

MEMORANDUM

CITY OF BEAVERTON

FINANCE DEPARTMENT

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

FROM: Patrick O'Claire, Finance Director

DATE: May 5, 2020

SUBJECT: Transmittal of Proposed FY 2020-21 Budget Document

Attached is the proposed FY 2020-21 Budget Document. Each department has formulated program budgets that reflect the Mayor's direction and the goals established by the City Council. The FY 2020-21 Budget represents the twenty-fourth year since our new tax base authority first began in FY 1997-98.

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

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

Location: Council Chambers
Time: Meetings begin at 6:00 PM
Dates: Monday, May 11
Thursday, May 14
Thursday, May 21

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

Also at the last meeting on Thursday, the Budget Committee will review the proposed Supplemental Budget S-20-2 for the current fiscal year. The supplemental budget documents are in the GBC bound document. We will use the same process to review the supplemental budget as in past years, and it is detailed in the agenda for Thursday.

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

cc: Department Heads

FISCAL YEAR 2020-21 BUDGET

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**BUDGET COMMITTEE MEETING
FISCAL YEAR 2020-21 BUDGET
PROPOSED AGENDA**

Monday, May 11, 2020

Call to Order - Mayor Doyle

Election of Officers - Mayor Doyle

Chair

Vice-Chair

Secretary

Budget Opening Remarks

Mayor Doyle

Chair

Patrick O'Claire – Finance Director

Opening Comments, Key Highlights of Budget Message

Budget Reviews:

City Attorney

Attorney Services (page 50)

Records Management (page 61)

Insurance Fund - General Liability and Worker Compensation (page 81)

Public Works:

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Landscape Maintenance

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Capital Development Fund – City Park Fountain Project (page 468)

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Non-Departmental Program 0003 (page 499)

General Bonded Debt Fund (page 516)

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**BUDGET COMMITTEE MEETING
FISCAL YEAR 2020-21 BUDGET
PROPOSED AGENDA**

Thursday, May 14, 2020

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PSC Plaza and Entryway (page 1311)

Urban Redevelopment Agency Funds (page 1315)

**BUDGET COMMITTEE MEETING
FISCAL YEAR 2020-21 BUDGET
PROPOSED AGENDA**

Thursday, May 21, 2020 (Continued)

Open Meeting for General Public Input

Chair opens meeting for any general public input.

Public Hearing on State Revenue Sharing

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

Motion to Approve the FY 2020-21 Budget

Chair entertains a motion to approve the FY 2020-21 Budget as submitted prior to any amendments and forward to the City Council for recommended adoption. Budget committee members may motion to propose amendments to the budget. Each motion will be discussed and voted on by the committee. After all motions for amendments have been voted on, the main motion is voted on, as amended.

Approval of Minutes from the November 14, 2019 Budget Committee Meeting.

Chair entertains a motion to approve the minutes from the November 14, 2019 Budget Committee Meeting.

Review of Supplemental Budget S-20-2 - Patrick O’Claire

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

Motion to recommend approval of Supplemental Budget S-20-2

Chair entertains a motion to approve Supplemental Budget S-20-2 as submitted and recommend the Supplemental Budget to the City Council for adoption.

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

Brief Staff Report on Supplemental Budget S-20-2

Conduct Public Hearing on Supplemental Budget S-20-2

Entertain Motion to approve Supplemental Budget S-20-2

Entertain motion to set a Public Hearing date on June 16, 2020 to adopt the FY 2020-21 Budget and the proposed uses of State Revenue Sharing Funds

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

Adjournment of Budget Committee – Chair

MINUTES
Budget Committee Meeting
November 14, 2019

The meeting was called to order at 6:00 p.m. by Chair Jose Galindez.

Present were Councilors Cate Arnold, Lacey Beaty, Mark Fagin (by phone until arriving at the meeting at 6:19 p.m.), Laura Mitchell (by telephone) and Marc San Soucie, and Members Tiffany Burton, John Dugger, Jose Galindez, Renu Kamath (alternate member), and Bill Kanable. Member Clay Moorhead was excused. Also present were Mayor Dennis Doyle; Patrick O'Claire, Finance Director; Susan Cole, Assistant Finance Director; Bill Kirby, City Attorney, Cheryl Twete, Community Development Department Director; Matthew Rawls, Support Specialist 2; and Peter Wong, Valley Times Reporter.

MINUTES

Member Kanable MOVED/SECONDED by Councilor Arnold to approve the minutes of April 23, May 13, 16, and 23, 2019, meetings. The motion CARRIED (9:0).

REVIEW OF LAST YEAR'S FINANCIAL OPERATIONS

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

Mr. O'Claire said the supplemental budget is larger than usual due to additional detail that has been implemented into the budget and accounting system. The Capital Project entries now include a new detail to account for the projects by the CIP Project Number rather than program.

Mr. O'Claire said there is one new position requested which is a Program Coordinator for Equity Procurement in the Purchasing Program. He said this program has operated with two staff members since 1996.

