review and others, as well as external efforts such as Washington County Coordinating Committee, etc., Metro regional commitments (such as JPACT, MPAC, etc.), Greater Portland, Inc., and Urban Land Institute. To establish and maintain strong and effective relationships with citizens, neighborhoods, community and regional organizations, and to assist business and industry in their pursuit of development, including workforce development.

**City, Community and Department Goals, Priorities and Actions:**

2019 City Council Priorities, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include all those listed in the overview of the Community Development Department.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	6.15	6.15	7.65	8.65	0.00
PERSONNEL SERVICES	\$663,052	\$716,815	\$865,016	\$1,069,595	\$0
MATERIALS & SERVICES	\$93,144	\$98,624	\$183,873	\$197,573	\$0
CAPITAL OUTLAY	\$0	\$0	\$217,500	\$750,000	\$0
TRANSFERS	\$6,969	\$6,737	\$8,316	\$4,954	\$0
<b>TOTAL</b>	<b>\$763,165</b>	<b>\$822,176</b>	<b>\$1,274,705</b>	<b>\$2,022,122</b>	<b>\$0</b>

**Performance Outcomes, Program Trends and Action Plans by Program Objectives:**

The Administrative Division seeks to support and facilitate the work of the Community Development Department, which includes the information provided in the department overview and the work described in the individual budgets for Building, Beaverton Urban Redevelopment Agency (BURA), Capital Development, Community Development Block Grant (CDBG), Development, Economic Development, Planning, Site Development and Transportation Planning. The division’s support and facilitation includes the following objectives:

- Objective #1:** Manage and support staff through quality organization development
- Objective #2:** Provide excellent day-to-day service
- Objective #3:** Prepare, administer and monitor the department budget
- Objective #4:** Develop policies that support public priorities.
- Objective #5:** Actively participate in implementing the adopted plans and policies.
- Objective #6:** Coordinate on service provision

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0661 ADMINISTRATION	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**FY2018-2019 Action Plan Progress and the proposed FY2019-2020 Action Plan by Objective:**

**Objective #1:** *Manage and support staff through quality organization development*

- *Effective supervision, evaluation, and training of staff*
- *Recognize and reward excellence*
- *Lead department through Strategic Plan with vision and direction*

Performance Outcomes and Program Trends:

- Provide management staff with the resources they need to be supportive of their staff.
- Encourage development of leaders at all levels within the organization.
- Employ skilled professionals that work together to deliver exceptional customer service and achieve City Council priorities, Beaverton Community Vision Actions, department priorities and results for the Beaverton community.

FY2018-2019 Action Plan Progress

- Draft of the CDD Guidebook in progress
- Continue to develop project management skills and support various types of training throughout the department.

FY2019-2020 Action Plan

- Complete a 2019 version of the CDD Guidebook and implement an update schedule.
- Support recruitment and onboarding of new staff due to retirement of long-term staff and general fluidity/disruption in the current labor market.
- Continue to develop project management skills and support various types of training throughout the department.

**Objective #2:** *Provide excellent day-to-day service*

- *For community members, customers, and clients*
- *Develop effective methods of communication and efficient response times,*
- *Develop methods to assist in solutions-oriented resolution of issues as they arise*

Performance Outcomes and Program Trends:

- Continue to engage CDD team members in establishing a culture for delivering exceptional customer service.
- Continues work to improve to the city's Development Review Process in coordination with Public Works, Finance, City Attorney's Office, Mayor's Office and other coordinating departments and agencies.
- Provide opportunities for creative thought and engagement.

FY2018-2019 Action Plan Progress

- Continue to update application forms to current standards for branding and ADA. As applicable, provide for translated forms.
- Currently implementing electronic plan review (effective March 4, 2019) and have begun implementation of electronic permitting (starting February 2019).

FY2019-2020 Action Plan

- Continue to update all communications to current standards for branding and ADA and provide translated written information in line with city policies.
- Focus efforts on selecting a vendor for a new Electronic Permitting System, purchasing the software system and begin implementation of the software system.

**Objective #3:** *Prepare, administer and monitor the department budget*

- *Seek external funding, financing, and resource development*
- *Responsibly fund department and city projects, serve program goals, and supplement city sources*

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0661 ADMINISTRATION	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

Performance Outcomes and Program Trends:

- Pursue federal, state, and foundation grants, funds, and partnerships for financing.
- Research, study and develop new funding strategies.

FY2018-2019 Action Plan Progress

- Staff pursued and city received Brownfields funding for the gas station at SW Hall and Allen. Also worked on evaluating other options for their effectiveness and return on investment.
- Analysis provided for City Council discussion and direction with regard to transportation funding strategies

FY2019-2020 Action Plan

- Coordinate with other agencies to pool funding and efforts in order to implement projects.
- Continue to pursue funding sources (i.e. Metro grants, Brownfields grants, etc.)
- Continue to develop a Transportation Funding Strategy.

**Objective #4:** *Develop policies that support public priorities.*

- *Conduct the research and analysis necessary to support policy development*
- *Communicate existing policies in a clear, concise, and professional manner*

Performance Outcomes and Program Trends:

- Continue to produce Comprehensive Plan updates.
- Prepare revisions to the Development Code.

FY2018-2019 Action Plan Progress

- Implementing the Active Transportation Plan through inclusion of various programs

FY2019-2020 Action Plan

- Support development projects like the Patricia Reser Center for the Arts and Beaverton Central Parking Structure
- Support development of the Cooper Mountain Community Plan
- Support implementation of the Downtown Design Project
- Support implementation of the Active Transportation Plan
- Support Economic Development Division activities
- Continue to implement the Restaurant Strategy
- Finalize a parking management strategy for the downtown area, creating shared parking options and active enforcement of on-street parking.

**Objective #5:** *Actively participate in implementing the adopted plans and policies.*

- *Develop projects and programs to implement adopted plans and policies.*
- *Execute projects and programs that are supported by policy*
- *Communicate each program's purpose in a clear, concise, and professional manner*

Performance Outcomes and Program Trends:

- Address emergent issues in affordable housing and implement the city's Housing Five Year Action Plan.
- Continue support of business development services to strengthen the competitiveness of local companies that make up the city's economic base and implement the 2016 Economic Development Strategic Plan
- Implementation of the Beaverton Central Creekside Redevelopment Plan and The Round properties, consistent with the Creekside Master Plan.
- Continue phased development with particular focus on Old Town, consistent with Beaverton's Civic Plan: Central City Strategy.
- Implement the West Five Strategy.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0661 ADMINISTRATION	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

FY2018-2019 Action Plan Progress

- Implementing the Housing Five Year Action Plan with addition of a Housing Manager.
- Implementing the 2016 Economic Development Strategic Plan, including business attractors, growth, and development.
- Continued redevelopment efforts at Beaverton Central and The Round has included continued negotiations with district property owners regarding parking issues due to increased activity and construction in the district.
- Substantial completion of construction of The Rise Central; buildings are set to open spring 2019.
- Design and approval in process for the following development projects at Beaverton Central:
  - Hotel construction to begin spring 2019
  - Patricia Reser Center for the Arts construction to begin fall 2019
  - Beaverton Central Public Parking Structure construction to begin fall 2019

FY2019-2020 Action Plan

- Implement the Housing Five Year Action Plan, including Metro Affordable Housing Bond.
- Implement the 2016 Economic Development Strategic Plan.
- Continue redevelopment efforts at Beaverton Central and The Round.
- Occupancy of The Rise Central.
- Substantial completion of a hotel on Westgate property.
- Continued construction of the Patricia Reser Center for the Arts and associated parking structure.

**Objective #6:** *Coordinate on service provision*

- *Participate directly in inter-governmental, inter-district, county, regional, state, and federal efforts and activities related to community development, land use, building, construction, transportation, economic development, and redevelopment.*
- *Participate in the city's legislative agenda and team.*
- *Provide leadership to represent Beaverton's opportunities, needs and positions.*

Performance Outcomes and Program Trends:

- Continued cultivation of strong and positive relationships with community members, neighborhood associations, civic and business organizations, special districts, regional bodies and jurisdictions, firms throughout the region, property owners, and key public and private stakeholder organizations.
- Continue to process minor annexations and work towards a more holistic services boundary approach.

FY2018-2019 Action Plan Progress

- Convened, led and participated in programs to address affordable housing and solutions from homelessness. This included working with department staff and outside stakeholders on various fronts including the Metro General Obligation Bond and hiring a Housing Manager.
- Delivered an updated Urban Service Boundary, Urban Planning Area Agreement and Urban Service Agreements. Supported staff and participated in multiple conversations with partner agencies for move this work forward.
- Continue participation in the following external initiatives and committees:
  - Greater Portland Inc.
  - BSD Bond Accountability Committee (Beaverton School District)
  - PPS Citizens Bond Account. Committee (Portland Public Schools)
  - REAP Board of Directors (youth leadership)
  - ULI NW and National including ULI NW Technical Assistance Panels Committee (Urban Land Institute)
  - Washington County Coordinating Committee (transportation)

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0661 ADMINISTRATION	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

FY2019-2020 Action Plan

- Continue to support, convene, lead and participate in programs to address affordable housing and solutions from homelessness.
- Continue support of staff work on issues related to Urban Service Boundary, Urban Planning Area Agreement, Urban Service Agreements and intergovernmental coordination.
- Implement new parking management strategy through interdependent team.
- Continue participation in the following external initiatives and committees:
  - Greater Portland Inc.
  - BSD Bond Accountability Committee
  - PPS Citizens Bond Accountability Committee
  - REAP Board of Directors
  - ULI NW and National including ULI NW Technical Assistance Panels Committee
  - Washington County Coordinating Committee

<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>
<b>Administration:</b>				
Respond to requests by Councilors, members of the public and the Mayor's Office within 24 hours	98%	98%	98%	98%
Respond to requests for staff assistance within 24 hours	n/a	n/a	n/a	98%

<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>Administrative:</b>				
Number of external initiatives and committee meetings attended	45	45	45 / 55	60

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPARTMENT
<b>PROGRAM:</b> 0654 ECONOMIC DEVELOPMENT	<b>PROGRAM MANAGER:</b> MIKE WILLIAMS

**Program Goal:**

To assist local companies, market the city as “Open for Business”, develop and refine economic development programs, and build the capacity of community partners to strengthen Beaverton’s business environment and economic well-being.

**City, Community and Department Goals, Priorities and Actions:**

2019 City Council Priorities, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting are included in the overview of the Community Development Department. Economic Development supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	4.00	4.00	4.00	4.00	0.00
PERSONNEL SERVICES	\$400,396	\$496,825	\$537,024	\$571,197	\$0
MATERIALS & SERVICES	612,462	815,720	762,073	727,586	0
CAPITAL OUTLAY					
TRANSFERS	6,249	8,578	9,981	6,606	0
<b>TOTAL</b>	<b>\$1,019,107</b>	<b>\$1,321,123</b>	<b>\$1,309,078</b>	<b>\$1,305,389</b>	<b>\$0</b>

**Program Objectives:**

The following objectives were adopted as part of the 2016 Five Year Economic Development Strategic Plan:

- Objective #1: Provide business retention and expansion assistance to existing Beaverton businesses
- Objective #2: Increase business activity in the City through recruitment and business formation strategies
- Objective #3: Promote placemaking that responds to market preferences of Beaverton businesses and their employees
- Objective #4: Encourage and support small business development that reaches all segments of the community
- Objective #5: Promote and encourage Innovation & Entrepreneurship
- Objective #6: Focus on branding and marketing to reinforce our economic development strategy
- Objective #7: Assist Beaverton businesses to attract and retain a reliable and talented workforce
- Objective #8: Focus economic development efforts and incentives on target industry clusters
- Objective #9: Enhance Beaverton’s economic development ecosystem

**Performance Outcomes and Program Trends:**

Performance Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected/Actual	FY 2019-20 Proposed
Attend events and meetings with businesses and partner organizations to raise the profile of Beaverton to the business community within the region	52	100	100	100
Number of new marketing materials developed to promote the City’s economic development programs, services and accomplishments	10	10	10	10
Number of businesses visited or assisted	80	90	90	90

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPARTMENT
<b>PROGRAM:</b> 0654 ECONOMIC DEVELOPMENT	<b>PROGRAM MANAGER:</b> MIKE WILLIAMS

**Business Retention and Expansion**

Helping companies stay and grow in Beaverton continues to be the primary function of the Economic Development Division. Working with existing businesses is a well-recognized best practice that consistently provides the highest return on investment. Effective retention and expansion requires building relationships and providing superior customer service to existing businesses and should be complimented by well-designed programs, business friendly regulations and services, and thoughtful coordination with regional partners and service providers.

Beaverton has a strong brand when it comes to business and we intend to strengthen it by hosting business oriented events, highlighting local products through “Made in Beaverton” showcases, advocating for amenities that businesses are asking for, promoting a culture of customer service, and promoting a business-friendly, innovative environment that is inclusive and supportive of all types of businesses. In conjunction with the Mayor’s office, Economic Development has also been promoting business successes and community involvement through the highly successful #BusinessMonday campaign.

**A Thriving Downtown and Main Street**

For the past eight years, the Economic Development Division has supported the Main Street Program and continues to manage it through a partnership with the Beaverton Downtown Association (BDA). The goal of the program is to ensure a successful and comprehensive downtown revitalization effort.

This fiscal year, the city is working with the BDA to support its leadership and produce new events that draw people into downtown Beaverton, implement a shared parking program and a nationally-recognized signage initiative called CoSign. For the coming fiscal year, the Economic Development Division will provide event guidance, budget and budget planning assistance, work plan review, and a targeted Main Street Seed Fund.

**Restaurant Strategy Implementation**

The Economic Development Division has been leading the initiative to make downtown Beaverton the Westside’s premier restaurant destination. The Division targeted property owners in the Old Town district, which has been identified as having the most potential for locally owned restaurants. The strategy is working, with ten new restaurants expected to be opened by the end of the fiscal year. Property owners have shown interest in converting existing retail spaces into restaurants, and have credited the city’s incentive programs to make these projects possible. The effort stems from the Community Vision Plan as well as the Division’s outreach with traded sector companies, which have indicated that a strong restaurant scene is helpful factor in workforce recruitment. The initiative is on its third full year and budget items for restaurant strategy are focused on targeted incentives for landlords and new restaurants as well as public relations expenses for events like Beaverton Restaurant Week. This year we will continue to offer small grants for restaurants to develop their social media presence with branding consulting, photography and workshops.

**Signature Innovation Initiatives: OTBC and the Digital Health Collaborative (DHC)**

The City of Beaverton’s signature innovation initiatives are about creating jobs, building networks and highlighting Beaverton’s tradition of being the premiere place in the region for innovative high-growth companies to start and grow. OTBC and DHC are both headed by seasoned entrepreneurs and have programs and initiatives that attract some of the top start-ups in the region.

*The Oregon Technology Business Center (OTBC)* is one of the oldest and most recognized incubator’s in the State of Oregon. The Center provides coaching, networking events, entrepreneurship programs and shared office space to start-ups. An Oregon Founders Study ranked OTBC as the highest-rated incubator in Oregon for effectiveness of its mentoring programs. Now in its fourth year, OTBC’s Startup Challenge is helping five more startups, which were selected through a competitive application process and will provide office space, coaching and mentoring. Of the 20 winning companies over the past three years, 13 of the founders were either women (4), persons-of-color (7) or veterans (2).

The impact of OTBC has been expanded through a grant from the Oregon Community Foundation to provide support to rural entrepreneurs through its Virtual Incubation Program (VIP), an 8-week series of video conference-based courses and mentorship. Further expansion of this expansion is expected through the replication of our Beaverton Startup Challenge to select rural communities through grant-assisted funding from Federal and non-profit foundation sources.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPARTMENT
<b>PROGRAM:</b> 0654 ECONOMIC DEVELOPMENT	<b>PROGRAM MANAGER:</b> MIKE WILLIAMS

*The Digital Health Collaborative (DHC)* was established in 2017 to serve as a “nexus point” for design and development of products in the expanding digital health sector. In addition to the companies in residence at the DHC working in the areas of medication adherence, remote patient monitoring, and health technology services, the DHC provides educational and product development opportunities to the community through events such as the Diabetes Connect-a-Thon and access to shared equipment for product development and testing. Expansion of the DHC mission will be through corporate sponsorships and grant funding such as a recently-awarded High-Impact Opportunity Grant from the State of Oregon.

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

1. The Beaverton Startup Challenge placed its fourth cohort of companies in its business incubator, the Oregon Technology Business Center (OTBC). The Westside Startup Fund grew to a record \$160,000 this fiscal year with participation from 21 individual investors.
2. The Digital Health Collaborative (DHC) was awarded a High Impact Opportunity (HIOP) grant by Business Oregon to be used to determine the need for, and feasibility of, a digital health ‘inventor space’. In cooperation with company sponsors and six teams of students from the Beaverton School District, the DHC hosted the Diabetes Connect-a-Thon to educate students on the impacts of this disease and to provide them with an opportunity to create health technology-based solutions to help those affected.
3. Economic Development’s Brownfields program closed a \$400,000 EPA Assessment Grant in early 2018. The seven assessments funded through the grant included private properties considering redevelopment as well as the future locations of the Patricia Reser Center for the Arts and the Public Safety Center. Beaverton was also awarded two \$200,000 EPA Cleanup grants for the Public Safety Center site. A project coordinator is managing those funds and providing technical assistance to the project.
4. Produced a successful second year of Beaverton Restaurant Week, showcasing restaurants in downtown Beaverton, resulting in increased business for nearly all of the restaurants (75%) and significant social media and news coverage for Beaverton. Launched a social media grant program which provided customized branding strategies for seven downtown restaurants and resulted in increased engagement and new customers.
5. Worked with other divisions and departments to implement the goals outlined in the Beaverton Community Vision, Marketing Plan, and the Diversity, Equity and Inclusion Plan.
6. Coordinated with the Mayor’s office on #BusinessMonday, a highly successful social media strategy highlighting the cross-section of community and business in Beaverton. Promoted the Economic Development programs and successes through multiple articles in Your City, press releases, events, and social media. Published an article in Techlandia, an online guide to Oregon Tech.
7. Increased programming of workshops, seminars, and conferences in the city that are most relevant to the Business community. Highlights include the second annual Beaverton Business Summit in cooperation with the Beaverton Chamber and sponsorship of PDX Women in Technology (PDXWIT), a non-profit focused on encouraging women to pursue and succeed in STEM careers. Promoted products from Beaverton businesses through our first “Made in Beaverton” showcase on display at City Hall next to Council Chambers.
8. Continue to form strong partnerships with targeted industry associations, economic development organizations, and non-profit partners that provide much-needed technical assistance and small business assistance.
9. Promoted small business creation through the direct funding of and partnering with Impact Beaverton. Impact Beaverton has provided on-call business counseling, Business Walks and other networking events for small businesses as well as other service providers.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPARTMENT
<b>PROGRAM:</b> 0654 ECONOMIC DEVELOPMENT	<b>PROGRAM MANAGER:</b> MIKE WILLIAMS

10. Funding and partnerships with MESO and Adelante Mujeres has expanded technical and financial support to a diverse range of small businesses and small business owners.
11. Provide funding and support for an executive director position for the Beaverton Downtown Association (BDA). The director is producing events and activities, building organizational capacity, and recruiting new board members. The BDA will be a key partner in the development of a shared parking program in the downtown and was the first community on the west coast to be selected for CoSign, a nationally recognized signage initiative.
12. Economic Development led tours of prospective restaurateurs and breweries to potential sites downtown. At least ten new restaurants will have opened in downtown Beaverton this fiscal year. Even more are known to have either signed a lease or letter of interest. Building upon the success of the restaurant strategy, we are managing the implementation of the Street Seat Pilot Project to bring one temporary on-street seating area to a downtown restaurant during summer 2019.
13. Connected through business outreach to multiple local traded-sector business, including new businesses (e.g., Fiserv, Basics Foods, Topbox, and Premium Organics) and high-profile recruitments (e.g., RFPIO). Multiple introductions facilitated between Beaverton businesses and representatives of government and service providers (e.g., the State of Oregon, Business Oregon, US Commercial Services and Portland General Electric) as well as business-to-business introductions as part of our Business Assistance services.

**FY 2019-20 Action Plan:**

1. Ongoing implementation of the Economic Development Strategic Plan (2016-2021).
2. Continue district marketing and recruitment efforts around restaurants and brewery-related businesses in Old Town. Leverage expertise and market connections from our work in Old Town to assist in restaurant recruitments for Beaverton Central. Continue to increase restaurants' social media marketing expertise through grants and workshops.
3. Implement economic development elements of the city's Marketing Plan and the Diversity, Equity, and Inclusion (DEI) plan in cooperation with the Mayor's Office divisions.
4. Continue strong partnerships with our related target market trade associations, economic development organizations, and non-profit partners that provide the much needed technical assistance and small business assistance.
5. Assist the BDA and help it launch itself into the top tier of Main Street initiatives in the State of Oregon. The BDA is bringing the CoSign project to downtown Beaverton in FY 2019-2020, which will provide artist-made blade signs to several downtown businesses.
6. Develop and implement marketing strategies around strategic retail and service areas (e.g., brewpubs, taprooms and food carts) that our traded sector companies consider critical to their workforce recruitment and retention efforts.
7. Build on the success of the "Made in Beaverton" showcase and develop a marketing campaign highlighting diverse and innovative products and the people who make them here in Beaverton.
8. Provide effective and informative programming and networking opportunities that are relevant to local businesses.
9. Develop a strategy around the accommodation of large employers and corporate headquarters in Beaverton through the identification of strategic sites and strategic marketing tools and incentives. Best leverage may be with use of the existing Enterprise Zone and Opportunity Zone programs.
10. Develop and implement a strategy around hotel recruitment and development. This strategy will be centered on equipping the City with the information and incentives it needs to successfully engage hotel developers and local property owners.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPARTMENT
<b>PROGRAM:</b> 0654 ECONOMIC DEVELOPMENT	<b>PROGRAM MANAGER:</b> MIKE WILLIAMS

11. Support the Beaverton Startup Challenge Class of 2019 and fund the creation of a fifth cohort to strengthen the Beaverton's brand as a great place for innovative businesses and ideas. Work to find new grant and service areas that complements OTBC's current service mission. Help the graduates from the previous four classes to stay and grow in Beaverton.
12. Grow and raise the visibility of the DHC in the community, building on the momentum of the spring 2018 Connect-a-Thon and the specific products of the DHC companies. Work with the DHC on the implementation of a feasibility study around the need for a Digital Health inventor space.
13. Economic Development operates as a resource for public and private property owners for addressing brownfields issues. Continued technical assistance and grant writing are expected activities for the new fiscal year.
14. Economic Development will explore the use of pop-up shops to activate downtown as a shopping destination, promote small emerging businesses and bring new customers and awareness to restaurant row. We are exploring the creation of a temporary holiday retail store in the downtown area, with an emphasis on goods made locally by people of color and emerging local brands.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0662 DEVELOPMENT DIVISION	<b>PROGRAM MANAGER:</b> CADENCE PETROS

**Program Goal:**

The role of the city's Development Division is to strategically implement the city's development, urban revitalization, parking, and housing goals to help build a livable and equitable community for all Beaverton residents. This program is responsible for strategically implementing the city's redevelopment goals, with particular focus on city-owned and other sites in the downtown, citywide housing policy implementation, and managing the Community Development Block Grant program (CDBG). Primary areas of focus include development of strategies, processes, templates, protocol, and revenue generation for the city's redevelopment, parking, and housing implementation activities; real estate, parking, and housing program development; property acquisition and management; real estate project negotiation and public private partnerships; urban renewal; and CDBG.

**City, Community and Department Goals, Priorities and Actions:**

2019 City Council Priorities, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include many of those listed in the overview of the Community Development Department. The Development Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	7.35	6.85	8.85	10.60	0.00
PERSONNEL SERVICES	\$806,126	\$903,889	\$1,137,215	\$1,550,396	\$0
MATERIALS & SERVICES	452,073	368,574	1,856,399	1,225,683	0
CAPITAL OUTLAY					
TRANSFERS	9,170	9,767	7,762	16,514	0
<b>TOTAL</b>	<b>\$1,267,369</b>	<b>\$1,282,230</b>	<b>\$3,001,376</b>	<b>\$2,792,593</b>	<b>\$0</b>

**Performance Outcomes and Program Trends by Program Objectives (services provided):**

The Development Division is responsible for strategically implementing the city's redevelopment goals, with particular focus on downtown and citywide housing policy implementation. Beaverton's Community Vision (2010) called for creating a vibrant downtown. As part of that process, the Central Beaverton Urban Renewal Plan (2011), the Beaverton Civic Plan (2011), Creekside District Master Plan and Implementation Strategy (2014), and South Cooper Mountain Concept Plan (2014) were approved, outlining specific redevelopment activities the City, through the Development Division, should undertake to reach the goals set in the Community Vision. Specific program objectives to meet this program's goals include:

- Objective #1:** Develop and implement strategies, processes, templates, and protocol to meet division goals.
- Objective #2:** Develop real estate, parking, and housing programs.
- Objective #3:** Acquire and manage real estate.
- Objective #4:** Actively participate in negotiating real estate projects, housing projects and public private partnerships, including the disposition of city-owned property.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0662 DEVELOPMENT DIVISION	<b>PROGRAM MANAGER:</b> CADENCE PETROS

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

**Objective #1: Develop and implement strategies, processes, templates, and protocol to meet division goals.**

- Continued to expand and implement cross departmental Downtown Team to strategically implement city policies relevant to the downtown area.
- Continued working with Economic Development to implement a Restaurant Strategy for the downtown.
- Continued implementation of the BURA 5-Year Action Plan.
- Prepared updated BURA Annual Report.
- Prepared updated Housing Five Year Action Plan.
- Continued to lead regular BURA and URAC meetings.
- Continued to staff regular Real Estate Committee meetings
- Hired first Affordable Housing Manager to develop an Affordable Housing Program and Implementation Plan. CDBG successfully implemented its Annual Action Plan and served those most in need in Beaverton.
- Established an Internal Parking Team to inform the city's parking efforts.

**Objective #2: Develop real estate and housing programs.**

- Continued implementation of the Storefront Improvement Program and increased funding to support expanded grant opportunities.
- Continued implementation of Tenant Improvement Program for the city in Downtown Beaverton.
- Continued implementation of Predevelopment Grant Program for the Central Beaverton Urban Renewal District.
- Worked with Metro and other partners to implement Metro Regional Affordable Housing Bond.
- Continued to establish pilot housing projects in home ownership, Low Cost Market Rental preservation and affordable housing development to determine potential feasibility of long-term programs.

**Objective #3: Acquire and manage real estate.**

- Continued to actively pursue acquisition opportunities in the downtown for both redevelopment and housing purposes.
- Purchased Adelphos site in Beaverton Central as well as the Bank of Beaverton Building in Old Town;
- Continued to manage properties held for redevelopment.

**Objective #4: Actively participate in negotiating real estate projects, housing projects, and public private partnerships, including the disposition of city-owned property.**

- Executed Disposition and Development Agreement for development of affordable housing on the city owned parcel at First and Main
- Construction commenced for a hotel on the former Westgate Theater site.
- Rembold Properties completed construction of the Rise Central on other portion of the former Westgate Theater site.
- Worked with owners of the Rise Central to attract retail tenants to that development.
- Continued to advance the Patricia Reser Center for the Arts project and public parking garage in Beaverton Central.
- Continued to work with CPAH on the Cedar Grove project, an affordable housing development at Cornell and Murray

**FY 2019-20 Program Objectives:**

**Objective #1: Develop and implement strategies, processes, templates, and protocol to meet division goals.**

- Hire and train housing staff to implement affordable housing initiatives.
- Commit Beaverton's share of Metro Affordable Housing Bond funds.
- Continue implementation of and update annually the Housing Five Year Action Plan.
- Prepare first Housing Annual Report.
- Prepare affordable housing unit production goals for council consideration.
- Continue to coordinate housing implementation team.
- Continue implementation of and update annually the BURA Five Year Action Plan.
- Continue preparation of BURA Annual Report.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0662 DEVELOPMENT DIVISION	<b>PROGRAM MANAGER:</b> CADENCE PETROS

- Continue to lead regular BURA and URAC meetings.
- Continue to coordinate Downtown Team efforts.
- Continue to staff regular Real Estate Committee meetings.
- Continue to implement Real Estate Acquisition Procedures.
- Advance other revitalization efforts including public art, infrastructure improvements and placemaking to bolster area redevelopment projects.
- Continue to coordinate internal parking team.
- Develop and implement enhanced parking enforcement plan.
- Study parking operations and management options for on-street and off-street parking.
- Evaluate permit parking system.
- Expand community engagement and communications efforts in areas of housing, parking and real estate.

**Objective #2: Develop real estate and housing programs.**

- Test and evaluate housing pilot projects to determine feasibility of long term programs in areas of home ownership, LCMR, and affordable housing development.
- Continue to manage Storefront Improvement Program.
- Continue to manage Tenant Improvement Program for restaurants in downtown Beaverton and expand program opportunities.
- Continue to manage Predevelopment Grant Program for the Central Beaverton Urban Renewal District.
- Continue to manage the Vertical Housing Tax Abatement Program and expand the program area.
- Complete Affirmatively Furthering Fair Housing planning and implementation effort.

**Objective #3: Acquire and manage real estate.**

- Continue to strategically acquire properties.
- Continue to manage and coordinate development of key city-owned parcels.

**Objective #4: Actively participate in negotiating real estate projects, housing projects and public private partnerships, including the disposition of city-owned property.**

- Issue development solicitation for redevelopment of the Beaverdam assemblage.
- Strategically fund affordable housing projects and identify acquisition opportunities.
- Provide support for redevelopment opportunities that meet city goals as they arise.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected/Revised	FY 2019-20 Proposed
Number of projects / strategies / plans worked on or programs created	26	39	77 / 96	98
Number of properties acquired	3	1	3 / 4	4
Amount of private development funds leveraged	\$20,250,000	\$1,259,723	\$37,285,447 / \$46,856,174	\$25,655,000
Number of Community Vision Goals Progress Achieved	11	13	15	15

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0676 PLANNING DIVISION	<b>PROGRAM MANAGER:</b> ANNA SLATINSKY

**Program Goal:**

To protect and enhance the livability and economic vitality of the City of Beaverton by effectively planning for our community's future by implementing the Beaverton Community Vision, Civic Plan, Housing Action Plan and other policy directives and administering the Comprehensive Plan and the Beaverton Development Codes. To facilitate development in Beaverton that is consistent with community, regional, and state policy by processing land use applications pursuant to state-mandated timeframes and providing superior customer service.

**City, Community and Department Goals, Priorities and Actions:**

2019 City Council Priorities, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting are included in the overview of the Community Development Department.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	14.00	15.00	15.00	16.00	0.00
PERSONNEL SERVICES	\$1,424,596	\$1,611,902	\$1,886,712	\$2,053,261	\$0
MATERIALS & SERVICES	\$201,660	\$283,991	\$459,160	\$418,344	\$0
CAPITAL OUTLAY					
TRANSFERS	41,133	43,535	43,805	44,038	0
<b>TOTAL</b>	<b>\$1,667,389</b>	<b>\$1,939,428</b>	<b>\$2,389,677</b>	<b>\$2,515,643</b>	<b>\$0</b>

**Program Objectives:**

- Objective #1: Effectively Plan for Future Redevelopment of Key Urban Areas
- Objective #2: Promote Beaverton's Commitment to Being *Open for Business*
- Objective #3: Increase Public Engagement & Awareness
- Objective #4: Provide Leadership, Analysis and Technical Support in Local, Regional, and State Land Use Policy
- Objective #5: Maintain the Beaverton Development Code and Comprehensive Plan as 'living documents'

**Performance Outcomes and Program Trends:**

Workload Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Projected
Number of annexations processed applications/parcels	4 / 4	2 / 2	2 / 26	4 / 4
Number of land use applications processed	550	795	750	700
Number of Housing Units Approved	420	2,264	1,125	850
Commercial/Industrial SF Approved	Not reported	94,768	775,027	100,000

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0676 PLANNING DIVISION	<b>PROGRAM MANAGER:</b> ANNA SLATINSKY

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

FY 2018-19 saw Planning Division tackle a significant workload bringing major projects to conclusion and kicking off new efforts. Current Planning had another particularly busy year because of South Cooper Mountain land use application activity and significant redevelopment applications such as the Public Safety Center and the Patricia Reser Center for the Arts.

In addition to high-profile development activity, the total land use application volume continues to track about 40 percent higher than two years ago with approximately 750-800 applications anticipated by the end of the 2018-19 fiscal year.

The Long Range team continued to achieve ambitious milestones by completing Phase 1 and launching Phase 2 of the Downtown Design Project, earning Metro Council approval to add Cooper Mountain to the Urban Growth Boundary, and initiating the Housing Options Project.

Major achievements for Planning Division included:

- Completing Phase 1 of Downtown Design Project and launching Phase 2;
- Reaching agreement with Washington County to coordinate planning for unincorporated areas near Beaverton boundaries via an update to the Urban Planning Area Agreement;
- Conducting multi-cultural community engagement for the Allen Boulevard District Plan, to understand community members' needs and priorities;
- Land Use approvals for development of 315 single family and 736 multi-family homes;
- Land Use approvals for 434 new hotel rooms in the city across four new hotels is anticipated by the end of the fiscal year;
- Providing special service for complex, high-profile projects through the interdivisional Major Projects Team;
- Development Code and/or Comprehensive Plan amendments to implement the Urban Planning Area Agreement, remove impediments to development of affordable housing, and provide interim parking options during development;

The team engaged in ongoing work, along with other CDD staff, with property owners and developers in the early stages of potential development projects. This early coordination is crucial when developers are deciding whether to invest significant resources in the city, and the Planning Division will continue to devote time to building these relationships and providing proactive customer service.

Planning Division continues to make excellent customer service a priority, and handles a high volume of phone, email, and in-person visits – a consistent annual total of approximately 3,000 customer contacts. An important part of striving for customer service improvements is support for the Development Review Process Improvement Project. Planning will be working closely with Site Development and Building Divisions to prepare for implementation of a new electronic permitting system and the business process improvements that will support success.

**FY 2019-20 Action Plan**

Looking ahead to FY 2019-20, Planning Division will be focusing on the following efforts:

- Processing all land use applications within state-mandated review timelines;
- Completion of Downtown Design Project Phase 2, including Development Code amendments and an Implementation Strategy;
- Completion of the Housing Options Project, which is evaluating how additional housing types can be allowed in residential areas in a way that responds to the scale and form of the neighborhood, including Development Code amendments;

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0676 PLANNING DIVISION	<b>PROGRAM MANAGER:</b> ANNA SLATINSKY

- Continue updating the Development Code, including implementation of West Five Employment District Strategy; updating design standards and guidelines; establishing regulations for short-term rentals; and reviewing regulations affecting development of housing in the city, with a special focus on mixed-use districts and affordable housing;
- Nurturing strong, positive relationships with community members, neighborhood associations, civic and business organizations, special districts, regional bodies and jurisdictions, Washington County, and other key public and private stakeholder organizations.
- Engage with Tualatin Hills Park and Recreation District and other city partners and working towards developing robust agreements to ensure residents and businesses are assured of receiving high-quality services.
- Support Connected Community goals in partnership with Public Works to ensure Beaverton has high-quality wireless service while minimizing aesthetic impacts to neighborhoods and establishing smooth and efficient review of infrastructure for staff and industry;
- Continue working with South Cooper Mountain developers and counterparts in other departments and divisions to ensure successful implementation of the South Cooper Mountain Community Plan;
- Kick off the Cooper Mountain Community Plan to lay the groundwork for successful future development of this important future Beaverton neighborhood.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPT.
<b>PROGRAM:</b> 0701 SITE DEVELOPMENT DIVISION	<b>PROGRAM MANAGER:</b> JODY A YATES

**Program Goal:**

To provide plan review, permitting, and inspection services in support of development and redevelopment activities, and all work within the public right of way including utilities (franchise, public and private), sidewalk and driveway connections. Also administers floodplain regulations within the city.

**City, Community and Department Goals, Priorities and Actions:**

2019 City Council Priorities, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting are included in the overview of the Community Development Department. The Site Development Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	12.60	15.60	14.60	15.60	0.00
PERSONNEL SERVICES	\$1,352,558	\$1,288,513	\$1,911,367	\$2,052,938	\$0
MATERIALS & SERVICES	\$26,913	185,039	451,857	197,087	0
CAPITAL OUTLAY	\$52,136	78,595	83,550	53,000	0
TRANSFERS	\$57,932	52,889	56,229	39,036	0
CONTINGENCY	\$0	0	48,492	64,273	0
<b>TOTAL</b>	<b>\$1,489,539</b>	<b>\$1,605,036</b>	<b>\$2,551,495</b>	<b>\$2,406,334</b>	<b>\$0</b>

**Program Objective:**

The Site Development Division reviews engineering plans and inspects construction to ensure site grading, erosion control measures, emergency access, floodplain modifications, and all privately-funded public improvements such as streets, utilities, and storm water management facilities conform to the City Engineering Design Manual, City Code, Clean Water Services Design and Construction Standards, and land use approvals. Site Development team members communicate and interact with residents, developers, consultants, and other city departments and outside agencies to ensure that all development criteria are being met. Site Development team members participate in the development process from the Pre-Application Conference to Site Development permitting, construction, to final project completion and acceptance by the city. Site Development team members also issue permits for franchise utility work, street tree plantings/removals, and sidewalk/driveway replacement.

