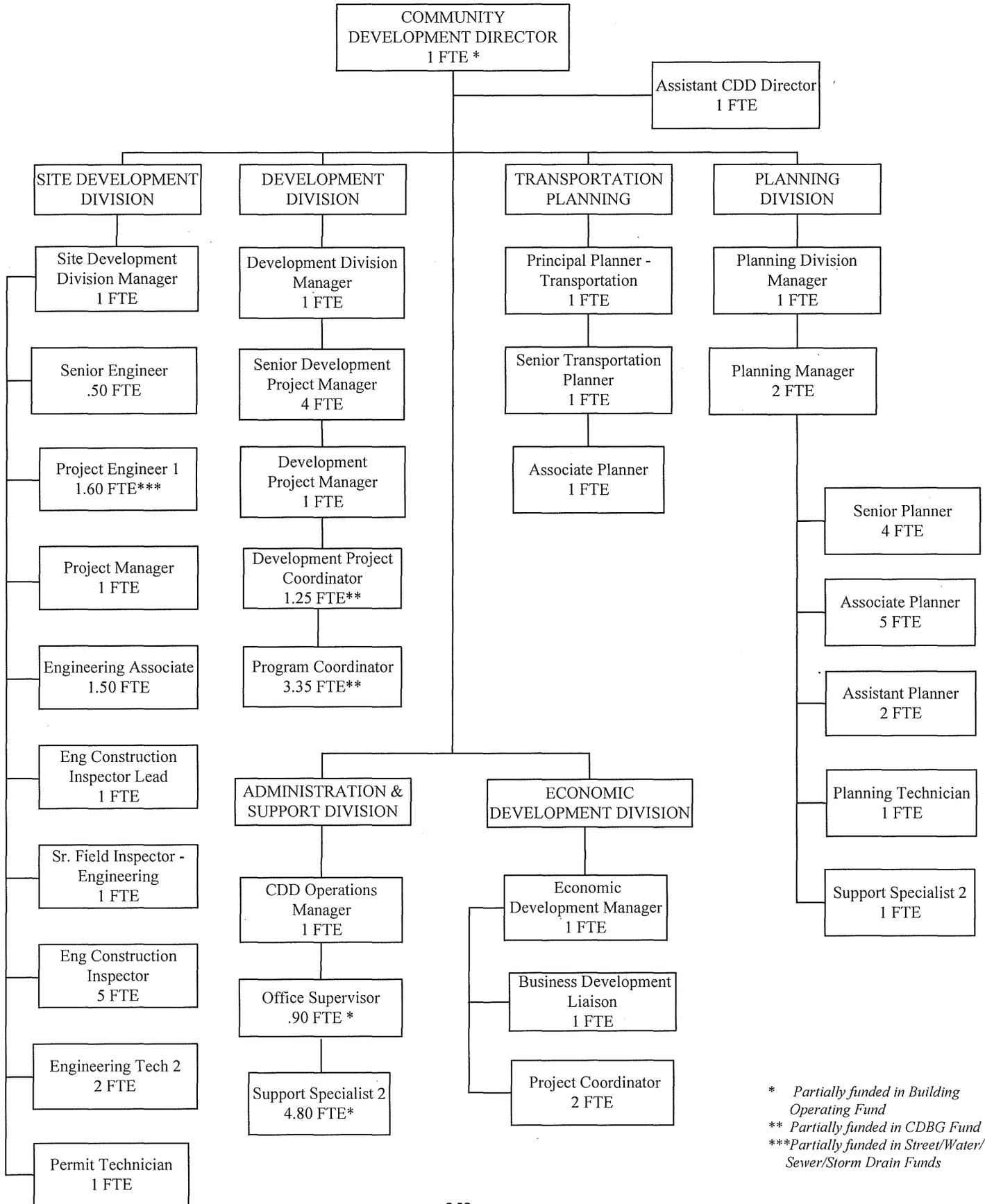


## **COMMUNITY DEVELOPMENT**

- Administration & Support
- Economic Development
- Development Division
- Planning Division
- Site Development Division
- Transportation Planning