Mr. O'Claire distributed Proposed Amendment packets number 1, 2 and 3 for Supplemental Budget S-20-1 and gave a brief background of the amendments.

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

Mr. O'Claire reviewed Schedule 1, Summary Schedule of Fiscal Year 2018-19 Operating Results and adjustments to FY 2019-20 Beginning Fund Balances and Contingencies.

Mr. O'Claire reviewed Schedule 2, Schedule of Revenues and Expenditures By Fund, FY 2018-19 Estimated Compared to Actual. He said the Capital Development Fund has the largest underspent amount of \$11.1 million for the Public Safety Center which will be carried forward to FY 2019-20.

Mr. O'Claire reviewed Schedule 3, Schedule of General Contingency Accounts From Adopted Budget Through Supplemental S-20-1.

Mr. O'Claire reviewed Schedule 4, Schedule of General Contingency Accounts As a Percentage of Annual Expenditures.

Mr. O'Claire reviewed Schedule 5, Schedule of Reserved or Dedicated Contingency Accounts From Adopted Budget Through Supplemental S-20-1.

Mr. O'Claire reviewed Schedule 6, Narrative of Dedicated Contingency and Reserves for FY 2019-20 Budget Through Supplemental S-20-1.

Mr. O'Claire reviewed Schedule 7, Changes to FY 2019-20 Adopted Budget By Major Category From Transfer Resolutions, Special Purpose Grant Resolutions and Supplemental Budget S-20-1.

Mr. O'Claire reviewed The Schedule of FY 2018-19 Actuals Fund Balance or Account Balance Target Performance to the City's Fund Balance Policy. He explained that the Library Fund, Storm Drain Fund (Surcharge), and the Insurance Agency Fund – General Liability Operating Program did not meet the recommended fund or account balance target.

REVIEW OF CURRENT YEAR FINANCIAL INFORMATION

Mr. O'Claire discussed Handout 1, Summary Schedule of Fund Balances Revenues and Expenditures FY 2001-02 to FY 2019-20 including Supplemental S-20-1 for the General, Street, Building, Library, Street Lighting and TLT Operating Funds.

Mr. O'Claire reviewed Handout 2, Schedule of Taxes Assessed, Levy Rates, and Assessed Valuations FY 2019-20. Mr. O'Claire said the city's actual assessed valuation is higher than was estimated in the budget, and due to this increase it will receive an additional \$476,750 in property taxes.

Mr. O'Claire reviewed Handout 3, Schedule of Business License Fee Revenues. He said the Business License revenues continue to grow.

Mr. O'Claire reviewed Handout 4, Schedule of State Gas Tax Receipts. He said the State Gas Tax revenue is about \$36,000 under what it was this time last year, but this is not a concern. He said due to the fuel efficient cars, this will probably continue to trend down. He said effective January 2020 there will be another 2 cent increase in the statewide gas tax and the final 2 cent increase to the gas tax will be effective January 2022.

Mr. O'Claire reviewed Handout 5, Schedule of County Vehicle Registration Fees. He said this fee was enacted last year. He said the fees are up about \$54,000 from this time last year.

Mr. O'Claire reviewed Handout 6, Schedule of County Gas Tax Receipts. He said the County established a 1 cent gas tax county-wide which is distributed based on a city's population in relation to the population of all of Washington County. Beaverton's distribution of the county gas tax has increased about \$10,000 from last year.

Mr. O'Claire reviewed Handout 7, Schedule of Building Permit Fees Revenue Collection Analysis. He said the Building Permit Fees Revenue is up by about \$234,000 from last year at this time.

Mr. O'Claire reviewed Handout 8, Water Consumption Revenues Analysis Through September 30, 2019. He said there is an increase of CCF consumption to date, but it includes the Tualatin Valley Water District (TVWD) customers that have been brought into the city. He said consumption has slightly decreased this year to date when compared to last year mainly due to the wet weather experienced in September.

Mr. O'Claire reviewed Handout 9, Schedule of Active Water Meter Accounts by Meter Size FY 2012 to FY 2020. He said 89% of the meter users are residential users.

Mr. O'Claire reviewed Handout 10, Schedule of Water Fund's Annual Debt Service Coverage (FY 2005 to FY 2018 Actuals, FY 2019 Pre-Audit Actuals, and FY 2020 Adopted and Supplemental Budget). He said the current Debt Service Coverage Ratio is 3.35 which means for every dollar of debt service coverage, there is \$3.35 in net revenues to pay debt. He said the minimum Debt Service Coverage Ratio that we need to maintain is 1.25. He anticipates they will issue more debt in March due to the lower interest rates for about \$35 - \$40 million for various water projects.

Ms. Cole explained that they prepared a model of a 30-year financial plan for the future water debt related to WIFIA to ensure that the Debt Service Coverage Ratio stays above \$1.25.