**Performance Outcomes and Program Trends:**

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Proposed
Site development permits issued	25	30	19	22
Right-of-way and facility permits issued	583	594	630	620
Percentage of site development plan review comments returned within 5 weeks (estimated)	50%	50%	70%	75%
Percent of inspections performed within 24 hours of request (right-of-way and site development)	70%	75%	80%	80%

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT DEPT.
<b>PROGRAM:</b> 0701 SITE DEVELOPMENT DIVISION	<b>PROGRAM MANAGER:</b> JODY A YATES

The Site Development Division was transferred from the Public Works Department to the Community Development Department on September 1, 2017. A senior engineer position and two engineering construction inspection positions were added in the fall 2017 supplemental budget. In addition, a 0.5 FTE Limited Duration Engineering Associate position was added in December 2018.

The economy continues to generate a large number of development applications. All PUDs in South Cooper Mountain have been submitted for Site Development permits. Site Development team members have been able to review and comment on commercial developments within the 5-6 week comment period, including all Beaverton School District permit applications. The larger South Cooper Mountain PUD Subdivisions are requiring additional time due to size and complexity. Site Development is anticipating heavy inspection workload for summer 2019, especially in the South Cooper Mountain vicinity.

Site Development staff operations are partially paid from various Site Development permit fees for plan review, processing and field inspections. The revenue trend has increased over the past few years and appears to be leveling in this FY.

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

- The increase in development activity challenges this crucial workgroup in coordinating with Public Works. With new staff positions added and replacement staff hired, we continue to work toward reaching the levels of service we desire to provide to our customers.
- Staff began testing use of mobile technology for infield construction documentation and inspection reports.
- Staff began using electronic document review software for almost all applications and permits.

**FY 2019-20 Action Plan:**

- Plan review and construction team members participate in the acquisition and implementation of a new software for permitting/work flow process.
- Site Development team members will be documenting Standard Operating Procedures utilizing the same format as the APWA accreditation.
- Construction team members will continue to develop an inspection manual to provide for consistency and transparency.
- Team members will work with ISD and Public Works to do Erosion Control inspection reports in CityWorks by June 30, 2019.

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0738 TRANSPORTATION PLANNING	<b>PROGRAM MANAGER:</b> CHERYL TWETE (INTERIM)

**Program Goal:**

To complement and inform all efforts within the Community Development Department's Long-Range Planning, Current Planning, Development, Economic Development, and Transportation divisions; and to a varying degree the efforts of other departments including Public Works, Finance and the Mayor's Office; and engage with partners at all levels of government to effectively position the city to acquire funding in order to implement the Beaverton Community Vision.

**City, Community and Department Goals, Priorities and Actions:**

2019 City Council Priorities, 2016 Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting are included in the overview of the Community Development Department. The Transportation Division supports these goals, priorities and actions items either through direct action or support of other divisions in the Community Development Department.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	3.00	4.00	4.00	3.00	0.00
PERSONNEL SERVICES	\$358,148	\$516,147	\$575,642	\$395,297	\$0
MATERIALS & SERVICES	\$159,657	\$87,880	\$381,479	\$301,878	\$0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	3,440	5,692	6,654	4,954	0
<b>TOTAL</b>	<b>\$521,245</b>	<b>\$609,719</b>	<b>\$963,775</b>	<b>\$702,129</b>	<b>\$0</b>

**Program Description**

Recognizing the need for a strategic approach to handle transportation related issues associated with Beaverton's increasing population and employment growth, in 2015 the City Council established the Transportation Planning Division within the Community Development Department.

The program comprises of three planners (Principal, Senior, and Associate), with a workload that is divided into two general categories:

1. Work related to development and implementation of City transportation plans and policies.
2. Work related to ongoing coordination with other transportation agencies' policy, planning, and capital project work to ensure alignment with Beaverton's interests.

**FY 2019-20 Action Plan:**

**Professional Services**

Professional services assists the program deliver a greater amount work in less time than otherwise could be accomplished, and provides expertise in particular transportation focus areas where full-time permanent staff may have less experience.

**1. Transportation System Plan (TSP) Update**

- a. **Budget Request:** \$150,000
- b. **Total Project Cost:** \$500,000
- c. **Description:** The TSP:

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0738 TRANSPORTATION PLANNING	<b>PROGRAM MANAGER:</b> CHERYL TWETE (INTERIM)

- 1) Outlines policies that reflect community values and protects what makes Beaverton a great place.
- 2) Analyzes current and projected transportation conditions on all major roadways and intersections to support our desired land use pattern.
- 3) Creates a plan for what the transportation system may look like in 2045 and guides future investments.

**d. Timeline:** FYs 2019 – 2021

**e. Justification:** The City adopted the original TSP in 1997 and the most current update in 2010. The City should conduct periodic updates to the TSP to:

- 4) Ensure Beaverton is proactive and ahead of other transportation agencies that operate within Beaverton to determine the type of community we want. Since 2010 Metro, Washington County, TriMet, Oregon Department of Transportation (ODOT), and Tualatin Valley Park and Recreation District (THPRD) have all updated their respective transportation plans and policies.
- 5) Account for changes in revenue assumptions, population, employment, planning best practices, technology, travel choices, land use, system performance, community aspirations, and economic conditions.
- 6) Incorporate transportation policies and projects from other City plans that have occurred since 2010, such as the Beaverton Active Transportation Plan, West Five Employment District Strategy, and South Cooper Mountain Community Plan.
- 7) Tentative improvements to the next TSP update include a new:
  - Capital project list that aligns with current community values.
  - Unique design concept for each of the City’s major roads.
  - Prioritization process to move capital projects from the 25-year needs list to the City’s 5-year CIP, and a formal capital project delivery process.
  - Process and schedule for periodic evaluation, progress report, and amendment of the TSP and guiding Comprehensive Plan policies (ex. annually, biannually, etc.)
  - Framework for a long-term work program (ex. follow up corridor studies, area refinement plans, intelligent transportation system plan, safety studies, road diet studies/experiments, code amendments, etc.).

In June 2019 staff plan to submit a grant application to the Oregon Transportation and Growth Management Program (TGM) for \$350,000. The minimum grant match is approximately 11%, or 55,000. A match of 30% will help to ensure success of the grant application. In the event of no grant award staff will scale the project accordingly. Staff may request additional funds through a FY 2019-20 supplemental budget or through the FY 2020-2021 budget.

**2. Millikan Way Extension Conceptual Design**

**a. Budget Request:** \$25,000

**b. Total Project Cost:** \$9,400,000

**c. Description:** A new 2-lane collector road between Watson and Lombard.

**d. Timeline:** FYs 2019-2023

**e. Justification:**

- 1) City Council approved the conceptual design on February 12, 2019.
- 2) The project is funded by the Washington County Major Streets Improvement Program (MSTIP). Washington County will likely start on preliminary design summer/fall 2019.
- 3) Conceptual design work is necessary to identify major issues that the City will need to work through as the project moves forward, which helps to inform the City Council and property in order to gain support for the project.

**3. Technology Advancement Plan**

**a. Budget Request:** \$75,000

**b. Total Project Cost:** \$100,000

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0738 TRANSPORTATION PLANNING	<b>PROGRAM MANAGER:</b> CHERYL TWETE (INTERIM)

- c. **Description:** A plan document to prepare for and take a regional lead on the deployment of new connected cities and vehicle technology.
- d. **Timeline:** February 2019 through February 2020
- e. **Justification:** The project will help the City to determine:
  - 1) what outcomes we want from new technology;
  - 2) what elements of new technology need regulation and to what degree;
  - 3) what types of new technology should be rolled out for testing as part of a pilot program;
  - 4) how national trends align with City goals;
  - 5) adjacent jurisdictional priorities and determine inter-jurisdictional agreements that need to be put into place;
  - 6) how to regulate curb usage;
  - 7) policies we need to ensure that autonomous vehicles (AVs) do not exacerbate congestion;
  - 8) how we can ensure that AV shuttles do not undercut transit ridership;
  - 9) what should be included as part of a city data privacy policy; and
  - 10) possible partnerships with private sector companies to test new technologies.

**Personnel Services**

The Division's work plan for FY 2019-20 includes a range of on-going planning, capital project, policy and coordination work to implement the Mayor's and City Council's priorities.

**Transportation Planning Manager**

- 1. Provide leadership and administrative oversight for the Transportation Planning Division.
- 2. Manage the Technology Advancement Plan.
- 3. Provide analysis and advise the Mayor and City Council on regional and state policy, planning, and funding matters related, but not limited to, Washington County, THPRD, Metro, TriMet, ODOT and the state legislature.

**Senior Transportation Planner**

- 1. Manage the City of Beaverton's TSP Update and Millikan Way Extension Project,
- 2. Participate on the Technical Advisory Committees for the City's Cooper Mountain Urban Growth Boundary Expansion Planning; and Washington County's Road Function Review and Standards Update and Cooper Mountain Transportation Study.

**Associate Planner**

- 1. Staff liaison to the City's Bicycle Advisory Committee and the Westside Transportation Alliance.
- 2. Manage the City's bike share policy and program; and TriMet's Line 56 Extension to South Cooper Mountain, and Line 76 Regional Enhanced Transit Corridor Project.
- 3. Participate on the Technical Advisory Committees for Washington County's County Transit Study, Strategic Solutions for First Mile/Last Mile Transit Connections Plan, TV Highway Corridor Transit Concept and Access Plan; Metro's Regional Transportation Options Collaborative Marketing Group, Designing Livable Streets and Trails Guide Update, Regional Travel Options Strategy Update; and the THPRD Trails Functional Plan Update.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
014	ASSISTANT CDD DIRECTOR													
											99,230	1.00		
022	CDD OPERATIONS MANAGER													
	83,770	1.00	89,566	1.00	96,509	1.00	71,484	96,298	102,954	1.00	101,957	1.00		
023	SR DEVELOPMENT PROJECT MANAGER													
	198,531	3.00	295,214	3.00	384,999	4.00	278,727	381,177	438,196	4.00	433,960	4.00		
024	DEVELOPMENT PROJECT MANAGER													
	64,189	1.00	67,794	1.00	68,933	1.00	52,088	69,123	71,749	1.00	71,058	1.00		
025	DEVELOPMENT PROJECT COORDINATOR													
	97,806	1.35	102,893	1.35	124,428	1.50	91,058	119,949	105,775	1.25	105,775	1.25		
041	COMMUNITY DEVELOPMENT DIRECTOR													
	143,840	.95	146,528	.95	150,184	.95	112,380	149,839	156,335	.95	154,830	.95		
053	SENIOR ENGINEER													
					135,280	.50	133,370	148,860	59,399	.50	58,822	.50		
059	DEVELOPMENT DIVISION MANAGER													
	120,987	1.00	123,248	1.00	126,324	1.00	94,524	126,030	131,496	1.00	130,225	1.00		
068	ENGINEERING ASSOCIATE													
					32,785	.50	13,889	22,245	41,023	.50	105,747	1.50		
076	OFFICE SUPERVISOR													
	59,020	.90	66,948	.90	67,710	.90	39,356	51,306	57,764	.90	57,210	.90		
081	PLANNING MANAGER													
	155,762	2.00	166,743	2.00	194,034	2.00	154,700	205,874	219,675	2.00	217,585	2.00		
084	PROJECT ENGINEER 1													
					152,251	1.60	114,776	152,858	164,512	1.60	162,935	1.60		
085	PROJECT MANAGER 1													
					78,307	1.00	58,686	78,146	85,256	1.00	84,470	1.00		
090	ECONOMIC DEVELOPMENT MANAGER													
	108,686	1.00	111,348	1.00	114,128	1.00	85,396	113,858	118,796	1.00	117,649	1.00		
091	PROJECT COORDINATOR													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	81,397	2.00	135,818	2.00	146,322	2.00	108,120	145,999	158,592	2.00	157,058	2.00		
105	SENIOR PLANNER													
	108,789	2.00	261,100	3.00	291,893	4.00	200,259	286,749	289,363	3.00	365,484	4.00		
119	ENG. CONST. INSPECTOR LEAD													
					70,552	1.00	58,735	38,949	83,157	1.00	83,157	1.00		
123	ENGINEERING TECH 2													
					187,916	3.00	113,125	156,768	197,311	3.00	129,716	2.00		
124	ENGINEERING CONST INSPECTOR													
					262,574	4.00	125,791	234,973	371,131	5.00	355,390	5.00		
143	SENIOR FIELD INSPECTOR - ENG													
					69,346	1.00	67,121	90,618	99,270	1.00	98,309	1.00		
167	PLANNING DIVISION MANAGER													
	86,951	1.00	110,471	1.00	117,828	1.00	87,527	117,531	129,353	1.00	128,108	1.00		
180	ASSOCIATE PLANNER													
	456,387	6.00	434,989	7.00	498,830	6.00	328,290	459,391	564,044	7.00	480,237	6.00		
181	ASSISTANT PLANNER													
	130,957	2.00	134,318	2.00	145,870	2.00	90,149	122,154	133,210	2.00	130,936	2.00		
186	PROGRAM COORDINATOR													
	60,264	1.00	70,667	1.50	112,025	2.35	66,533	104,796	108,739	1.50	227,671	3.35		
190	BUSINESS DEVELOPMENT LIAISON													
	93,975	1.00	96,489	1.00	98,905	1.00	74,003	98,673	102,954	1.00	101,957	1.00		
221	SUPPORT SPECIALIST 2													
	231,437	4.30	256,430	4.30	302,988	5.80	222,229	314,632	341,304	5.80	341,304	5.80		
225	PERMIT TECHNICIAN													
					60,662	1.00	43,893	58,495	64,432	1.00	62,381	1.00		
226	PLANNING TECHNICIAN													
	42,512	1.00	30,243								43,655	1.00		
257	PRINCIPAL PLANNER - TRANS.													
	109,304	1.00	111,348	1.00	114,128	1.00	85,422	108,430	98,957	1.00	97,997	1.00		
272	SENIOR TRANSPORTATION PLANNER													
	81,855	1.00	90,916	1.00	94,561	1.00	72,276	96,125	106,854	1.00	105,824	1.00		

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
275	TEMPORARY EMPLOYEES													
	3,888		19,657		55,106		28,299	18,858						
290	SITE DEVELOPMENT DIVISION MANAGER													
					69,553	1.00	41,544	71,549	131,862	1.00	130,592	1.00		
299	PAYROLL TAXES AND FRINGES													
	1,132,011		1,322,850		2,488,045		1,631,332	2,108,852	2,458,802		2,751,455			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	3,652,318	34.50	4,245,578	36.00	6,912,976	54.10	4,745,082	6,349,105	7,192,265	54.00	7,692,684	57.85		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	2,333		1,892		4,200		3,462	4,273	4,300		4,300			
303	OFFICE FURNITURE & EQUIPMENT													
	4,501		4,973		11,450		8,930	11,450	33,210		9,990			
304	DEPARTMENT EQUIPMENT EXPENSE													
					3,000		626	1,700	3,600		3,600			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,607		1,913		5,045		3,093	2,745	3,795		3,795			
307	MEMBERSHIP FEES													
	64,268		62,908		75,857		66,938	73,680	78,881		78,566			
308	PERIODICALS & SUBSCRIPTIONS													
	330		788		1,285		612	1,035	3,539		1,539			
316	ADVERTISING, RECORDING & FILING													
	10,466		8,783		10,300		7,133	6,150	10,300		10,300			
317	COMPUTER EQUIPMENT													
	4,235		7,888		14,400		8,379	11,408	29,336		31,086			
318	COMPUTER SOFTWARE													
	55,180		30,482		36,091		1,051	35,811	42,424		42,792			
321	TRAVEL, TRAINING & SUBSISTENCE													
	50,568		72,516		85,145		40,653	70,500	105,420		89,020			

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
325	COMMUNITY EVENTS EXPENSE													
	28,926		38,984		41,100		32,638	37,900	43,500		43,500			
328	MEALS & RELATED EXPENSE													
	6,225		9,378		11,100		5,100	9,600	10,600		10,600			
330	MILEAGE REIMBURSEMENT													
	2,196		3,069		4,400		1,531	3,175	2,650		2,650			
341	COMMUNICATIONS EXPENSE													
	6,568		9,973		21,768		12,805	21,204	22,980		17,700			
342	DATA COMMUNICATION EXPENSE													
					280		3,900	280	280		3,840			
361	UNIFORMS & SPECIAL CLOTHING													
					3,000		1,748	3,000	3,500		3,500			
377	PUBLIC RELATIONS EXPENSE													
	6,800		12,413		31,428		13,642	24,000	48,300		33,300			
378	WORKFORCE ASSISTANCE EXPENSE													
	30,893		11,000		60,300		10,300	40,000	50,000		40,000			
414	EPA BROWN FIELDS GRANT EXPENSE													
	35,296		111,763											
421	STREET FURNITURE EXPENSE													
			5,842											
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES													
			404,263		375,750		362,953	375,750	376,623		376,623			
461	SPECIAL EXPENSE													
	272,666		2,204		1,800		511	500	1,750		1,750			
481	OTHER EXPENSES													
	1,596		2,321		3,044		2,453	3,044	3,200		3,200			
506	AFFORDABLE HOUSING PROGRAM													
	128,890		148,372		1,287,738		440,275	700,000	1,540,000		740,000			
509	ACQUISITION DUE DILIGENCE EXP													
	86,171		102,632		50,000		87,047		100,000		50,000			
511	PROFESSIONAL SERVICES													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	576,199		511,679		1,621,630		921,534	981,351	2,058,000		1,288,000			
516	BUSINESS STOREFRONT IMPROV EXP													
	78,692		48,262		191,380		190,038	185,000	185,000		125,000			
519	DEV. FEASIBILITY ASSISTANCE													
	63,799		38,555		140,850		58,710	75,250	75,000		50,000			
523	BOARDS & COMMISSIONS EXPENSES													
	591		1,936		2,500		576	2,200	3,500		3,500			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,518,996		1,654,789		4,094,841		2,286,638	2,681,006	4,839,688		3,068,151			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
					83,550		71,044	70,414	53,000		53,000			
675	COMPUTER SOFTWARE PACKAGES													
					217,500				750,000		750,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
					301,050		71,044	70,414	803,000		803,000			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	66,961		74,309		86,518		37,126	86,518	85,122		80,369			
817	TRSFERS TO GARAGE FUND													
					46,229		11,657	46,229	35,733		35,733			
TOTAL CLASS: 25 TRANSFERS														
	66,961		74,309		132,747		48,783	132,747	120,855		116,102			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996	RESERVE - EQUIPMENT REPLACEMT													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
					48,492				64,273		64,273			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					48,492				64,273		64,273			
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	5,238,275	34.50	5,974,676	36.00	11,490,106	54.10	7,151,547	9,233,272	13,020,081	54.00	11,744,210	57.85		

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**COMMUNITY DEVELOPMENT  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
14	ASSISTANT CDD DIRECTOR	0.00	0.00					0.00
22	CDD OPERATIONS MANAGER	1.00	1.00					1.00
23	SR DEVELOPMENT PROJECT MANAGER	3.00	4.00					4.00
24	DEVELOPMENT PROJECT MANAGER	1.00	1.00					1.00
25	DEVELOPMENT PROJECT COORDINATOR	1.35	1.50					1.50
41	COMMUNITY DEVELOPMENT DIRECTOR	0.95	0.95					0.95
53	SENIOR ENGINEER	0.00	0.50					0.50
59	DEVELOPMENT DIVISION MANAGER	1.00	1.00					1.00
68	ENGINEERING ASSOCIATE	0.00	0.50					0.50
76	OFFICE SUPERVISOR	0.90	0.90					0.90
81	PLANNING MANAGER	2.00	2.00					2.00
84	PROJECT ENGINEER 1	0.00	1.60					1.60
85	PROJECT MANAGER 1	0.00	1.00					1.00
90	ECONOMIC DEVELOPMENT MANAGER	1.00	1.00					1.00
91	PROJECT COORDINATOR	2.00	2.00					2.00
105	SENIOR PLANNER	3.00	4.00					4.00
119	ENG. CONST. INSPECTOR LEAD	0.00	1.00					1.00
123	ENGINEERING TECH 2	0.00	3.00					3.00
124	ENGINEERING CONST INSPECTOR	0.00	4.00					4.00
143	SENIOR FIELD INSPECTOR - ENG	0.00	1.00					1.00
167	PLANNING DIVISION MANAGER	1.00	1.00					1.00
180	ASSOCIATE PLANNER	7.00	6.00					6.00
181	ASSISTANT PLANNER	2.00	2.00					2.00
186	PROGRAM COORDINATOR	1.50	2.35					2.35
190	BUSINESS DEVELOPMENT LIAISON	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	4.30	5.80					5.80
225	PERMIT TECHNICIAN	0.00	1.00					1.00
257	PRINCIPAL PLANNER - TRANS.	1.00	1.00					1.00
226	PLANNING TECHNICIAN	0.00	0.00					0.00
272	SENIOR TRANSPORTATION PLANNER	1.00	1.00					1.00
290	SITE DEVELOPMENT DIVISION MANAGER	0.00	1.00					1.00
	<b>Total</b>	<b>36.00</b>	<b>54.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54.10</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
14	ASSISTANT CDD DIRECTOR	0.00	1.00 <sup>a</sup>				1.00
22	CDD OPERATIONS MANAGER	1.00					1.00
23	SR DEVELOPMENT PROJECT MANAGER	4.00					4.00
24	DEVELOPMENT PROJECT MANAGER	1.00					1.00
25	DEVELOPMENT PROJECT COORDINATOR	1.50		(0.25) <sup>b</sup>			1.25
41	COMMUNITY DEVELOPMENT DIRECTOR	0.95					0.95
53	SENIOR ENGINEER	0.50					0.50
59	DEVELOPMENT DIVISION MANAGER	1.00					1.00
68	ENGINEERING ASSOCIATE	0.50			1.00 <sup>c</sup>		1.50
76	OFFICE SUPERVISOR	0.90					0.90
81	PLANNING MANAGER	2.00					2.00
84	PROJECT ENGINEER 1	1.60					1.60
85	PROJECT MANAGER 1	1.00					1.00
90	ECONOMIC DEVELOPMENT MANAGER	1.00					1.00
91	PROJECT COORDINATOR	2.00					2.00
105	SENIOR PLANNER	4.00					4.00
119	ENG. CONST. INSPECTOR LEAD	1.00					1.00
123	ENGINEERING TECH 2	3.00			(1.00) <sup>c</sup>		2.00
124	ENGINEERING CONST INSPECTOR	4.00		1.00 <sup>d</sup>			5.00
143	SENIOR FIELD INSPECTOR - ENG	1.00					1.00
167	PLANNING DIVISION MANAGER	1.00					1.00
180	ASSOCIATE PLANNER	6.00					6.00
181	ASSISTANT PLANNER	2.00					2.00
186	PROGRAM COORDINATOR	2.35	1.00 <sup>e</sup>				3.35
190	BUSINESS DEVELOPMENT LIAISON	1.00					1.00
221	SUPPORT SPECIALIST 2	5.80					5.80
225	PERMIT TECHNICIAN	1.00					1.00
257	PRINCIPAL PLANNER - TRANS.	1.00					1.00
226	PLANNING TECHNICIAN	0.00	1.00 <sup>f</sup>				1.00
272	SENIOR TRANSPORTATION PLANNER	1.00					1.00
290	SITE DEVELOPMENT DIVISION MANAGER	1.00					1.00
	<b>Total</b>	<b>54.10</b>	<b>3.00</b>	<b>0.75</b>	<b>0.00</b>	<b>0.00</b>	<b>57.85</b>

<sup>a</sup> FY 2019-20 proposes a new 1 FTE Assistant CDD Director position.

<sup>b</sup> FY 2019-20 reallocates one of the Development Project Coordinator positions to more accurately reflect the position's time to 25% General Fund - CDD and 75% Community Development Block Grant (CDBG) Fund.

<sup>c</sup> FY 2019-20 reclassifies an Engineering Technician position in the Site Development Program to an Engineering Associate position.

<sup>d</sup> FY 2019-20 reallocates one of the Engineering Construction Inspector positions to more accurately reflect the position's time to 100% in the General Fund - Site Development Program.

<sup>e</sup> FY 2019-20 proposes a new 1 FTE Program Coordinator position in the Development Program (50% of the position is to be charged to the BURA Fund with interfund transfers).

<sup>f</sup> FY 2019-20 proposes a new 1 FTE 2-year limited duration Planning Technician position.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

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

014	ASSISTANT CDD DIRECTOR												
											99,230	1.00	
022	CDD OPERATIONS MANAGER												
	83,770	1.00	89,566	1.00	96,509	1.00	96,298	102,954	1.00	101,957	1.00		
041	COMMUNITY DEVELOPMENT DIRECTOR												
	143,840	.95	146,528	.95	150,184	.95	149,839	156,335	.95	154,830	.95		
076	OFFICE SUPERVISOR												
	59,020	.90	66,948	.90	67,710	.90	51,306	57,764	.90	57,210	.90		
221	SUPPORT SPECIALIST 2												
	171,694	3.30	181,910	3.30	245,957	4.80	239,315	273,728	4.80	273,728	4.80		
275	TEMPORARY EMPLOYEES												
					4,000		3,035						
299	PAYROLL TAXES AND FRINGES												
	204,728		231,863		300,656		264,428	312,606		382,640			

TOTAL CLASS: 05 PERSONNEL SERVICES

	663,052	6.15	716,815	6.15	865,016	7.65	804,221	903,387	7.65	1,069,595	8.65		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	2,333		1,892		4,200		4,200	4,200		4,200			
303	OFFICE FURNITURE & EQUIPMENT												
	1,170		590		850		850	24,600		1,600			
304	DEPARTMENT EQUIPMENT EXPENSE												
					200		200	300		300			
305	SPECIAL DEPARTMENT SUPPLIES												
	536		826		700		700	700		700			
307	MEMBERSHIP FEES												
	5,300		5,491		5,585		5,585	5,330		5,330			
308	PERIODICALS & SUBSCRIPTIONS												
	330		471		575		575	590		590			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 014 ASSISTANT CDD DIRECTOR  
 FY 19-20 REFLECTS A NEW ASSISTANT CDD DIRECTOR POSITION.
- 022 CDD OPERATIONS MANAGER
- 041 COMMUNITY DEVELOPMENT DIRECTOR  
 POSITION IS FUNDED .05 FTE IN BUILDING FUND
- 076 OFFICE SUPERVISOR  
 POSITION FUNDED .10 FTE IN BUILDING FUND
- 221 SUPPORT SPECIALIST 2  
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE GENERAL FUND FROM THE PUBLIC WORKS DEPT. SITE DEVELOPMENT PROGRAM TO THE COMMUNITY DEVELOPMENT DEPT. ADMIN AND SUPPORT PROGRAM.
- 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
- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR DEPARTMENT GENERAL FUND POSITIONS \$4,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 DUAL MONITOR ARMS (2 STAFF) \$400  
 CHAIR FOR NEW HIRE (2 STAFF) \$1,200
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 CALCULATORS, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS EXPENSES NOT COVERED IN 301, I.E. BATTERIES  
 BOTTLED WATER FOR PERMIT CENTER LOBBY (DISPENSER PLUS 5-GALLON WATER BOTTLES DELIVERED)
- 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION (APA) AND OREGON APA CHAPTER (DIRECTOR; OPS MANAGER) \$945  
 URBAN LAND INSTITUTE (1 FULL MEMBER + 2 ASSOC MEMBERS (\$560) AND 1 FULL MEMBER (\$275)) \$835  
 URBAN LAND INSTITUTE SILVER 3-YEAR SPONSORSHIP (PER YEAR COST IS \$3,000) \$3,000  
 COUNCIL OF DEVELOPMENT FINANCE AGENCIES \$550
- 308 PERIODICALS & SUBSCRIPTIONS  
 DAILY JOURNAL OF COMMERCE (PRINT & DIGITAL) \$250  
 PORTLAND BUSINESS JOURNAL (PRINT & DIGITAL) \$140  
 PERIODICALS, BOOKS, ETC. \$200

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

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
317	COMPUTER EQUIPMENT												
	2,525		2,066					5,982		5,982			
318	COMPUTER SOFTWARE												
	27,494		1,253					4,671		4,671			
321	TRAVEL, TRAINING & SUBSISTENCE												
	12,539		10,491		11,000		11,000	26,100		14,100			
328	MEALS & RELATED EXPENSE												
	2,199		3,589		4,500		4,500	4,500		4,500			
330	MILEAGE REIMBURSEMENT												
	425		298		500		500	500		500			
341	COMMUNICATIONS EXPENSE												
	1,428		1,395		1,368		1,368	2,900		2,900			
481	OTHER EXPENSES												
	1,596		2,321		3,044		3,044	3,200		3,200			
511	PROFESSIONAL SERVICES												
	35,269		67,941		151,351		151,351	149,000		149,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	93,144		98,624		183,873		183,873	232,573		197,573			
CLASS: 15 CAPITAL OUTLAY													
675	COMPUTER SOFTWARE PACKAGES												
					217,500			750,000		750,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
					217,500			750,000		750,000			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	6,969		6,737		8,316		8,316	5,247		4,954			
TOTAL CLASS: 25 TRANSFERS													
	6,969		6,737		8,316		8,316	5,247		4,954			
TOTAL PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT													

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

317	COMPUTER EQUIPMENT DESKTOP COMPUTER (X2) \$1,520 BATTERY BACKUP (X2) \$176 24 INCH MONITORS (X4) \$460 DESK PHONE (X2) \$800 LAPTOP MID RANGE (X2) \$2,866 LAPTOP DOCK \$160
318	COMPUTER SOFTWARE ADOBE PRO \$313 MICROSOFT VISIO (X3) \$1,038 ADOBE CREATIVE SUITE (X4) \$3,320
321	TRAVEL, TRAINING & SUBSISTENCE URBAN LAND INSTITUTE FALL MEETING WASHINGTON DC (1 STAFF) \$3,000 URBAN LAND INSTITUTE SPRING MEETING TORONTO ONTARIO CA (2 STAFF) \$6,000 OREGON APA ANNUAL PLANNING MEETING (1 STAFF) \$500 LEADERSHIP BEAVERTON (1 STAFF) \$800 MISCELLANEOUS TRAINING (8 STAFF) \$2,000 SOFTWARE TRAINING (6 STAFF) \$1,800
328	MEALS & RELATED EXPENSE MEALS RELATED TO TRAINING, INTER-JURISDICTIONAL MEETINGS, BUSINESS MEETINGS, ETC. \$4,000 MEALS RELATED TO DEVELOPMENT REVIEW PROCESS MEETINGS, WORKSHOPS, ETC. (PHASE 3 AND 4) \$500
330	MILEAGE REIMBURSEMENT MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL \$500
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR (DIRECTOR, ASSIST DIRECTOR, OPS MGR, OFFICE SUPERVISOR) \$2,400 DEVELOPMENT REVIEW PROCESS MARKETING \$500
481	OTHER EXPENSES ORG DEVELOPMENT AND TEAM BUILDING FOR DEPT-WIDE FUNCTIONS (80 FTE, \$40 PER FTE) \$3,200
511	PROFESSIONAL SERVICES TEMPORARY HELP HIRED THROUGH GALT FOUNDATION FOR STAFF ABSENCES \$3,000 DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - CONSULTANT CONT'D (75 ADMIN/25 BLDG) \$45,000 DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - IMPLEMENT & TRAINING (75 ADMIN/25 BLDG) \$45,000 DEVELOPMENT REVIEW PROCESS PHASE 4 - CONSULTANT NEW (75 ADMIN/25 BLDG) \$30,000 ORG DEVELOPMENT; MANAGEMENT RETREAT FACILITATOR; HOGAN ASSESSMENTS; TEAM BUILDING \$15,000 DUE TO INCREASE OF DEPARTMENT SIZE AND WORK PLAN PSU HATFIELD POST-GRAD INTERN - SUMMER 2019 \$11,000 STRATEGIC PLAN UPDATE, ADMINISTRATIVE REPORTING SYSTEMS
675	COMPUTER SOFTWARE PACKAGES DEVELOPMENT REVIEW PROCESS ELECTRONIC PERMITTING SYSTEM (75 ADMIN/25 BLDG) \$750,000 INCLUSIVE OF BLUEBEAM ELECTRONIC PLAN REVIEW
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES \$4,954 FUNDING FOR THE FOLDER/INSERTER MACHINE TO BE USED FOR MAILING LAND USE NOTICES

City of Beaverton - Finance  
 Budget Preparation - 2020

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	763,165	6.15	822,176	6.15	1,274,705	7.65	996,410	1,891,207	7.65	2,022,122	8.65		

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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

090	ECONOMIC DEVELOPMENT MANAGER												
	108,686	1.00	111,348	1.00	114,128	1.00	113,858	118,796	1.00	117,649	1.00		
091	PROJECT COORDINATOR												
	81,397	2.00	135,818	2.00	146,322	2.00	145,999	158,592	2.00	157,058	2.00		
190	BUSINESS DEVELOPMENT LIAISON												
	93,975	1.00	96,489	1.00	98,905	1.00	98,673	102,954	1.00	101,957	1.00		
299	PAYROLL TAXES AND FRINGES												
	116,338		153,170		177,669		167,808	185,141		194,533			

TOTAL CLASS: 05 PERSONNEL SERVICES

	400,396	4.00	496,825	4.00	537,024	4.00	526,338	565,483	4.00	571,197	4.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	1,392							350		350			
305	SPECIAL DEPARTMENT SUPPLIES												
	282		45		45		45	45		45			
307	MEMBERSHIP FEES												
	46,295		44,505		49,700		49,700	50,640		50,640			
308	PERIODICALS & SUBSCRIPTIONS												
			280		360		360	360		360			
318	COMPUTER SOFTWARE												
	25,390		26,964		35,091		35,091	34,550		34,918			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

090 ECONOMIC DEVELOPMENT MANAGER

091 PROJECT COORDINATOR

190 BUSINESS DEVELOPMENT LIAISON

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  
 ERGONOMIC EQUIPMENT FOR STAFF \$350

305 SPECIAL DEPARTMENT SUPPLIES  
 SPECIAL DEPARTMENT SUPPLIES SUCH AS MAPS, TITLE REPORTS, COURIER SERVICES, \$45

307 MEMBERSHIP FEES  
 OREGON ECONOMIC DEVELOPMENT ASSOCIATION \$750  
 INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL \$600  
 GREATER PORTLAND, INC. \$25,000  
 TECHNOLOGY ASSOCIATION OF OREGON & PDX WOMEN IN TECH (PDXWIT) \$1,500  
 OREGON BIOSCIENCE ASSOCIATION \$850  
 WESTSIDE ECONOMIC ALLIANCE \$8,000  
 OREGON ENTREPRENEURS NETWORK \$5,000  
 NATIONAL ASSOCIATION OF OFFICE AND INDUSTRIAL PROPERTIES \$450  
 INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC) \$400  
 COMMERCIAL REAL ESTATE WOMEN (CREW) \$350  
 STATE SCIENCE AND TECHNOLOGY INSTITUTE MEMBERSHIP \$750  
 CHAMBER SPONSORSHIPS \$6,500  
 INTERNATIONAL DOWNTOWN ASSOCIATION \$490

308 PERIODICALS & SUBSCRIPTIONS  
 PORTLAND BUSINESS JOURNAL DIGITAL (FOUR DIGITAL SUBSCRIPTIONS) \$360

318 COMPUTER SOFTWARE  
 MICROSOFT DYNAMICS CRM SUBSCRIPTION (X6) \$7,500  
 COSTAR \$10,068  
 ESRI BUSINESS ANALYST \$4,500  
 COSTAR TENANT \$3,700  
 VERTICAL EMAIL \$350  
 COSTAR COMPS \$3,400  
 D & B HOVER \$5,400

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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
321	TRAVEL, TRAINING & SUBSISTENCE												
	14,341		24,837		16,650		11,000	16,650		14,650			
325	COMMUNITY EVENTS EXPENSE												
	27,174		38,181		38,900		36,900	39,000		39,000			
328	MEALS & RELATED EXPENSE												
	1,481		2,037		1,700		1,000	1,500		1,500			
330	MILEAGE REIMBURSEMENT												
	502		626		1,000		850	900		900			
341	COMMUNICATIONS EXPENSE												
	1,539		2,250		1,992		1,992	1,800		1,800			
377	PUBLIC RELATIONS EXPENSE												
	6,800		11,966		29,928		24,000	42,800		32,800			
378	WORKFORCE ASSISTANCE EXPENSE												
	30,893		11,000		60,300		40,000	50,000		40,000			
414	EPA BROWN FIELDS GRANT EXPENSE												
	35,296		111,763										
438	ECON DEVELOPMENT STRATEGIC OPPORTUNITIES												
			404,263		375,750		375,750	376,623		376,623			
461	SPECIAL EXPENSE												
	271,025												

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 321 TRAVEL, TRAINING & SUBSISTENCE
  - REGISTRATION: INTERNATIONAL ECONOMIC DEVELOPMENT LEADERSHIP CONFERENCE (1 STAFF) \$650
  - REGISTRATION: OTHER CONFERENCES (EX-IM BANK, BUSINESS OREGON TRADE MISSION, GREATER PORTLAND INC BEST PRACTICES, ETC., SITE VISITS, RECRUITMENT) \$3,000
  - REGISTRATION: ENVIRONMENTAL PROTECTION AGENCY BROWNFIELDS CONFERENCE (1 STAFF) \$250
  - REGISTRATION: BEND VENTURE CONFERENCE \$650
  - REGISTRATION: OREGON BIO EVENTS \$300
  - REGISTRATION: MAIN STREET/IDA NATIONAL CONFERENCE (1 STAFF) \$800
  - JP MORGAN HEALTHCARE CONFERENCE \$500
  - TRAVEL AND SUBSISTENCE FOR STAFF TO ATTEND THESE CONFERENCES \$7,500
  - PROFESSIONAL TRAINING EXPENSES \$1,000
  