# Community Development Department General Fund

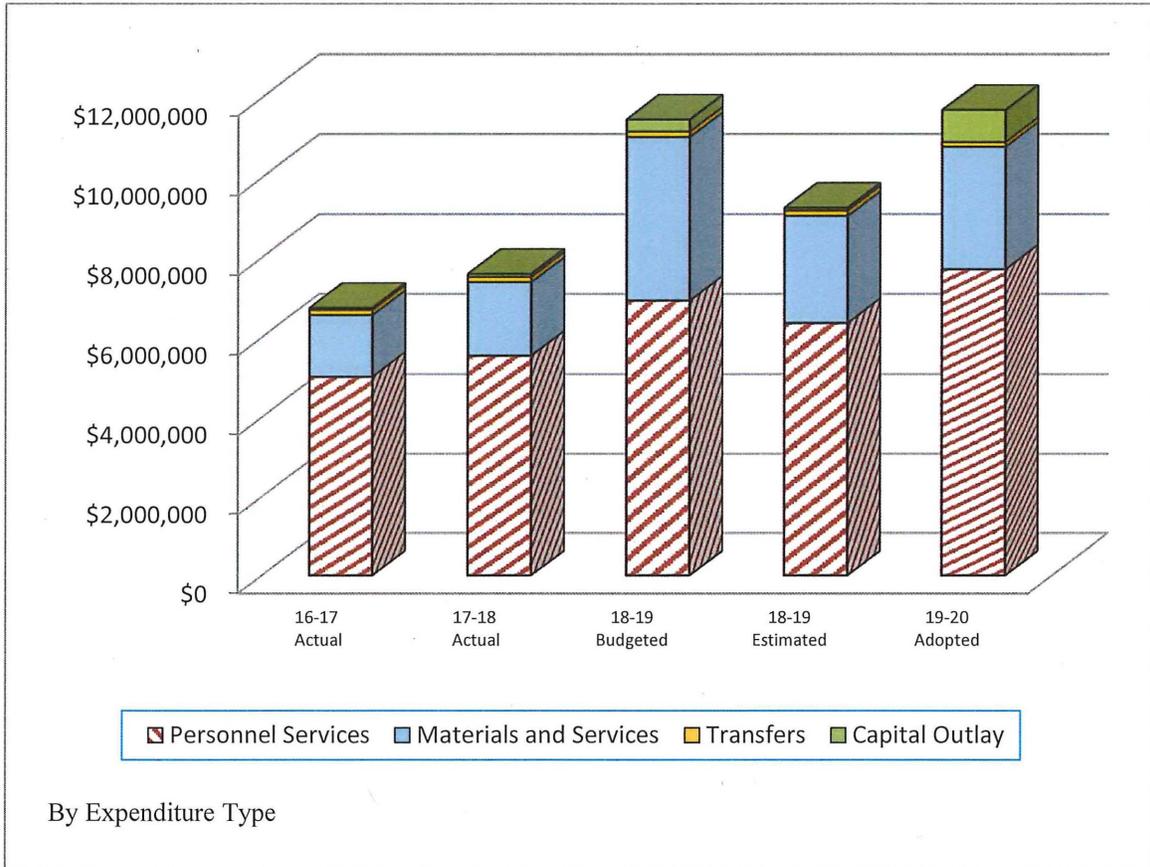
FY 2019-20 BUDGETED POSITIONS



\* Partially funded in Building Operating Fund  
 \*\* Partially funded in CDBG Fund  
 \*\*\*Partially funded in Street/Water/Sewer/Storm Drain Funds

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

**GENERAL FUND**  
COMMUNITY DEVELOPMENT DEPARTMENT  
ADOPTED FY 2019-20



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	57.85
PERSONNEL SERVICES	\$5,004,876	\$5,534,091	\$6,912,976	\$7,692,684	\$7,692,684
MATERIALS & SERVICES	1,545,909	1,839,828	4,094,841	3,068,151	3,068,151
CAPITAL OUTLAY	52,136	78,595	301,050	803,000	803,000
TRANSFERS	124,893	127,198	132,747	116,102	116,102
CONTINGENCY	0	0	48,492	64,273	64,273
<b>TOTAL</b>	<b>\$6,727,814</b>	<b>\$7,579,712</b>	<b>\$11,490,106</b>	<b>\$11,744,210</b>	<b>\$11,744,210</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	\$450,000
Site Development Fees	2,163,767	983,657	1,600,000	1,700,000	1,700,000

**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.

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

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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  
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<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*  
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.*