Mr. O’Claire reviewed Handout 11 the PERS Reserve Account Contribution History from FY 2003-04 to FY 2010-11 Ending Balances are recorded in each fund’s balance sheet.

REVIEW OF SUPPLEMENTAL BUDGET S-20-1

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

PROPOSED AMENDMENTS TO FY 2019-20 SUPPLEMENTAL BUDGET (S-20-1)

S-20-1 Amendment Packet No. 1:

1. Information Systems Fund:

Carry over \$16,019 unspent FY 2018-19 MACC Grant funding and re-appropriate in FY 2019-20.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
603-30-0712-671	Equipment	\$16,019
603-30-0712-991	ISD Contingency –Unreserved	<\$16,019>

2. Water Fund:

Transfer \$185,000 from CIP 4120 Taralynn Waterline Improvements Construction and move to CIP 4117 Washington Ave Waterline for Engineering Design and Construction. Construction on CIP 4117 has been moved up to Winter/Spring 2020 and construction on CIP 4120 has been delayed until June 2020.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
501-75-3701-682	Construction (CIP Project 4120)	<\$185,000>
501-75-3701-682	Construction (CIP Project 4117)	\$165,000
501-75-3701-683	Construction Design & Engr (CIP Project 4117)	\$20,000

3. General Fund – Revenues:

Record additional Right of Way Fees from Frontier for back payment of the fee increase from 4.03% to 7.0% of dial tone revenue for the period July 1, 2017 to March 31, 2019. Since April 2019, Frontier has paid the ROW Fees at 7.0%.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
001-03-0000-316	Right of Way Fees – Frontier	\$146,140
001-13-0003-991	General Fund Contingency	\$146,140

4. General Fund - Mayors Office Programs – Cultural Inclusion Program and Community Development Department – Economic Development Division:

Revise Supplemental Budget Request Number 2794 by transferring the appropriation from the Mayor's Office Program's Cultural Inclusion Program 0526 to the Community Development Department's Economic Development Division Program 0654. Request Number 2794 was to provide funding for the First Winter Market which is a collaboration between Cultural Inclusion and Economic Development to promote MWESB community.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
001-10-0526-325	Community Events Expense	<\$17,500>
001-70-0654-325	Community Events Expense	\$17,500

5. General Fund – Mayors Office Programs - Emergency Management Program:

Increase Supplemental Budget Request Number 2690 by \$51 to cover the title and registration fees that had not been included in the Supplemental Budget Request for the purchase of the drop deck trailer which transports the 9 barriers for events and activities.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
001-10-0635-670	Rolling Stock	\$51
001-13-0003-991	General Fund Contingency	<\$51>

6. General Fund – Non Departmental – Contingency Reserve Right of Way Future Use Account:

Record the increase to the Contingency Reserve Right of Way Future Use Account based on the results for last year's operation; actual revenues received less actual expenditures on authorized projects.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
001-13-0003-980	Contingency Reserve ROW Future Use	\$129,949
001-13-0003-991	General Fund Contingency	<\$129,949>

7. BURA General Fund:

Record adjustment to the Beginning Working Capital entry for General Ledger posting error. The monthly rent revenue from Curiosities for July 2019 was inadvertently recorded in FY 2018-19.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
901-03-0000-301	Beginning Working Capital	<\$7,525>
901-95-0691-991	BURA Contingency	<\$7,525>

8. General Fund and Capital Development Fund - Property Acquisition Program:

Reduce the General Fund's transfer to the Property Acquisition Program in the Capital Development Fund. The land acquisition program received an early full loan payoff on the land sale contract for the Rise at Old Town; therefore, the transfer from the General Fund can be reduced by a like amount while retaining a \$1 Million appropriation for land purchases that may occur during the year.

Account No.	Account Title	FY 2019-20 Supplemental Amendment
001-13-0003-815	Transfer to Capital Development Fund	<\$200,418>
001-13-0003-991	Contingency	\$200,418
301-03-3513-411	Transfer from General Fund	<\$200,418>
301-70-3513-651	Property Acquisition	<\$200,418>

S-20-1 Amendment Packet No. 2:

9. General Fund and Capital Development Fund – PacWest Gas Station Demolition And Plaza Construction:

Record additional revenues and expenditures to fund the demolition of the Shell Gas Station and construction of a plaza gateway funded by a Transfer from the General Fund Contingency and/or ROW Fee Future Use Reserve Account

Capital Development Fund – Project 3523

Account No.	Account Title	FY 2019-20 Supplemental Amendment
Revenues:		
301-03-3523-328	State of Oregon Grants	\$35,000
301-03-3523-399	Reimbursements	\$16,525
301-03-3523-411	Transfer In From the General Fund	\$1,631,178
Expenditures		
301-70-3523-651	Property Acquisition	\$71,000
301-70-3523-653	Building Demolition	\$39,900
301-70-3523-654	Site Soil Remediation	\$50,000
301-70-3523-682	Construction	\$942,862
301-70-3523-683	Construction Design and Engineering Services	\$578,941