- 325 COMMUNITY EVENTS EXPENSE
  - DOWNTOWN ASSOCIATION AND OTHER COMMERCIAL CORRIDOR SEED FUND \$15,000
  - CITYWIDE IMPLEMENTATION AND PROGRAMMING OF MAIN STREET PROGRAM; TECHNICAL ASSISTANCE SUPPORT TO MICROENTERPRISE SERVICES OF OREGON, BEST HQ, BEAVERTON HISPANIC CENTER, BEAVERTON CHAMBER OF COMMERCE, AND SMALL BUSINESS DEVELOPMENT CENTER; RETAIL TENANT RECRUITMENT PROGRAM \$7,500
  - MISCELLANEOUS BUSINESS EVENT SPONSORSHIP (TECHNOLOGY ASSOCIATION OF OREGON, BUSINESS OREGON, WESTSIDE ECONOMIC ALLIANCE, MICROENTERPRISE SERVICE OF OREGON, ADELANTE MUJERES, BEST HQ, SMALL BUSINESS DEVELOPMENT CENTER, SMALL BUSINESS ASSOCIATION, CHAMBER OF COMMERCE, ETC.) \$10,000
  - POP-UP RETAIL PILOT FOR PROMOTING SMALL BUSINESSES AND SUPPORTING RESTAURANT ROW \$4,000
  - SIGNATURE EVENTS FOR KEY INITIATIVES RESTAURANTS AND INNOVATION (OTBC/DHC) \$2,500
  
- 328 MEALS & RELATED EXPENSE
  - MEALS AND EXPENSES FOR BUSINESS RETENTION/RECRUITMENT AND PARTNER MEETINGS \$1,500
  
- 330 MILEAGE REIMBURSEMENT
  - MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$900
  
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 3 STAFF \$1,800
  
- 377 PUBLIC RELATIONS EXPENSE
  - PROMOTION OF SHOPPING AND RETAIL NEAR NEIGHBORHOODS \$5,000
  - PROGRAM UPDATES, COLLATERAL DESIGN, SURVEYING, PROMOTIONAL ITEMS \$2,500
  - MADE IN BEAVERTON PROMOTIONAL EXPENSES \$7,500
  - RESTAURANT WEEK PROMOTION EXPENSES \$8,000
  - SOCIAL MEDIA MATCHING GRANTS FOR SMALL BUSINESS PROMOTION \$9,800
  
- 378 WORKFORCE ASSISTANCE EXPENSE
  - STRATEGIC WORKFORCE TRAINING INITIATIVES THROUGH PUBLIC AND PRIVATE PARTNERSHIPS \$40,000
  
- 414 EPA BROWN FIELDS GRANT EXPENSE
  - BROWNFIELD ASSESSMENT GRANT ENDS 6/30/2018
  
- 438 ECON DEVELOPMENT STRATEGIC OPPORTUNITIES
  - OREGON TECHNOLOGY BUSINESS CENTER (OTBC) ANNUAL OPERATIONS SUPPORT \$160,000
  - BEAVERTON TECHNOLOGY START-UP CHALLENGE \$50,000
  - WATSON BUILDING/DHC SUBLEASE PAYMENTS (STRATEGIC TENANT LEASE PAYMENTS TO OFFSET) \$98,623
  - BEAVERTON DOWNTOWN ASSOCIATION EXECUTIVE DIRECTOR (REMAINDER OF SALARY AND BENEFITS PAID BY BEAVERTON DOWNTOWN ASSOCIATION) \$50,000
  - EXPANSION AND RECRUITMENT INCENTIVES FOR STRATEGIC TRADED SECTOR BUSINESSES AND RESTAURANTS \$15,000
  - POP-UP RETAIL LEASING AND OPERATIONS EXPENSES \$3,000
  
- 461 SPECIAL EXPENSE
  - NO APPROPRIATIONS REQUESTED

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT 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
511	PROFESSIONAL SERVICES												
	115,718		137,003		150,657		135,000	144,000		134,000			
516	BUSINESS STOREFRONT IMPROV EXP												
	34,334												
TOTAL CLASS: 10 MATERIALS & SERVICES													
	612,462		815,720		762,073		711,688	759,218		727,586			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	6,249		8,578		9,981		9,981	6,996		6,606			
TOTAL CLASS: 25 TRANSFERS													
	6,249		8,578		9,981		9,981	6,996		6,606			
TOTAL PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM													
	1,019,107	4.00	1,321,123	4.00	1,309,078	4.00	1,248,007	1,331,697	4.00	1,305,389	4.00		

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES  
CONSULTANTS FOR RESTAURANT STRATEGY IMPLEMENTATION (IN COORDINATION WITH DEV DIV) \$12,000  
CORPORATE HEADQUARTER/LARGE EMPLOYER REAL ESTATE STRATEGY \$7,000  
IMPACT BEAVERTON CONTRACT WITH THE BEAVERTON CHAMBER OF COMMERCE \$90,000  
MADE IN BEAVERTON CAMPAIGN \$10,000  
SPONSOR WORKFORCE / JOB SEEKER TRAINING AND BUSINESS EDUCATION WORKSHOPS \$5,000  
HOTEL RECRUITMENT STRATEGY \$10,000

516 BUSINESS STOREFRONT IMPROV EXP  
NO APPROPRIATIONS REQUESTED. MOVED TO DEVELOPMENT DIVISION ( 001-70-0662).

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$6,606

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

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

023 SR DEVELOPMENT PROJECT MANAGER  
 198,531 3.00 211,479 2.00 288,582 3.00 285,299 438,196 4.00 433,960 4.00

024 DEVELOPMENT PROJECT MANAGER  
 64,189 1.00 67,794 1.00 68,933 1.00 69,123 71,749 1.00 71,058 1.00

025 DEVELOPMENT PROJECT COORDINATOR  
 97,806 1.35 102,893 1.35 124,428 1.50 119,949 105,775 1.25 105,775 1.25

059 DEVELOPMENT DIVISION MANAGER  
 120,987 1.00 123,248 1.00 126,324 1.00 126,030 131,496 1.00 130,225 1.00

186 PROGRAM COORDINATOR  
 60,264 1.00 70,667 1.50 112,025 2.35 104,796 108,739 1.50 227,671 3.35

221 SUPPORT SPECIALIST 2  
 15,935

275 TEMPORARY EMPLOYEES  
 3,888

299 PAYROLL TAXES AND FRINGES  
 260,461 311,873 416,923 376,898 472,947 581,707

TOTAL CLASS: 05 PERSONNEL SERVICES

806,126	7.35	903,889	6.85	1,137,215	8.85	1,082,095	1,328,902	8.75	1,550,396	10.60
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CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT  
 802 589 3,415 3,415 3,085 2,865

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

023 SR DEVELOPMENT PROJECT MANAGER  
 1 FTE SR. DEVELOPMENT PROJECT MANAGER POSITION IS FUNDED BY A 25% TRANSFER FROM THE BURA FUND TO THE CITY'S GENERAL FUND  
 FY 17-18 REFLECTS 1 FTE SR. DEVELOPMENT PROJECT MANAGER TRANSFERRING TO THE TRANSPORTATION PROGRAM 0738.  
 FY 18-19 REFLECTS ADDING 1 FTE SR. DEVELOPMENT PROJECT MANAGER FOR THE AFFORDABLE HOUSING PROGRAM  
 FY 2019-20 REFLECTS TRANSFERRING 1 FTE SR. DEVELOPMENT PROJECT MANAGER BACK TO THE DEVELOPMENT DIVISION FROM THE TRANSPORTATION DIVISION AND THIS POSITION IS FUNDED BY A 75% TRANSFER FROM THE BURA FUND TO THE CITY'S GENERAL FUN

024 DEVELOPMENT PROJECT MANAGER

025 DEVELOPMENT PROJECT COORDINATOR  
 ONE DEV. PROJECT COORDINATOR POSITION IS ALLOCATED:  
 50% GENERAL FUND - COMMUNITY DEV. DEPT. AND 50% CDBG FUND.  
 FY 2019-20 REFLECTS RE-ALLOCATION OF THE POSITION TO:  
 25% GENERAL FUND - COMMUNITY DEV. DEPT. AND 75% CDBG FUND.

059 DEVELOPMENT DIVISION MANAGER

186 PROGRAM COORDINATOR  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)  
 FY 18-19 REFLECTS MID-YEAR ESTABLISHMENT OF 1 FTE PROGRAM COORDINATOR THAT IS ALLOCATED 85% GENERAL FUND - CDD DEVELOPMENT PROGRAM & 15% COMMUNITY DEV BLOCK GRANT FUND.  
 FY 19-20 REFLECTS A NEW 1 FTE PROGRAM COORDINATOR POSITION (50% OF THE POSITION IS TO BE CHARGED TO THE BURA FUND IN INTERFUND TRANSFERS).

221 SUPPORT SPECIALIST 2  
 FY 17-18 REFLECTS NEW .50 FTE SUPPORT SPECIALIST 2 POSITION TO CREATE A 1 FTE SS2 POSITION THAT IS BUDGETED 50% IN CDBG FUND AND 50% IN GENERAL FUND - CDD DEVELOPMENT DIVISION.  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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  
 OFFICE EQUIPMENT FOR NEW EMPLOYEE \$540  
 ERGONOMIC KEYBOARD \$30  
 MONITOR ARMS \$90  
 ARTICULATING KEYBOARD TRAYS \$85  
 TWO ELECTRONIC STANDING DESKS FOR CURRENT EMPLOYEES \$790  
 ONE SET MONITOR ARMS \$195  
 ONE ARTICULATING KEYBOARD TRAY \$170  
 CHAIR, MONITOR ARMS, KEYBOARD TRAY, ERGONOMIC KEYBOARD FOR NEW PROG COORDINTOR \$965

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

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
305	SPECIAL DEPARTMENT SUPPLIES												
	281		219		300		250	300		300		300	
307	MEMBERSHIP FEES												
	308		2,243		4,502		2,500	4,321		4,321		4,321	
308	PERIODICALS & SUBSCRIPTIONS												
			17		150			2,389		389		389	
316	ADVERTISING, RECORDING & FILING												
					300		150	300		300		300	
317	COMPUTER EQUIPMENT												
			645		4,303		4,303	3,228		3,228		3,228	
318	COMPUTER SOFTWARE												
	1,492							830		830		830	
321	TRAVEL, TRAINING & SUBSISTENCE												
	6,896		9,455		12,500		12,500	12,550		12,550		12,550	
325	COMMUNITY EVENTS EXPENSE												
	1,312		147		1,000		1,000	4,000		4,000		4,000	
328	MEALS & RELATED EXPENSE												
	808		1,254		1,500		1,500	2,500		2,500		2,500	
330	MILEAGE REIMBURSEMENT												
	107				200		75	200		200		200	
341	COMMUNICATIONS EXPENSE												
	1,675		2,370		2,904		2,904	4,200		4,200		4,200	
377	PUBLIC RELATIONS EXPENSE												
								5,000					
506	AFFORDABLE HOUSING PROGRAM												
	128,890		148,372		1,287,738		700,000	1,540,000		740,000		740,000	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 305 SPECIAL DEPARTMENT SUPPLIES  
     PROJECT MANAGEMENT SUPPLIES \$300
- 307 MEMBERSHIP FEES  
     HOUSING ALLIANCE \$1,500  
     APA MEMBERSHIP RENEWAL \$432  
     PIPTA MEMBERSHIP RENEWAL \$50  
     PROFESSIONAL TRANSPORTATION PLANNER CERTIFICATION THROUGH ITE \$971  
     PROJECT MANAGEMENT INSTITUTE: TWO MEMBERSHIPS \$308  
     NAIOP: COMMERCIAL REAL ESTATE DEVELOPMENT ASSOCIATION: TWO MEMBERSHIPS \$550  
     ICSC \$125  
     CREW \$385
- 308 PERIODICALS & SUBSCRIPTIONS  
     DAILY JOURNAL OF COMMERCE, PORTLAND BUSINESS JOURNAL \$389
- 316 ADVERTISING, RECORDING & FILING  
     PUBLIC NOTICES, ADVERTISEMENTS, ETC. \$300
- 317 COMPUTER EQUIPMENT  
     ONE 27 INCH MONITOR \$219  
     ONE 24 INCH MONITOR \$115  
     ONE DESKTOP COMPUTER \$760  
     ONE DESK PHONE \$400  
     BATTERY BACKUP \$88  
     BATTERY BACKUP \$152  
     COMPUTER, MONITORS, AND PHONE FOR NEW PROGRAM COORDINATOR POSITION \$1,494
- 318 COMPUTER SOFTWARE  
     ADOBE CREATIVE SUITE \$830
- 321 TRAVEL, TRAINING & SUBSISTENCE  
     PMI CONFERENCE \$450  
     URBANISM NEXT CONFERENCE \$500  
     MISC REAL ESTATE TRAININGS AND WEBINARS \$1,100  
     THREE STAFF TO FALL OR SPRING NATIONAL ULI CONFERENCE \$6,500  
     TWO STAFF TO ULI HOUSING CONFERENCE \$4,000
- 325 COMMUNITY EVENTS EXPENSE  
     PARKING, REDEVELOPMENT, HOUSING RELATED COMMUNITY EVENTS \$4,000
- 328 MEALS & RELATED EXPENSE  
     ANNUAL RETREAT & WORKING LUNCHES \$2,500
- 330 MILEAGE REIMBURSEMENT  
     MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$200
- 341 COMMUNICATIONS EXPENSE  
     CELL PHONE CHARGES FOR 7 STAFF (1 MGR, 4 SR DEV MGRS, 1 PROJ MGR, 1 PROJ COORD \$4,200
- 377 PUBLIC RELATIONS EXPENSE
- 506 AFFORDABLE HOUSING PROGRAM  
     COMMUNITY HOUSING FUND \$100,000  
     PRESERVATION FUND (NEWLY REGULATED AND EXISTING REGULATED) \$100,000  
     HOMEOWNERSHIP \$200,000  
     ECUMENICAL MINISTRIES OF OREGON-HOMESHARE \$45,000  
     FEASIBILITY ANALYSIS FOR HOUSING DEVELOPMENT ON CITY OWNED SITE(S) \$40,000  
     HOUSING INVESTMENT FUND (PLUS CARRY FORWARD FROM 18-19 UNSPENT) \$200,000  
     UNDERWRITING AND FINANCIAL MODELING SERVICES \$15,000  
     OTHER CONSULTING SERVICES FOR CONSTRUCTION PLANNING/ADMIN, PROGRAM DEVELOPMENT, RACIAL EQUITY, DEVELOPMENT FEASIBILITY, COMMUNITY ENGAGEMENT, ETC \$40,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

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
509	ACQUISITION DUE DILIGENCE EXP												
	86,171		102,632		50,000			100,000		50,000			
511	PROFESSIONAL SERVICES												
	115,174		13,814		155,357		100,000	250,000		225,000			
516	BUSINESS STOREFRONT IMPROV EXP												
	44,358		48,262		191,380		185,000	185,000		125,000			
519	DEV. FEASIBILITY ASSISTANCE												
	63,799		38,555		140,850		75,250	75,000		50,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	452,073		368,574		1,856,399		1,088,847	2,192,903		1,225,683			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	9,170		9,767		7,762		7,762	17,491		16,514			
TOTAL CLASS: 25 TRANSFERS													
	9,170		9,767		7,762		7,762	17,491		16,514			
TOTAL PROGRAM: 0662 DEVELOPMENT DIVISION													
	1,267,369	7.35	1,282,230	6.85	3,001,376	8.85	2,178,704	3,539,296	8.75	2,792,593	10.60		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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509	ACQUISITION DUE DILIGENCE EXP DUE DILIGENCE CONSULTANTS FOR ACQUISITION OPPORTUNITIES \$50,000	
511	PROFESSIONAL SERVICES PARKING MANAGEMENT STRATEGY (COULD BE PARTIALLY OR ENTIRELY OFFSET THROUGH CITATION COST SHARING WITH PARKING ENFORCEMENT COMPANY) \$150,000 DEVELOPMENT NEGOTIATION CONSULTING SERVICES \$50,000 URBAN PARKS AND PLAZA LOCATION AND ACQUISITION PLAN \$25,000	
516	BUSINESS STOREFRONT IMPROV EXP STOREFRONT DESIGN AND IMPROVEMENT GRANTS (BURA/GF 50/50 SPLIT TOTAL OF \$150,000) \$75,000 BEAVERTON DOWNTOWN ASSOCIATION (BDA) CO-SIGN PROJECT \$50,000	
519	DEV. FEASIBILITY ASSISTANCE PREDEVELOPMENT GRANT PROGRAM (BURA/GENERAL FUND SPLIT \$75,000) \$50,000	

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,514	
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City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

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

081	PLANNING MANAGER												
	155,762	2.00	166,743	2.00	194,034	2.00	205,874	219,675	2.00	217,585	2.00		
105	SENIOR PLANNER												
	108,789	2.00	261,100	3.00	291,893	4.00	286,749	289,363	3.00	365,484	4.00		
167	PLANNING DIVISION MANAGER												
	86,951	1.00	110,471	1.00	117,828	1.00	117,531	129,353	1.00	128,108	1.00		
180	ASSOCIATE PLANNER												
	381,357	5.00	357,525	6.00	418,993	5.00	381,439	482,714	6.00	398,907	5.00		
181	ASSISTANT PLANNER												
	130,957	2.00	134,318	2.00	145,870	2.00	122,154	133,210	2.00	130,936	2.00		
221	SUPPORT SPECIALIST 2												
	59,743	1.00	58,585	1.00	57,031	1.00	66,726	67,576	1.00	67,576	1.00		
226	PLANNING TECHNICIAN												
	42,512	1.00	30,243							43,655	1.00		
275	TEMPORARY EMPLOYEES												
			1,190										
299	PAYROLL TAXES AND FRINGES												
	458,525		491,727		661,063		541,523	611,486		701,010			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,424,596	14.00	1,611,902	15.00	1,886,712	15.00	1,721,996	1,933,377	15.00	2,053,261	16.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	1,137		2,823		4,375		4,375	2,100		2,100			
305	SPECIAL DEPARTMENT SUPPLIES												
	508		812		500		250	250		250			
307	MEMBERSHIP FEES												
	4,730		5,300		5,000		5,000	6,160		5,845			
308	PERIODICALS & SUBSCRIPTIONS												
			20		200		100	200		200			
316	ADVERTISING, RECORDING & FILING												
	10,466		8,783		10,000		6,000	10,000		10,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 081 PLANNING MANAGER  
 FY 17-18 REFLECTS DECREASE DUE TO POSITION VACANCY DURING YEAR.
  - 105 SENIOR PLANNER  
 FY 17-18 REFLECTS A NEW 1 FTE SENIOR PLANNER.  
 FY 18-19 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ASSOCIATE PLANNER POSITION TO 1 FTE SENIOR PLANNER POSITION.
  - 167 PLANNING DIVISION MANAGER
  - 180 ASSOCIATE PLANNER  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PLANNING TECH POSITION TO 1 FTE ASSOCIATE PLANNER POSITION.  
 FY 18-19 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ASSOCIATE PLANNER POSITION TO 1 FTE SENIOR PLANNER POSITION.
  - 181 ASSISTANT PLANNER
  - 221 SUPPORT SPECIALIST 2
  - 226 PLANNING TECHNICIAN  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PLANNING TECH POSITION TO 1 FTE ASSOCIATE PLANNER POSITION.  
 FY 19-20 REFLECTS A NEW 1 FTE 2-YEAR LIMITED DURATION PLANNING TECH POSITION.
  - 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION REQUIRED
  - 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  
 HEIGHT ADJUSTABLE DESK (\$400) AND ERGONOMIC CHAIR (\$600) FOR NEW PLANNING TECH \$1,000  
 ERGONOMIC OFFICE CHAIR (\$600) TO REPLACE OLDER MODEL \$600  
 MISCELLANEOUS ERGONOMIC DEVICES FOR NEW ASSISTANT, ASSOCIATE, OR SENIOR PLANNER \$500
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 PUBLIC HEARING EXPENSES AND SUPPLIES \$250
  - 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION MEMEBERSHIP (10 STAFF) \$3,800  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (3 STAFF) \$1,800  
 URBAN LAND INSTITUTE MEMBERSHIP (3 STAFF) \$245
  - 308 PERIODICALS & SUBSCRIPTIONS  
 TECHNICAL MANUALS, SUBSCRIPTIONS, REFERENCE BOOKS \$200
  - 316 ADVERTISING, RECORDING & FILING  
 MAILINGS FOR COMPREHENSIVE PLAN CHANGES, URBAN SERVICE BOUNDARY MEETINGS, PUBLIC \$10,000  
 HEARING NOTICES, ETC.

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

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

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
317	COMPUTER EQUIPMENT												
	1,710		3,307		275		275	17,719		19,469			
318	COMPUTER SOFTWARE												
			2,265		1,000		720						
321	TRAVEL, TRAINING & SUBSISTENCE												
	11,290		16,051		18,900		16,000	18,200		18,200			
325	COMMUNITY EVENTS EXPENSE												
	120		175		200								
328	MEALS & RELATED EXPENSE												
	984		1,847		1,800		500	1,000		1,000			
330	MILEAGE REIMBURSEMENT												
	42		154		100		50	50		50			
341	COMMUNICATIONS EXPENSE												
	1,491		2,973		3,132		2,400	2,280		1,800			
342	DATA COMMUNICATION EXPENSE												
										480			
461	SPECIAL EXPENSE												
	1,641		2,204		1,800		500	1,750		1,750			
511	PROFESSIONAL SERVICES												
	166,950		235,341		409,378		395,000	790,000		355,000			
523	BOARDS & COMMISSIONS EXPENSES												
	591		1,936		2,500		2,200	2,200		2,200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	201,660		283,991		459,160		433,370	851,909		418,344			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	41,133		43,535		43,805		43,805	46,643		44,038			
TOTAL CLASS: 25 TRANSFERS													
	41,133		43,535		43,805		43,805	46,643		44,038			
TOTAL PROGRAM: 0676 PLANNING DIVISION													
	1,667,389	14.00	1,939,428	15.00	2,389,677	15.00	2,199,171	2,831,929	15.00	2,515,643	16.00		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

317	COMPUTER EQUIPMENT MONITOR (X2) \$438 DESKTOP COMPUTER \$760 BATTERY BACKUP \$152 DESK PHONE \$400 HIGH END LAPTOP WITH AIRCARD \$1,969 PLANNING COMMISSION LAPTOP PLACEHOLDER (X7) \$14,000 NEW COMPUTER AND PHONE FOR NEW PLANNING TECH POSITION \$1,750
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED
321	TRAVEL, TRAINING & SUBSISTENCE NATIONAL AMERICAN PLANNING ASSOCIATION CONFERENCE IN HOUSTON, TX (2 STAFF) \$5,000 OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE IN PORTLAND, OR (8 STAFF) \$3,200 LEGAL ISSUES IN PLANNING WORKSHOP (10 STAFF) \$1,500 URBAN LAND INSTITUTE NATIONAL CONFERENCE OR TRANSPORTATION RESEARCH BOARD (2 STAFF) \$5,000 REGIONAL WORKSHOPS AND REGIONAL CITY VISITS \$2,500 MISCELLANEOUS TRAININGS AND WEBINARS \$1,000
325	COMMUNITY EVENTS EXPENSE NOT NEEDED, MOVED TO 'SPECIAL EXPENSE' 461
328	MEALS & RELATED EXPENSE BREAKFAST OR LUNCHTIME MEETINGS WITH EXTERNAL STAKEHOLDERS; OVERTIME MEALS. \$1,000
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING. \$50
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 4 STAFF (PLANNING DIVISION MANAGER, 3 PLANNING MANAGERS) \$1,800
342	DATA COMMUNICATION EXPENSE AIRCARD FOR PLANNING DIVISION MANAGER @ \$40 PER MONTH \$480
461	SPECIAL EXPENSE OPEN HOUSE AND MARKETING EXPENSES RELATED TO PLANNING STUDIES AND PROJECTS \$1,000 PLANNING DIVISION TEAM RETREAT \$750
511	PROFESSIONAL SERVICES DOWNTOWN DESIGN PROJECT PHASE II CONTINGENCY \$30,000 HOUSING OPTIONS PROJECT IMPLEMENTATION (TRANSPORTATION ANALYSIS) \$30,000 MASTER PLANNING/DEVELOPMENT AGREEMENT CONSULTANT ASSISTANCE \$20,000 COOPER MOUNTAIN COMMUNITY PLAN (TOTAL COST OF MULTI-YEAR PROJECT ESTIMATED AT \$825,000) PRE-GRANT ACTIVITY SUCH AS ANALYSIS OF INFRASTRUCTURE FUNDING AND HABITAT PROTECTION \$25,000 PLANNING AND DEVELOPMENT (PARTAILLY FUNDED BY \$185,000 METRO GRANT REIMBURSEMENT) \$230,000 WEST FIVE IMPLEMENTATION (TRANSPORTATION ANALYSIS) \$20,000
523	BOARDS & COMMISSIONS EXPENSES PLANNING COMMISSION RECOGNITION EVENT \$1,500 MISCELLANEOUS TRAINING \$350 MEETING EXPENSES \$350
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$44,038

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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

053	SENIOR ENGINEER				135,280	.50	148,860	59,399	.50	58,822	.50		
068	ENGINEERING ASSOCIATE				32,785	.50	22,245	41,023	.50	105,747	1.50		
084	PROJECT ENGINEER 1				152,251	1.60	152,858	164,512	1.60	162,935	1.60		
085	PROJECT MANAGER 1				78,307	1.00	78,146	85,256	1.00	84,470	1.00		
119	ENG. CONST. INSPECTOR LEAD				70,552	1.00	38,949	83,157	1.00	83,157	1.00		
123	ENGINEERING TECH 2				187,916	3.00	156,768	197,311	3.00	129,716	2.00		
124	ENGINEERING CONST INSPECTOR				262,574	4.00	234,973	371,131	5.00	355,390	5.00		
143	SENIOR FIELD INSPECTOR - ENG				69,346	1.00	90,618	99,270	1.00	98,309	1.00		
221	SUPPORT SPECIALIST 2						8,591						
225	PERMIT TECHNICIAN				60,662	1.00	58,495	64,432	1.00	62,381	1.00		
275	TEMPORARY EMPLOYEES				33,172		15,823						
290	SITE DEVELOPMENT DIVISION MANAGER				69,553	1.00	71,549	131,862	1.00	130,592	1.00		
299	PAYROLL TAXES AND FRINGES				758,969		607,200	771,900		781,419			

TOTAL CLASS: 05 PERSONNEL SERVICES

					1,911,367	14.60	1,685,075	2,069,253	15.60	2,052,938	15.60		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE						73	100		100			
303	OFFICE FURNITURE & EQUIPMENT				2,810		2,810	1,115		1,115			
304	DEPARTMENT EQUIPMENT EXPENSE				2,800		1,500	3,300		3,300			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 053 SENIOR ENGINEER  
 EFFECTIVE FY 2018-19 THE SITE DEVELOPMENT DIVISION TRANSFERRED WITHIN THE GENERAL FUND FROM THE PUBLIC WORKS DEPARTMENT TO THE COMMUNITY DEVELOPMENT DEPARTMENT.
- 068 ENGINEERING ASSOCIATE  
 FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO AN ENGINEERING ASSOCIATE
- 084 PROJECT ENGINEER 1
- 085 PROJECT MANAGER 1
- 119 ENG. CONST. INSPECTOR LEAD
- 123 ENGINEERING TECH 2  
 FY 19-20 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO AN ENGINEERING ASSOCIATE
- 124 ENGINEERING CONST INSPECTOR  
 FY 2019-20 REFLECTS 1 FTE ENGR CONST INSPECTOR POSITION'S ALLOCATION CHANGING FROM 20/40/40 IN STREET FUND 101-72-0735 / WATER FUND 501-72-0740 / STORM FUND 513-72-0740 TO 100% IN GENERAL FUND (001-70-0701)
- 143 SENIOR FIELD INSPECTOR - ENG
- 221 SUPPORT SPECIALIST 2
- 225 PERMIT TECHNICIAN
- 275 TEMPORARY EMPLOYEES
- 290 SITE DEVELOPMENT DIVISION 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

- 301 OFFICE EXPENSE  
 RANDOM OFFICE EXPENSE NOT COVERED BY DEPARTMENT \$100
- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACE OFFICE CHAIRS (1 STAFF) \$700  
 ADJUSTABLE HEIGHT WORK SURFACE (1 STAFF) \$415
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 SELF CALIBRATING LEVELS FOR ADA RAMPS (8) \$2,400  
 RECHARGABLE BATTERY LIGHTS (4) \$600  
 MISCELLANEOUS EQUIPMENT \$300

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

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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
305	SPECIAL DEPARTMENT SUPPLIES				3,000		1,500	2,000		2,000			
307	MEMBERSHIP FEES				3,675		3,500	3,930		3,930			
317	COMPUTER EQUIPMENT				7,952		5,000	2,407		2,407			
318	COMPUTER SOFTWARE							400		400			
321	TRAVEL, TRAINING & SUBSISTENCE				16,200		12,000	21,475		19,475			
328	MEALS & RELATED EXPENSE				600		600	600		600			
330	MILEAGE REIMBURSEMENT				200		200	500		500			
341	COMMUNICATIONS EXPENSE				11,340		11,340	11,200		6,400			
342	DATA COMMUNICATION EXPENSE				280		280	280		3,360			
361	UNIFORMS & SPECIAL CLOTHING				3,000		3,000	3,500		3,500			
511	PROFESSIONAL SERVICES				400,000		100,000	250,000		150,000			
TOTAL CLASS: 10 MATERIALS & SERVICES					451,857		141,803	300,807		197,087			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES				83,550		70,414	53,000		53,000			
TOTAL CLASS: 15 CAPITAL OUTLAY					83,550		70,414	53,000		53,000			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND				10,000		10,000	3,498		3,303			
817	TRSFERS TO GARAGE FUND				46,229		46,229	35,733		35,733			
TOTAL CLASS: 25 TRANSFERS					56,229		56,229	39,231		39,036			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

305	SPECIAL DEPARTMENT SUPPLIES BATTERIES MISCELLANEOUS SUPPLIES AND MATERIALS
307	MEMBERSHIP FEES ASSOCIATION OF STATE FLOODPLAIN MANAGERS (3 STAFF AT \$160 EA) \$480 PROFESSIONAL ENGINEERS REGISTRATION (4 AT \$180 EA) \$720 AMERICAN SOCIETY OF CIVIL ENGINEERS (4 AT \$245 EA) \$980 AMERICAN PUBLIC WORKS ASSOCIATION (5 AT \$200 EA) \$1,000 EROSION CONTROL CERTIFICATES (5 AT \$150 EA) \$750
317	COMPUTER EQUIPMENT 27 INCH MONITORS (X2) \$438 HIGH END LAPTOP \$1,969
318	COMPUTER SOFTWARE MICROSOFT PROJECT \$400
321	TRAVEL, TRAINING & SUBSISTENCE PROFESSIONAL DEVELOPMENT HOURS REQUIRED (17 STAFF AT \$750 EA) \$12,750 ODOT TRAINING CERTIFICATION (7 STAFF AT \$225 EA) \$1,575 EROSION CONTROL TRAINING (10 STAFF AT \$150 EA) \$1,150 STATE AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 STAFF AT \$1000 EA) \$2,000 NATIONAL APWA (1 STAFF) \$2,000
328	MEALS & RELATED EXPENSE MEALS FOR STAFF MEETINGS AND BUSINESS MEETINGS; PARKING FOR JURISDICTIONAL MEETINGS \$600
330	MILEAGE REIMBURSEMENT MILEAGE FOR MEETINGS \$500
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 10 STAFF \$6,000 NEW PHONES FOR 2 STAFF MEMBERS @ \$200 EACH \$400
342	DATA COMMUNICATION EXPENSE AIRCARDS FOR 7 IPADS @ \$40 EACH PER MONTH \$3,360
361	UNIFORMS & SPECIAL CLOTHING RAINGEAR (3 SETS @ \$500 EACH); CLOTHING (\$100 PER EMPLOYEES); JACKETS (\$150 EACH X 2) \$3,500 RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS AND SAFETY EQUIPMENT
511	PROFESSIONAL SERVICES ENGINEERING CONSTRUCTION INSPECTIONS CONSULTANT \$100,000 PLAN REVIEW RETAINER SERVICES \$50,000
641	VEHICLES 2-657, (2005 FORD RANGER) \$26,500 2-658, (2005 FORD RANGER) \$26,500
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$3,303
817	TRSFERS TO GARAGE FUND FLEET SERVICES PROVIDED BY THE GARAGE FUND \$35,733

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

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

996 RESERVE - EQUIPMENT REPLACEMT

48,492 64,273 64,273

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

48,492 64,273 64,273

TOTAL PROGRAM: 0701 SITE DEVELOPMENT DIVISION

2,551,495 14.60 1,953,521 2,526,564 15.60 2,406,334 15.60

City of Beaverton - Finance  
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## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0701 SITE DEVELOPMENT DIVISION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

996 RESERVE - EQUIPMENT REPLACEMT  
VEHICLE AND EQUIPMENT REPLACEMENT RESERVE \$64,273



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

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

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

023	SR DEVELOPMENT PROJECT MANAGER												
			83,735	1.00	96,417	1.00	95,878						
180	ASSOCIATE PLANNER												
	75,030	1.00	77,464	1.00	79,837	1.00	77,952	81,330	1.00	81,330	1.00		
257	PRINCIPAL PLANNER - TRANS.												
	109,304	1.00	111,348	1.00	114,128	1.00	108,430	98,957	1.00	97,997	1.00		
272	SENIOR TRANSPORTATION PLANNER												
	81,855	1.00	90,916	1.00	94,561	1.00	96,125	106,854	1.00	105,824	1.00		
275	TEMPORARY EMPLOYEES												
			18,467		17,934								
299	PAYROLL TAXES AND FRINGES												
	91,959		134,217		172,765		150,995	104,722		110,146			

TOTAL CLASS: 05 PERSONNEL SERVICES

	358,148	3.00	516,147	4.00	575,642	4.00	529,380	391,863	3.00	395,297	3.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
			971					1,960		1,960			
305	SPECIAL DEPARTMENT SUPPLIES												
			11		500			500		500			
307	MEMBERSHIP FEES												
	7,635		5,369		7,395		7,395	8,500		8,500			
317	COMPUTER EQUIPMENT												
			1,870		1,870		1,830						
318	COMPUTER SOFTWARE												
			804					1,973		1,973			
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,502		11,682		9,895		8,000	10,445		10,045			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 023 SR DEVELOPMENT PROJECT MANAGER  
 FY 17-18 REFLECTS 1 FTE SR. DEVELOPMENT PROJECT MANAGER TRANSFERRING TO THE  
 TRANSPORTATION PROGRAM 0738 FROM THE DEVELOPMENT PROGRAM 0662.  
 FY 2019-20 REFLECTS THIS 1 FTE TRANSFERRED BACK TO THE DEVELOPMENT DIVISION PROGRAM 0662
- 180 ASSOCIATE PLANNER
- 257 PRINCIPAL PLANNER - TRANS.
- 272 SENIOR TRANSPORTATION PLANNER
- 275 TEMPORARY EMPLOYEES
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 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  
 CHAIR FOR NEW HIRE (1 STAFF) \$600  
 VARIABLE HEIGHT WORK SURFACE (2 STAFF) \$1,000  
 ERGONOMIC KEYBOARD AND MOUSE TRAY (3 STAFF) \$360
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MAPS, TITLE REPORTS, COURIER SERVICES. \$500
- 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION (APA) AND OREGON APA CHAPTER (3 STAFF) \$1,300  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (1 STAFF) \$600  
 WESTSIDE TRANSPORTATION ALLIANCE ANNUAL DUES \$5,000  
 TRANSPORTATION FOR AMERICA MEMBERSHIP \$1,250  
 OREGON TRANSPORTATION FORUM \$350
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 ADOBE PRO FOR SENIOR TRANSPORTATION PLANNER \$313  
 ADOBE CREATIVE SUITE (X2) \$1,660
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 LEADERSHIP BEAVERTON (1 STAFF) \$800  
 OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE (3 STAFF) \$2,100  
 OREGON ACTIVE TRANSPORTATION SUMMIT (1 STAFF) \$500  
 AMERICAN PLANNING ASSOCIATION NATIONAL PLANNING CONFERENCE (1 STAFF) \$3,000  
 SMART CITIES CONFERENCE (1 STAFF) \$2,500  
 ANNUAL MANAGEMENT TRAINING FOR PRINCIPAL TRANSPORTATION PLANNER (1 STAFF) \$500  
 AICP TEST TRAINING CLASSES AND MATERIALS (1 STAFF) \$220  
 AICP TEST FEE (1 STAFF) \$425