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- Working through the ATP and CIP and with other agencies to secure funding for completion of the Crescent Connection and Beaverton Creek Trails. [Transportation]
- Assist applicants through the Development Review Process [Planning, Site Development]
- Item #52 Use signals and traffic calming to improve safety*  
Through the ATP and CIP process, work with various divisions across the city to identify, prioritize, and fund projects. [Transportation]
- 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]
- Assist applicants through the Development Review Process [Planning, Site Development]
- Item #55: Produce updated bike route maps. Produce and promote up-to-date bike route maps.*  
Completed in 2016. [Transportation]
- Item #62. Create several unique districts.*  
Create several unique downtown districts: e.g. Creekside (with day lighted creeks); Town Square; Old Town; and Cedar Hills. [Development 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]
- Item #90: Market local business advantages and support programs.*

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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.

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

FY 2018-2019 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

FY 2019-2020 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 Adopted</b>
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**Administration:**

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

Number of external initiatives and committee meetings attended	45	45	45 / 55	60
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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	4.00
PERSONNEL SERVICES	\$400,396	\$496,825	\$537,024	\$571,197	\$571,197
MATERIALS & SERVICES	612,462	815,720	762,073	727,586	727,586
CAPITAL OUTLAY					
TRANSFERS	6,249	8,578	9,981	6,606	6,606
<b>TOTAL</b>	<b>\$1,019,107</b>	<b>\$1,321,123</b>	<b>\$1,309,078</b>	<b>\$1,305,389</b>	<b>\$1,305,389</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 Adopted
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

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

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.

*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.

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

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.
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.

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. 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.
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	10.60
PERSONNEL SERVICES	\$806,126	\$903,889	\$1,137,215	\$1,550,396	\$1,550,396
MATERIALS & SERVICES	452,073	368,574	1,856,399	1,225,683	1,225,683
CAPITAL OUTLAY					
TRANSFERS	9,170	9,767	7,762	16,514	16,514
<b>TOTAL</b>	<b>\$1,267,369</b>	<b>\$1,282,230</b>	<b>\$3,001,376</b>	<b>\$2,792,593</b>	<b>\$2,792,593</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 Adopted
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	16.00
PERSONNEL SERVICES	\$1,424,596	\$1,611,902	\$1,886,712	\$2,053,261	\$2,053,261
MATERIALS & SERVICES	\$201,660	\$283,991	\$459,160	\$418,344	\$418,344
CAPITAL OUTLAY					
TRANSFERS	41,133	43,535	43,805	44,038	44,038
<b>TOTAL</b>	<b>\$1,667,389</b>	<b>\$1,939,428</b>	<b>\$2,389,677</b>	<b>\$2,515,643</b>	<b>\$2,515,643</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 Adopted
Number of annexations processed applications/parcels	4	2	2 / 26	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	15.60
PERSONNEL SERVICES	\$1,352,558	\$1,288,513	\$1,911,367	\$2,052,938	\$2,052,938
MATERIALS & SERVICES	\$26,913	185,039	451,857	197,087	197,087
CAPITAL OUTLAY	\$52,136	78,595	83,550	53,000	53,000
TRANSFERS	\$57,932	52,889	56,229	39,036	39,036
CONTINGENCY	\$0	0	48,492	64,273	64,273
<b>TOTAL</b>	<b>\$1,489,539</b>	<b>\$1,605,036</b>	<b>\$2,551,495</b>	<b>\$2,406,334</b>	<b>\$2,406,334</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 Adopted
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  
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**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.

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CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0738 TRANSPORTATION PLANNING	<b>PROGRAM MANAGER:</b> JEAN BIGGS

**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	3.00
PERSONNEL SERVICES	\$358,148	\$516,147	\$575,642	\$395,297	\$395,297
MATERIALS & SERVICES	\$159,657	\$87,880	\$381,479	\$301,878	\$301,878
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	3,440	5,692	6,654	4,954	4,954
<b>TOTAL</b>	<b>\$521,245</b>	<b>\$609,719</b>	<b>\$963,775</b>	<b>\$702,129</b>	<b>\$702,129</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:

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CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0738 TRANSPORTATION PLANNING	<b>PROGRAM MANAGER:</b> JEAN BIGGS

- 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

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CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>PROGRAM:</b> 0738 TRANSPORTATION PLANNING	<b>PROGRAM MANAGER:</b> JEAN BIGGS

- 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.