General Fund Option – 1: 100% Funded by General Contingency

Account No.	Account Title	FY 2019-20 Supplemental Amendment
Revenues:		
001-13-0003-815	Transfer Out to the Capital Development Fund	\$1,631,178
001-13-0003-991	General Fund - General Contingency Account	<\$1,631,178>

General Fund Option – 2: 50% Funded by General Contingency and ROW Fee Future Use Reserve Account

Account No.	Account Title	FY 2019-20 Supplemental Amendment
Revenues:		
001-13-0003-815	Transfer Out to the Capital Development Fund	\$1,631,178
001-13-0003-980	General Fund – ROW Fee Future Use Account	<\$815,589>
001-13-0003-991	General Fund - General Contingency Account	<\$815,589>

General Fund Option – 3: 100 Funded by ROW Fee Future Use Reserve Account

Account No.	Account Title	FY 2019-20 Supplemental Amendment
Revenues:		
001-13-0003-815	Transfer Out to the Capital Development Fund	\$1,631,178
001-13-0003-980	General Fund – ROW Fee Future Use Account	<\$1,631,178>

S-20-1 Amendment Packet No. 3:

10. BURA General Fund, Debt Service Fund and Program and Activities Fund:

Record additional revenue from land sales Beaverton Bank Property \$100,000 which reduces the amount of the “Day Light Loan” proceeds needed for the fiscal year

Account No.	Account Title	FY 2019-20 Supplemental Amendment
903-03-0000-382	Proceeds From Sale of City or BURA Property	\$100,000
903-03-0000-453	Loan From City of Beaverton’s General Fund	<\$100,000>
901-25-0691-839	Transfer Out to BURA Debt Service Fund	<\$100,000>
901-95-0691-991	Contingency	\$100,000
904-03-0000-444	Transfer In From BURA General Fund	<\$100,000>
904-95-0693-748	Repay Short Term Loan From City of Beaverton	<\$100,000>

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

Chair Galindez then conducted a review of the Transmittal Memo for Supplemental Budget S-20-1 page by page.

Regarding Request Number 2711, Councilor San Soucie asked that there be an update provided to the City Council about the status to incorporate the Friends of the Library retail operation into the main library.

Council Fagin said there has been ongoing discussion about this with the Library Board.

Regarding Request Number 2734, Councilor San Soucie asked Ms. Twete to provide more information.

Ms. Twete explained the circumstances concerning the Health Technology Collaborative (HTC) which is located at the Beaverton Building.

Regarding Request Number 2793, Councilor San Soucie asked under what circumstances the City will begin to explore the use of electric vehicles as opposed to gasoline powered vehicles.

Mr. O'Claire said the Fleet Manager recently asked him about doing a vehicle swap between departments which would enable the purchase of an electric vehicle.

After completing the page by page review of the Transmittal Memo, Chair Galindez called for a motion to approve Supplemental Budget S-20-1 as submitted.

Councilor Arnold MOVED/SECONDED by Member Dugger to approve the Supplemental Budget S-20-1 as submitted. The Chair called for discussion.

Chair Galindez recognized that there was an Amendment packet Number 1 to Supplemental Budget S-20-1 so the Chair entertained a motion to approve Amendment Packet No. 1 as submitted by the Finance Director.

Member Kanable MOVED/SECONDED by Councilor San Soucie to approve the amendments in Amendment Packet Number 1 to Supplemental Budget S-20-1. Chair Galindez called for discussion.

Regarding item #3 of Amendment Packet Number 1, Member Dugger asked if the 7% of dial tone revenue is being passed on to those who have a phone line.

Mr. O'Claire said he believes a portion of the 7% fee is being passed on to those who have a phone line.

The Chair then called for a vote to approve Amendment Packet Number 1. The motion CARRIED.

Chair Galindez recognized that there was an Amendment packet Number 2 to Supplemental Budget S-20-1 so the Chair entertained a motion to approve Amendment Packet No. 2 as submitted by the Finance Director.

Councilor Arnold MOVED/SECONDED by Member Kanable to approve the amendments in Amendment Packet Number 2 to Supplemental Budget S-20-1. Chair Galindez called for discussion.

There was discussion regarding the various options of Amendment Packet Number 2.

Member Kanable MOVED/SECONDED by Councilor Beaty to choose Option 1 of Amendment Packet Number 2. Chair Galindez called for discussion. The Chair called for a vote. The motion CARRIED.

The Chair called for a vote on Amendment Packet Number 2 as amended with Option 1. The motion CARRIED.

Chair Galindez recognized that there was an Amendment packet Number 3 to Supplemental Budget S-20-1 so the Chair entertained a motion to approve Amendment Packet No. 3 as submitted by the Finance Director.