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

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
325	COMMUNITY EVENTS EXPENSE												
	320		481		1,000			500		500			
328	MEALS & RELATED EXPENSE												
	753		651		1,000		1,500	500		500			
330	MILEAGE REIMBURSEMENT												
	1,120		1,991		2,400		1,500	500		500			
341	COMMUNICATIONS EXPENSE												
	435		985		1,032		1,200	600		600			
377	PUBLIC RELATIONS EXPENSE												
			447		1,500			500		500			
421	STREET FURNITURE EXPENSE												
			5,842										
511	PROFESSIONAL SERVICES												
	143,088		57,580		354,887		100,000	475,000		275,000			
523	BOARDS & COMMISSIONS EXPENSES												
								1,300		1,300			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	159,657		87,880		381,479		121,425	502,278		301,878			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	3,440		5,692		6,654		6,654	5,247		4,954			
TOTAL CLASS: 25 TRANSFERS													
	3,440		5,692		6,654		6,654	5,247		4,954			
TOTAL PROGRAM: 0738 TRANSPORTATION PLANNING													
	521,245	3.00	609,719	4.00	963,775	4.00	657,459	899,388	3.00	702,129	3.00		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	5,238,275	34.50	5,974,676	36.00	11,490,106	54.10	9,233,272	13,020,081	54.00	11,744,210	57.85		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

325	COMMUNITY EVENTS EXPENSE VARIOUS TRANSPORTATION MEETINGS \$500 COMMUNITY AND COORDINATION WITH OTHER JURISDICTIONS
328	MEALS & RELATED EXPENSE REFRESHMENTS FOR MEEETINGS \$500
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING \$500
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGE FOR 1 CELL PHONE (TRANSPORTATION DIVISION MANAGER) \$600
377	PUBLIC RELATIONS EXPENSE OPEN HOUSES, LITERATURE IN SUPPORT OF PROGRAMS \$500
421	STREET FURNITURE EXPENSE NO APPROPRIATIONS REQUESTED FOR FY 19-20
511	PROFESSIONAL SERVICES TECHNOLOGY ADVANCEMENT PLAN (WITH CARRY FORWARD) \$75,000 TRANSPORTATION SYSTEM PLAN UPDATE \$150,000 TECHNOLOGY PILOT PROJECTS (EG DOCKLESS BIKE, AUTONOMOUS VEHICLE SHUTTLE) \$25,000 MILLIKAN WAY ENGINEERING PRELIMINARY DESIGN (CITY SHARE OF WASHINGTON COUNTY PROJECT) \$25,000
523	BOARDS & COMMISSIONS EXPENSES OREGON ACTIVE TRANSPORTATION SUMMIT (2 BICYCLE ADVISORY COMMITTEEE MEMBERS) \$1,000 BICYCLE ADVISORY COMMITTEE MEETING REFRESHMENTS \$300

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$4,954
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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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0654-05-090	ECONOMIC DEVELOPMENT	1.00	2,080			113,858				113,858	46,508	160,366
001-70-0654-05-091	PROJECT COORDINATOR	2.00	4,160			145,999				145,999	74,525	220,524
001-70-0654-05-190	BUSINESS DEVELOPMENT LIAISON	1.00	2,080			98,673				98,673	46,775	145,448
	ECONOMIC DEVELOPMENT	4.00	8,320			358,530				358,530	167,808	526,338
001-70-0661-05-022	CDD OPERATIONS MANAGER	1.00	2,080			96,298				96,298	58,420	154,718
001-70-0661-05-041	COMMUNITY DEVELOPMENT	0.95	1,976			149,841				149,839	73,392	223,231
001-70-0661-05-076	OFFICE SUPERVISOR	0.90	1,531	6		50,953	354			51,306	18,744	70,050
001-70-0661-05-221	SUPPORT SPECIALIST 2	4.80	9,085	24		231,948	966		6,404	239,315	112,924	352,239
001-70-0661-05-275	TEMPORARY EMPLOYEES		84			3,035				3,035	948	3,983
1173	DEPARTMENT ADMIN & SUPPORT	7.65	14,756	30		532,074	1,320		6,404	539,793	264,428	804,221
001-70-0662-05-023	SR DEVELOPMENT PROJECT	3.00	5,666			285,299				285,299	152,989	438,288
001-70-0662-05-024	DEVELOPMENT PROJECT MANAGER	1.00	1,569			69,123				69,123	48,765	117,888
001-70-0662-05-025	DEVELOPMENT PROJECT	1.50	2,976	1		116,433	42		3,473	119,949	63,793	183,742
001-70-0662-05-059	DEVELOPMENT DIVISION MANAGER	1.00	2,080			126,030				126,030	64,891	190,921
001-70-0662-05-186	PROGRAM COORDINATOR	2.35	3,333	1		104,768	31			104,796	46,460	151,256
	DEVELOPMENT DIVISION	8.85	15,624	2		701,653	73		3,473	705,197	376,898	1,082,095
001-70-0676-05-081	PLANNING MANAGER	2.00	4,160			202,274			3,600	205,874	65,365	271,239
001-70-0676-05-105	SENIOR PLANNER	4.00	6,675			286,749				286,749	167,420	454,169
001-70-0676-05-167	PLANNING DIVISION MANAGER	1.00	2,080			117,531				117,531	55,452	172,983
001-70-0676-05-180	ASSOCIATE PLANNER	5.00	10,589	301		362,932	14,907		3,600	381,439	145,987	527,426
001-70-0676-05-181	ASSISTANT PLANNER	2.00	3,972	54		119,772	2,382			122,154	59,649	181,803
001-70-0676-05-221	SUPPORT SPECIALIST 2	1.00	2,350	60		64,266	2,460			66,726	47,650	114,376

**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
001-70	COMMUNITY DEVELOPMENT DEPT											
	PLANNING DIVISION	15.00	29,826	415		1,153,524	19,749		7,200	1,180,473	541,523	1,721,996
001-70-0701-05-053	SENIOR ENGINEER	0.50	2,720			148,860				148,860	67,471	216,331
001-70-0701-05-068	ENGINEERING ASSOCIATE	0.50	606			22,245				22,245	4,352	26,597
001-70-0701-05-084	PROJECT ENGINEER 1	1.60	3,140			143,832				152,858	86,254	239,112
001-70-0701-05-085	PROJECT MANAGER 1	1.00	2,080			74,546			3,600	78,146	20,380	98,526
001-70-0701-05-119	ENG. CONST. INSPECTOR LEAD	1.00	1,032			38,679			270	38,949	27,493	66,442
001-70-0701-05-123	ENGINEERING TECH 2	3.00	5,508	33		155,050	1,478		240	156,768	94,046	250,814
001-70-0701-05-124	ENGINEERING CONST INSPECTOR	4.00	7,037	41		232,308	1,585		1,080	234,973	157,824	392,797
001-70-0701-05-143	SENIOR FIELD INSPECTOR - ENG	1.00	2,080			90,618				90,618	50,783	141,401
1174 001-70-0701-05-221	SUPPORT SPECIALIST 2		360			8,591				8,591	4,569	13,160
001-70-0701-05-225	PERMIT TECHNICIAN	1.00	2,080	2		58,411	84			58,495	45,551	104,046
001-70-0701-05-275	TEMPORARY EMPLOYEES		441			15,823				15,823	4,017	19,840
001-70-0701-05-290	SITE DEVELOPMENT DIVISION	1.00	1,240			71,549				71,549	44,460	116,009
	SITE DEVELOPMENT DIVISION	14.60	28,324	76		1,060,512	3,147		5,190	1,077,875	607,200	1,685,075
001-70-0738-05-023	SR DEVELOPMENT PROJECT	1.00	2,080			95,878				95,878	49,787	145,665
001-70-0738-05-180	ASSOCIATE PLANNER	1.00	2,080			77,952				77,952	29,758	107,710
001-70-0738-05-257	PRINCIPAL PLANNER - TRANS.	1.00	2,073			108,430				108,430	37,651	146,081
001-70-0738-05-272	SENIOR TRANSPORTATION PLANNER	1.00	2,120			96,125				96,125	33,799	129,924
	TRANSPORTATION PLANNING	4.00	8,353			378,385				378,385	150,995	529,380
	**** DEPARTMENT TOTAL ****	54.10	105,202	523		4,184,677	24,288		22,267	4,240,253	2,108,852	6,349,105

**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
001-70	COMMUNITY DEVELOPMENT DEPT											
001-70-0654-05-090	ECONOMIC DEVELOPMENT	1.00	2,096			117,649				117,649	54,511	172,160
001-70-0654-05-091	PROJECT COORDINATOR	2.00	4,192			157,058				157,058	87,138	244,196
001-70-0654-05-190	BUSINESS DEVELOPMENT LIAISON	1.00	2,096			101,957				101,957	52,884	154,841
	ECONOMIC DEVELOPMENT	4.00	8,384			376,664				376,664	194,533	571,197
001-70-0661-05-014	ASSISTANT CDD DIRECTOR	1.00	2,096			99,230				99,230	61,842	161,072
001-70-0661-05-022	CDD OPERATIONS MANAGER	1.00	2,096			101,957				101,957	67,373	169,330
001-70-0661-05-041	COMMUNITY DEVELOPMENT	0.95	1,992			154,830				154,830	85,618	240,448
001-70-0661-05-076	OFFICE SUPERVISOR	0.90	1,885			57,210				57,210	20,457	77,667
001-70-0661-05-221	SUPPORT SPECIALIST 2	4.80	10,060			268,328			5,400	273,728	147,350	421,078
	DEPARTMENT ADMIN & SUPPORT	8.65	18,129			681,555			5,400	686,955	382,640	1,069,595
001-70-0662-05-023	SR DEVELOPMENT PROJECT	4.00	8,424			433,960				433,960	250,667	684,627
001-70-0662-05-024	DEVELOPMENT PROJECT MANAGER	1.00	1,572			71,058				71,058	54,999	126,057
001-70-0662-05-025	DEVELOPMENT PROJECT	1.25	2,516			105,055			720	105,775	64,132	169,907
001-70-0662-05-059	DEVELOPMENT DIVISION MANAGER	1.00	2,096			130,225				130,225	73,382	203,607
001-70-0662-05-186	PROGRAM COORDINATOR	3.35	7,063			227,671				227,671	138,527	366,198
	DEVELOPMENT DIVISION	10.60	21,671			967,969			720	968,689	581,707	1,550,396
001-70-0676-05-081	PLANNING MANAGER	2.00	4,192			213,985			3,600	217,585	79,703	297,288
001-70-0676-05-105	SENIOR PLANNER	4.00	8,384			365,484				365,484	232,382	597,866
001-70-0676-05-167	PLANNING DIVISION MANAGER	1.00	2,096			128,108				128,108	66,359	194,467
001-70-0676-05-180	ASSOCIATE PLANNER	5.00	10,600	114		389,301	6,006		3,600	398,907	175,574	574,481
001-70-0676-05-181	ASSISTANT PLANNER	2.00	4,192	70		126,570	3,166		1,200	130,936	51,742	182,678
001-70-0676-05-221	SUPPORT SPECIALIST 2	1.00	2,206	120		62,476	5,100			67,576	51,583	119,159
001-70-0676-05-226	PLANNING TECHNICIAN	1.00	2,096			43,655				43,655	43,667	87,322

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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
001-70	COMMUNITY DEVELOPMENT DEPT											
	PLANNING DIVISION	16.00	33,766	304		1,329,579	14,272		8,400	1,352,251	701,010	2,053,261
001-70-0701-05-053	SENIOR ENGINEER	0.50	1,048			58,822				58,822	20,193	79,015
001-70-0701-05-068	ENGINEERING ASSOCIATE	1.50	3,144	10		105,030	447		270	105,747	55,617	161,364
001-70-0701-05-084	PROJECT ENGINEER 1	1.60	3,420			162,935				162,935	98,012	260,947
001-70-0701-05-085	PROJECT MANAGER 1	1.00	2,096			80,870			3,600	84,470	25,975	110,445
001-70-0701-05-119	ENG. CONST. INSPECTOR LEAD	1.00	2,136			82,887			270	83,157	59,706	142,863
001-70-0701-05-123	ENGINEERING TECH 2	2.00	4,232	20		128,485	1,006		225	129,716	76,626	206,342
001-70-0701-05-124	ENGINEERING CONST INSPECTOR	5.00	10,560	180		346,365	7,945		1,080	355,390	247,886	603,276
001-70-0701-05-143	SENIOR FIELD INSPECTOR - ENG	1.00	2,096			98,309				98,309	62,885	161,194
001-70-0701-05-225	PERMIT TECHNICIAN	1.00	2,096	33		60,942	1,439			62,381	50,744	113,125
001-70-0701-05-275	TEMPORARY EMPLOYEES											0
001-70-0701-05-290	SITE DEVELOPMENT DIVISION	1.00	2,136			130,592				130,592	83,775	214,367
	SITE DEVELOPMENT DIVISION	15.60	32,964	243		1,255,237	10,837		5,445	1,271,519	781,419	2,052,938
001-70-0738-05-180	ASSOCIATE PLANNER	1.00	2,096			81,330				81,330	34,572	115,902
001-70-0738-05-257	PRINCIPAL PLANNER - TRANS.	1.00	2,096			97,997				97,997	33,369	131,366
001-70-0738-05-272	SENIOR TRANSPORTATION PLANNER	1.00	2,176			105,824				105,824	42,205	148,029
	TRANSPORTATION PLANNING	3.00	6,368			285,151				285,151	110,146	395,297
	**** DEPARTMENT TOTAL ****	57.85	121,282	547		4,896,155	25,109		19,965	4,941,229	2,751,455	7,692,684

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**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>Metro Affordable Housing Bond 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	
Materials and Services	-	-	-	-	3,000,000	N/A
SUB-TOTAL	\$0	\$0	\$0	\$0	\$3,000,000	
Contingency			0		-	
TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,000,000</u>	
FTE's	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

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

**Materials and Services:**

FY 2019-20 anticipates a \$3 million contribution to the Mary Ann Development Project funded by the Metro bond.

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

<b>FUND:</b> 104 METRO AFFORDABLE HOUSING BOND FUND	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**MISSION STATEMENT:**

The primary goal of the Metro Affordable Housing Bond Fund is to create 218 new affordable homes accessible to vulnerable Beaverton households. The City will work with selected developers to increase minority and women owned contractor participation throughout the life of the project, and to lower the barriers to housing currently prevalent in the market.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
MATERIALS & SERVICES	\$0	\$0	\$0	\$3,000,000	\$0
TRANSFERS					
CONTINGENCY					
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$0</b>

<b>Funding Sources:</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2019-20</b>
Metro Affordable Housing Bond Revenues	\$0	\$0	\$0	\$3,000,000	\$0

**Program Objectives (services provided):**

The program addresses the priorities of the Mayor and City Council in this way:

- Increase the regulated affordable housing stock in the City of Beaverton
- Build stronger relationships with regional partners – Metro, Washington County, City of Hillsboro, Oregon Housing and Community Services
- Work with partners to address issues of homelessness – REACH CDC, Washington County, Veterans Administration office

The program addresses the Community Vision:

- #5 – Expand outreach to under-represented populations
- #34 – Adopt measures to reduce and prevent homelessness
- #70 – Increase downtown housing options
- #96 – Promote participation in internship apprentice programs
- #102 – Integrate affordable housing in multiple neighborhoods

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

Regional voters approve the Metro Affordable Housing Bond measure at the November 2018 election to authorize \$652.8 million in general obligation bonds to support the construction of affordable housing in Washington, Clackamas and Multnomah counties. Funds will be allocated to local implementation jurisdictions on the basis of the City's properties assessed value. At the same election statewide voters amended the Oregon Constitution to allow general obligation bonds leverage private investments, Low Income Housing Tax Credits, and other funding source typically associated with the finance of affordable housing development.

The first project approved in the region is the Mary Ann Apartments, located on a half block at 1<sup>st</sup> & Main with capacity for approximately 54 housing units. The site is a block from Beaverton High School and has great access to transit. The adjacent high school is highly diverse with a majority minority enrollment, and as such, housing located near the school has the ability to serve a diverse tenant population. The location has also been prioritized because of City ownership and the commitment of HOME federal funds.

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

<b>FUND:</b> 104 METRO AFFORDABLE HOUSING BOND FUND	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

The project is currently envisioned to have a good mix of housing units, including 26 two-bedroom and 3 three-bedroom units targeted to families with children. Eleven of the 54 units will have rents at 30% AMI, and 8 project-based Section 8 vouchers will ensure that those units are affordable to lowest income households.

The Mary Ann has an estimated total development cost of \$20.9 million. Funding sources include 9% Low Income Housing Tax Credits (LIHTC), Metro Regional Bond funds, permanent debt, Washington County HOME funds, write down land costs by Beaverton, among other funds. If REACH CDC is successful in receiving 9% LIHTC allocation, the project is scheduled to break ground in the first quarter of 2020 and come online 18 months thereafter.

**FY 2019-20 Action Plan**

The principle action is to assist REACH CDC achieve project funding and then move on to other sites and projects working with the housing agencies and development firms.

<b>Performance Measures</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Build affordable housing TBD	New measure New measure	75 units



### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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: 10 MATERIALS & SERVICES

504 METRO AFFORDABLE HOUSING BOND EXP

													3,000,000	
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TOTAL CLASS: 10 MATERIALS & SERVICES

													3,000,000	
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TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

													3,000,000	
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City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 104 METRO AFFORDABLE HOUSING BOND 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: 15 INTERGOVERNMENTAL REVENUE

567 METRO AFFORDABLE HOUSING BOND REV

3,000,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

3,000,000

TOTAL PROGRAM: 0000 UNRESTRICTED

3,000,000

TOTAL DEPARTMENT: 03 REVENUE

3,000,000

### BP WORKSHEET & JUSTIFICATION

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

567 METRO AFFORDABLE HOUSING BOND REV  
FUNDING FROM METRO HOUSING BOND FOR AN AFFORDABLE HOUSING  
DEVELOPMENT TO BE BUILT AT SW 1ST STREET AND MAIN AVE (MARY ANN APT.) \$3,000,000


**BP WORKSHEET & JUSTIFICATION**

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

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: 10 MATERIALS & SERVICES

504 METRO AFFORDABLE HOUSING BOND EXP

3,000,000

TOTAL CLASS: 10 MATERIALS & SERVICES

3,000,000

TOTAL PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

3,000,000

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

3,000,000

TOTAL FUND: 104 METRO AFFORDABLE HOUSING BOND FUND

3,000,000

### BP WORKSHEET & JUSTIFICATION

FUND: 104 METRO AFFORDABLE HOUSING BOND FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

PROGRAM: 0660 METRO AFFORDABLE HOUSING BOND PRGM

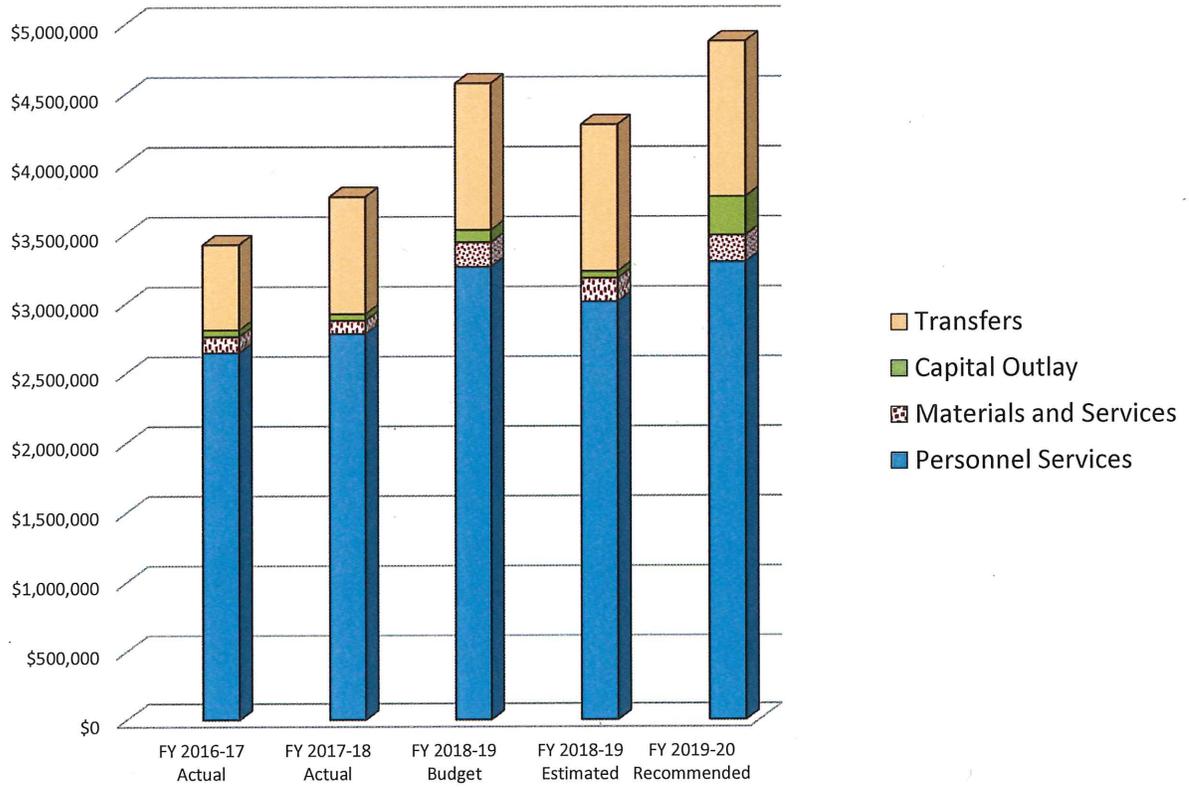
OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

504 METRO AFFORDABLE HOUSING BOND EXP  
HOUSING BOND FUNDED EXPENDITURE FOR AN AFFORDABLE APARTMENT BUILDING PROJECT \$3,000,000  
AT SW 1ST ST AND MAIN AVE (MARY ANN APT.)




# BUILDING OPERATING 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>Building Operating</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	\$2,644,326	\$2,779,054	\$3,257,684	\$3,007,799	\$3,293,067	1.09%
Materials and Services	115,264	94,210	174,929	167,810	190,102	8.67%
Capital Outlay	47,893	47,437	88,500	49,698	276,500	212.43%
Transfers	610,285	838,553	1,049,098	1,049,098	1,110,996	5.90%
<b>SUB-TOTAL</b>	<b>\$3,417,768</b>	<b>\$3,759,254</b>	<b>\$4,570,211</b>	<b>\$4,274,405</b>	<b>\$4,870,665</b>	
Contingency			1,605,275		1,511,284	
Reserve for equip.			88,107		109,217	
<b>TOTAL</b>	<b>\$3,417,768</b>	<b>\$3,759,254</b>	<b>\$6,263,593</b>	<b>\$4,274,405</b>	<b>\$6,491,166</b>	
 FTE's	 22.35	 22.35	 23.35	 23.35	 23.35	

**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

**Capital Outlay:**

FY 2019-20 reflects the purchase of new permitting review software for the department

**Transfers:**

No significant change

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Program Goal:**

To support the Community Development Department's mission to facilitate, promote and plan for a safe and prosperous community by comprehensively preserving and enhancing development, a healthy economy, and sustainable growth of the city. To ensure compliance with mandated State Building Code standards, City development regulations and provide excellent customer service for the development community and occupants of buildings within the City of Beaverton.

**City, Community and Department Goals, Priorities and Actions:**

Council Goals, Beaverton Community Vision Action Items, and Community Development priorities that this program is involved in supporting include many of those listed in the overview of the Community Development Department.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	22.35	22.35	23.35	23.35	0.00
PERSONNEL SERVICES	\$2,644,326	\$2,779,054	\$3,257,684	\$3,293,067	\$0
MATERIALS & SERVICES	115,264	94,210	174,929	190,102	0
CAPITAL OUTLAY	47,893	47,437	88,500	276,500	0
TRANSFERS	610,285	838,553	1,049,098	1,110,996	0
CONTINGENCY	0	0	1,693,382	1,620,501	0
<b>TOTAL</b>	<b>\$3,417,768</b>	<b>\$3,759,254</b>	<b>\$6,263,593</b>	<b>\$6,491,166</b>	<b>\$0</b>

<b>Funding Sources:</b>	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$2,030,043	\$1,853,820	\$1,530,238	\$1,505,541	\$0
Building Permit Fees	1,376,464	1,477,981	2,098,000	2,400,000	0
Plan Check Fee Commercial	699,598	667,228	795,000	675,000	0
Plan Check Fee Residential	76,999	152,159	155,000	220,000	0
Plan Check Fee Fire Safety	380,667	336,866	510,000	400,000	0
Plumbing & Mechanical	250,758	255,633	515,000	590,000	0
Electrical Inspection Fees	356,744	407,302	550,000	590,000	0
Sewer Inspection Fees	1,575	2,825	6,555	8,125	0
Miscellaneous Revenue	98,738	135,678	103,800	102,500	0

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Program Goal:**

To ensure that construction of buildings, structures, and private sewer and water systems are safe for use and occupancy from fire, structural collapse, unsanitary conditions, electrical hazards, premature failure, and substandard construction through reasonable enforcement of the State Building Codes and coordination with other city and government agencies. To ensure plan review and inspection services are provided in a timely manner, thereby minimizing construction delays due to mandated services provided by this division and provide excellent customer service.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.85	1.85	1.85	1.85	0.00
PERSONNEL SERVICES	\$278,570	\$299,690	\$298,049	\$267,267	\$0
MATERIALS & SERVICES	103,268	81,279	159,249	155,749	0
CAPITAL OUTLAY	47,893	47,437	88,500	276,500	0
TRANSFERS	610,285	838,553	1,049,098	1,110,996	0
CONTINGENCY	0	0	1,693,382	1,620,501	0
<b>TOTAL</b>	<b>\$1,040,016</b>	<b>\$1,266,959</b>	<b>\$3,288,278</b>	<b>\$3,431,013</b>	<b>\$0</b>

**Program Objective (services provided):**

**Objective #1:** *Provide Building Permit Counter Services*

**Outcomes:** to ensure customers are provided with prompt and accurate service in a courteous and respectful manner; to process permit applications within 24 hours of receipt; to provide plan review and inspection staff with the information needed to perform their job; to ensure customers feel welcome and their needs are understood by staff.

**Measured by:** the annual number of permit applications received; and the number of permit applications processed within 24 hours of receipt.

**Key Indicators:** plan review and inspection staff receives complete and accurate permit information; customer service surveys provide positive feedback; and recognition of the cultural diversity of customers and staff performance that assists customers with English as a second language (through cultural diversity awareness, translation services, multi-lingual forms, handouts, etc.).

**Objective #2:** *Perform Plan Reviews*

**Outcomes:** to ensure customers are provided with prompt, friendly, and accurate plan reviews that reflect code requirements; to provide prompt communication with customers so they are informed as to the time frames and requirements throughout the plan review process; customers feel their needs are welcomed and understood by staff; the inspection staff and customers are provided with accurate code reviews and information so the project can be constructed and inspected with minimal corrections and/or changes; plans are reviewed within the target time frames for the Building Division; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards.

**Measured by:** the number of plan review applications received; the number of plan reviews initiated within the target time frames for the Building Division; the number of over-the-counter plan reviews performed; and the number of Temporary Tenant Improvement Permits issued (to help expedite the construction process).

**Key Indicators:** the number of issues for customers and/or inspection staff related to incorrect or missing plan review information are minimized; plan revisions related to code-needed clarifications are minimized; customers find the plan review process to be easily understood and flexible; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.). Staff operate with flexibility to work with customers to find solutions within the code.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Objective #3: Perform Field Inspections**

**Outcomes:** customers are provided with prompt and accurate inspections that clearly communicate the inspection results; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards; inspections are performed in less than 24 hours of request.

**Measured by:** the number of inspection requests received; the number of inspections performed within 24 hours of request; the number of inspections performed per inspector per day.

**Key Indicators:** the number of issues for customers related to inspections not performed within 24 hours of request are minimized; occupancy and use of buildings are allowed within customer's needs and expectations; customers feel their needs are welcomed and understood by staff; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.).

**Additional Objectives (services provided):**

- Actively engage in the Development Review Process Planning and Implementation.
- Coordinate the operation of the CDD computer permit tracking system and management of an electronic plan review system.
- Enhance use of technology to maximize efficiency.
- Assign property addresses for new development and verification of existing properties when requested.
- Verify the applicability of State and regional regulations for development of property adjacent to wetland, floodplain, and sensitive watercourses.
- Ensure compliance regulations enacted to promote consistency in the administration and application of the State Building Codes.
- Coordinate with the Planning Division and Site Development Division as well as other City divisions and agencies on issuance of building permits and certificates of occupancy to ensure applicable laws and ordinances from other cities and outside agencies are satisfied.

<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 inspections per year	22,681	23,563	25,300 / 25,300	25,600
Value of new building construction	\$208,121,955	\$200,143,736	\$278,050,000 / \$275,000,000	\$285,000,000
Number of plan reviews per year	1,489	2,074	1,454 / 2,108	2,150

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> BRAD ROAST

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

- Continue implementation of the CDD collaborative management system.
- Participate in the Development Review Process update (Phase 4). Implementation of a new E-permitting software system.
- Continue producing annual report and recommendations for supporting the Building Division Operating Fund.
- Continue to update the comprehensive matrix of permit and development fees for comparison of city fee structure with other jurisdictions.
- Continue to explore affordable options to create and complete multi-lingual forms and handouts. (Ongoing. The division prioritized documents needing multi-lingual translation to be included in the project as funding is available.)
- Participate as needed in developing a comprehensive Housing Strategy. Beaverton Community Vision Action 106
- Participate in the Development Review Process update (Phase 2). This includes: a comprehensive evaluation of technologies available for permit tracking, electronic permit/plan submittal and review; automated field inspections systems; instituting an outreach effort for open communication with the development community and customer service training and enhancement.
- Facilitate plan review through enhanced coordination with Planning and Site Development for complex and/or unusual issues. Continue promoting job start meetings, mid-project status meetings, and pre-occupancy meetings.
- Participate as needed in supporting 2017 City Council Top Priority for the Housing Plan with focus on Senior and Affordable housing.
- Participate as needed in supporting 2017 City Council Top Priority for Affordable Housing Tool box: Create a rich development tool box for low-income housing.
- Participate as needed in supporting 2017 City Council Priority Implement the Rental Housing Inspection Program

**FY 2019-20 Action Plan:**

- Continue implementation of the CDD collaborative management system.
- Participate in the Development Review Process update (Phase 4). Implementation of a new E-permitting software system.
- Continue producing annual report and recommendations for supporting the Building Division Operating Fund.
- Continue to explore affordable options to create and complete multi-lingual forms and handouts. (Ongoing. The division prioritized documents needing multi-lingual translation to be included in the project as funding is available.)
- Participate as needed in developing a comprehensive Housing Strategy.
- Facilitate plan review through enhanced coordination with Planning and Site Development for complex and/or unusual issues. Continue promoting job start meetings, mid-project status meetings, and pre-occupancy meetings.
- Assign property addresses for new development and verification of existing properties when requested.
- Verify the applicability of State and regional regulations for development of property adjacent to wetland, floodplain, and sensitive watercourses.
- Ensure compliance regulations enacted to promote consistency in the administration and application of the State Building Codes.
- Coordinate with the Planning Division and Site Development Division as well as other city divisions and agencies on issuance of building permits and certificates of occupancy to ensure applicable laws and ordinances from other cities and outside agencies are satisfied.

**Performance Measures:**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Budgeted/Revised	Proposed
Percentage of inspections conducted within 24 hours of request (building, mechanical, plumbing, and electrical)	99%	99%	99% / 99%	99%
Percentage of plan reviews conducted within the Division's targeted time frames	98%	99%	99% / 99%	99%

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0664 ADMINISTRATION	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Performance Outcomes and Program Trends:**

To consistently provide building, plumbing, mechanical, electrical, and fire and life safety services so that: (1) inspections occur less than 24 hours from the date they are requested; and (2) plan reviews are conducted within the Division’s targeted time frames, thereby reducing construction delays.

The Building Division has a dedicated and professional staff who are passionate about proper administration of the State Building Code and providing efficient service to our customers. The Division is keenly aware of the two distinct customer segments we serve. The Division strives to provide collaborative and progressive development review services for the construction and development industry, while also keeping in mind the needs of our secondary (and most important) customers, those who will live, work, and use these buildings and structures. Because public safety is the primary purpose of proper code administration, the Division must ensure plans and inspections properly reflect the minimum requirements of the State Building Code.

The State Building Code establishes the standards for the public’s safety, and those standards are not always easy for the customer to meet. The Division, however, supports the performance-based nature of the State Building Code by providing flexibility in the process and frequently approves alternative methods to achieve the intent of the Code. The Division is an avid supporter of code administration consistency amongst jurisdictions in the metropolitan area. This includes continual involvement in the four-county (Washington, Clackamas, Multnomah and Clark) Building Officials Code Consistency Group. This assembly of experienced code administrators share e-mails and attend monthly meetings to address issues in response to customer needs/comments on code-related issues. The efforts of this group has resulted in greater consistency in code administration in the region.

As development in Beaverton continues to be very active, the Building Division works closely with developers and contractors to meet the needs of their particular construction schedule when possible. The division often issues phased permits on new construction either at the request of the customer or suggests it as a path to get construction started when unexpected design review process delays occur.

The Division continues to look for ways to provide the business community with code-related information specific to businesses commonly requiring permits. The Division has created informational handouts for brewery, food service, daycares, nail/beauty salon, and warehouse/manufacturing/storage businesses which cover the most important code items a business needs to have when looking to open or expand. These handouts are used by both the Building and Economic Development Divisions when helping customers.

In addition to creating informational handouts for the business community, the Division also recognizes the importance of providing educational information to homeowners so the permitting process is smooth and transparent. Currently, our city website has informational documents for homeowners ranging from typical deck details to converting a garage to habitable space. This information is also in hard-copy form in a kiosk exclusively for homeowners in the 4<sup>th</sup> floor lobby.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0665 PLAN REVIEW AND PERMITS	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Program Goal:**

To process permit applications and plans for new construction and alterations of single-family, multi-family, and commercial buildings. To conduct a thorough review of plans for compliance with the State Building Code within acceptable time frames and assist customers in navigating the city’s development review process.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	8.75	8.75	9.75	9.75	0.00
PERSONNEL SERVICES	\$883,174	\$949,421	\$1,226,973	\$1,206,977	\$0
MATERIALS & SERVICES	3,349	3,425	2,995	11,455	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$886,523</b>	<b>\$952,846</b>	<b>\$1,229,968</b>	<b>\$1,218,432</b>	<b>\$0</b>

**Program Objective (services provided):**

**Objective #1:** *Provide Building Permit Counter Services*

**Outcomes:** to ensure customers are provided with prompt and accurate service in a courteous and respectful manner; to process permit applications within 24 hours of receipt; to provide plan review and inspection staff with the information needed to perform their job; to ensure customers feel their needs are welcomed and understood by staff.

**Measured by:** the annual number of permit applications received; and the number of permit applications processed within 24 hours of receipt.

**Key Indicators:** plan review and inspection staff receives complete and accurate permit information; customer service surveys provide positive feedback; and recognition of the cultural diversity of customers and staff performance that assists customers with English as a second language (through cultural diversity awareness, multi-lingual forms, handouts, etc.).

**Objective #2:** *Perform Plan Reviews*

**Outcomes:** to ensure customers are provided with prompt, friendly, and accurate plan reviews that reflect the code requirements; to provide prompt communication with customers so they are informed as to the time frames and requirements throughout the plan review process; customers feel their needs are welcomed and understood by staff; the inspection staff and customers are provided with accurate code reviews and information so the project can be constructed and inspected with minimal corrections and/or changes; plans are reviewed within the target time frames for the Building Division; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards.

**Measured by:** the number of plans reviewed within the target time frames for the Building Division; the number of plan review applications received; the number of over-the counter plan reviews performed.

**Key Indicators:** the number of issues for customers and/or inspection staff related to incorrect or missing plan review information are minimized; plan revisions related to code-needed clarifications are minimized; customers find the plan review process to be easily understood and flexible; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.). Single-family plan reviews are conducted within the 10-working day turnaround time to minimize construction delays. Commercial alteration plan reviews are conducted within the 15-working day turnaround time to minimize construction delays. New commercial plan reviews are conducted within the 30-working day turnaround time to minimize construction delays.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0665 PLAN REVIEW AND PERMITS	<b>PROGRAM MANAGER:</b> BRAD ROAST

Workload Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Single-Family Plan Review</b>				
Number of reviews per year (Initial Review)	165	209	235 / 305	325
Number of plan revisions requiring review per year (new, alterations and additions)	93	311	100 / 325	325
<b>Commercial Alteration Plan Review</b>				
Number of reviews per year (Initial Review)	726	790	600 / 775	775
Number of plan revisions requiring review per year	330	280 / 488	300 / 450	450
<b>Commercial Plan Review</b>				
Number of reviews per year (Initial Review)	22	16	19 / 23	25
Number of plan revisions requiring review per year	153	260	140 / 250	250
<b>Single-Family Plan Review</b>				
Percentage of plans reviews initiated within target timeframe of 10 working days of application to begin the review (target is 99%)	99%	99%	98% / 98%	99%
Number of single-family alteration plan reviews approved over the counter	29	124	20 / 125	125
<b>Commercial Alteration Plan Review</b>				
Percentage of plans reviews initiated within target timeframe of 15 working days of application to begin the review (target is 95%)	98%	98%	99% / 95%	95%
Number of commercial alteration plan reviews approved over the counter	498	427	450	450
<b>Commercial Plan Review</b>				
Percentage of plans reviews initiated within target timeframe of 30 working days of application to begin the review (target is 95%)	98%	98%	98% / 90%	95%

Where the complexity of a project is such that it cannot be approved over the counter, staff offer temporary TI permits to help construction schedules. The temporary TI permits may not be able to be offered at the initial permit submittal, but often can occur after an initial plan review has been completed so the contactor can be made aware of code items that affect the project.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0665 PLAN REVIEW AND PERMITS	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Performance Outcomes and Program Trends:**

With the opening of several subdivisions, including in the South Cooper Mountain area, new single-family permit activity has blossomed. In the first half of FY 18-19, 84 permits were issued with another 176 applications for new home having been submitted to the Building Division. This level is expected to continue through FY 19-20 with the opening of additional subdivisions in the South Cooper Mountain Area.