Councilor San Soucie MOVED/SECONDED by Councilor Fagin to approve the amendments in Amendment Packet Number 3 to Supplemental Budget S-20-1. Chair Galindez called for discussion. The motion CARRIED.

Chair Galindez called for a vote on the main motion as amended by Amendment Packet No. 1, 2 (with Option 1 100% Funded by the General Fund's General Contingency Account), and 3, and that the Supplemental Budget S-20-1 as Amended be forwarded to the City Council for approval at a Special Council Meeting. The motion CARRIED.

At 7:36 p.m., Chair Galindez then turned the gavel over to Mayor Doyle to conduct a Special Council Meeting.

Mayor Doyle convened the City Council for a Special Council Meeting at 7:36 p.m. All City Councilors were present.

Mayor Doyle opened the public hearing regarding Supplemental Budget S-20-1 at 7:37 p.m.

No one was present to speak. The Mayor closed the public hearing at 7:37 p.m.

Councilor Beaty MOVED/SECONDED by Councilor Fagin to adopt the Supplemental Budget S-20-1 and the amendments as presented. The motion CARRIED.

There being no further business to discuss, the Mayor adjourned the Special Council Meeting at 7:37 p.m.

The Budget Chair then called for any other business of the Budget Committee. Hearing none, the Chair adjourned the Budget Committee Meeting at 7:38 p.m.

Recorded by
Matthew Rawls

APPROVED BY Bill Kanable, Secretary

Mayor's Budget Message

- for the fiscal year 2020-21

The Honorable Denny Doyle, Mayor



The Best of Oregon

TO: The Budget Committee and the Residents of Beaverton:

As the Mayor and Budget Officer, it's a privilege to submit the city's budget for Fiscal Year 2020-21. This budget represents the priorities of the Mayor, City Council and the Beaverton Community Vision. Our work continues as we build on the plans developed over the past decade to achieve the aim of being the "Best of Oregon."

We have prepared this budget in an environment we didn't expect. While construction begins on the Patricia Reser Center for the Arts and the Public Safety Center is nearly complete, the staff, elected officials and residents of Beaverton are "socially distanced". We are meeting and collaborating remotely, making frequent use of video conferences, screen sharing and conference calls. While these methods remove some of the intimacy and opportunities for spontaneous conversation, staff have nonetheless displayed impressive problem solving in furthering the City's business.

As we look toward the new fiscal year and how to budget for the City's priorities, we are facing significant reductions in several key revenue streams, increases in selected expenses and concerns for the long term effects on property tax revenue, intergovernmental revenue and development fees.

However, in spite of these obstacles the budget achieves the priorities of the community in several meaningful ways. With careful planning, the city was able to engage the municipal bond market in the spring of 2020 for an infusion of \$123 million in borrowed funds. In April, the City issued approximately \$33 million in water revenue debt for water system improvements, and in June, \$90 million in special revenue debt will be issued to complete the construction of the Patricia Reser Center for Arts (PRCA) and the adjacent parking garage, as well as to invest in renewing the central core of Beaverton through the Beaverton Urban Renewal Agency. Additionally, in early summer the City hopes to finalize \$20 million in loans from the State Infrastructure Finance Authority for water system improvements. This will be followed in the fall with the City negotiating a loan from the Environmental Protection Agency's WIFIA (Water Infrastructure Finance and Innovation Act) program for approximately \$80 million. The list below itemizes out the projects and their debt instruments:

Water System – Willamette Water Supply, reservoirs and transmission system improvements

- \$33 million Water Revenue Bond
- \$80 million loan from the federal EPA's WIFIA program
- \$20 million loan from the State of Oregon, Infrastructure Finance Authority

Patricia Reser Center for the Arts

- \$21 million Special Revenue Bond utilizing Transient Lodging Taxes as a secondary revenue pledge
- Fund raising continues

Beaverton Urban Redevelopment Agency – Central Beaverton parking facility, land acquisition and other redevelopment projects/incentives

- \$55 million Special Revenue Bond
- Repaid 2017 Line of Credit

Other Capital Improvements – Public Safety Center and Plaza, Library Park Fountain, Public Safety Building Plaza and Entry Way, Railroad Quiet Zones and other projects

- \$14 million Special Revenue Bond

REVENUE TRENDS

Almost every revenue source is affected by the shutdown of nearly every aspect of economic activity within our community, the state, and nation in order to reduce the incidence of the deadly Coronavirus. Most of the impact is seen with sources tied to economic activity where customers have some ability to choose where and when they will buy a service (such as travel, which impacts the transient lodging taxes, or community garden rental fees). Payments for services where there is not as much discretion (property taxes or water service) are affected to a lesser degree. At least in the short term, intergovernmental revenue from taxes on liquor and marijuana sales are actually increasing. Beaverton is not a direct beneficiary of general sales taxes or income taxes as are communities in other states.