Multi-family development is expected to continue at a strong pace into FY 19-20. Multi-family projects that are expected to begin in the spring of 2019 and continue through FY 19-20 are: South Cooper Mountain area; 2<sup>nd</sup> and Lombard; Murray and TV Highway; Murray and Hwy 26; and 158<sup>th</sup> and Jay.

New commercial permit activity in FY 18-19 has seen applications for three multi-story hotels, a new elementary school, the New Public Safety Building, a parking structure associated with the South Cooper Mountain apartment project and a new multi-story self-storage building. Projects expected in FY 19-20 are: the last new elementary school in the Beaverton School District bond measure; the Beaverton Center for the Arts; a new fitness and tennis center and associated parking structure; and more new lease-space building in the Cedar Hills Crossing project.

The Building Division maintains target timeframes for initiating plan reviews. In most cases, once a plan review has been completed, the applicant needs to respond to code issues with revised documents. There can be one or more back-checks of the revised documents depending on how complete the initial plans are and the responses to the code issues. Once the plans are approved and all other city department/division approvals have been obtained by the applicant, the building permit will be issued. Where possible, the Division uses phased permits (such as foundation permits), over-the-counter plan reviews and temporary permits to assist the development community. The Building Division will also continue to utilize consultant plan review services to maintain plan review target timeframes.

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0666, 0667, 0668 INSPECTIONS	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Program Goal:**

To provide building, mechanical (heating, ventilation, and air conditioning), plumbing, electrical, fire sprinkler, and alarm inspections within acceptable time frames established by the development community for construction regulated by the State-adopted specialty codes, thereby assisting in keeping construction projects proceeding with a minimum of delays due to required inspections. To provide high quality, accurate inspections to afford users and occupants of buildings and structures with safe and hazard-free use. To provide resources to maintain inspection levels (15 to 18 inspections per inspector is accepted industry performance measure for an average inspection day) that promote quality and accurate inspections, thereby ensuring safer buildings and structures.

Building Inspection 0666

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	5.75	5.75	5.75	5.75	0.00
PERSONNEL SERVICES	\$746,956	\$779,115	\$838,791	\$883,261	\$0
MATERIALS & SERVICES	2,118	3,995	3,330	13,750	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$749,074</b>	<b>\$783,110</b>	<b>\$842,121</b>	<b>\$897,011</b>	<b>\$0</b>

Plumbing & Mechanical 0667

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	\$400,683	\$426,668	\$459,692	\$475,527	\$0
MATERIALS & SERVICES	1,792	1,770	2,460	2,705	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$402,475</b>	<b>\$428,438</b>	<b>\$462,152</b>	<b>\$478,232</b>	<b>\$0</b>

Electrical Plan Review & Inspection 0668

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	\$334,943	\$324,160	\$434,179	\$460,035	\$0
MATERIALS & SERVICES	4,737	3,741	6,895	6,443	0
CAPITAL OUTLAY					
TRANSFERS					
<b>TOTAL</b>	<b>\$339,680</b>	<b>\$327,901</b>	<b>\$441,074</b>	<b>\$466,478</b>	<b>\$0</b>

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0666, 0667, 0668 INSPECTIONS	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Program Objective (services provided):**

**Objective:** *Perform Field Inspections*

**Outcomes:** Customers are provided with prompt and accurate inspections that clearly communicate the inspection results; current and future users of the building and facilities are provided with reasonable safeguards from fire and life safety and health hazards; inspections are performed in less than 24 hours of request.

**Measured by:** the number of inspections performed within 24 hours of request; the number of inspection requests received; the number of inspections performed per inspector per day.

**Key Indicators:** The number of issues for customers related to inspections not performed within 24 hours of request are minimized; occupancy and use of buildings are allowed within customers' needs and expectations; customers feel their needs are welcomed and understood by staff; customer service surveys provide positive feedback; the recognition of the cultural diversity of customers (through cultural diversity awareness, multi-lingual forms, handouts, etc.).

**Additional Objectives (services provided):**

Perform inspections, which are customer-friendly, positive, and responsive to citizens and businesses.

Perform high quality, accurate inspections of building, plumbing, mechanical, electrical, and fire and life safety projects for compliance with the State of Oregon Specialty Codes.

Provide inspection service within acceptable time frames established by the development community and State statutes.

Provide the resources for training and cross-training to maintain inspector certifications, and enable inspectors to hold several certifications for higher quality and more efficient inspections, keep abreast of current developments in the construction trades, partner with the development community to provide high quality, timely, and accurate inspections, thereby assisting in keeping construction projects proceeding with a minimum of delays.

Workload Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Building &amp; Mechanical Inspection Program #0666:</b>				
Number of inspection requests	11,177	11,491	12,800 / 12,800	12,900
Number of commercial and multi-family inspection requests	6,572	6,431	7,050 / 7,050	7,100
Number of residential inspection requests	4,605	5,060	5,750 / 5,750	5,800
<b>Plumbing Inspection &amp; Plan Review Program #0667:</b>				
Number of inspection requests	4,708	5,212	5,400 / 5,400	5,600
<b>Electrical Inspection &amp; Plan Review Program #0667:</b>				
Number of inspection requests	6,796	6,860	7,100 / 7,100	7,100

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0666, 0667, 0668 INSPECTIONS	<b>PROGRAM MANAGER:</b> BRAD ROAST

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
<b>Building &amp; Mechanical Inspection Program #0666:</b>				
Number of inspections conducted in less than 24 hours of request	11,177	11,491	12,672 / 12,672	12,771
Number of inspections per year, per inspector	2,235	2,298	2,534 / 2,534	2,554
Number of inspections per day, per inspector	13	13	15	15
<b>Plumbing Inspection &amp; Plan Review Program #0667:</b>				
Number of inspections conducted in less than 24 hours of request	4,708	5,212	5,346 / 5,346	5,544
Number of inspections per year, per inspector	1,883	2,084	2,138 / 2,138	2,217
Number of inspections per day, per inspector	11	12	12	12
<b>Electrical Inspection &amp; Plan Review Program #0668:</b>				
Number of inspections conducted in less than 24 hours of request	6,796	6,860	7,029 / 7,029	7,029
Number of inspections per year, per inspector	2,718	2,744	2,811 / 2,811	2,811
Number of inspections per day, per inspector	16	16	16	16

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

<b>FUND:</b> 105 BUILDING OPERATING	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0666, 0667, 0668 INSPECTIONS	<b>PROGRAM MANAGER:</b> BRAD ROAST

**Performance Outcomes and Program Trends:**

Resources are provided to conduct 100 percent of the inspections requested for the users and occupants of buildings and structures with the potential of safe and hazard-free use.

Continue to conduct 99 percent of requested inspections within 24 hours to reduce the costs of construction delays and customer inconvenience due to required inspections.

A slight increase in inspection activity for FY 19-20 is supported by: projected increase in new single-family home permit activity; continued market demand for multi-family/mixed use housing; a new school and other commercial projects as well as the anticipated steady tenant improvement permit activity.

In addition, as the City grows vertically, large and complex multiple-story projects require more time per inspection, resulting in a decrease in the total number of inspections, but increase in workload. With the amount of new single family residential, commercial, and multifamily permits just issued or ready for issuance, projections from early spring 2019 through FY 19-20 are very positive and inspection services are anticipated to stay within industry standards (15–18 average maximum inspections per inspector per day).

Inspection services is meeting the performance measure of conducting 99 percent of inspections within a 24-hour period of being requested. Inspection services will be able to continue to meet this performance measure by maintaining appropriate staffing levels, having the inspection supervisor perform field inspections as needed, as well as having access to on-call inspection staff to maintain staffing levels when staff is not available due to time off for vacations, training, or illness.

The State Building Codes Division as well as International Code Council (ICC) provides access to a series of inspection/plan review cross-training courses which are available at varying times throughout each calendar year. Cross-training enables staff to perform multiple types of inspections at a single location, allows for better use of the city’s personnel resources, and provide optimum customer service. Two inspection staff members successfully completed a training course for fire life safety plan review and are now certified. Additional cross-training is proposed for several other staff members in FY 19-20.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING 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

	-2,030,043		-1,853,820		-1,530,238		-1,530,238	-1,530,238	-1,777,102		-1,505,541			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-2,030,043		-1,853,820		-1,530,238		-1,530,238	-1,530,238	-1,777,102		-1,505,541			
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CLASS: 20 PERMITS & FEES

333 BUILDING PERMITS FEES

	-1,376,464		-1,477,981		-2,060,000		-1,166,457	-1,800,000	-2,000,000		-2,300,000			
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334 PLAN CHECK FEE - COMMERCIAL

	-699,598		-667,228		-795,000		-425,965	-725,000	-700,000		-675,000			
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335 PLAN CHECK FEE - RESIDENT

	-76,999		-152,159		-155,000		-288,094	-285,000	-250,000		-220,000			
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336 PLAN CHECK FEE - FIRE SAFE

	-380,667		-336,866		-510,000		-208,419	-425,000	-490,000		-400,000			
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338 INSPECTION FEES - PLUMBING

	-250,758		-255,633		-515,000		-291,807	-375,000	-500,000		-590,000			
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341 INSPECTION FEES - ELECTRICAL

	-356,744		-407,302		-550,000		-312,338	-425,000	-550,000		-590,000			
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358 SEWER INSPECTION FEES

	-1,575		-2,825		-6,555		-4,470	-6,875	-8,125		-8,125			
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602 MISCELLANEOUS SMALL PERMIT FEES

					-38,000		-20,309	-100,000	-25,000		-100,000			
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TOTAL CLASS: 20 PERMITS & FEES

	-3,142,805		-3,299,994		-4,629,555		-2,717,859	-4,141,875	-4,523,125		-4,883,125			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-23,913		-34,351		-41,800		-29,737	-41,800	-52,500		-52,500			
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389 MISCELLANEOUS REVENUES

1200

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING 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
	-65,961		-95,218		-62,000		-54,748	-62,000	-50,000		-50,000			
399	REIMBURSEMENTS - OTHER													
	-200													
757	MED/LIFE INS PREM REFUND DISTRIBUTION													
	-8,664		-6,109				-4,033	-4,033						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-98,738		-135,678		-103,800		-88,518	-107,833	-102,500		-102,500			
TOTAL DEPARTMENT: 03 REVENUE														
	-5,271,586		-5,289,492		-6,263,593		-4,336,615	-5,779,946	-6,402,727		-6,491,166			

1201

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

027	SR. STRUCTURAL PLANS EXAMINER													
	89,827	1.00	96,489	1.00	98,905	1.00	74,962	98,576	104,064	1.00	103,093	1.00		
041	COMMUNITY DEVELOPMENT DIRECTOR													
	7,572	.05	7,712	.05	7,903	.05	5,914	7,888	8,229	.05	8,146	.05		
073	BUILDING OFFICIAL													
	109,304	1.00	115,166	1.00	93,349	1.00	57,045	82,967	109,979	1.00	108,918	1.00		
076	OFFICE SUPERVISOR													
	6,557	.10	7,438	.10	3,700	.10	4,373	5,701	6,418	.10	6,355	.10		
118	ELECTRICAL INSPECTOR LEAD													
	75,725	1.00	84,523	1.00	95,437	1.00	70,965	95,209	98,346	1.00	99,320	1.00		
120	PLANS EXAMINER 2													
	246,625	3.00	258,612	3.00	282,842	3.00	208,118	251,904	267,497	3.00	265,847	3.00		
121	BUILDING INSPECTOR													
	432,086	5.00	446,166	5.00	465,554	5.00	343,427	463,486	473,684	5.00	482,688	5.00		
127	PLUMBING INSPECTOR LEAD													
	94,231	1.00	100,124	1.00	103,328	1.00	77,791	103,077	102,577	1.00	107,497	1.00		
128	ELECTRICAL INSPECTOR													
	147,123	2.00	125,584	2.00	167,187	2.00	125,581	170,163	183,143	2.00	184,987	2.00		
129	PLUMBING INSPECTOR													
	161,958	2.00	171,908	2.00	177,592	2.00	132,131	177,178	182,988	2.00	184,836	2.00		
134	PLANS EXAMINER 1													
					30,263	1.00	10,199	23,730	60,755	1.00	60,967	1.00		
142	SENIOR PLANS EXAMINER													
	94,719	1.00	96,489	1.00	98,905	1.00	97,264	119,643	96,094	1.00	95,165	1.00		
144	SENIOR FIELD INSPECTOR - BLDG													
	102,775	1.00	104,709	1.00	107,327	1.00	78,345	104,026	107,590	1.00	110,619	1.00		
150	STRUCTURAL PLANS EXAMINER													
	74,641	1.00	81,918	1.00	88,312	1.00	48,074	71,840	75,270	1.00	75,270	1.00		
221	SUPPORT SPECIALIST 2													

1202

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	10,324	.20	10,716	.20	11,512	.20	8,214	10,952	11,417	.20	11,417	.20		
225	PERMIT TECHNICIAN													
	105,449	3.00	113,032	3.00	163,456	3.00	100,732	137,006	169,502	3.00	174,533	3.00		
275	TEMPORARY EMPLOYEES													
	15,145		25,890		100,654		59,437	85,467			71,482			
299	PAYROLL TAXES AND FRINGES													
	870,265		932,578		1,161,458		808,775	998,986	1,115,739		1,141,927			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	2,644,326	22.35	2,779,054	22.35	3,257,684	23.35	2,311,347	3,007,799	3,173,292	23.35	3,293,067	23.35		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	1,514		1,056		2,100		1,671	2,100	2,300		2,300			
303	OFFICE FURNITURE & EQUIPMENT													
	540		1,451		1,840		565	3,420						
304	DEPARTMENT EQUIPMENT EXPENSE													
	1,517		483		1,925		557	1,900	1,925		1,925			
305	SPECIAL DEPARTMENT SUPPLIES													
	756		165		800		21	800	800		800			
307	MEMBERSHIP FEES													
	6,484		2,728		4,130		3,268	3,903	6,857		6,857			
308	PERIODICALS & SUBSCRIPTIONS													
	1,154		7,263		3,700		301	2,890	21,760		21,760			
317	COMPUTER EQUIPMENT													
	35,473		10,950		15,000		5,423	5,423						
321	TRAVEL, TRAINING & SUBSISTENCE													
	16,967		13,395		18,715		13,587	16,055	26,456		26,456			
328	MEALS & RELATED EXPENSE													
	71		74		175		25	275	275		275			
330	MILEAGE REIMBURSEMENT													

1203

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	93		49		125			25	125		125			
341	COMMUNICATIONS EXPENSE													
	7,387		8,722		8,724		6,540	8,724	8,736		8,736			
342	DATA COMMUNICATION EXPENSE													
	9,651		6,718		6,240		4,481	6,240	6,888		6,888			
361	UNIFORMS & SPECIAL CLOTHING													
	840		993		1,575		100	1,175	1,600		1,600			
371	EQUIPMENT OPER & MAINT EXPENSE													
					380			380	380		380			
377	PUBLIC RELATIONS EXPENSE													
	1,500		1,000		2,000		1,000	2,000	2,000		2,000			
406	BANK SERVICE FEES													
	31,317		39,163		35,000		28,689	40,000	40,000		40,000			
511	PROFESSIONAL SERVICES													
					72,500		99,237	72,500	80,000		70,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	115,264		94,210		174,929		165,465	167,810	200,102		190,102			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	47,893		47,437		51,000		49,698	49,698	26,500		26,500			
675	COMPUTER SOFTWARE PACKAGES													
					37,500				250,000		250,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	47,893		47,437		88,500		49,698	49,698	276,500		276,500			
CLASS: 25 TRANSFERS														
801	TRSFER TO GENERAL FD - OVERHEAD													
	413,812		404,014		698,063		581,719	698,063	736,392		736,392			
816	TRSFERS TO REPROGRAPHICS FUND													

1204

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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			
817	TRSFERS TO GARAGE FUND													
	43,062		41,057		55,462		22,943	55,462	48,863		48,863			
818	TRSFERS TO ISD-ALLOCATED													
	145,833		171,992		195,395		162,829	195,395	182,100		178,715			
835	TRSMR TO GF, BVTN BLDG OPERATIONS													
			92,148		46,074		38,395	46,074	80,024		80,024			
836	TRSMR TO GF, BVTN BLDG DEBT SVC													
			122,612		46,342		38,618	46,342	61,497		61,497			
TOTAL CLASS: 25 TRANSFERS														
	610,285		838,553		1,049,098		847,919	1,049,098	1,114,706		1,110,996			
1205	CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED													
					1,605,275				1,528,910		1,511,284			
996	RESERVE - EQUIPMENT REPLACEMT													
					88,107				109,217		109,217			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					1,693,382				1,638,127		1,620,501			
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	3,417,768	22.35	3,759,254	22.35	6,263,593	23.35	3,374,429	4,274,405	6,402,727	23.35	6,491,166	23.35		

**BUILDING OPERATING FUND  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
27	SR. STRUCTURAL PLANS EXAMINER	1.00	1.00					1.00
41	COMMUNITY DEVELOPMENT DIRECTOR	0.05	0.05					0.05
73	BUILDING OFFICIAL	1.00	1.00					1.00
76	OFFICE SUPERVISOR	0.10	0.10					0.10
118	ELECTRICAL INSPECTOR LEAD	1.00	1.00					1.00
120	PLANS EXAMINER 2	3.00	3.00					3.00
121	BUILDING INSPECTOR	5.00	5.00					5.00
127	PLUMBING INSPECTOR LEAD	1.00	1.00					1.00
128	ELECTRICAL INSPECTOR	2.00	2.00					2.00
129	PLUMBING INSPECTOR	2.00	2.00					2.00
134	PLANS EXAMINER 1	0.00	1.00					1.00
142	SENIOR PLANS EXAMINER	1.00	1.00					1.00
144	SENIOR FIELD INSPECTOR - BLDG	1.00	1.00					1.00
150	STRUCTURAL PLANS EXAMINER	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	0.20	0.20					0.20
225	PERMIT TECHNICIAN	3.00	3.00					3.00
	<b>Total</b>	<b>22.35</b>	<b>23.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.35</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
27	SR. STRUCTURAL PLANS EXAMINER	1.00					1.00
41	COMMUNITY DEVELOPMENT DIRECTOR	0.05					0.05
73	BUILDING OFFICIAL	1.00					1.00
76	OFFICE SUPERVISOR	0.10					0.10
118	ELECTRICAL INSPECTOR LEAD	1.00					1.00
120	PLANS EXAMINER 2	3.00					3.00
121	BUILDING INSPECTOR	5.00					5.00
127	PLUMBING INSPECTOR LEAD	1.00					1.00
128	ELECTRICAL INSPECTOR	2.00					2.00
129	PLUMBING INSPECTOR	2.00					2.00
134	PLANS EXAMINER 1	1.00					1.00
142	SENIOR PLANS EXAMINER	1.00					1.00
144	SENIOR FIELD INSPECTOR - BLDG	1.00					1.00
150	STRUCTURAL PLANS EXAMINER	1.00					1.00
221	SUPPORT SPECIALIST 2	0.20					0.20
225	PERMIT TECHNICIAN	3.00					3.00
	<b>Total</b>	<b>23.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.35</b>

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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												
		2,030,043	1,853,820	1,530,238	1,530,238	1,777,102	1,505,541						

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		2,030,043	1,853,820	1,530,238	1,530,238	1,777,102	1,505,541						
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CLASS: 20 PERMITS & FEES

333	BUILDING PERMITS FEES												
		1,376,464	1,477,981	2,060,000	1,800,000	2,000,000	2,300,000						

334	PLAN CHECK FEE - COMMERCIAL												
		699,598	667,228	795,000	725,000	700,000	675,000						

335	PLAN CHECK FEE - RESIDENT												
		76,999	152,159	155,000	285,000	250,000	220,000						

336	PLAN CHECK FEE - FIRE SAFE												
		380,667	336,866	510,000	425,000	490,000	400,000						

338	INSPECTION FEES - PLUMBING												
		250,758	255,633	515,000	375,000	500,000	590,000						

341	INSPECTION FEES - ELECTRICAL												
		356,744	407,302	550,000	425,000	550,000	590,000						

358	SEWER INSPECTION FEES												
		1,575	2,825	6,555	6,875	8,125	8,125						

602	MISCELLANEOUS SMALL PERMIT FEES												
				38,000	100,000	25,000	100,000						

TOTAL CLASS: 20 PERMITS & FEES

		3,142,805	3,299,994	4,629,555	4,141,875	4,523,125	4,883,125						
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		23,913	34,351	41,800	41,800	52,500	52,500						

389	MISCELLANEOUS REVENUES												
		65,961	95,218	62,000	62,000	50,000	50,000						

399	REIMBURSEMENTS - OTHER												
	200												

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		8,664	6,109		4,033								

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

333 BUILDING PERMITS FEES  
 FY 16-17 DATA IS BASED UPON 19 SINGLE FAMILY RESIDENTIAL UNITS, 350 MULTI FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 17-18 DATA IS BASED UPON 64 SINGLE FAMILY RESIDENTIAL UNITS, 230 MULTI FAMILY UNITS AND 12 NEW COMMERCIAL BUILDINGS  
 FY 18-19 ESTIMATED IS BASED UPON 180 SINGLE FAMILY RESIDENTIAL UNITS, 352 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 19-20 ESTIMATED IS BASED UPON 225 SINGLE FAMILY RESIDENTIAL UNITS, 575 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS \$2,300,000

334 PLAN CHECK FEE - COMMERCIAL

335 PLAN CHECK FEE - RESIDENT

336 PLAN CHECK FEE - FIRE SAFE

338 INSPECTION FEES - PLUMBING

341 INSPECTION FEES - ELECTRICAL

358 SEWER INSPECTION FEES

602 MISCELLANEOUS SMALL PERMIT FEES  
 FEES FROM MISCELLANEOUS SMALL PERMITS  
 THIS REVENUE WAS PREVIOUSLY ACCOUNTED FOR IN ACCOUNT 389 \$100,000

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% \$52,500

389 MISCELLANEOUS REVENUES  
 ADMINISTRATION FEE FOR COLLECTING:  
 METRO CONSTRUCTION EXCISE TAX  
 THPRD SYSTEM DEVELOPMENT FEES  
 SCHOOL CONSTRUCTION EXCISE TAX \$50,000

399 REIMBURSEMENTS - OTHER

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING 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: 35 MISCELLANEOUS REVENUES

	98,738		135,678		103,800		107,833	102,500		102,500			
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TOTAL PROGRAM: 0000 UNRESTRICTED

	5,271,586		5,289,492		6,263,593		5,779,946	6,402,727		6,491,166			
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TOTAL DEPARTMENT: 03 REVENUE

	5,271,586		5,289,492		6,263,593		5,779,946	6,402,727		6,491,166			
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City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION 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

041	COMMUNITY DEVELOPMENT DIRECTOR												
	7,572	.05	7,712	.05	7,903	.05	7,888	8,229	.05	8,146	.05		
073	BUILDING OFFICIAL												
	109,304	1.00	115,166	1.00	93,349	1.00	82,967	109,979	1.00	108,918	1.00		
076	OFFICE SUPERVISOR												
	6,557	.10	7,438	.10	3,700	.10	5,701	6,418	.10	6,355	.10		
142	SENIOR PLANS EXAMINER												
	23,680	.25	24,123	.25	24,724	.25	29,911	24,026	.25	23,793	.25		
144	SENIOR FIELD INSPECTOR - BLDG												
	25,694	.25	26,179	.25	26,829	.25	26,004	26,894	.25	27,654	.25		
221	SUPPORT SPECIALIST 2												
	10,324	.20	10,716	.20	11,512	.20	10,952	11,417	.20	11,417	.20		
275	TEMPORARY EMPLOYEES												
					15,002		20,239						
299	PAYROLL TAXES AND FRINGES												
	95,439		108,356		115,030		77,639	76,134		80,984			

TOTAL CLASS: 05 PERSONNEL SERVICES

	278,570	1.85	299,690	1.85	298,049	1.85	261,301	263,097	1.85	267,267	1.85		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,514		1,056		2,100		2,100	2,300		2,300			
304	DEPARTMENT EQUIPMENT EXPENSE												
	592				100		100	100		100			
305	SPECIAL DEPARTMENT SUPPLIES												
	8		71		150		150	150		150			
307	MEMBERSHIP FEES												
	1,320		1,355		1,675		1,675	1,687		1,687			

308	PERIODICALS & SUBSCRIPTIONS												
	98		611		800		800	600		600			

317	COMPUTER EQUIPMENT												
	35,473		10,950		15,000		5,423						

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

041 COMMUNITY DEVELOPMENT DIRECTOR  
 POSITION IS ALLOCATED .95 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.

073 BUILDING OFFICIAL

076 OFFICE SUPERVISOR  
 POSITION IS ALLOCATED .90 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.

142 SENIOR PLANS EXAMINER

144 SENIOR FIELD INSPECTOR - BLDG

221 SUPPORT SPECIALIST 2  
 POSITION FUNDED 80% IN GENERAL FUND - CDD ADMIN FUND (0661).

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

301 OFFICE EXPENSE  
 GENERAL OFFICE SUPPLIES (23 STAFF AT \$100 EACH). \$2,300

304 DEPARTMENT EQUIPMENT EXPENSE  
 MISC TOOLS, ETC. \$100

305 SPECIAL DEPARTMENT SUPPLIES  
 LABELS, INK STAMPS, ARCHITECT/ENGINEER SCALES, ETC. \$150

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$1,687  
 INTERNATIONAL CODE COUNCIL (ICC)  
 OREGON BUILDING OFFICIALS ASSOCIATION (OBOA)  
 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)  
 NATIONAL FIRE SPRINKLER ASSOCIATION (NFSA)  
 OREGON PERMIT TECHNICIAN ASSOCIATION (OPTA)  
 OREGON AUTOMATIC FIRE ALARM ASSOCIATION (OAFAA)  
 AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC)  
 STRUCTURAL ENGINEERS ASSOCIATION OF OREGON (SEAO)  
 ICC CERTIFICATION RENEWAL (1 STAFF)  
 STATE REQUIRED OREGON INSPECTOR CERTIFICATION RENEWAL (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. NEW STATE STRUCTURAL AND MECHANICAL CODEBOOKS AND RELATED STANDARDS, ETC. \$600

317 COMPUTER EQUIPMENT

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION 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
321	TRAVEL, TRAINING & SUBSISTENCE												
	14,244		11,510		14,355		12,855	22,583		22,583			
328	MEALS & RELATED EXPENSE												
	71		74		125		225	225		225			
330	MILEAGE REIMBURSEMENT												
	93		49		100			100		100			
341	COMMUNICATIONS EXPENSE												
	7,387		8,722		8,724		8,724	8,736		8,736			
342	DATA COMMUNICATION EXPENSE												
	9,651		6,718		6,240		6,240	6,888		6,888			
371	EQUIPMENT OPER & MAINT EXPENSE												
					380		380	380		380			
377	PUBLIC RELATIONS EXPENSE												
	1,500		1,000		2,000		2,000	2,000		2,000			
406	BANK SERVICE FEES												
	31,317		39,163		35,000		40,000	40,000		40,000			
511	PROFESSIONAL SERVICES												
					72,500		72,500	80,000		70,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	103,268		81,279		159,249		153,172	165,749		155,749			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	47,893		47,437		51,000		49,698	26,500		26,500			
675	COMPUTER SOFTWARE PACKAGES												
					37,500			250,000		250,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	47,893		47,437		88,500		49,698	276,500		276,500			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
	413,812		404,014		698,063		698,063	736,392		736,392			
816	TRSFERS TO REPROGRAPHICS FUND												
	7,578		6,730		7,762		7,762	5,830		5,505			

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

321	TRAVEL, TRAINING & SUBSISTENCE ALL TRAVEL, TRAINING & SUBSISTENCE \$22,583 OBOA ANNUAL BUSINESS MEETING (4 SENIOR STAFF) TRAINING, TRAVEL, FOOD AND LODGING (17 CERTIFIED STAFF) REGISTRATION FOR OBOA QUARTERLY BUSINESS MEETINGS (4 STAFF) BUILDING/MECHANICAL INSPECTOR TRAINING COURSE (1 STAFF) REGISTRATION FOR STATE REQUIRED CODE CHANGE CLASSES TRAINING, TRAVEL, FOOD AND LODGING (3 PERMIT TECHNICIANS)
328	MEALS & RELATED EXPENSE MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC. \$225
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING \$100
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 14 INSPECTORS AT \$727 PER MONTH \$8,736
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 14 COMMUNICATION DEVICES AT \$480 EACH \$6,888
371	EQUIPMENT OPER & MAINT EXPENSE MAINTENANCE COSTS AND CONTRACTS FOR PLAN PERFORATOR \$380
377	PUBLIC RELATIONS EXPENSE ALL PUBLIC RELATIONS EXPENSES \$2,000 OBOA PUBLIC OUTREACH PROMOTING THE VALUE OF BUILDING CODE ADMINISTRATION CDD DEVELOPMENT REVIEW PROCESS CUSTOMER SERVICE ENHANCEMENTS
406	BANK SERVICE FEES ANNUAL TRANSACTION FEES FOR PERMITS PAID BY CREDIT CARD. \$40,000
511	PROFESSIONAL SERVICES CONTRACT PLANS REVIEW SERVICES \$30,000 DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - CONSULTANT CONT'D \$15,000 DEVELOPMENT REVIEW PROCESS E-PERMITTING SYSTEM - IMPLEMENTATION AND TRAINING \$15,000 DEVELOPMENT REVIEW PROCESS PHASE 4 - CONSULTANT NEW \$10,000
641	VEHICLES REPLACEMENT OF 2-656, 2005 FORD RANGER PICKUP WITH FORD ESCAPE. (COST INCLUDES VEHICLE, COMPUTER CHARGER, SAFETY LIGHTING, AND LICENSING) \$26,500
675	COMPUTER SOFTWARE PACKAGES E-PERMITTING SOFTWARE \$250,000
801	TRSFR TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND 14.59% OF FY18-19 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$475,280 REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL) \$261,112
816	TRSFRS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$5,505

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

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION 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
817	TRSFERS TO GARAGE FUND												
	43,062		41,057		55,462		55,462	48,863		48,863			
818	TRSFERS TO ISD-ALLOCATED												
	145,833		171,992		195,395		195,395	182,100		178,715			
835	TRSMR TO GF, BVTN BLDG OPERATIONS												
			92,148		46,074		46,074	80,024		80,024			
836	TRSMR TO GF, BVTN BLDG DEBT SVC												
			122,612		46,342		46,342	61,497		61,497			
TOTAL CLASS: 25 TRANSFERS													
	610,285		838,553		1,049,098		1,049,098	1,114,706		1,110,996			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					1,605,275			1,528,910		1,511,284			
996	RESERVE - EQUIPMENT REPLACEMT												
					88,107			109,217		109,217			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					1,693,382			1,638,127		1,620,501			
TOTAL PROGRAM: 0664 BLDG DIVISION ADMINISTRATION													
	1,040,016	1.85	1,266,959	1.85	3,288,278	1.85	1,513,269	3,458,179	1.85	3,431,013	1.85		

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

817	TRSFERS TO GARAGE FUND FLEET SERVICES PROVIDED BY THE GARAGE FUND \$48,863
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND. \$138,241; ALLOCATION OF PARTIAL BUSINESS ANALYST PROGRAMMER FOR THE BRAD SYSTEM SUPPORT \$40,474
835	TRSMR TO GF, BVTN BLDG OPERATIONS BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$80,024
836	TRSMR TO GF, BVTN BLDG DEBT SVC BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$61,497

991	CONTINGENCY - UNRESERVED
996	RESERVE - EQUIPMENT REPLACEMT RESERVE FOR BUILDING FUND VEHICLES. \$109,217

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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

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

027	SR. STRUCTURAL PLANS EXAMINER	89,827	1.00	96,489	1.00	98,905	1.00	98,576	104,064	1.00	103,093	1.00	
120	PLANS EXAMINER 2	246,625	3.00	258,612	3.00	282,842	3.00	251,904	267,497	3.00	265,847	3.00	
134	PLANS EXAMINER 1					30,263	1.00	23,730	60,755	1.00	60,967	1.00	
142	SENIOR PLANS EXAMINER	71,039	.75	72,366	.75	74,181	.75	89,732	72,068	.75	71,372	.75	
150	STRUCTURAL PLANS EXAMINER	74,641	1.00	81,918	1.00	88,312	1.00	71,840	75,270	1.00	75,270	1.00	
225	PERMIT TECHNICIAN	105,449	3.00	113,032	3.00	163,456	3.00	137,006	169,502	3.00	174,533	3.00	
275	TEMPORARY EMPLOYEES					38,477		35,680			22,300		
299	PAYROLL TAXES AND FRINGES	295,593		327,004		450,537		361,172	421,090		433,595		

TOTAL CLASS: 05 PERSONNEL SERVICES

		883,174	8.75	949,421	8.75	1,226,973	9.75	1,069,640	1,170,246	9.75	1,206,977	9.75	
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	540		1,451		650		2,230					
304	DEPARTMENT EQUIPMENT EXPENSE	9		130		125		400	125		125		
305	SPECIAL DEPARTMENT SUPPLIES	748		94		300		300	300		300		
307	MEMBERSHIP FEES	1,564		590		920		983	1,870		1,870		
308	PERIODICALS & SUBSCRIPTIONS	488		1,160		1,000		1,000	9,160		9,160		

TOTAL CLASS: 10 MATERIALS & SERVICES

		3,349		3,425		2,995		4,913	11,455		11,455		
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TOTAL PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

		886,523	8.75	952,846	8.75	1,229,968	9.75	1,074,553	1,181,701	9.75	1,218,432	9.75	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 027 SR. STRUCTURAL PLANS EXAMINER
  
- 120 PLANS EXAMINER 2
  
- 134 PLANS EXAMINER 1
  
- 142 SENIOR PLANS EXAMINER
  
- 150 STRUCTURAL PLANS EXAMINER
  
- 225 PERMIT TECHNICIAN  
 FY 16-17 AND FY 17-18 REFLECT DECREASE DUE TO 1 FTE PERMIT TECH POSITION VACANCY.  
 FY 18-19 INCREASE REFLECTS 1 FTE PERMIT TECH POSITION BUDGETED TO BE FILLED FULL TIME.
  
- 275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR FIRE ALARM, FIRE SPRINKLER, AND STRUCTURAL FIRE  
 LIFE SAFETY AND MECHANICAL PLAN REVIEW, ETC.
  
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY  
 TOTALS 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  
 NO APPROPRIATIONS REQUESTED
  
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT CALCULATORS, HEAVY DUTY STAPLERS, ETC. \$125
  
- 305 SPECIAL DEPARTMENT SUPPLIES  
 ARCHITECT/ENGINEER SCALES AND REPLACE WORN OUT INK STAMPS, ETC. \$300
  
- 307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$1,870  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION RENEWAL (4 STAFF)  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (2 STAFF)  
 STATE CERTIFICATION EXAM (1 STAFF)
  
- 308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$9,160
  


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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0666 BUILDING INSPECTION

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

121	BUILDING INSPECTOR												
	432,086	5.00	446,166	5.00	465,554	5.00	463,486	473,684	5.00	482,688	5.00		
144	SENIOR FIELD INSPECTOR - BLDG												
	77,081	.75	78,530	.75	80,498	.75	78,022	80,696	.75	82,965	.75		
275	TEMPORARY EMPLOYEES												
	13,213		13,994		22,865		22,803			26,224			
299	PAYROLL TAXES AND FRINGES												
	224,576		240,425		269,874		254,915	284,307		291,384			

TOTAL CLASS: 05 PERSONNEL SERVICES

	746,956	5.75	779,115	5.75	838,791	5.75	819,226	838,687	5.75	883,261	5.75		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	351		309		800		500	800		800			
305	SPECIAL DEPARTMENT SUPPLIES												
					150		150	150		150			
307	MEMBERSHIP FEES												
	1,315		418		580		580	1,400		1,400			
308	PERIODICALS & SUBSCRIPTIONS												
	137		2,929		1,000		500	10,600		10,600			
361	UNIFORMS & SPECIAL CLOTHING												
	315		339		800		500	800		800			

TOTAL CLASS: 10 MATERIALS & SERVICES

	2,118		3,995		3,330		2,230	13,750		13,750			
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TOTAL PROGRAM: 0666 BUILDING INSPECTION

	749,074	5.75	783,110	5.75	842,121	5.75	821,456	852,437	5.75	897,011	5.75		
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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0666 BUILDING INSPECTION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

121 BUILDING INSPECTOR

144 SENIOR FIELD INSPECTOR - BLDG

275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR BUILDING, MECHANICAL, FIRE SPRINKLER AND ALARM INSPECTIONS, ETC.

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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

304 DEPARTMENT EQUIPMENT EXPENSE  
 ALL DEPARTMENT EQUIPMENT EXPENSE TOTAL \$800  
 REPLACEMENT HAND TOOLS (TAPE MEASURES, STAPLES, LEVELS, FLASHLIGHTS, ETC.)  
 BELT PACKS FOR INSPECTION TOOLS, SAFETY EQUIPMENT REQUIRED FOR INSPECTIONS,  
 WD-40 OR SIMILAR MISCELLANEOUS TOOLS AND EQUIPMENT, AND REPLACEMENT PHONES  
 AS NEEDED, COMPUTER CASES, INSPECTION VEHICLE COMPUTER WORKSTATION, ETC.

305 SPECIAL DEPARTMENT SUPPLIES  
 INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTION, ARCHITECT/ENGINEER SCALES, ETC. \$150

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$1,400  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAMS (2 STAFF)  
 STATE CERTIFICATION EXAM (2 STAFF)  
 STATE CERTIFICATION EXAM (2 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS - CYCLICAL EDITIONS \$10,600

361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, PROTECTIVE EYEWEAR \$800

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

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

127	PLUMBING INSPECTOR LEAD	94,231	1.00	100,124	1.00	103,328	1.00	103,077	102,577	1.00	107,497	1.00
129	PLUMBING INSPECTOR	161,958	2.00	171,908	2.00	177,592	2.00	177,178	182,988	2.00	184,836	2.00
275	TEMPORARY EMPLOYEES					10,758		4,034			10,758	
299	PAYROLL TAXES AND FRINGES	144,494		154,636		168,014		159,665	170,805		172,436	

TOTAL CLASS: 05 PERSONNEL SERVICES

		400,683	3.00	426,668	3.00	459,692	3.00	443,954	456,370	3.00	475,527	3.00
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT					595		595				
304	DEPARTMENT EQUIPMENT EXPENSE	119				400		400	400		400	
305	SPECIAL DEPARTMENT SUPPLIES					100		100	100		100	
307	MEMBERSHIP FEES	1,130		125		565		565	905		905	
308	PERIODICALS & SUBSCRIPTIONS	274		1,255		400		200	900		900	
361	UNIFORMS & SPECIAL CLOTHING	269		390		400		300	400		400	

TOTAL CLASS: 10 MATERIALS & SERVICES

		1,792		1,770		2,460		2,160	2,705		2,705	
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TOTAL PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

		402,475	3.00	428,438	3.00	462,152	3.00	446,114	459,075	3.00	478,232	3.00
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**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

127 PLUMBING INSPECTOR LEAD

129 PLUMBING INSPECTOR

275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR PLUMBING INSPECTIONS AND PLAN REVIEW, ETC.

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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  
 NO APPROPRIATION REQUESTED

304 DEPARTMENT EQUIPMENT EXPENSE  
 ALL DEPARTMENT EQUIPMENT EXPENSE TOTAL \$400  
 REPLACEMENT HAND TOOLS (TAPE MEASURES, STAPLERS, FLASHLIGHTS, PRESSURE GAUGES, ETC.), TRUCK ORGANIZERS, SAFETY EQUIPMENT REQUIRED FOR INSPECTIONS, WD 40, MISCELLANEOUS TOOLS AND EQUIPMENT, REPLACEMENT CELL PHONES AND ACCESSORIES, COMPUTER CASES, ETC.

305 SPECIAL DEPARTMENT SUPPLIES  
 INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTIONS, ARCHITECT/ENGINEER SCALES, ETC. \$100

307 MEMBERSHIP FEES  
 ALL MEMBERSHIP FEES TOTAL \$905  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (1 STAFF)  
 NATIONAL IAPMO MEMBERSHIP FEES (1 STAFF)  
 LOCAL IAPMO MEMBERSHIP FEES (3 STAFF)  
 STATE CERTIFICATION EXAM (1 STAFF)  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$900

361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC. \$400

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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

118	ELECTRICAL INSPECTOR LEAD												
	75,725	1.00	84,523	1.00	95,437	1.00	95,209	98,346	1.00	99,320	1.00		
128	ELECTRICAL INSPECTOR												
	147,123	2.00	125,584	2.00	167,187	2.00	170,163	183,143	2.00	184,987	2.00		
275	TEMPORARY EMPLOYEES												
	1,932		11,896		13,552		2,711			12,200			
299	PAYROLL TAXES AND FRINGES												
	110,163		102,157		158,003		145,595	163,403		163,528			

TOTAL CLASS: 05 PERSONNEL SERVICES

	334,943	3.00	324,160	3.00	434,179	3.00	413,678	444,892	3.00	460,035	3.00		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT				595		595						
304	DEPARTMENT EQUIPMENT EXPENSE				500		500	500		500			
	446		44										
305	SPECIAL DEPARTMENT SUPPLIES				100		100	100		100			
307	MEMBERSHIP FEES				390		100	995		995			
	1,155		240										
308	PERIODICALS & SUBSCRIPTIONS				500		390	500		500			
	157		1,308										
321	TRAVEL, TRAINING & SUBSISTENCE				4,360		3,200	3,873		3,873			
	2,723		1,885										
328	MEALS & RELATED EXPENSE				50		50	50		50			
330	MILEAGE REIMBURSEMENT				25		25	25		25			
361	UNIFORMS & SPECIAL CLOTHING				375		375	400		400			
	256		264										

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

118 ELECTRICAL INSPECTOR LEAD

128 ELECTRICAL INSPECTOR

275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR ELECTRICAL PLAN REVIEW AND INSPECTION, ETC.

299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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  
 NO APPROPRIATION REQUESTED

304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT HAND TOOLS, BELT PACKS, TOWELS, CELL PHONES FOR INSPECTIONS, COMPUTER CASES, ETC. \$500

305 SPECIAL DEPARTMENT SUPPLIES  
 INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTIONS, ARCHITECT/ENGINEER SCALES, ETC. \$100

307 MEMBERSHIP FEES  
 IAEI MEMBERSHIP RENEWALS (3 STAFF) \$995

308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC. \$500

321 TRAVEL, TRAINING & SUBSISTENCE  
 ALL TRAVEL, TRAINING & SUBSISTENCE TOTAL \$3,873  
 TRAINING, TRAVEL, FOOD AND LODGING (8 CERTIFIED STAFF)  
 IAEI CODE CONFERENCE (3 STAFF)  
 BUILDING/MECHANICAL AND/OR PLUMBING INSPECTOR TRAINING COURSE (2 STAFF)

328 MEALS & RELATED EXPENSE  
 MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY). \$50

330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY). \$25

361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC. \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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													
	4,737		3,741		6,895		5,335	6,443		6,443			
TOTAL PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP													
	339,680	3.00	327,901	3.00	441,074	3.00	419,013	451,335	3.00	466,478	3.00		
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	3,417,768	22.35	3,759,254	22.35	6,263,593	23.35	4,274,405	6,402,727	23.35	6,491,166	23.35		
TOTAL FUND: 105 BUILDING OPERATING FUND													
	3,417,768	22.35	3,759,254	22.35	6,263,593	23.35	4,274,405	6,402,727	23.35	6,491,166	23.35		

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 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
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0664-05-041	COMMUNITY DEVELOPMENT	0.05	104			7,886				7,888	3,866	11,754
105-70-0664-05-073	BUILDING OFFICIAL	1.00	1,509			82,967				82,967	28,114	111,081
105-70-0664-05-076	OFFICE SUPERVISOR	0.10	170	1		5,661	39			5,701	2,083	7,784
105-70-0664-05-142	SENIOR PLANS EXAMINER	0.25	657			29,898			13	29,911	13,889	43,800
105-70-0664-05-144	SENIOR FIELD INSPECTOR - BLDG	0.25	520			25,977			30	26,004	15,456	41,460
105-70-0664-05-221	SUPPORT SPECIALIST 2	0.20	416			10,949				10,952	6,471	17,423
105-70-0664-05-275	TEMPORARY EMPLOYEES		352			20,239				20,239	7,760	27,999
	BLDG DIVISION ADMINISTRATION	1.85	3,728	1		183,578	39		43	183,662	77,639	261,301
105-70-0665-05-027	SR. STRUCTURAL PLANS EXAMINER	1.00	2,088			96,776			1,800	98,576	40,392	138,968
105-70-0665-05-120	PLANS EXAMINER 2	3.00	6,002	35		249,760	2,144			251,904	142,868	394,772
105-70-0665-05-134	PLANS EXAMINER 1	1.00	912			23,730				23,730	11,256	34,986
105-70-0665-05-142	SENIOR PLANS EXAMINER	0.75	1,972			89,694			38	89,732	41,663	131,395
105-70-0665-05-150	STRUCTURAL PLANS EXAMINER	1.00	1,832			69,740			2,100	71,840	29,746	101,586
105-70-0665-05-225	PERMIT TECHNICIAN	3.00	5,126	102		132,805	4,201			137,006	92,251	229,257
105-70-0665-05-275	TEMPORARY EMPLOYEES		800			35,680				35,680	2,996	38,676
	BLDG PLAN REVIEW & PERMITS	9.75	18,732	137		698,185	6,345		3,938	708,468	361,172	1,069,640
105-70-0666-05-121	BUILDING INSPECTOR	5.00	10,400	180		443,239	11,697		8,550	463,486	206,615	670,101
105-70-0666-05-144	SENIOR FIELD INSPECTOR - BLDG	0.75	1,560			77,930			89	78,022	46,372	124,394
105-70-0666-05-275	TEMPORARY EMPLOYEES		680			22,803				22,803	1,928	24,731
	BUILDING INSPECTION	5.75	12,640	180		543,972	11,697		8,639	564,311	254,915	819,226
105-70-0667-05-127	PLUMBING INSPECTOR LEAD	1.00	2,160	10		102,098	709		270	103,077	62,341	165,418
105-70-0667-05-129	PLUMBING INSPECTOR	2.00	4,160	20		175,374	1,264		540	177,178	96,985	274,163
105-70-0667-05-275	TEMPORARY EMPLOYEES		120			4,034				4,034	339	4,373

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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
105-70	COMMUNITY DEVELOPMENT DEPT											
	PLUMBING PLAN REVIEW & INSP	3.00	6,440	30		281,506	1,973		810	284,289	159,665	443,954
105-70-0668-05-118	ELECTRICAL INSPECTOR LEAD	1.00	2,080	10		94,259	680		270	95,209	55,430	150,639
105-70-0668-05-128	ELECTRICAL INSPECTOR	2.00	4,157	20		168,393	1,230		540	170,163	89,937	260,100
105-70-0668-05-275	TEMPORARY EMPLOYEES		80			2,711				2,711	228	2,939
	ELECTRICAL PLAN REVIEW & INSP	3.00	6,317	30		265,363	1,910		810	268,083	145,595	413,678
	**** DEPARTMENT TOTAL ****	23.35	47,857	378		1,972,604	21,964		14,240	2,008,813	998,986	3,007,799

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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
105-70	COMMUNITY DEVELOPMENT DEPT											
105-70-0664-05-041	COMMUNITY DEVELOPMENT	0.05	104			8,146				8,146	4,506	12,652
105-70-0664-05-073	BUILDING OFFICIAL	1.00	2,096			108,918				108,918	36,740	145,658
105-70-0664-05-076	OFFICE SUPERVISOR	0.10	211			6,355				6,355	2,272	8,627
105-70-0664-05-142	SENIOR PLANS EXAMINER	0.25	524			23,793				23,793	12,518	36,311
105-70-0664-05-144	SENIOR FIELD INSPECTOR - BLDG	0.25	544			27,654				27,654	17,862	45,516
105-70-0664-05-221	SUPPORT SPECIALIST 2	0.20	420			11,417				11,417	7,086	18,503
105-70-0664-05-275	TEMPORARY EMPLOYEES											0
	BLDG DIVISION ADMINISTRATION	1.85	3,899			186,283				186,283	80,984	267,267
105-70-0665-05-027	SR. STRUCTURAL PLANS EXAMINER	1.00	2,096			99,493			3,600	103,093	31,780	134,873
1229 105-70-0665-05-120	PLANS EXAMINER 2	3.00	6,288	15		264,903	944			265,847	168,782	434,629
105-70-0665-05-134	PLANS EXAMINER 1	1.00	2,096	5		60,755	212			60,967	27,789	88,756
105-70-0665-05-142	SENIOR PLANS EXAMINER	0.75	1,572			71,372				71,372	37,543	108,915
105-70-0665-05-150	STRUCTURAL PLANS EXAMINER	1.00	2,096			75,270				75,270	54,235	129,505
105-70-0665-05-225	PERMIT TECHNICIAN	3.00	6,448	15		173,938	595			174,533	111,521	286,054
105-70-0665-05-275	TEMPORARY EMPLOYEES		500			22,300				22,300	1,945	24,245
	BLDG PLAN REVIEW & PERMITS	9.75	21,096	35		768,031	1,751		3,600	773,382	433,595	1,206,977
105-70-0666-05-121	BUILDING INSPECTOR	5.00	10,560	60		470,127	4,011		8,550	482,688	235,534	718,222
105-70-0666-05-144	SENIOR FIELD INSPECTOR - BLDG	0.75	1,632			82,965				82,965	53,591	136,556
105-70-0666-05-275	TEMPORARY EMPLOYEES		780			26,224				26,224	2,259	28,483
	BUILDING INSPECTION	5.75	12,972	60		579,316	4,011		8,550	591,877	291,384	883,261
105-70-0667-05-127	PLUMBING INSPECTOR LEAD	1.00	2,176	10		106,493	734		270	107,497	64,191	171,688
105-70-0667-05-129	PLUMBING INSPECTOR	2.00	4,192	20		182,988	1,308		540	184,836	107,300	292,136
105-70-0667-05-275	TEMPORARY EMPLOYEES		320			10,758				10,758	945	11,703

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 PM

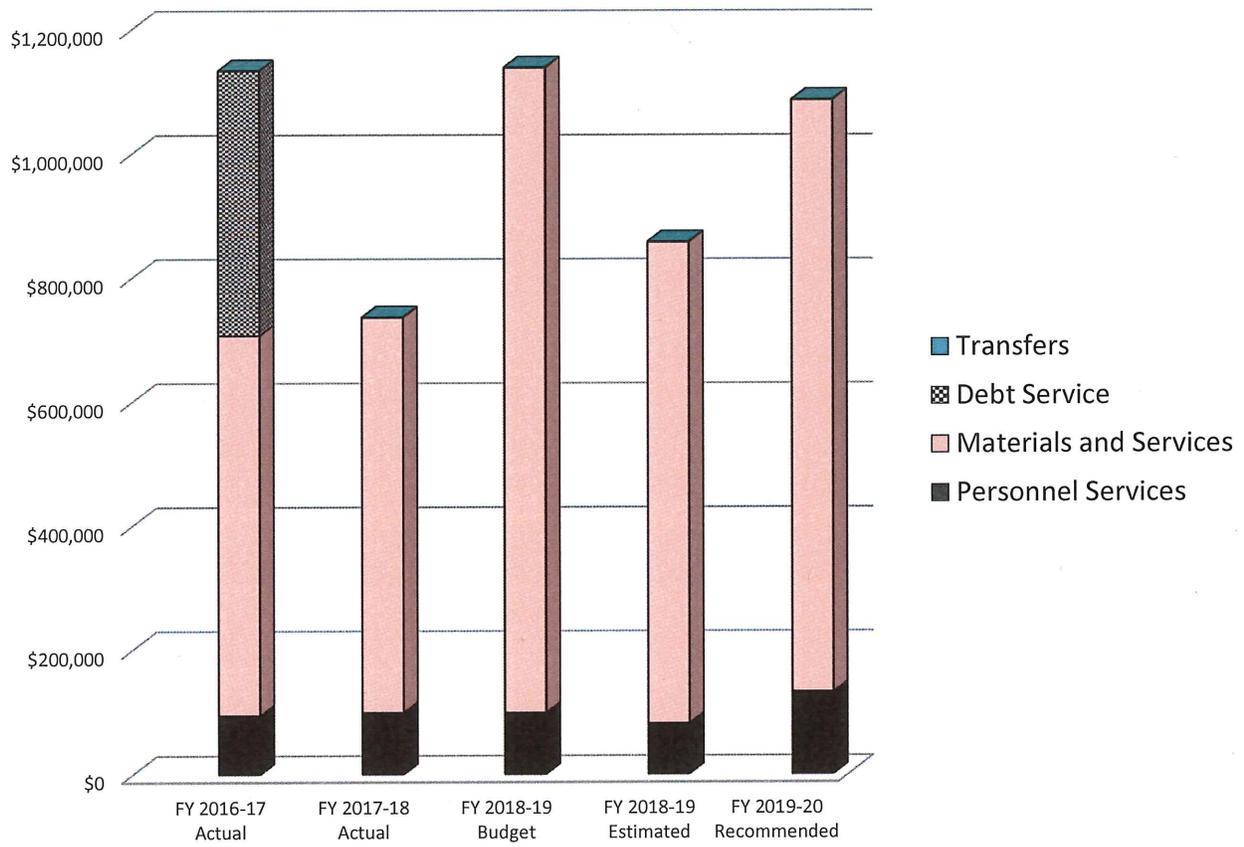
ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
105-70	COMMUNITY DEVELOPMENT DEPT											
	PLUMBING PLAN REVIEW & INSP	3.00	6,688	30		300,239	2,042		810	303,091	172,436	475,527
105-70-0668-05-118	ELECTRICAL INSPECTOR LEAD	1.00	2,096	10		98,346	704		270	99,320	61,182	160,502
105-70-0668-05-128	ELECTRICAL INSPECTOR	2.00	4,192	20		183,143	1,304		540	184,987	101,281	286,268
105-70-0668-05-275	TEMPORARY EMPLOYEES		360			12,200				12,200	1,065	13,265
	ELECTRICAL PLAN REVIEW & INSP	3.00	6,648	30		293,689	2,008		810	296,507	163,528	460,035
	**** DEPARTMENT TOTAL ****	23.35	51,303	155		2,127,558	9,812		13,770	2,151,140	1,141,927	3,293,067

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# COMMUNITY DEVELOPMENT BLOCK GRANT

## 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>Community Development Block Grant</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	
CLASS						
Personnel Services	\$94,055	\$98,632	\$98,345	\$81,125	\$131,465	33.68%
Materials and Services	612,542	636,846	1,039,302	775,359	954,165	-8.19%
Debt Service	426,075	0	-	-	-	N/A
Transfers	812	750	832	832	550	-33.89%
<b>SUB-TOTAL</b>	<b>\$1,133,484</b>	<b>\$736,228</b>	<b>\$1,138,479</b>	<b>\$857,316</b>	<b>\$1,086,180</b>	
Contingency - Reserve			2,332		0	
<b>TOTAL</b>	<b>\$1,133,484</b>	<b>\$736,228</b>	<b>\$1,140,811</b>	<b>\$857,316</b>	<b>\$1,086,180</b>	
FTE's	1.15	1.15	1.15		1.40	

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

**Personnel Services:**

FY 2019-20 reflects an reallocation of 0.25 FTE for the Development Project Coordinator 25% General Fund and 75% CDBG. 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 change.

**Debt Service**

No significant change.

**Transfers:**

No significant change.

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Program Goal:**

The City has received an annual CDBG entitlement from Housing and Urban Development, HUD, since 1994. The entitlement requires five-year objectives be outlined in a document known as the Consolidated Plan (Con Plan). The Con Plan is based upon input from Beaverton residents, stakeholders, and staff as well as needs data collected using traditional sources like the census. While the Con Plan drives CDBG funding decisions, an Annual Action Plan is the implementation tool. A Consolidated Annual Performance Evaluation Report (CAPER) is the tool that captures how the program measured against Annual Action Plan objectives. Fiscal year 19-20, known as CDBG Program Year 19 (PY19), is the fifth and final year of the city's 2015-2020 Consolidated Plan. The Con Plan and Annual Action Plan are developed in collaboration with Washington County, and as of PY16 the City of Beaverton completes a stand-alone CAPER. CDBG funding is subject to serving low/moderate income populations, defined as being at or below 80% Area Median Income (AMI) and meeting national objectives.

Each year CDBG program objectives align with other city goals and priorities tied to housing, public services, and economic development.

**City Council Priorities that this program supports are:**

- *Implement the city's Housing Five Year Action Plan*

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	1.15	1.15	1.15	1.40	0.00
PERSONNEL SERVICES	\$94,055	\$98,632	\$98,345	\$131,465	\$0
MATERIALS & SERVICES	612,542	636,846	1,039,302	954,165	0
CAPITAL OUTLAY					
DEBT SERVICE	426,075	0	0	0	0
TRANSFERS	812	750	832	550	0
RESERVES	0	0	2,332	0	0
<b>TOTAL</b>	<b>\$1,133,484</b>	<b>\$736,228</b>	<b>\$1,140,811</b>	<b>\$1,086,180</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	146,350	39,094	36,426	0	0
Federal Grants	912,178	584,897	979,018	992,480	0
Miscellaneous	114,049	148,664	125,367	93,700	0

**Program Objectives:**

- Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements. These include but are not limited to: Affirmatively Furthering Fair Housing Plans, Consolidated Plans, and Annual Action Plans.
- Objective #2: Administer CDBG program activities to maximize efficiency and comply with federal requirements. This includes managing objectives to performance, conducting desk and at-site compliance reviews of CDBG sub-recipients, completing federal reporting, responding to HUD and City auditors, and submitting an annual Consolidated Annual Performance and Evaluation Report (CAPER).
- Objective #3: Provide funding through loans and grants to nonprofit partners (sub-recipients) to meet identified objectives, and fulfill desired community outcomes.

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives, including the National Community Development Association, the Housing and Supportive Services Network, the Coalition of Housing Advocates, the Continuum of Care Board, the Community Connect Advisory Committee, and other committees required to stay abreast of the market place.

**Progress on FY 2018-19 Programmatic Objectives**

Objective #1: Fair Housing outreach included housing forums on understanding rent burden, fair housing, the city's affordable housing agenda, and implementation of the Metro Regional Affordable Housing bond. The next Consolidated Plan and Fair Housing Plan outreach planning began, is coordinated by Washington County and includes the City of Hillsboro. By April 2019 the final Annual Action Plan under the current Consolidated Plan will be completed.

Objective #2: CDBG was once again audited, as part of the City's Single Audit operating under the Uniform Guidance on Federal grants, and there were no findings. This is especially encouraging with the transition to a paperless program for sub-recipient communications regarding the use of CDBG funds that was implemented two years ago.

Objective #3: CDBG budgeted to grant over \$700,000 to sub-recipients in FY 2018-19 for public services, housing rehab, affordable home ownership and microenterprise technical assistance. By the end of PY18 the program will have exceeded all Con Plan objectives, but two. We have a year remaining to further exceed objectives and meet the remaining objectives for housing rehabilitation and microenterprise technical assistance services.

Objective #4: The CDBG Project Coordinator serves on the boards of the National Community Development Association and the local Continuum of Care. He also serves on the Community Connect Advisory Committee and participates in the Housing and Supportive Services Network. The Affordable Housing Manager participates in regionally significant committees and boards, including those related to the Metro Regional Housing bond, housing policy and advocacy issues. The Development Division Manager serves as the Mayor's alternate on the Washington County Policy Advisory Board, which makes decisions regarding the County's HOME and CDBG programs.

<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 Beaverton households assisted through the rehabilitation programs	37	48	65	50
Number of first time Beaverton persons receiving business development technical assistance	55	63	50	70
Number of public facilities assisted	0	0	0	0
Number of Beaverton residents served by CDBG funded public services programs	1,044	876	550	410
Number of first time homebuyers assisted	3	4 (includes 1 resale)	4	3

**Performance Outcomes and Program Trends:**

- For FY 20 and PY19 the City was awarded \$718,030.
- Continue to improve metrics requirements of CDBG sub-recipients.
- Take advantage of Program Income opportunities to increase the amount of CDBG funds available annually to meet Consolidated Plan objectives.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

OBJ	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	-146,350		-39,094		-36,426		-36,427	-36,426						
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-146,350		-39,094		-36,426		-36,427	-36,426						
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL	-912,178		-584,897		-979,018		-34,186	-696,538	-992,480		-992,480			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-912,178		-584,897		-979,018		-34,186	-696,538	-992,480		-992,480			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS	-1,744		-751		-400		-47	-400	-500		-500			
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389 MISCELLANEOUS REVENUES	-39,105		-74,713		-51,767		-3,380	-50,752	-20,000		-20,000			
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392 CDBG SECTION 108 RENTAL INCOME	-73,200		-73,200		-73,200		-61,000	-73,200	-73,200		-73,200			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-114,049		-148,664		-125,367		-64,427	-124,352	-93,700		-93,700			
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TOTAL DEPARTMENT: 03 REVENUE

	-1,172,577		-772,655		-1,140,811		-135,040	-857,316	-1,086,180		-1,086,180			
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1235

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

025 DEVELOPMENT PROJECT COORDINATOR

	50,915	.65	51,912	.65	40,432	.50	28,125	35,995	54,668	.75	54,668	.75		
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186 PROGRAM COORDINATOR

			6,933	.50	32,106	.65	14,473	25,026	31,645	.50	41,098	.65		
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221 SUPPORT SPECIALIST 2

	26,246	.50	15,937											
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299 PAYROLL TAXES AND FRINGES

	16,894		23,850		25,807		14,867	20,104	28,126		35,699			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	94,055	1.15	98,632	1.15	98,345	1.15	57,465	81,125	114,439	1.25	131,465	1.40		
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1236

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	7													
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307 MEMBERSHIP FEES

	1,980		940		1,500		100	1,500	1,500		1,500			
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316 ADVERTISING, RECORDING & FILING

	253		378		300		168	150	100		100			
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318 COMPUTER SOFTWARE

	7,000		6,500		6,500		6,500	6,500	6,500		6,500			
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321 TRAVEL, TRAINING & SUBSISTENCE

	4,314		5,187		4,600		1,714	3,800	4,600		4,600			
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328 MEALS & RELATED EXPENSE

	11		7		120		11	55	120		120			
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330 MILEAGE REIMBURSEMENT

	124		255		300		10	100	100		100			
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377 PUBLIC RELATIONS EXPENSE

					300		137	290	300		300			
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380 CDBG PUBLIC SERVICES FUNDING GRANTS

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
			118,764		102,000		93,149	93,149	118,000		120,000			
381	BUILDING EXPENSE													
	1,221		2,667		34,094		22,083	36,426						
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS													
	120,181													
416	UNCOMMITTED GRANT FUNDS													
			7,566		267,887				250,991		231,998			
461	SPECIAL EXPENSE													
	201,250		220,000		320,000		320,000	320,000	240,000		240,000			
511	PROFESSIONAL SERVICES													
	2,000		500		12,570			30,000	12,000		12,000			
513	CDBG ACCESSIBILITY MINOR REHAB													
	134,019		139,000		173,731		173,731	167,989	195,000		195,000			
517	CDBG ECON DEVELOPMENT EXPENSE													
	140,182		135,082		115,400		115,400	115,400	141,947		141,947			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	612,542		636,846		1,039,302		733,003	775,359	971,158		954,165			
CLASS: 20 DEBT SERVICE														
709	CDBG SECTION 108 PRINCIPAL													
	405,000													
751	CDBG SECTION 108 INTEREST													
	21,075													
TOTAL CLASS: 20 DEBT SERVICE														
	426,075													
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
	812		750		832		333	832	583		550			
TOTAL CLASS: 25 TRANSFERS														
	812		750		832		333	832	583		550			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
998 RESERVE														
					2,332									
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					2,332									
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	1,133,484	1.15	736,228	1.15	1,140,811	1.15	790,801	857,316	1,086,180	1.25	1,086,180	1.40		

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**CDBG FUND  
FY 2018-19 ADOPTED**

Code Position Title		Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
25	DEVELOPMENT PROJECT COORDINATOR	0.65	0.50					0.50
186	PROGRAM COORDINATOR	0.50	0.65					0.65
	<b>Total</b>	<b>1.15</b>	<b>1.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.15</b>

**FY 2019-20 PROPOSED**

Code Position Title		Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 19-20
25	DEVELOPMENT PROJECT COORDINATOR	0.50		0.25 <sup>a</sup>			0.75
186	PROGRAM COORDINATOR	0.65					0.65
	<b>Total</b>	<b>1.15</b>	<b>0.00</b>	<b>0.25</b>	<b>0.00</b>	<b>0.00</b>	<b>1.40</b>

<sup>a</sup> FY 2019-20 reallocates one of the Development Project Coordinator positions to more accurately reflect the position's time to 25% General Fund - CDD and 75% Community Development Block Grant (CDBG) Fund.

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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												
		146,350	39,094	36,426		36,426							

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		146,350	39,094	36,426		36,426							
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS			400		400	500		500				
		1,744	751										

389	MISCELLANEOUS REVENUES			51,767		50,752	20,000		20,000				
		39,105	74,713										

392	CDBG SECTION 108 RENTAL INCOME			73,200		73,200	73,200		73,200				
		73,200	73,200										

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		114,049	148,664	125,367		124,352	93,700		93,700				
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TOTAL PROGRAM: 0000 UNRESTRICTED

		260,399	187,758	161,793		160,778	93,700		93,700				
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**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL  
 UNSPENT BALANCE OF SECTION 108 CHILD CARE CENTER PROGRAM

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% \$500

389 MISCELLANEOUS REVENUES  
 LOAN REPAYMENTS AND HOUSING REHAB PROGRAM INCOME \$20,000

392 CDBG SECTION 108 RENTAL INCOME  
 LEASE INCOME FROM CHILD CARE CENTER  
 FY 2015-16 \$1,935 FOR JULY & AUG THEN \$6,100 FOR TEN MONTHS  
 FY 2016-17 \$6,100 PER MONTH  
 FY 2017-18 \$6,100 PER MONTH FY 2018-19 \$6,100 PER MONTH \$73,200

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 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

025	DEVELOPMENT PROJECT COORDINATOR												
	50,915	.65	51,912	.65	40,432	.50	35,995	54,668	.75	54,668	.75		
186	PROGRAM COORDINATOR												
			6,933	.50	32,106	.65	25,026	31,645	.50	41,098	.65		
221	SUPPORT SPECIALIST 2												
	26,246	.50	15,937										
299	PAYROLL TAXES AND FRINGES												
	16,894		23,850		25,807		20,104	28,126		35,699			

TOTAL CLASS: 05 PERSONNEL SERVICES

	94,055	1.15	98,632	1.15	98,345	1.15	81,125	114,439	1.25	131,465	1.40		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	7												
307	MEMBERSHIP FEES												
	1,980		940		1,500		1,500	1,500		1,500			
316	ADVERTISING, RECORDING & FILING												
	253		378		300		150	100		100			
318	COMPUTER SOFTWARE												
	7,000		6,500		6,500		6,500	6,500		6,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,314		5,187		4,600		3,800	4,600		4,600			
328	MEALS & RELATED EXPENSE												
	11		7		120		55	120		120			
330	MILEAGE REIMBURSEMENT												
	124		255		300		100	100		100			
377	PUBLIC RELATIONS EXPENSE												
					300		290	300		300			
511	PROFESSIONAL SERVICES												
	2,000		500		12,570		30,000	12,000		12,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

	15,689		13,767		26,190		42,395	25,220		25,220			
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**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 025 DEVELOPMENT PROJECT COORDINATOR  
 THE DEV. PROJECT COORDINATOR POSITION IS ALLOCATED: 50% GENERAL FUND AND 50% CDBG FUND.  
 FY 2019-20 REFLECTS RE-ALLOCATION OF THE POSITION TO:  
 25% GENERAL FUND - COMMUNITY DEV. DEPT. AND 75% CDBG FUND.
- 186 PROGRAM COORDINATOR  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO  
 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND  
 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)  
 FY 18-19 REFLECTS MID-YEAR ESTABLISHMENT OF 1 FTE PROGRAM COORDINATOR THAT IS ALLOCATED  
 85% GENERAL FUND - CDD DEVELOPMENT PROGRAM & 15% COMMUNITY DEV BLOCK GRANT FUND.
- 221 SUPPORT SPECIALIST 2  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO  
 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND  
 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)
- 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  
 NO APPROPRIATIONS REQUESTED
- 307 MEMBERSHIP FEES  
 NCDCA \$900  
 NWACDM \$600
- 316 ADVERTISING, RECORDING & FILING  
 REQUIRED PUBLIC NOTICES FOR CDBG ACTIVITIES. \$100
- 318 COMPUTER SOFTWARE  
 ANNUAL SUBSCRIPTION FOR ZOOMGRANTS. \$6,500  
 (REPORTING AND INVOICING APPLICATION FOR CDBG GRANT PROGRAMS)
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TWO NATIONAL CDBG TRAINING CONFERENCES FOR THE PROJECT COORDINATOR AND REGIONAL  
 CONFERENCE AND TRAINING FOR THE PROJECT COORDINATOR AND PROGRAM COORDINATOR \$4,600
- 328 MEALS & RELATED EXPENSE  
 PARKING EXPENSES FOR CDBG-RELATED EVENTS \$120
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO LOCAL TRAVEL. \$100
- 377 PUBLIC RELATIONS EXPENSE  
 PROGRAM OUTREACH MATERIALS AND SUPPLIES. \$300
- 511 PROFESSIONAL SERVICES  
 CON PLAN & AFFIRMATIVELY FURTHERING FAIR HOUSING CONTINGENCY MONEY AND SUPPORT FOR  
 FAIR HOUSING WORK AND EVENTS \$12,000

City of Beaverton - Finance  
 Budget Preparation - 2020

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 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: 25 TRANSFERS

816 TRSFRS TO REPROGRAPHICS FUND  
       812              750                  832                  832          583                  550

TOTAL CLASS: 25 TRANSFERS

	812		750		832		832		583			550	
TOTAL PROGRAM: 0611 ADMINISTRATION	110,556	1.15	113,149	1.15	125,367	1.15	124,352	140,242	1.25	157,235	1.40		

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

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: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL				38,472		36,095	2,377			2,377		
		38,958											

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE					38,472		36,095	2,377			2,377		
		38,958											

TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS					38,472		36,095	2,377			2,377		
		38,958											

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME \$2,377

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

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

380	CDBG PUBLIC SERVICES FUNDING GRANTS				9,390		9,390						
416	UNCOMMITTED GRANT FUNDS				2,377								
513	CDBG ACCESSIBILITY MINOR REHAB												
	20,000												
517	CDBG ECON DEVELOPMENT EXPENSE				26,705		26,705						

TOTAL CLASS: 10 MATERIALS & SERVICES

	20,000				38,472		36,095						
TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS													
	20,000				38,472		36,095						

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380 CDBG PUBLIC SERVICES FUNDING GRANTS

416 UNCOMMITTED GRANT FUNDS

513 CDBG ACCESSIBILITY MINOR REHAB  
NO APPROPRIATIONS REQUESTED

517 CDBG ECON DEVELOPMENT EXPENSE  
MICRO ENTERPRISE DEVELOPMENT SUPPORT.

CARRYOVER AMOUNT \$2,377 FOR THIS PROGRAM IS IN ADMIN EXPENSE

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

487,990 153,904 145,053 8,851 8,851

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

487,990 153,904 145,053 8,851 8,851

TOTAL PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

487,990 153,904 145,053 8,851 8,851

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME \$8,851




**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380	CDBG PUBLIC SERVICES FUNDING GRANTS FY 17-18 NEW OBJECT CODE CREATED TO DIFFERENTIATE FROM SOCIAL SERVICE GRANTS EXPENSE CAPPED AT 15 PERCENT OF ALLOCATION PLUS LAST YEAR'S PROGRAM INCOME. BUDGET AMENDMENT PKT #1: TRANSFER WITHIN EXISTING APPROPRIATIONS IN THE CDBG 24TH YEAR PROGRAM TO REFLECT THE REDUCTION IN PUBLIC SERVICES FUNDING GRANTS AND INCREASE IN SPECIAL EXPENSE FOR PROUD GROUND HOME OWNERSHIP PROGRAM (\$6,333)
416	UNCOMMITTED GRANT FUNDS
461	SPECIAL EXPENSE PROUD GROUND (HOME OWNERSHIP).
513	CDBG ACCESSIBILITY MINOR REHAB NO APPROPRIATIONS REQUESTED
517	CDBG ECON DEVELOPMENT EXPENSE NO APPROPRIATIONS REQUESTED  CARRYOVER AMOUNT \$8,851 FOR THIS PROGRAM IS IN ADMIN EXPENSE

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

754,252 483,000 271,252 271,252

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

754,252 483,000 271,252 271,252

TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

754,252 483,000 271,252 271,252

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
FY F19-20 INCLUDES \$11,305 REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE  
NOT COVERED BY PROGRAM INCOME

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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

380	CDBG PUBLIC SERVICES FUNDING GRANTS				3,857		3,857	118,000		118,000			
416	UNCOMMITTED GRANT FUNDS				265,510								
461	SPECIAL EXPENSE				222,459		222,459						
513	CDBG ACCESSIBILITY MINOR REHAB				173,731		167,989						
517	CDBG ECON DEVELOPMENT EXPENSE				88,695		88,695	141,947		141,947			

TOTAL CLASS: 10 MATERIALS & SERVICES

					754,252		483,000	259,947		259,947			
TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19													
					754,252		483,000	259,947		259,947			

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380 CDBG PUBLIC SERVICES FUNDING GRANTS

416 UNCOMMITTED GRANT FUNDS

461 SPECIAL EXPENSE  
PROUD GROUND (HOME OWNERSHIP)  
NO APPROPRIATIONS REQUESTED

513 CDBG ACCESSIBILITY MINOR REHAB

517 CDBG ECON DEVELOPMENT EXPENSE  
SUPPORT FOR LOCAL MICROENTERPRISE ORGANIZATIONS \$141,947  
REMAINING BALANCE OF CARRYOVER AMOUNT \$11,305 FOR THIS PROGRAM IS IN ADMIN EXPENSE

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

710,000 710,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

710,000 710,000

TOTAL PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

710,000 710,000

TOTAL DEPARTMENT: 03 REVENUE

1,172,577 772,655 1,140,811 857,316 1,086,180 1,086,180

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
GRANT AWARD AMOUNT FOR THE 26TH PROGRAM YEAR \$710,000  
INCLUDES REIMBURSEMENT FOR A PORTION OF ADMIN EXPENSE NOT COVERED BY PROGRAM INCOME  
\$41,119


City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

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

380 CDBG PUBLIC SERVICES FUNDING GRANTS

2,000

416 UNCOMMITTED GRANT FUNDS

250,991

231,998

461 SPECIAL EXPENSE

240,000

240,000

513 CDBG ACCESSIBILITY MINOR REHAB

195,000

195,000

TOTAL CLASS: 10 MATERIALS & SERVICES

685,991

668,998

TOTAL PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

685,991

668,998

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6026 CDBG 26TH PROGRAM YR, FY 19-20

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380 CDBG PUBLIC SERVICES FUNDING GRANTS

416 UNCOMMITTED GRANT FUNDS

461 SPECIAL EXPENSE  
PROUD GROUND (HOME OWNERSHIP). \$240,000

513 CDBG ACCESSIBILITY MINOR REHAB  
THE BALANCE BETWEEN \$710,000 AWARD AMOUNT AND PROGRAM 6026 TOTAL \$668,998  
IS APPROPRIATED IN THE ADMIN EXPENSE (\$41,002)



### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

381 BUILDING EXPENSE  
DRAINAGE REPAIR AND PLAYGROUND.

461 SPECIAL EXPENSE  
BANKING AND CUSTODIAL ACCOUNT SERVICES.

709 CDBG SECTION 108 PRINCIPAL  
PRINCIPAL PAYMENT SECTION 108 LOAN PROGRAM  
IN FY 2014-15, PAID BY THE ENTITLEMENT GRANT FUNDS IN PROGRAM 6001.  
PAYOFF LOAN OCTOBER 1, 2016 USING \$316,000 CDBG PROGRAM INCOME AND FUNDS REMAINING IN THE  
RESERVE ACCOUNT. THE RESERVE ACCOUNT HAS A BALANCE OF \$15,000 FOR MAINTENANCE

751 CDBG SECTION 108 INTEREST  
WITH PAYOFF ONLY INTEREST IS REDUCED.

998 RESERVE  
RESERVE ACCOUNT FOR FUTURE BUILDING MAINTENANCE NEEDS AT THE CHILD CARE FACILITY.

**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
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.50	862	1		33,803	42		2,148	35,995	9,711	45,706
106-70-0611-05-186	PROGRAM COORDINATOR	0.65	890	1		24,995	31			25,026	10,393	35,419
	ADMINISTRATION	1.15	1,752	2		58,798	73		2,148	61,021	20,104	81,125
	**** DEPARTMENT TOTAL ****	1.15	1,752	2		58,798	73		2,148	61,021	20,104	81,125

1264

**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
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.75	1,256			52,508			2,160	54,668	16,899	71,567
106-70-0611-05-186	PROGRAM COORDINATOR	0.65	1,361			41,098				41,098	18,800	59,898
	ADMINISTRATION	1.40	2,617			93,606			2,160	95,766	35,699	131,465
	**** DEPARTMENT TOTAL ****	1.40	2,617			93,606			2,160	95,766	35,699	131,465

1265



**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>Capital Development</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	
Material & Services	\$398,066	\$0	\$0	\$0	205,000	100.00%	
Capital Outlay	\$917,085	\$3,430,611	\$37,465,274	\$25,273,964	33,755,812	-9.90%	
Transfers	\$0	\$83,899	-	-	-	N/A	
SUB-TOTAL	\$1,315,151	\$3,514,510	\$37,465,274	\$25,273,964	33,960,812		
Contingency - Reserve			3,016		7,125,683		
<b>TOTAL</b>	<b>\$1,315,151</b>	<b>\$3,514,510</b>	<b>\$37,468,290</b>	<b>\$25,273,964</b>	<b>41,086,495</b>		
FTE's	-	-	-	-	-		

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

**Material & Services:**

FY 2019-20 reflects debt issuance costs associated with the Patricia Reser Center for the Arts.