The City's revenue from property taxes are expected to increase in FY 2020-21 over what was budgeted for FY 2019-20 by 2.8%, not quite as rigorous as the 6.2% in FY 2019-20 from 2018-19. This lower growth is expected due to a concern of new construction slowing, as well as deferrals of payments as the economy falters. Beaverton should see an increase in assessed value (AV) of property of approximately 3.23% while maintaining a tax rate of \$4.22 per \$1000 AV for operating purposes. The AV within the urban renewal district is growing at a faster rate (15.6%). Revenue from utility and telecom users of the streets and other rights-of-way (ROW) are increasing when compared to the 2019-20 budget, due to Comcast coming into compliance with the City's right-of-way ordinance. However, these revenues may contract from what is projected in the budget by as much as 5% due to less utilization if the closures continue or are re-initiated during the year. Concerns about new construction slowing may impact assessed valuations potentially resulting in less property tax revenue than originally thought across the county, and could potentially drive decreases in the funds provided to Beaverton from Washington County as a member of the Washington County Cooperative Library System (WCCLS). The stay home orders have caused people to drive less, and gas tax and vehicle registration fees are therefore projected to fall by about 38% from original forecasts. This decline exacerbates the trend that resources are not sufficient to meet all of the city's transportation system long-term plans and needs.

Regarding revenues to the City's utility funds, the City has decided to postpone its planned water rate increase to the fall of 2020, meaning the budgeted revenues for FY 2020-21 are less than they otherwise would have been. Similarly, the City's regional partner for Sewer and Stormwater – Clean Water Services – is delaying their expected rate increases to possibly January, lowering the revenue side for those utilities. Each of the funds have sufficient fund balances to be able to absorb the contractions without an impact on operations. Indeed, significant borrowing for water capital projects will generate a great deal of engineering and construction activity for several years to come.

The singularly most impacted funding source is the Transient Lodging Tax. "Heads in Beds" were off about 80% during spring 2020 and an overall 40% reduction is expected in FY 2020-21. In spite of these projections, construction of the Patricia Reser Center for the Arts (PRCA) continues. The underlying credit for the project bonds was revised to pledge the City's non-property tax General Fund revenue. Lodging Taxes are a secondary pledge and the intended ultimate source of repayment.

The flow of development-related revenue (building permits and system development fees) is slowing but because of strong housing demand prior to the pandemic, the housing market is not expected to drop off as dramatically as happened in the Great Recession. A 10% reduction in the Building Fund is projected. The fund balance target for that fund creates a six-month cushion. Just as each fund enjoys the benefit of co-mingled managed investments for interest earnings, so each fund will experience a decline of as much of 50% in interest earnings during FY 2020-21.

The Finance staff is developing a methodology to expand the fragmented approach of long-term revenue and expenditure forecasts to a more comprehensive model. The initial model will focus on the General Fund.

FOCUS

Some things do not change and the budget reflects our continuing enhanced law enforcement and community safety activities, maintaining the city's stable financial position, and expanding the public's involvement in city government. The budget also enhances city sustainability efforts and expands business assistance,

retention and attraction through excellent customer service to Beaverton residents. This is a goal-oriented, fiscally conservative budget pursuing an ambitious set of goals with all of our fiscal, physical and people resources. The operational property tax levy is steady at a rate of \$4.22 per \$1000 AV, 40 cents below the City's fully authorized, permanent rate of \$4.62 per \$1000 of assessed valuation. In addition, a capital levy of \$0.20 supports the General Obligation bonds which financed the new Public Safety Center.

The City's water system will be a major area of focus in FY 2020-21 and in years to come as capital investments are made to increase capacity and reliability in its transmission, distribution and storage facilities. The City intends on submitting an application to the Environmental Protection Agency's (EPA) Water Infrastructure Finance and Innovation Act (WIFIA) loan program. The City has identified approximately \$165 million in water system improvement projects, and the WIFIA program will provide a low-cost loan for up to 49% of the costs. To track the resources and expenditures related to these WIFIA projects, a new fund has been created.

ANNUAL CITY PRIORITIES

The City's budget is developed in pursuit of its goals and community vision as interpreted and articulated in the annual priorities for the Mayor and City Council. As such, we have chosen to correlate the activities of the various departments within their budgets more to the annual priorities and the community vision than the broad goals. In some cases there are also references, within a particular program or fund, to the priorities developed in a respective department's strategic plan.

City Council Goals:

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

City Council 2020 Priorities:

- Implement the Climate Action Plan, including the creation of a Climate Action Advisory Committee.
- Promote emergency preparedness at the neighborhood level.
- Develop a policy for the use and management of city-owned properties.
- Develop and implement parking, towing, and traffic policies.
- Complete policy work on water resources for non-potable uses (purple pipe.)
- Convert city street lights to LED.
- Expand the city's sidewalk fund to build new sidewalks, fill in connectivity gaps, and keep sidewalks in good repair.
- Develop a concept for local transit.
- Develop a five-year plan for the municipal court.
- Continue implementation of the Housing Action Plan.