**Capital outlay:**

FY 2019-20 reflects construction of the Patricia Reser Center for the Arts building.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 301 CAPITAL DEVELOPMENT	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Program Goal:**

The Capital Development Fund provides for acquisition and development of civic, cultural and Capital Improvement Program (CIP) project facilities. Activities funded include: (1) due diligence, acquisition and management of properties that are of strategic value to the city's vision and plans; (2) project design and construction; and (3) community engagement and outreach regarding proposed projects.

The projects of this fund are selected to further achievement of the City Council's Goals and Capital Improvement Priorities. Relevant Council Priorities that this fund supports are:

- Build stronger relationships with local special district*
- Maximize use of city-owned properties, including the Griffith Drive Building*
- Prepare long-range budget plans for upcoming major projects and expenses*
- Broaden Capital Improvement Plan to include bike lanes, sidewalks, streetlights, and ramps*

**Capital Improvement programs affiliated with this fund:**

- 3509 Public Safety Center
- 3513 Property Acquisition Program
- 3514 Old Town Parking Garage
- 3518 Canyon Road Alternative Bike Network
- 3519 Canyon Road Intersection Improvement
- 3520 Downtown Beaverton Wayfinding Project
- 3521 Patricia Reser Center for the Arts
- 3522 City Park Fountain Improvements
- 3523 PACWEST Gas Station Acquisition/Demolition/Remediation

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
MATERIALS & SERVICES	\$398,066	\$0	\$0	\$205,000	\$0
CAPITAL OUTLAY	917,085	3,430,611	37,465,274	33,755,812	0
TRANSFERS	0	83,899	0	0	0
DEBT SERVICE					
CONTINGENCY	0	0	3,016	7,125,683	0
<b>TOTAL</b>	<b>\$1,315,151</b>	<b>\$3,514,510</b>	<b>\$37,468,290</b>	<b>\$41,086,495</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$242,514	\$36,232,882	\$35,295,805	\$12,239,088	\$0
Intergovernmental Revenues	0	0	460,000	425,000	0
Miscellaneous Revenues	156,929	510,770	986,575	7,043,686	0
Transfer from General Fund	1,985,005	423,464	312,575	172,721	0
Transfer from Street Fund	163,758	234,955	116,250	106,000	0
Transfer from TLT Fund	0	1,408,243	297,085	100,000	0
Bond Sale Proceeds	34,999,828	0	0	21,000,000	0

The amount in the contingency category represents unappropriated excess of resources over expenditure requirements. Refer to Statement of Financial Policies for the use of this fund.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 301 CAPITAL DEVELOPMENT	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Beaverton Community Vision Actions that this fund supports include:**

- Item #47: Implement solutions to reduce highway, road congestion.*  
Examples include the Canyon Road Alternative Bike Network and Canyon Road Intersection Improvement programs.
- Item #63: Add benches, restrooms, bike racks and fountains.*  
Identify and plan for installation at key locations a recognizable, vibrant, walkable mixed-use downtown as feasible.
- Item #71: Develop an arts and culture center.*  
Programming, design, due diligence, and fund-raising are ongoing for a Patricia Reser Center the Arts located at The Round.
- Item #92. Assemble real estate to support economic growth.*  
Assemble a real estate portfolio to support and facilitate economic growth.
- Item #103. Site high-density development near transit and services.*  
More than 300 housing units recently constructed in Old Town and Beaverton Central areas of downtown taking advantage of nearby services and mass-transit

**2017 Community Development Department Priorities this program supports include:**

- Priority #1: Beaverton Central Creekside Redevelopment and The Round*
- Priority #3: Economic Development Strategy Implementation*
- Priority #4: Complete Active Transportation Plan and Transportation Funding Strategy*
- Priority #5: Affordable Housing Development*

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

- 3509 Public Safety Center (Ongoing)
- 3513 Property Acquisition Program (Ongoing)
- 3518 Canyon Road Alternative Bike Network (Completed)
- 3519 Canyon Road Intersection Improvement (Ongoing)
- 3521 Patricia Reser Center for the Arts (Ongoing – programming, fund raising, and design)
- 3522 City Park Fountain Improvements (Ongoing)
- 3523 PACWEST Gas Station Acquisition/Demolition/Remediation (new program)

**FY 2019-20 Action Plan**

**Listed by Program and affiliated Capital Improvement Program project number with name and project description:**  
Capital Development Fund projects for FY 2019-20 are listed below along with relevance to Community Development Department and Public Works Priorities, Capital Improvement Program Priorities, Beaverton Community Vision Actions, the Civic Plan, and the Creekside District Master Plan as follows:

**3509 Public Safety Center** (Ongoing – under construction, occupancy expected summer 2020)  
Support construction for a new Police Station with Emergency Management. In November 2016, Beaverton voters approved a ballot measure to construct a modern, earthquake resistant police and emergency management building. Beaverton’s public safety center will consolidate police services, move police facilities out of a flood zone, and meet residents’ needs for the next 30 years.

**3513 Property Acquisition Program** (Ongoing – identification and evaluation of properties, due diligence, negotiations, purchase agreements, close of sales.) Acquire properties that are of strategic value to the city’s vision and plans.

**3519A Canyon Road Intersection Improvement** (Ongoing - design)  
To support due diligence, project design, ROW acquisition and construction  
This Metro Transportation Improvement Plan project is intended to address safety, connectivity, and accessibility issues on 4,900 feet of Canyon Road (OR8) between SW Hocken Avenue and SW Short Street. The project will upgrade intersections at Hocken Avenue and Cedar Hills Boulevard as well as reconstruct Canyon Road from west of Hocken Avenue to Short Street. Improvements include sidewalks, pedestrian crossings, lighting, and signalization. The sidewalk

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 301 CAPITAL DEVELOPMENT	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

crossing on Beaverton Creek may also be widened. The project requires extensive coordination with ODOT, the agency that has jurisdiction of Canyon Road. Funded 50% General Fund and 50% Street Fund.

**3521 Patricia Reser Arts Center** (Ongoing – design, permitting and construction)

To support due diligence, project design, and construction

The inter-departmental project team is led by the Development Division of the Community Development Department and Center for the Arts staff to support the community vision idea of a permanent home for arts and culture in Beaverton. The Patricia Reser Arts (PRCA) is a proposed public-private partnership to develop a multifunctional arts facility, with a 550 seat theater, educational space, art gallery, and meeting/event space. In FY 2018-19, the project team completed design and development review for the PRCA while the Arts Program staff and Beaverton Arts Foundation work to raise the private funds necessary to commence construction. Construction is proposed in FY 19-20 and will be partially funded by a Special Revenue Bond as well as private contributions. The City Council will review the progress of the private fund-raising before authorizing construction. See the Lodging Tax Fund (#107) for additional information.

**3522 City Park Fountain Improvements** (Ongoing – complete design and begin construction)

To support project design and construction

Repair and replace elements within the fountain and relocate the underground plumbing and controls within an existing vault to an above ground structure located adjacent to the fountain.

**3523 PACWEST Gas Station Acquisition/Demolition/Remediation** (New Project - design)

To support due diligence, project design, and construction

This is a parcel adjacent to the Public Safety Center that currently contains a gasoline service station which is proposed to be acquired, demolished and the site remediated. The proposed use is a public plaza or small park that serves as the entrance to the new facility as well as an attractive amenity in the Allen Street neighborhood.

The revenue and expenses for each program are separately budgeted in the Capital Development Fund. Many of the revenue sources are inter-fund transfers or grants. There are likely references to some of these projects in those respective funds.

**Performance Outcomes and Program Trends:**

This was another significant year for development in Beaverton. The community continues its transition from its previous suburban character into that of a complete community with a true mixed-use downtown core and healthy, quality residential neighborhoods and commercial centers. The city is instrumental in facilitating this transformation and many of the projects included in the capital development fund support that effort.

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT FUND      DEPT: 03 REVENUE

OBJ	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

	-242,514		-36,232,882		-35,295,805		-35,295,804	-35,295,805	-12,893,677		-12,239,088			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-242,514		-36,232,882		-35,295,805		-35,295,804	-35,295,805	-12,893,677		-12,239,088			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

328 GRANTS - STATE

					-60,000			-35,000			-25,000			
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553 GRANTS - FEDERAL EPA BROWNFIELDS ASSMT

					-400,000						-400,000			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

					-460,000			-35,000			-425,000			
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CLASS: 20 PERMITS & FEES

339 PARKING PERMITS

							-1,365	-683						
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TOTAL CLASS: 20 PERMITS & FEES

							-1,365	-683						
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY PROPERTY

	-27,161		-13,664		-13,664		-13,721	-13,721	-13,774		-13,774			
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382 SALE OF CITY OR BURA PROPERTY

			-8,004		-48,022		-40,019	-48,022	-48,023		-48,023			
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384 INVESTMENT INTEREST EARNINGS

	-119,768		-486,602		-415,300		-431,918	-606,000	-472,300		-472,300			
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389 MISCELLANEOUS REVENUES

	-10,000		-2,500											
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395 GRANTS - PRIVATE

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT 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
					-509,589						-509,589			
399	REIMBURSEMENTS - OTHER													
							-26,911	-26,911						
765	DONATION - PRCA MAJOR DONOR													
									-4,000,000		-4,000,000			
766	DONATION - PRCA BVTN ARTS FOUNDATION													
									-2,000,000		-2,000,000			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-156,929		-510,770		-986,575		-512,569	-694,654	-6,534,097		-7,043,686			
CLASS: 40 INTERFUND TRANSFERS/LOANS														
411	TRSFERS FROM GENERAL FUND													
	-1,985,005		-423,464		-312,575		-198,789	-1,097,575	-2,845,721		-172,721			
412	TRSFERS FROM STREET FUND													
	-163,758		-234,955		-116,250		-2,465	-11,250	-106,000		-106,000			
442	TRANSFER FROM THE TLT FUND													
			-1,408,243		-297,085		-297,085	-378,085			-100,000			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-2,148,763		-2,066,662		-725,910		-498,339	-1,486,910	-2,951,721		-378,721			
CLASS: 45 NON-REVENUE RECEIPTS														
451	BOND SALE PROCEEDS													
	-34,999,828								-18,000,000		-21,000,000			
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
	-34,999,828								-18,000,000		-21,000,000			
TOTAL DEPARTMENT: 03 REVENUE														
	-37,548,034		-38,810,314		-37,468,290		-36,308,077	-37,513,052	-40,379,495		-41,086,495			

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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: 10 MATERIALS & SERVICES

497	DEBT ISSUANCE COST													
	98,568								205,000		205,000			
498	UNDERWRITERS DISCOUNT, BOND													
	299,498													
TOTAL CLASS: 10 MATERIALS & SERVICES														
	398,066								205,000		205,000			

CLASS: 15 CAPITAL OUTLAY

620	1% For The Arts													
					362,008		58,248	60,000	162,008		302,008			
651	PROPERTY ACQUISTION(LAND/BLDG)													
	105,680	404,700			161,000		621,753	793,991	1,000,000		250,000			
652	RIGHT-OF-WAY AND EASEMENT COST													
	1,730				200,000				200,000		200,000			
653	BLDG DEMOLITION COST													
					23,000			23,000			140,000			
654	SITE SOIL REMEDIATION COST													
					412,000			12,000						
682	CONSTRUCTION													
	252,866	476,611			31,754,149		11,064,458	20,398,281	30,425,868		30,425,868			
683	CONST DESIGN & ENGR INSPECTION													
	556,809	2,549,300			4,553,117		3,238,190	3,986,692	4,197,936		2,437,936			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	917,085	3,430,611			37,465,274		14,982,649	25,273,964	35,985,812		33,755,812			

CLASS: 25 TRANSFERS

807 TRSFR TO GENERAL FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND      DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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
			83,899											
TOTAL CLASS: 25 TRANSFERS														
			83,899											
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED														
					3,016				4,188,683		7,125,683			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					3,016				4,188,683		7,125,683			
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	1,315,151		3,514,510		37,468,290		14,982,649	25,273,964	40,379,495		41,086,495			

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City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3513 PROPERTY ACQUISITION 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												
		158,615	382,360		1,930		1,930	120,082		120,082			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		158,615	382,360		1,930		1,930	120,082		120,082			
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY PROPERTY												
		27,161	13,664		13,664		13,721	13,774		13,774			

382	SALE OF CITY OR BURA PROPERTY												
			8,004		48,022		48,022	48,023		48,023			48,023

384	INVESTMENT INTEREST EARNINGS												
		2,264	2,601		400		400	1,400		1,400			1,400

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		29,425	24,269		62,086		62,143	63,197		63,197			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
		300,000			100,000		100,000	816,721		66,721			

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		300,000			100,000		100,000	816,721		66,721			
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TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

		488,040	406,629		164,016		164,073	1,000,000		250,000			
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**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

- 381 RENTAL OF CITY PROPERTY  
 ANNUAL LEASE ON LASCALA PROPERTY: GROUND LEASE FOR 75 YEARS PLUS 24 RENEWAL OPTION  
 PARKING LOT LEASE ORIGINALLY @ \$2,699 IN OCTOBER 2015, GROWING AT 2% EVERY YEAR FY 2016-17 INCLUDES TWO  
 ANNUAL LEASE PAYMENTS FOR JANUARY 2016 AND JANUARY 2017 \$13,774
- 382 SALE OF CITY OR BURA PROPERTY  
 REFLECTS PROCEEDS FROM THE CONTRACT SALE OF 1ST & ANGEL PROPERTY FOR THE RISE OLD TOWN  
 APARTMENT BUILDING COMPLEX SOLD TO REIMBOLD. THE CONTRACT PAYMENTS STARTED IN MAY 2018  
 AND WILL CONTINUE TO MAY 2025, UNLESS THE PURCHASER ELECTS TO PAY OFF THE CONTRACT  
 BALANCE EARLY. \$4,001,90 PER MONTH TIMES 12 MONTHS EQUALS \$48,023
- 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% \$1,400

411 TRSFRS FROM GENERAL FUND  
 TRANSFER TO PROVIDE FUNDING FOR THE CITY'S PROPERTY ACQUISITION PROGRAM  
 NO TRANSFER FOR FY 2017-18 WAS REQUESTED.  
 FY 2018-19 TRANSFER FROM GENERAL FUND \$100,000  
 FY 2019-20 TRANSFER REQUEST FROM GENERAL FUND \$66,721

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISITION(LAND/BLDG)	105,680	404,700	161,000	43,991	1,000,000	250,000
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TOTAL CLASS: 15 CAPITAL OUTLAY

105,680	404,700	161,000	43,991	1,000,000	250,000
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED	3,016
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

3,016
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TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

105,680	404,700	164,016	43,991	1,000,000	250,000
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### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISITION(LAND/BLDG)  
PROPERTY PURCHASE ACQUISITION PAYMENTS:  
FY 2016-17 ACTUALS REFLECT CONTRACT PAYMENTS ON THE UMREIN PROPERTY TOTALING \$105,680  
FY 2017-18 ACTUALS REFLECTS PROPERTY PAYMENTS TOTALING \$404,670 COMPRISED OF:  
CONTRACT PURCHASE PAYMENTS ON THE UMRIEN PROPERTY \$103,150  
PURCHASE OF THE CHURCH PROPERTY AT THE PUBLIC SAFETY CENTER SITE \$301,520  
FY 2018-19 REFLECTS PROPERTY PAYMENTS TOTALING \$43,991 COMPRISED OF:  
FINAL CONTRACT PURCHASE PAYMENTS ON THE UMRIEN PROPERTY \$42,900  
PURCHASE OF REMNANT PROPERTY FROM WASHINGTON COUNTY AT 141ST AND FARMINGTON \$1,091  
FY 2019-20 FUNDS FOR ACQUISITION OF PROPERTY FOR REDEVELOPMENT PURPOSES \$250,000

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

3,696 68,549 115,000 10,000 106,000 106,000

412 TRSFERS FROM STREET FUND

3,161 70,126 115,000 10,000 106,000 106,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

6,857 138,675 230,000 20,000 212,000 212,000

TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

6,857 138,675 230,000 20,000 212,000 212,000

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

411 TRSFERS FROM GENERAL FUND

412 TRSFERS FROM STREET FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

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: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST  
 200,000 200,000 200,000

683 CONST DESIGN & ENGR INSPECTION  
 6,857 138,676 30,000 20,000 12,000 12,000

TOTAL CLASS: 15 CAPITAL OUTLAY  
 6,857 138,676 230,000 20,000 212,000 212,000

TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT  
 6,857 138,676 230,000 20,000 212,000 212,000

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

652 RIGHT-OF-WAY AND EASEMENT COST

683 CONST DESIGN & ENGR INSPECTION  
CITY STAFF ENGINEERING EXPENSES - LOCAL MATCH FOR \$3.4 MILLION GRANT \$12,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

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												
			1,099,326		1,808,242		1,808,242		683			683	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

			1,099,326		1,808,242		1,808,242		683			683	
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CLASS: 20 PERMITS & FEES

339	PARKING PERMITS								683				
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TOTAL CLASS: 20 PERMITS & FEES

									683				
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CLASS: 35 MISCELLANEOUS REVENUES

389	MISCELLANEOUS REVENUES												
	10,000												
765	DONATION - PRCA MAJOR DONOR							4,000,000		4,000,000			
766	DONATION - PRCA BVTN ARTS FOUNDATION							2,000,000		2,000,000			

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

			10,000					6,000,000		6,000,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
	1,500,000												
442	TRANSFER FROM THE TLT FUND												
	1,408,243			297,085			378,085					100,000	

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

			1,500,000	1,408,243	297,085		378,085					100,000	
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CLASS: 45 NON-REVENUE RECEIPTS

451	BOND SALE PROCEEDS							18,000,000		21,000,000			
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TOTAL CLASS: 45 NON-REVENUE RECEIPTS

								18,000,000		21,000,000			
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TOTAL PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

			1,510,000	2,507,569	2,105,327		2,187,010	24,000,683		27,100,683			
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**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

339 PARKING PERMITS  
 LIMITED DURATION PARKING PERMIT PROGRAM IN BEAVERTON CENTRAL AREA

389 MISCELLANEOUS REVENUES

765 DONATION - PRCA MAJOR DONOR  
 MAJOR DONOR CONTRIBUTIONS TO THE PRCA CONSTRUCTION CAMPAIGN  
 AMOUNT TO BE CONTRIBUTED AT GROUND BREAKING \$1,000,000  
 AMOUNT TO BE CONTRIBUTED AT 25% PROJECT COMPLETION \$3,000,000

766 DONATION - PRCA BVTN ARTS FOUNDATION  
 FUNDING TO BE RECEIVED FROM THE BEAVERTON ARTS FOUNDATION CAPITAL CONSTRUCTION CAMPAIGN  
 FY 2019-20 \$2,000,000

411 TRSFERS FROM GENERAL FUND  
 TRANSFER IN FROM THE GENERAL FUND AS A LOAN TO BE REPAID FROM THE LODGING TAX FUND OR FROM  
 THE PROCEEDS OF A FUTURE SPECIAL REVENUE BOND ISSUE FOR THE CONSTRUCTION OF THE ARTS AND  
 CULTURE CENTER. THE \$1.5 MILLION DOLLAR LOAN FUNDING WILL BE USED FOR THE  
 ARCHITECTURAL DESIGN CONTRACT FOR THE ARTS AND CULTURE CENTER

442 TRANSFER FROM THE TLT FUND  
 FUNDING FROM THE TRANSIENT LODGING TAX FUND FOR THE PRE-CONSTRUCTION COSTS OF THE  
 BEAVERTON CENTER FOR THE ARTS BUILDING TO BRING THE PROJECT UP TO THE CONSTRUCTION BID  
 DOCUMENTS PHASE

451 BOND SALE PROCEEDS  
 ESTIMATED PROCEEDS FROM A SPECIAL REVENUE BOND ISSUE BACKED BY THE TRANSIENT LODGING TAX  
 CITY CONTRIBUTION \$18,000,000  
 BRIDGE FINANCING FUNDING \$3,000,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

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

497 DEBT ISSUANCE COST

205,000 205,000

TOTAL CLASS: 10 MATERIALS & SERVICES

205,000 205,000

CLASS: 15 CAPITAL OUTLAY

682 CONSTRUCTION

77,846 395,781 395,781 19,070,000 19,070,000

683 CONST DESIGN & ENGR INSPECTION

410,674 621,481 1,709,546 1,790,546 600,000 700,000

TOTAL CLASS: 15 CAPITAL OUTLAY

410,674 699,327 2,105,327 2,186,327 19,670,000 19,770,000

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

4,125,683 7,125,683

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

4,125,683 7,125,683

TOTAL PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

410,674 699,327 2,105,327 2,186,327 24,000,683 27,100,683

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3521 PATRICIA RESER CENTER FOR THE ARTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

497 DEBT ISSUANCE COST  
ESTIMATED BOND ISSUANCE COST FOR THE \$18 MILLION SPECIAL REVENUE BOND ISSUE \$205,000

682 CONSTRUCTION  
ESTIMATED CONSTRUCTION START DATE OF 9/19 \$19,070,000

683 CONST DESIGN & ENGR INSPECTION  
ESTIMATED CONSTRUCTION START DATE OF 9/19 (NOTE: NEED \$100,000 OF TLT AT BEGINNING FISCAL YEAR TO COVER PRECONSTRUCTION DESIGN COSTS) \$700,000

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

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 140,000

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

140,000

CLASS: 15 INTERGOVERNMENTAL REVENUE

328 GRANTS - STATE 35,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

35,000

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND 890,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

890,000

TOTAL PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

35,000      925,000      140,000

TOTAL DEPARTMENT: 03 REVENUE

37,548,034      38,810,314      37,468,290      37,513,052      40,379,495      41,086,495

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL



328 GRANTS - STATE  
FY 18-19 - OREGON BUSINESS DEVELOPMENT DEPARTMENT GRANT FOR BEAVERTON PUBLIC  
SAFETY CENTER PACWEST GAS STATION BROWNFIELD CLEANUP



411 TRSFRS FROM GENERAL FUND  
TRANSFER IN FROM THE GENERAL FUND TO ACQUIRE THE GAS STATION SITE



**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

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: 15 CAPITAL OUTLAY														
651	PROPERTY ACQUISTION(LAND/BLDG)						750,000							
653	BLDG DEMOLITION COST				23,000		23,000			140,000				
654	SITE SOIL REMEDIATION COST				12,000		12,000							
TOTAL CLASS: 15 CAPITAL OUTLAY					35,000		785,000			140,000				
TOTAL PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN					35,000		785,000			140,000				
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT					1,315,151		3,514,510	37,468,290	25,273,964	40,379,495	41,086,495			
TOTAL FUND: 301 CAPITAL DEVELOPMENT FUND					1,315,151		3,514,510	37,468,290	25,273,964	40,379,495	41,086,495			

### BP WORKSHEET & JUSTIFICATION

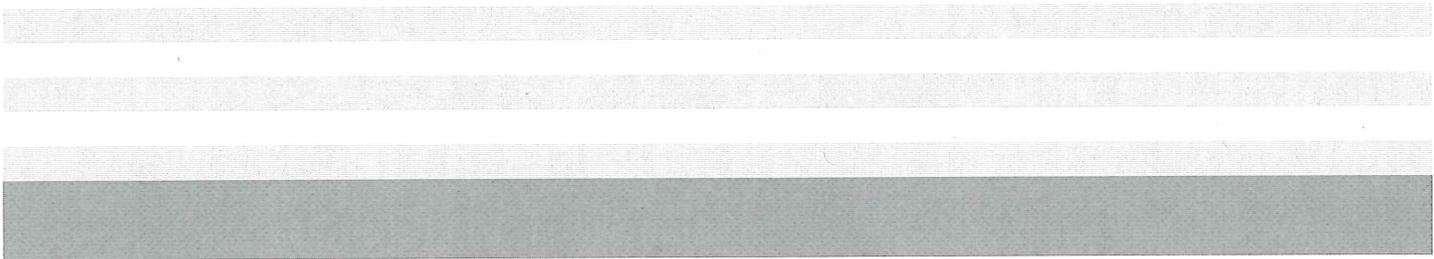
FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3523 PACWEST GAS STATN ACQ/DEMO/REMDIATN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISTION(LAND/BLDG)

653 BLDG DEMOLITION COST

654 SITE SOIL REMEDIATION COST





**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>BURA General 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	
CLASS						
Materials and Services	\$1,678,915	\$701,319	\$2,151,843	\$1,515,480	\$2,000,735	-7.02%
Transfers	245,022	990,436	3,688,443	3,771,608	1,185,934	-67.85%
SUB-TOTAL	\$1,923,937	\$1,691,755	\$5,840,286	\$5,287,088	\$3,186,669	
Contingency			2,608,039		4,442,921	
TOTAL	<u>1,923,937</u>	<u>1,691,755</u>	<u>\$8,448,325</u>	<u>5,287,088</u>	<u>\$7,629,590</u>	
FTE's	-	-	-	-	-	

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

**Materials and services:**

No significant change

**Transfers:**

FY 2019-20 reflects decreased usage of the "day-light" loan instrument to fund projects. FY 2018-19 has \$2.7 million in one time property acquisition costs (Ludemans, Adelphos, Farmington/Hall, and Broadway and East).

**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>BURA Capital Project Fund</b>					% Change Budgeted Vs. Recommended
CLASS	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	
Capital Outlay	\$1,983,086	\$726,290	\$3,383,427	\$3,466,592	\$17,406,934	414.48%
SUB-TOTAL	1,983,086	726,290	3,383,427	3,466,592	\$17,406,934	
Contingency			-		-	
TOTAL	1,983,086	726,290	3,383,427	3,466,592	\$17,406,934	
FTE's	-	-	-	-	-	

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

**Capital Outlay:**

FY 2019-20 budget reflects \$16 million in Parking Garage Lot 2 construction costs offset by a reduction of property acquisition costs compared to FY 2018-19.

**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>BURA Debt Service 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	
Debt Service	\$214,910	\$866,104	\$3,539,927	\$3,623,092	\$818,834	-76.87%	
SUB-TOTAL	\$214,910	\$866,104	\$3,539,927	\$3,623,092	\$818,834		
Contingency			-		-		
TOTAL	<u>214,910</u>	<u>866,104</u>	<u>\$3,539,927</u>	<u>3,623,092</u>	<u>\$818,834</u>		
FTE's	-	-	-	-	-		

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

**Debt Service:**

FY 2018-19 reflect one time property acquisition costs not recurring in FY 2019-20.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Program Goal:**

The role of the Beaverton Urban Redevelopment Agency (BURA) is to direct and engage in rehabilitation and redevelopment activities necessary to protect the public, health and welfare of the city, especially the vitality of the city's central business district. The BURA program is consistent with the following City Council Goals, 2018 City Council Priorities, the Community Development Department Strategic Goals, the Beaverton Community Visioning Action Items, and the Central Beaverton Urban Renewal Plan Goals.

City Council Top Priorities that this program supports are:

- *Build stronger relationships with local special districts*
- *Evaluate policies for managing city-owned property.*

City Council Honorable Mention Priorities this program supports are:

- *Revise and update as needed the city's utilities undergrounding policies.*

City Council Thumbs Up List projects currently underway to continue working on:

- *Making strategic land acquisitions*
- *Moving forward on constructing the Patricia Reser Center for the Arts*
- *Implementing the Housing Five Year Action Plan, including Metro Affordable Housing Bond*

The Beaverton Urban Redevelopment Agency (BURA) budget consists of three funds that are combined in this table to illustrate a comprehensive view of the agency's activities. The three funds are: General Fund, Capital Projects Fund and Debt Service Fund. BURA is considered a blended component unit of the city for financial reporting purposes.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
MATERIALS & SERVICES	1,678,915	701,319	2,151,843	2,000,735	0
CAPITAL OUTLAY	1,983,086	726,290	3,091,927	17,406,934	0
DEBT SERVICE	214,910	866,104	3,248,427	818,834	0
TRANSFERS	245,022	990,436	3,396,943	1,185,934	0
CONTINGENCY	0	0	2,899,539	4,442,921	0
<b>TOTAL</b>	<b>\$4,121,933</b>	<b>\$3,284,149</b>	<b>\$14,788,679</b>	<b>\$25,855,358</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$1,880,963	\$3,135,920	\$4,606,028	\$3,165,170	\$0
Property Taxes	2,025,879	3,052,305	3,659,997	4,228,820	0
Loan from City of Beaverton	183,086	726,289	3,091,927	578,834	0
Interfund Transfers	214,911	866,105	3,248,427	818,834	0
Miscellaneous Revenue	31,114	109,559	182,300	235,600	0
Line of Credit	2,921,900	0	0	16,078,100	0

The voter-approved Central Beaverton Urban Renewal Plan's Goals are to:

- I. Inform, communicate, and seek engagement for decision making to reflect community values and priorities
- II. Add value to our city by increasing property values through community investments that contribute to a healthy economy
- III. Support businesses of all sizes in creating and retaining jobs to attract a diverse local workforce
- IV. Promote redevelopment that fits the character of the Beaverton Community Vision
- V. Expand the existing transportation system to promote a safe, interconnected walking, biking, transit, and street network
- VI. Increase housing in the urban renewal district
- VII. Promote development of community, public arts, and culture in the urban renewal district to provide destinations that support a vibrant center for the community

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 901/902/904      BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Community Development Department Goals that this program supports include:**

- Goal 2: Create a cohesive urban downtown that provides an attractive place for people to live, work, and play*
- Goal 5: Continue the transition from an auto-oriented dominated community to a safe multi-modal transportation environment and reduce traffic congestion*
- Goal 7: Ensure the City has a variety of housing options in all neighborhoods to serve residents of all incomes, with special focus on increasing affordable housing*

**Program Objectives (services provided):**

In order to achieve the objectives of the Plan's goals, projects will be undertaken by the BURA, and implementation will proceed in accordance with applicable federal, state (ORS 457), county, and city laws, policies, and procedures. BURA may undertake projects directly or may provide funding for projects undertaken by other public or private parties; BURA may fund these projects in part or in whole. Other funding may be obtained from development partners, federal and state grant funding, or other private or public sources. The City's General Fund provides most of the funding for the staff supporting BURA.

**Objective #1: Incentive Programs**

Financial and technical assistance for property and/or business owners in the District to improve existing structures, investigate barriers to development or rehabilitation, and encourage additional investment in community facilities

- Development Opportunity Strategy Program
- Storefront Program
- Tenant Improvement Program

**Objective #2: Joint Investment**

Financial assistance for property and business owners to encourage quality rehabilitation, preservation, development, or redevelopment that supports the goals listed above, including central Beaverton revitalization and job retention/creation

- Predevelopment Assistance
- Development Financing
- Land Acquisition and Management
- Affordable Housing

**Objective #3: Community Identity**

Improvements to public spaces and right-of-ways to improve attractiveness and create conditions necessary to recruit new businesses and private investment

- Gateways and Wayfinding
- Streetscape Improvements
- Creek Enhancements
- Placemaking & Public Art

**Objective #4: Transportation and Infrastructure Improvements**

Improvements to public right-of-ways and infrastructure with the intention of decreasing block size; reducing traffic congestion; and increasing connectivity, universal accessibility, safety, parking structures, utility upgrades, and access to multi-modal options to and within the Urban Renewal Area

- Transportation Connectivity
- Sidewalk Infill
- Parking
- Utility Upgrades

**Objective #5: Other**

- Administrative Overhead
- Professional Services
- Plans and Studies
- Audit Services
- Miscellaneous
- Contingency

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Objective #6:** Debt Services and Oversight

The bonding agencies that provide the service of selling bonds require funding, as does the Finance Department for financial oversight, and project staff to implement projects. This funding will pay for those necessary services.

- Debt Service Fees
- Debt Service Payments
- Inter-Agency Transfer

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

- Managed the previously approved \$19 million Line of Credit and Tax Increment Financing sources for BURA funding opportunities
- Acquired four strategic properties located within the Beaverdam Road area and two properties in Old Town
- Completed land use approvals and have submitted for site development and building permits for the Beaverton Central public parking garage
- Construction has concluded on the Rise Central to develop a portion of the Westgate site for two mixed-use buildings of 230 units (15 affordable housing units) and approximately 6,000 square feet of commercial space
- Construction has commenced for an approximately 120-room urban, business-class hotel and separate restaurant on the Westgate site
- In partnership with the city’s General Fund, continued funding a Storefront Improvement Program
- Continued funding and expanded the Tenant Improvement Program in support of the City’s Restaurant Strategy
- In partnership with the city’s General Fund, continued funding the Predevelopment Grant Program
- Participated in the Western Avenue roadway project and supported funding of the street design and future improvements
- Completed the third BURA Annual Report
- Updated the Five-Year BURA Action Plan, which guides budget expenditures, program development, decision-making process, reporting tools and urban renewal funding toolkit opportunities in the next five years.
- Participated in identifying Capital Improvement Program Priorities
- The City’s first Parking Manager, who is partially funded by BURA, continues to design and implement parking management strategies in the downtown area and within the Beaverton Central public parking garage
- Participated with other state redevelopment agencies in preparation for state legislative bills
- Improved the BURA website
- Participated in Phases I and II of the City’s Downtown Design Project

**FY 2019-20 Action Plan:**

- Continue construction on an approximately 120-room urban, business-class hotel and restaurant on the Westgate site
- Pursue land acquisition for strategic short, medium and long-term projects
- Support affordable housing activities
- Implement and update the Five-Year BURA Action Plan
- Update BURA Annual Report, with continued reporting and communication to BURA Board, URAC, taxing jurisdictions, and community; maintaining financial transparency
- Participate with other state redevelopment agencies to continue improving the urban renewal tool
- Design and publish a BURA Handbook available to BURA Board, URAC, the community, and interested parties
- Continue to improve the BURA website to be current, navigable and user-friendly for all interested parties
- Begin construction of the Beaverton Central public parking garage
- Continue to actively participate in the Westgate mixed-use residential development project while under construction
- Begin design of streetscape improvements within in Old Town and Beaverton Central areas
- Continue planning and implementing parking strategies, including exploring future public parking options
- Continue marketing the Storefront, Tenant Improvement, and Predevelopment Grant Program to strengthening the district’s business and community vitality
- Provide Predevelopment Assistance to district project(s)
- Support place making, public art, gateways and wayfinding within the district

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

- Participate in utility undergrounding evaluation
- Provide support for transportation connectivity and utility upgrades
- Pursue state and federal funding to accomplish BURA plan goals
- Manage internal staff team to inform and enhance BURA's short and long-term goals
- In coordination with the city, continue discussing residential and business anti-displacement measures and mitigation that could arise due to urban redevelopment investments
- Coordinate and assist area businesses and property owners with improvements and redevelopment

The following performance measures are from the BURA Annual Report:

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Urban Renewal Tax Increment	\$2,025,052	\$2,747,537	\$3,647,997 / \$3,589,566	\$4,211,820
New Housing Units Completed (based on certificate of occupancy)	131	0	230	0
Value of New Construction (based on certificate of occupancy)	\$29 M	\$13 M	\$103.5 M	xxx

**Summary of Borrowing Against District Debt Limitation**

	Bond Line-of-Credit	City Day Light Loan	Total Borrowing
<b>FY 15-16 Actual</b>		<b>\$ 510,000</b>	<b>\$ 510,000</b>
<b>FY 16-17 Actual</b>	<b>2,921,900</b>	<b>183,086</b>	<b>3,104,986</b>
<b>FY 17-18 Actual</b>	<b>-</b>	<b>726,289</b>	<b>726,289</b>
<b>Total Debt Incurred</b>	<b>\$ 2,921,900</b>	<b>1,419,375</b>	<b>4,341,275</b>
<b>Agency Debt Limit</b>			<b>150,000,000</b>
<b>Remaining Amount</b>			<b>145,658,725</b>
<b>% Remaining</b>			<b>97%</b>
<b>FY 18-19 Estimate</b>		<b>3,466,591</b>	<b>3,466,591</b>
<b>FY 19-20 Budget</b>	<b>\$16,078,100</b>	<b>\$1,332,668</b>	<b>\$17,410,768</b>

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 901/902/904 BEAVERTON URBAN REDEVELOPMENT AGENCY - BURA	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Changes in Assessed Valuation – Beaverton Central Urban Renewal District**

	Total Assessed Valuation - BURA	Year to Year Increase	Percent Change Year to Year	Cumulative Increase (Decrease) over Base Year	Percent Change Over Base Year	Tax Increment Revenue Received	Cumulative Tax Increment Revenue
FY 2011-12 (Base Year)	\$782,804,336						
FY 2012-13	\$788,610,799	\$5,806,463	0.7%	\$5,806,463	0.7%	\$86,881	\$86,881
FY 2013-14	\$800,929,828	\$12,319,029	1.6%	\$18,125,492	2.3%	\$285,134	\$372,015
FY 2014-15	\$833,269,953	\$32,340,125	4.0%	\$50,465,617	6.5%	\$770,085	\$1,142,867
FY 2015-16	\$884,701,194	\$51,431,241	6.2%	\$101,896,858	13.0%	\$1,495,236	\$2,637,336
FY 2016-17	\$921,495,446	\$36,794,252	4.2%	\$138,691,110	17.7%	\$2,025,052	\$4,662,388
FY 2017-18	\$947,028,304	\$25,532,858	2.8%	\$176,472,423	21.0%	\$2,747,537	\$7,409,925
FY 2018-19 Estimated	\$984,909,436	\$37,881,132	4.0%	\$202,105,100	25.82%	\$3,589,566	10,999,491
FY 2019-20 Budgeted	\$1,029,909,436	\$45,000,000	3.6%	\$247,105,100	31.6%	\$4,211,820	\$15,211,311

**Performance Outcomes and Program Trends:**

BURA revenue continues to exceed projections, which will positively impact the number of projects BURA is able to accomplish in the next several years. New construction within the district continues and doesn't appear to be slowing.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA GENERAL 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

	-1,880,963		-3,135,920		-4,606,028		-4,606,028	-4,606,028	-3,165,170		-3,165,170			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,880,963		-3,135,920		-4,606,028		-4,606,028	-4,606,028	-3,165,170		-3,165,170			
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-826		-1,756		-2,000		-3,223	-4,000	-4,000		-4,000			
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501 DIVISION OF TAX INCREMENT REV

	-2,013,969		-3,037,745		-3,647,997		-3,541,257	-3,589,566	-4,211,820		-4,211,820			
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502 DIV OF TAX INCR REV PRIOR YRS

	-11,084		-12,804		-10,000		-13,795	-13,000	-13,000		-13,000			
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513 COMCAST TAX SETTLEMENT

							-19,364	-19,364						
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TOTAL CLASS: 10 TAXES

	-2,025,879		-3,052,305		-3,659,997		-3,577,639	-3,625,930	-4,228,820		-4,228,820			
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY PROPERTY

			-46,423		-95,100		-87,175	-95,100	-95,100		-95,100			
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384 INVESTMENT INTEREST EARNINGS

	-31,012		-62,707		-87,000		-74,599	-124,700	-140,000		-140,000			
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389 MISCELLANEOUS REVENUES

	-102		-429		-200		-473	-500	-500		-500			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-31,114		-109,559		-182,300		-162,247	-220,300	-235,600		-235,600			
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CLASS: 45 NON-REVENUE RECEIPTS

460 LINE OF CREDIT PROCEEDS BURA

1299

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL 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
	-1,121,900													
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
	-1,121,900													
TOTAL DEPARTMENT: 03 REVENUE														
	-5,059,856		-6,297,784		-8,448,325		-8,345,914	-8,452,258	-7,629,590		-7,629,590			

1300

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

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: 10 MATERIALS & SERVICES

1301

307	MEMBERSHIP FEES													
	500		435		750		150	150	1,460		1,460			
316	ADVERTISING, RECORDING & FILING													
			386		500		250	250	500		500			
321	TRAVEL, TRAINING & SUBSISTENCE													
			950		9,050		2,324	3,500	5,525		5,525			
325	COMMUNITY EVENTS EXPENSE													
									4,000		4,000			
328	MEALS & RELATED EXPENSE													
									500		500			
387	GENERAL LIABILITY INSURANCE													
					4,000				4,000		4,000			
388	PROPERTY INSURANCE													
					7,000		644	800	20,000		20,000			
480	PROPERTY TAX EXPENSE													
			12,667		30,000		30,564	30,565	66,250		66,250			
497	DEBT ISSUANCE COST													
	71,900													
506	AFFORDABLE HOUSING PROGRAM													
	200,000				300,000		30,000	30,000	300,000		300,000			
507	TENANT IMPROVEMENT PROGRAM													
	38,720		203,177		509,409		302,004	509,409	295,000		295,000			
509	ACQUISITION DUE DILIGENCE EXP													
	83,009		43,855		150,000		80,450	100,000	300,000		100,000			
511	PROFESSIONAL SERVICES													
	5,732		36,672		60,389		23,663	50,000	141,000		141,000			
516	BUSINESS STOREFRONT IMPROV EXP													
	102,297		198,013		326,595		216,878	326,595	50,000		50,000			
518	PROPERTY MANAGEMENT EXPENSE													

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

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
			111,027		142,400		30,832	105,000	232,000		232,000			
519	DEV. FEASIBILITY ASSISTANCE													
	1,176,757		90,208		399,150		126,920	310,835	475,000		475,000			
523	BOARDS & COMMISSIONS EXPENSES													
									500		500			
551	RENTS AND LEASES													
			3,929		12,600		12,600	12,600						
559	STREETSCAPE ENHANCEMENT EXPENSE													
					200,000		17,888	35,776	305,000		305,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,678,915		701,319		2,151,843		875,167	1,515,480	2,200,735		2,000,735			
1302	CLASS: 25 TRANSFERS													
801	TRFSR TO GENERAL FD - OVERHEAD													
	30,111		122,727		146,854		122,378	146,854	260,100		366,550			
816	TRFSRS TO REPROGRAPHICS FUND													
			1,604		1,662		682	1,662	583		550			
839	TRANSFER TO BURA DEBT SVC FUND													
	214,911		866,105		3,248,427		122,213	3,623,092	1,693,834		818,834			
TOTAL CLASS: 25 TRANSFERS														
	245,022		990,436		3,396,943		245,273	3,771,608	1,954,517		1,185,934			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					2,899,539				3,474,338		4,442,921			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					2,899,539				3,474,338		4,442,921			
TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY														
	1,923,937		1,691,755		8,448,325		1,120,440	5,287,088	7,629,590		7,629,590			

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 902 BURA CAPITAL PROJECT 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: 35 MISCELLANEOUS REVENUES														
382 SALE OF CITY OR BURA PROPERTY														
													-750,000	
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
													-750,000	
CLASS: 45 NON-REVENUE RECEIPTS														
453 LOAN FRM CITY OF BEAVERTON														
	-183,086		-726,289		-3,091,927			-3,466,592	-1,453,834				-578,834	
460 LINE OF CREDIT PROCEEDS BURA														
	-1,800,000									-16,078,100			-16,078,100	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
	-1,983,086		-726,289		-3,091,927			-3,466,592	-17,531,934				-16,656,934	
TOTAL DEPARTMENT: 03 REVENUE														
	-1,983,086		-726,289		-3,091,927			-3,466,592	-17,531,934				-17,406,934	

1303

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 902 BURA CAPITAL PROJECT FUND

DEPT: 95 URBAN RENEWAL AGENCY

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: 15 CAPITAL OUTLAY

651 PROPERTY ACQUISTION(LAND/BLDG)

1,800,491	523,686	2,422,334	522,259	2,722,334	1,003,834	1,253,834
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671 EQUIPMENT

420,000
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682 CONSTRUCTION

48,869	150,000	91,017	150,000	15,943,100	15,928,100
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683 CONST DESIGN & ENGR INSPECTION

182,595	153,735	519,593	372,492	594,258	165,000	225,000
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TOTAL CLASS: 15 CAPITAL OUTLAY

1,983,086	726,290	3,091,927	985,768	3,466,592	17,531,934	17,406,934
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

1,983,086	726,290	3,091,927	985,768	3,466,592	17,531,934	17,406,934
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1304

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 904 BURA DEBT SERVICE 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: 40 INTERFUND TRANSFERS/LOANS

444 TRSFR FROM BURA GENERAL FUND

	-214,911		-866,105		-3,248,427		-122,213	-3,623,092	-1,693,834		-818,834			
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-214,911		-866,105		-3,248,427		-122,213	-3,623,092	-1,693,834		-818,834			
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TOTAL DEPARTMENT: 03 REVENUE

	-214,911		-866,105		-3,248,427		-122,213	-3,623,092	-1,693,834		-818,834			
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1305

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 904 BURA DEBT SERVICE FUND

DEPT: 95 URBAN RENEWAL AGENCY

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: 20 DEBT SERVICE

710 BURA LOC INTEREST

	31,824		139,815		156,500		122,213	156,500	240,000		240,000			
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748 REPMT SHORT TERM LOAN FROM COB

	183,086		726,289		3,091,927			3,466,592	1,453,834		578,834			
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TOTAL CLASS: 20 DEBT SERVICE

	214,910		866,104		3,248,427		122,213	3,623,092	1,693,834		818,834			
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	214,910		866,104		3,248,427		122,213	3,623,092	1,693,834		818,834			
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1306



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL 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												
		1,880,963	3,135,920		4,606,028		4,606,028	3,165,170		3,165,170			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,880,963	3,135,920		4,606,028		4,606,028	3,165,170		3,165,170			
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		826	1,756		2,000		4,000	4,000		4,000			

501	DIVISION OF TAX INCREMENT REV												
		2,013,969	3,037,745		3,647,997		3,589,566	4,211,820		4,211,820			

502	DIV OF TAX INCR REV PRIOR YRS												
		11,084	12,804		10,000		13,000	13,000		13,000			

513	COMCAST TAX SETTLEMENT												
							19,364						

TOTAL CLASS: 10 TAXES

		2,025,879	3,052,305		3,659,997		3,625,930	4,228,820		4,228,820			
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY PROPERTY												
			46,423		95,100		95,100	95,100		95,100			

384	INVESTMENT INTEREST EARNINGS												
		31,012	62,707		87,000		124,700	140,000		140,000			

389	MISCELLANEOUS REVENUES												
		102	429		200		500	500		500			

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		31,114	109,559		182,300		220,300	235,600		235,600			
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CLASS: 45 NON-REVENUE RECEIPTS

460	LINE OF CREDIT PROCEEDS BURA												
			1,121,900										

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES

501 DIVISION OF TAX INCREMENT REV  
 THIS ACCOUNT RECORDS THE AMOUNT OF TAX INCREMENT REVENUES THAT ARE APPORTIONED TO THE BEAVERTON URBAN REDEVELOPMENT AGENCY FROM EACH EACH TAXING DISTRICT WITHIN THE CITY. THIS IS ALSO REFERRED TO AS THE "DIVISION OF TAX" \$4,211,820

502 DIV OF TAX INCR REV PRIOR YRS  
 THIS ACCOUNT RECORDS THE AMOUNT OF DELINQUENT TAX INCREMENT REVENUES THAT WERE NOT COLLECTED IN PREVIOUS TAX YEARS. \$13,000

513 COMCAST TAX SETTLEMENT

381 RENTAL OF CITY PROPERTY  
 MONTHLY RENTAL INCOME FROM BURA OWNED PROPERTIES  
 FY 2017-18 ESTIMATED (PROPERTIES OWNED 6 MONTHS)  
 CURIOSITIES BUILDING - \$32,467  
 UNION LIGHTING BUILDING - \$7,527  
 5 OFFICES A TO E \$6,429  
 FY 2018-19 AND FY 2019-20 PROPERTY RENTAL INCOME  
 CURIOSITIES BUILDING \$66,000  
 CURIOSITIES ANNEX BUILDING \$15,300  
 5 OFFICES A TO E \$13,800

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 FY 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% \$140,000

389 MISCELLANEOUS REVENUES

460 LINE OF CREDIT PROCEEDS BURA  
 FY 2016-17 REFLECTS LINE OF CREDIT PROCEEDS FUNDING FOR THE FOR CREEKSIDE DEVELOPMENT IN THE AMOUNT OF \$1,050,000 AND \$71,900 FOR BOND ISSUANCE COST FOR ESTABLISHING THE \$19 MILLION LINE OF CREDIT BORROWING INSTRUMENT - TOTAL \$1,121,700  
 REFLECTS NO ANTICIPATED BORROWING FOR BURA GENERAL FUND OPERATIONS

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL 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: 45 NON-REVENUE RECEIPTS

1,121,900

TOTAL PROGRAM: 0000 UNRESTRICTED

5,059,856      6,297,784      8,448,325      8,452,258      7,629,590      7,629,590

TOTAL DEPARTMENT: 03 REVENUE

5,059,856      6,297,784      8,448,325      8,452,258      7,629,590      7,629,590

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS


City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-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: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES												
	500		435		750		150	1,460		1,460			
316	ADVERTISING,RECORDING & FILING												
			386		500		250	500		500			
321	TRAVEL,TRAINING & SUBSISTENCE												
			950		9,050		3,500	5,525		5,525			
325	COMMUNITY EVENTS EXPENSE									4,000		4,000	
328	MEALS & RELATED EXPENSE									500		500	
387	GENERAL LIABILITY INSURANCE									4,000		4,000	
388	PROPERTY INSURANCE									7,000		20,000	
480	PROPERTY TAX EXPENSE									800		20,000	
			12,667		30,000		30,565	66,250		66,250			
497	DEBT ISSUANCE COST												
	71,900												
506	AFFORDABLE HOUSING PROGRAM												
	200,000				300,000		30,000	300,000		300,000			
507	TENANT IMPROVEMENT PROGRAM												
	38,720		203,177		509,409		509,409	295,000		295,000			
509	ACQUISITION DUE DILIGENCE EXP												
	83,009		43,855		150,000		100,000	300,000		100,000			
511	PROFESSIONAL SERVICES												
	5,732		36,672		60,389		50,000	141,000		141,000			
516	BUSINESS STOREFRONT IMPROV EXP												
	102,297		198,013		326,595		326,595	50,000		50,000			
518	PROPERTY MANAGEMENT EXPENSE												
			111,027		142,400		105,000	232,000		232,000			

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

307	MEMBERSHIP FEES OREGON ECONOMIC DEVELOPMENT ASSOC. (OEDA) MEMBERSHIP SPLIT WITH ECONOMIC DEVELOPMENT DIV \$500 ULI MEMBERSHIPS-PREVIOUSLY I CDD ADMIN BUDGET (\$960 FOR SEVEN MEMBERSHIPS) \$960
316	ADVERTISING,RECORDING & FILING SECRETARY OF STATE / BURA CAFR FILING FEE \$500
321	TRAVEL,TRAINING & SUBSISTENCE PIPTA CONFERENCE - PACIFIC INTERMOUNTAIN PARKING &TRANSPORTATION ASSOC. \$1,100 PARKING ENFORCEMENT TRAINING \$900 ULI EMERGING TRENDS - URBAN LAND INSTITUTE \$525 URBAN DESIGN TRAINING/WORKSHOP \$2,000 HOUSING CONFERENCE/TRAINING \$1,000
325	COMMUNITY EVENTS EXPENSE PARKING, REAL ESTATE AND HOUSING COMMUNITY ENGAGEMENT ACTIVITIES \$4,000
328	MEALS & RELATED EXPENSE WORKING MEETINGS OVER LUNCH OR DINNER \$500
387	GENERAL LIABILITY INSURANCE GENERAL LIABILITY INSURANCE \$4,000
388	PROPERTY INSURANCE INSURANCE FOR EXISTING AND ANTICIPATED BURA OWNED PROPERTIES \$20,000
480	PROPERTY TAX EXPENSE PROPERTY TAXES FOR EXISTING AND ANTICIPATED BURA OWNED PROPERTIES LOT 2 AT THE ROUND \$15,600 12725 SW CANYON ROAD (LUDMANS PROPERTY CURIOSITY SHOP) \$4,700 12705 SW CANYON ROAD (LUDMAN PROPERTY \$16,250 PROPERTY AT FARMINGTON AND HALL (FRMR. BANK OF BEAVERTON) \$7,200 ADELPHOS PROPERTY \$7,500 OTHER FUTURE PROPERTY ACQUISITIONS \$15,000
497	DEBT ISSUANCE COST
506	AFFORDABLE HOUSING PROGRAM GRANTS/LOANS FOR AFFORDABLE HOUSING ACQUISITION/DEVELOPMENT (PLUS ALL UNSPENT FUNDS FROM FY18-19) \$300,000
507	TENANT IMPROVEMENT PROGRAM TENANT IMPROVEMENT \$70,000 CATALYTIC RESTAURANT CONVERSION PROJECTS \$200,000 HYATT HOUSE HOTEL RESTAURANT TENANT IMPROVEMENT \$25,000
509	ACQUISITION DUE DILIGENCE EXP OLD TOWN AND BEVERTON CENTRAL ACQUISITION OPPORTUNITIES \$100,000
511	PROFESSIONAL SERVICES AUDIT SERVICES \$6,000 DISPLACEMENT MITIGATION STRATEGY STUDY \$25,000 PHASE 2 PARKING ACCESS REVENUE CONTROL SYSTEM (PARCS) STUDY \$70,000 TAX INCREMENT PROJECTION CONSULTING SERVICES \$15,000 OTHER CONULTING SERVICES AS NEEDED \$25,000
516	BUSINESS STOREFRONT IMPROV EXP STOREFRONT IMPROVEMENT GRANTS (BURA/GENERAL FUND SPLIT) \$50,000
518	PROPERTY MANAGEMENT EXPENSE EXPENSES FOR MANAGING VARIOUS PROPERTIES ACQUIRED AND/OR MANAGED BY BURA INCLUDING: UTILITIES, MINOR REPAIRS AND MAINTENANCE, FENCING, LANDSCAPES, ETC \$132,000 EVENING AND WEEKEND PROPERTY MANAGEMENT SERVICES \$50,000 INTERIM AND PERMANENT PLACEMAKING IMPROVEMENTS ON BURA OR CITY OWNED PROPERTIES \$50,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-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
519	DEV. FEASIBILITY ASSISTANCE												
	1,176,757		90,208		399,150		310,835	475,000		475,000			
523	BOARDS & COMMISSIONS EXPENSES												
								500		500			
551	RENTS AND LEASES												
			3,929		12,600		12,600						
559	STREETSCAPE ENHANCEMENT EXPENSE												
					200,000		35,776	305,000		305,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,678,915		701,319		2,151,843		1,515,480	2,200,735		2,000,735			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
	30,111		122,727		146,854		146,854	260,100		366,550			
816	TRSFERS TO REPROGRAPHICS FUND												
			1,604		1,662		1,662	583		550			

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

519 DEV. FEASIBILITY ASSISTANCE  
 PREDEVELOPMENT GRANT PROGRAM (BURA/GF SPLIT) \$75,000; DEVELOPMENT ASSISTANCE FOR DOWNTOWN REDEVELOPMENT PROJECTS \$400,000

523 BOARDS & COMMISSIONS EXPENSES  
 BURA AND URAC EXPENSES \$500

551 RENTS AND LEASES  
 NO APROPRIATION IN FY 2019-20

559 STREETScape ENHANCEMENT EXPENSE  
 DOWNTOWN DESIGN IMPLEMENTATION: STREETScape PLAN \$80,000  
 HALL WATSON LOOP PHASE 1 DESIGN \$150,000  
 WAYFINDING PLAN PHASE 2 @ BEAVERTON CENTRAL \$75,000

801 TRSFR TO GENERAL FD - OVERHEAD  
 OVERHEAD TRANSFER TO FOR GENERAL FUND SUPPORT  
 FY 2018-19 ADOPTED:  
 10% OF DEVELOPMENT DIVISON MANAGER  
 10% OF SENIOR DEVELOPMENT PROJECT MANAGER  
 75% OF SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING  
 FY 2019-20 PROPOSED:  
 25% OF DEVELOPMENT DIVISON MANAGER \$50,902  
 25% OF SENIOR DEVELOPMENT PROJECT MANAGER (2 STAFF) \$88,221  
 75% OF SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING \$122,484  
 50% OF PROGRAM COORDINATOR \$58,274  
 GENERAL AND ADMIN OVERHEAD CHARGE, 14.59% ON TOTAL STAFF CHARGE \$46,669

816 TRSFRS 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: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-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

839	TRANSFER TO BURA DEBT SVC FUND												
	214,911		866,105		3,248,427		3,623,092	1,693,834				818,834	

TOTAL CLASS: 25 TRANSFERS

	245,022		990,436		3,396,943		3,771,608	1,954,517				1,185,934	
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED												
					2,899,539			3,474,338				4,442,921	

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					2,899,539			3,474,338				4,442,921	
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TOTAL PROGRAM: 0691 BURA-ADMINISTRATION

	1,923,937		1,691,755		8,448,325		5,287,088	7,629,590				7,629,590	
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

	1,923,937		1,691,755		8,448,325		5,287,088	7,629,590				7,629,590	
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TOTAL FUND: 901 BURA GENERAL FUND

	1,923,937		1,691,755		8,448,325		5,287,088	7,629,590				7,629,590	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

839 TRANSFER TO BURA DEBT SVC FUND

FY 15-16: "DAY LIGHT" ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR THE PURCHASE OF LOT 2 AT THE ROUND FOR THE PARKING GARAGE - \$510,000  
 FY 2016-17 ACTUALS TOTALS \$214,910 COMPRISED OF:  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$183,086  
 INTEREST ON LINE OF CREDIT \$31,824  
 FY 17-18 ACTUALS TOTALING \$866,105 COMPRISED OF:  
 LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$202,604  
 LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$523,685  
 INTEREST ON LINE OF CREDIT \$139,816  
 FY 2018-19 REVISED BUDGET TOTALS \$2,018,427 AND WAS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND FOR  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$669,593  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2018-19 ESTIMATE TOTALS \$3,623,092 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$3,466,592 FOR:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$744,258  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,000  
 PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
 PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2019-20 BUDGET TOTALS \$818,834 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$578,834 FOR:  
 RESIDUAL FUNDING FOR \$504,344 CONTRACT PAYMENT ON THE LUDENMAN PROPERTY PURCHASE (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
 FUNDING FOR LAND PURCHASES THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000  
 INTEREST ON THE LINE OF CREDIT \$240,000

991 CONTINGENCY - UNRESERVED

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT 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: 35 MISCELLANEOUS REVENUES  
 382 SALE OF CITY OR BURA PROPERTY

750,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

750,000

CLASS: 45 NON-REVENUE RECEIPTS

453 LOAN FRM CITY OF BEAVERTON  
 183,086 726,289

3,091,927

3,466,592

1,453,834

578,834

460 LINE OF CREDIT PROCEEDS BURA  
 1,800,000

16,078,100

16,078,100

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

1,983,086

726,289

3,091,927

3,466,592

17,531,934

16,656,934

TOTAL PROGRAM: 0000 UNRESTRICTED

1,983,086

726,289

3,091,927

3,466,592

17,531,934

17,406,934

TOTAL DEPARTMENT: 03 REVENUE

1,983,086

726,289

3,091,927

3,466,592

17,531,934

17,406,934

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

382 SALE OF CITY OR BURA PROPERTY  
 ESTIMATED PROCEEDS FROM THE SALE OF THE AURTHUR MURRAY BUILDING \$750,000

453 LOAN FRM CITY OF BEAVERTON  
 FY 16-17 ACTUAL PROJECT 6501 PARKING GARAGE LOT 2 DESIGN & ENGINEERING \$183,086  
 FY 17-18 ACTUAL TOTALS \$726,289 AND WAS COMPRISED OF:  
 PROJECT 6501 PARKING GARAGE DESIGN \$202,604  
 LUDEMAN'S PROPERTY PURCHASE DOWNPAYMENT AND CLOSING COSTS \$523,685  
 FY 2018-19 REVISED BUDGET TOTALED \$1,861,927 AND WAS COMPRISED OF:  
 PROJECT 6501 PARKING GARAGE DESIGN \$669,593  
 PROJECT 6503 LAND ACQUISITION PROGRAM:  
 CONTRACT PAYMENT ON LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
 FY 2018-19 ESTIMATE TOTALS \$3,466,592 AND IS COMPRISED OF:  
 PROJECT 6501 PARKING GARAGE DESIGN \$744,258  
 CONTRACT PAYMENT OF LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
 PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
 PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 FY 2019-20 TOTALS \$578,834 AND IS COMPRISE OF:  
 RESIDUAL FUNDING FOR \$504,344 CONTRACT PAYMENT ON THE LUDEMAN PROPERTY PURCHASE  
 (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS  
 PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE  
 ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
 FUNDING FOR PROPERTY ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000

460 LINE OF CREDIT PROCEEDS BURA  
 FY 2016-17 ACTUAL:  
 WESTGATE PROPERTY REIMBURSE CITY FOR METRO BUY OUT \$1,800,000  
 FY 2017-18 NO DRAWDOWNS ON LINE OF CREDIT  
 FY 2018-19 NO DRAWDOWNS ON LINE OF CREDIT  
 FY2019-20 DRAWDOWN ON LINE OF CREDIT FOR PARKING GARAGE CONSTRUCTION \$16,078,100

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6501 PARKING GARAGE LOT 2

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: 15 CAPITAL OUTLAY

651 PROPERTY ACQUISITION(LAND/BLDG)  
 491

682 CONSTRUCTION

48,869 150,000 150,000 15,928,100 15,928,100

683 CONST DESIGN & ENGR INSPECTION

182,595 153,735 519,593 594,258 150,000 150,000

TOTAL CLASS: 15 CAPITAL OUTLAY

183,086 202,604 669,593 744,258 16,078,100 16,078,100

TOTAL PROGRAM: 6501 PARKING GARAGE LOT 2

183,086 202,604 669,593 744,258 16,078,100 16,078,100

### BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6501 PARKING GARAGE LOT 2

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 651 PROPERTY ACQUISTION(LAND/BLDG)
  
- 682 CONSTRUCTION  
CONSTRUCTION AND SELECT SOFT COSTS \$15,928,100
  
- 683 CONST DESIGN & ENGR INSPECTION  
DESIGN COSTS AND ENGINEERING INSPECTION \$150,000



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6503 BURA LAND ACQUISITION 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: 15 CAPITAL OUTLAY

651	PROPERTY ACQUISITION(LAND/BLDG)												
	1,800,000		523,686		2,422,334		2,722,334	1,003,834		1,253,834			

TOTAL CLASS: 15 CAPITAL OUTLAY

	1,800,000		523,686		2,422,334		2,722,334	1,003,834		1,253,834			
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TOTAL PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

	1,800,000		523,686		2,422,334		2,722,334	1,003,834		1,253,834			
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### BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

651 PROPERTY ACQUISTION(LAND/BLDG)  
FY 2018-19 BUDGET TOTAL APPROPRIATION OF \$\$1,192,334 COMPRISED OF:  
CONTRACT PAYMENT OF LUDENMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
DOWN PAYMENT AND CONTRACT PAYMENTS ON ADELPHOS PROPERTY \$688,000  
FY 2018-19 REVISE ESTIMATE TOTAL APPROPRIATION OF \$2,722,334 COMPRISED OF:  
CONTRACT PAYMENT OF LUDENMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
FY 2019-20 TOTALS \$1,003,834 AND IS COMPRISED OF:  
CONTRACT PAYMENT OF LUDENMAN PROPERTY PURCHASE (2ND OF 4 ANNUAL PAYMENTS) \$504,334  
CONTRACT PAYMENTS FOR ADELPHOS PROPERTY \$249,500  
FUNDING FOR LAND PURCHASES THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6506 PARKING PAY STATIONS

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: 15 CAPITAL OUTLAY

671 EQUIPMENT

420,000

682 CONSTRUCTION

15,000

683 CONST DESIGN & ENGR INSPECTION

15,000

75,000

TOTAL CLASS: 15 CAPITAL OUTLAY

450,000

75,000

TOTAL PROGRAM: 6506 PARKING PAY STATIONS

450,000

75,000

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

1,983,086

726,290

3,091,927

3,466,592

17,531,934

17,406,934

TOTAL FUND: 902 BURA CAPITAL PROJECT FUND

1,983,086

726,290

3,091,927

3,466,592

17,531,934

17,406,934

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6506 PARKING PAY STATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

671 EQUIPMENT

682 CONSTRUCTION

683 CONST DESIGN & ENGR INSPECTION  
DESIGN AND ENGINEERING NEEDED TO INSTALL PAY STATION EQUIPMENT IN DOWNTOWN \$75,000

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE 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: 40 INTERFUND TRANSFERS/LOANS

444	TRSFER FROM BURA GENERAL FUND	214,911	866,105	3,248,427	3,623,092	1,693,834	818,834
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

214,911	866,105	3,248,427	3,623,092	1,693,834	818,834
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TOTAL PROGRAM: 0000 UNRESTRICTED

214,911	866,105	3,248,427	3,623,092	1,693,834	818,834
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TOTAL DEPARTMENT: 03 REVENUE

214,911	866,105	3,248,427	3,623,092	1,693,834	818,834
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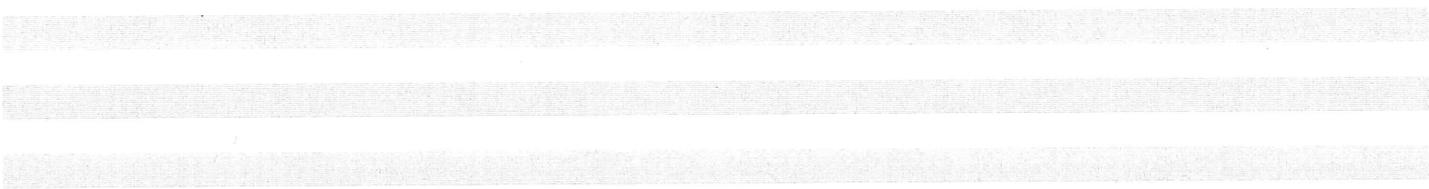
**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

444 TRSFR FROM BURA GENERAL FUND

RECORD TRANSFER IN FROM THE BURA GENERAL FUND FOR DEBT SERVICE TO REPAY:  
 FY 2015-16 ACTUALS:  
 DAYLIGHT LOAN FROM THE CITY GENERAL FUND TO PURCHASE LOT 2 PROJECT 6501 \$510,00  
 FY 16-17 ACTUALS TOTALING \$214,910 COMPRISED OF:  
 LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$183,086  
 INTEREST ON THE LINE OF CREDIT \$31,824  
 FY 17-18 ACTUALS TOTALING \$866,105 COMPRISED OF:  
 LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$202,604  
 LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$523,685  
 INTEREST ON THE LINE OF CREDIT \$139,816  
 FY 2018-19 REVISED BUDGET TOTALS \$2,018,427 AND WAS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND FOR  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$669,593  
 CONTRACT PURCHASE OF THE LUDEMANS PROPERTY (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
 THE ADELPHOS PROPERTY PURCHASE DOWN PAYMENT \$688,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2018-19 ESTIMATE TOTALS \$3,623,092 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$3,466,592 FOR:  
 LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$744,258  
 PURCHASE OF THE LUDEMANS PROPERTY ON CONTRACT (1ST OF 4TH ANNUAL PAYMENT) \$504,334  
 DOWN PAYMENT FOR THE ADELPHOS PROPERTY PURCHASE \$688,000  
 PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
 PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 INTEREST ON THE LINE OF CREDIT \$156,500  
 FY 2019-20 BUDGET TOTALS \$818,834 AND IS COMPRISED OF :  
 LOANS FROM THE CITY GENERAL FUND TOTALING \$578,834 FOR:  
 RESIDUAL FUNDING FOR \$504,344 CONTRACT PAYMENT ON THE LUDENMAN PROPERTY PURCHAS  
 (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS  
 PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE  
 ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
 FUNDING FOR LAND PURCHASES THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
 FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000  
 INTEREST ON THE LINE OF CREDIT \$240,000



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0693 BURA DEBT SERVICE 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: 20 DEBT SERVICE

710 BURA LOC INTEREST  
       31,824       139,815               156,500               156,500       240,000               240,000

748 REPMT SHORT TERM LOAN FROM COB  
       183,086       726,289               3,091,927               3,466,592       1,453,834               578,834

TOTAL CLASS: 20 DEBT SERVICE

214,910	866,104	3,248,427	3,623,092	1,693,834	818,834
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TOTAL PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

214,910	866,104	3,248,427	3,623,092	1,693,834	818,834
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TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

214,910	866,104	3,248,427	3,623,092	1,693,834	818,834
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TOTAL FUND: 904 BURA DEBT SERVICE FUND

214,910	866,104	3,248,427	3,623,092	1,693,834	818,834
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**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

710 BURA LOC INTEREST  
 FY 2016-17 ACTUAL  
     INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$21,775  
     INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$10,049  
 FY 2017-18 REVISED BUDGET  
     INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$100,000  
     INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - 40,500  
 FY 2018-19 BUDGET  
     INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$124,700  
     INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$40,196  
 FY 2019-20 BUDGET  
     INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% \$200,000  
     INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$40,000

748 REPMT SHORT TERM LOAN FROM COB  
 FY 2018-19 REVISED BUDGET TOTALS \$1,861,927 IN LOANS FROM THE CITY GENERAL FUND FOR :  
     PROJECT 6501 PARKING GARAGE DESIGN \$669,593  
     CONTRACT PAYMENT ON LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
     DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
 FY 2018-19 REVISED ESTIMATE TOTALS \$3,431,183 IN LOANS FROM THE CITY GENERAL FUND FOR:  
     PROJECT 6501 PARKING GARAGE DESIGN \$744,258  
     CONTRACT PAYMENT OF LUDEMAN PROPERTY PURCHASE (1ST OF 4 ANNUAL PAYMENTS) \$504,334  
     DOWN PAYMENT AND CONTRACT PAYMENT FOR ADELPHOS PROPERTY \$688,000  
     PURCHASE OF FARMINGTON AND HALL CORNER PROPERTY \$1,220,000  
     PURCHASE OF BROADWAY AND EAST CORNER PROPERTY \$310,000  
 FY 2019-20 TOTALS \$578,834 AND IS COMPRISE OF:  
     RESIDUAL FUNDING FOR \$504,344 CONTRACT PAYMENT ON THE LUDENMAN PROPERTY PURCHASE  
     (2ND OF 4 ANNUAL PAYMENTS), AND \$249,500 IN CONTRACT PAYMENTS ON THE ADELPHOS  
     PROPERTY PURCHASE LESS ESTIMATED \$750,000 IN PROCEEDS FROM THE SALE OF THE  
     ARTHUR MURRAY BUILDING FOR A NET NEEDED FUNDING TOTALING \$3,834  
     FUNDING FOR PROPERTY ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$500,000  
     FUNDING FOR THE PAY STATION EQUIPMENT PROJECT 6506 \$75,000