In addition each manager was requested to indicate how their programs helps implement the City's Diversity, Equity and Inclusion (DEI) plan. The DEI plan priority areas are:

- Public Engagement
- City Practices
- Housing and Livability
- Public Safety
- Economic Empowerment
- Community Building and Inclusion

BUDGETARY TRENDS AND HIGHLIGHTS

STRONG BOND RATINGS

The city's Water Revenue and General Obligation bonds ratings remain strong with an underlying rating of AA+ by Standard and Poor's. The Special Revenue Bonds scheduled for a June 2020 sale are expecting a rating of Aa1 from Moody's Investor Services. Moody's Investor Services has assigned underlying ratings of Aa1 for the city's General Obligation bonds and Aa2 for the Water Revenue Bonds. The ratings recognize the City's financial stability, improved debt services coverage ratios, continued strong cash reserves and Beaverton's high quality service area.

The city has been active in the bond market to raise capital. The Mayor and City Council and the Board of the Beaverton Urban Redevelopment Agency (BURA) recently issued these bonds:

- Water Revenue Bond, Series 2020 - \$33 million
- Public Safety Center General Obligation Bond, Series 2017 - \$35 million
- Special Revenue Bond –Urban Renewal , Series 2020 - \$55 million
- Special Revenue Bond – Patricia Reser Center for the Arts and Capital Projects, Series 2020 - \$35 million

REVENUE TRENDS

Beaverton has a diverse revenue basis to provide quality services to its residents, businesses and visitors. The major sources of current revenue are the property taxes (22% of all current operating revenue), charges for services such as utility fees (15%) and intergovernmental sources such as liquor and vehicle fuel taxes (16%). In FY 2020-21, the Miscellaneous Revenues category is increasing significantly, by approximately \$8.5 million, reflecting anticipated capital donations for the Patricia Reser Center for the Arts.

Property tax revenue is based on the assessed valuation (AV) of property not real market value (RMV). For FY 2019-20, a residential property's AV was approximately 62% of its RMV on a countywide basis. Surprisingly the changed property ratio of AV to RMV for multi-family properties is only 36%. A number of recent sales of large apartment complexes occurred at substantially higher prices than expected. That type of transaction drives the RMV upward while doing little for the AV of that class of property.

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

FY 2011-12 \$3.97	FY 2014-15 \$4.18	FY 2017-18 \$4.17
FY 2012-13 \$4.02	FY 2015-16 \$4.18	FY 2018-19 \$4.22
FY 2013-14 \$4.15	FY 2016-17 \$4.17	FY 2019-20 \$4.22

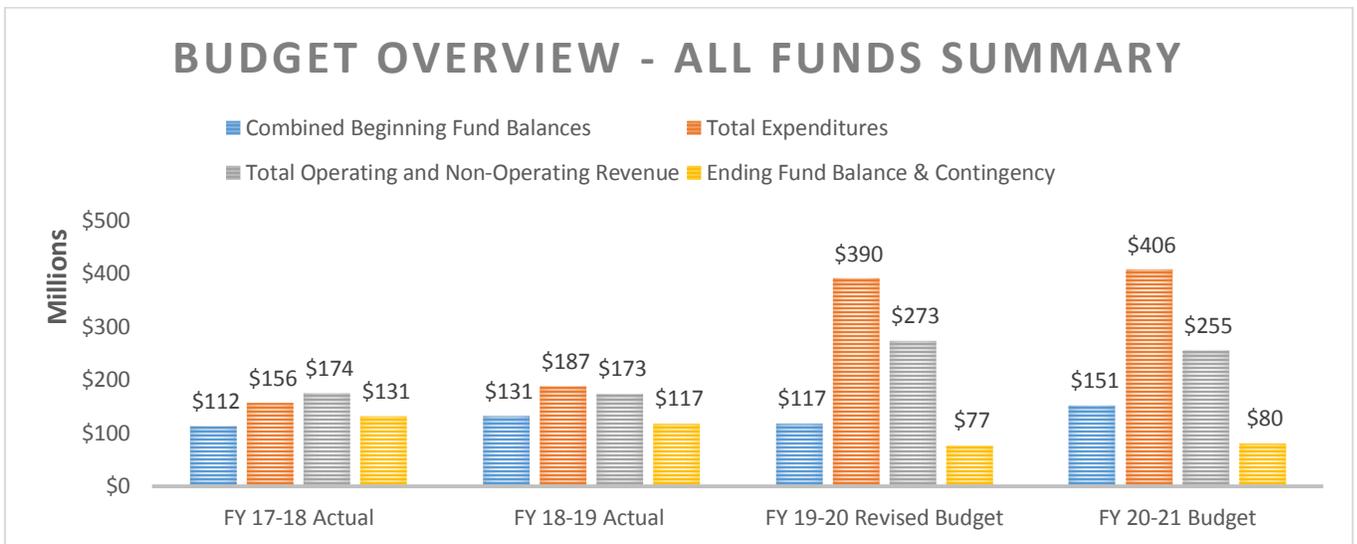
Proposed for the FY 2020-21 budget is a levy rate of \$4.4243. When added to the levy for bonded debt of \$0.1983, this results in a total tax rate of \$4.4243, which is identical to the total tax levy rate in FY 2019-20. The breakdown of the levy components for the current year and the coming year is as follows:

Levy Rate Allocation	FY 2019-20	FY 2020-21	Change
General Fund	\$3.8643	\$3.8643	\$0.1303
Library	0.3617	0.3617	0.0000
Sub-total Operating Levy	4.2260	4.2260	\$0.0055
GO Debt Service - Public Safety	0.1927	0.1983	0.1052
Total City Tax Levy	\$4.4187	\$4.4243	\$0.0056

This \$4.226 tax rate will generate approximately \$42,830,213 in net property tax receipts for general government operations allocated to the General Fund and the Library Fund. The City will also receive \$2,010,010 for general obligation debt service, resulting in total property tax receipts of \$44,840,223. The Beaverton Urban Redevelopment Agency (BURA) is budgeted to receive approximately \$4,684,351 from the incremental growth of assessed valuation within the urban renewal district. BURA is a component unit of the City of Beaverton.

The growth in acreage and assessed valuation from voluntary annexations allows for property tax revenue to be collected from a larger area. Since 2008, the city grew by approximately 698 acres and the assessed valuation of the properties was more than \$103.1 million (calculated at the time of annexation).

The graphic below illustrates the relative size of the major components of the budget combining all the funds into one illustration.



Together with the property taxes discussed above and all other revenue sources, the city's FY 2020-21 budget totals \$406,010,933. The significant increase from FY 2019-20 is mostly reflected in the recognition of the proceeds of bond sales and the related capital expenditures. The following table details the major categories of Revenues and Expenditures for the past two fiscal years, the past fiscal year (both budgeted and estimated) and the new fiscal year for both the city and the Beaverton Urban Redevelopment Agency:

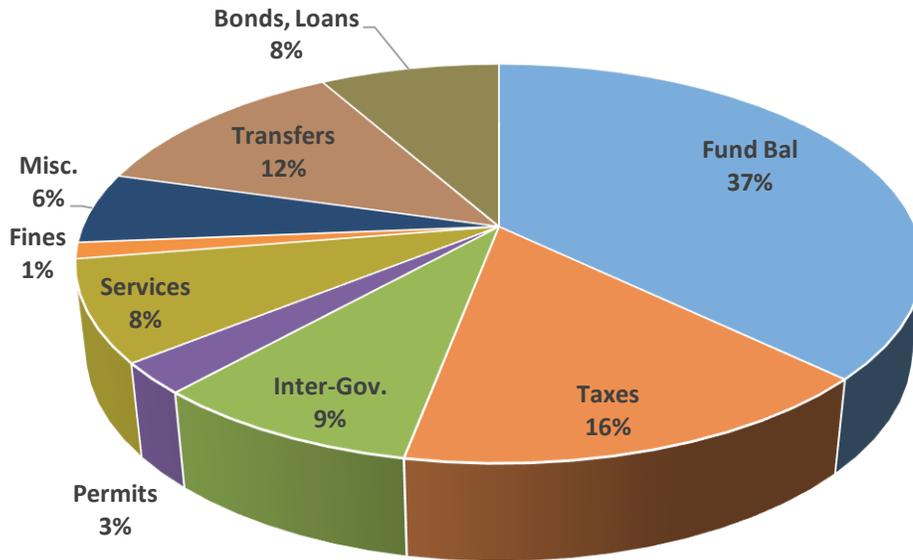
**Combined City of Beaverton Revenues, Expenditures and Fund Balances
City and the Urban Redevelopment Agency (BURA)**

REVENUES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Estimated	FY 2020-21 Recommended
Taxes & Franchise/ROW Fees	\$56,498,014	\$60,656,481	\$61,107,769	\$62,657,444	\$64,371,395
Intergovernmental	18,848,646	21,074,499	27,565,974	26,202,349	35,288,329
Permits and Fees	8,288,871	11,936,024	10,241,550	11,704,160	10,298,725
Charges for Services	34,457,066	37,723,846	43,741,004	42,645,922	46,061,476
Fines and Forfeitures	4,800,749	4,334,455	5,382,216	5,336,442	5,317,442
Interest Inc. & Miscellaneous	6,494,635	7,823,983	14,301,629	16,976,099	23,290,897
Inter-Fund Transfers In	23,120,964	26,751,916	30,181,289	42,249,959	50,193,921
Proceeds From Financing Activities	21,879,201	3,001,333	72,046,084	146,683,080	20,425,826
Subtotal Revenues	\$174,388,146	\$173,302,537	\$264,567,515	\$354,455,455	\$255,248,011
Beginning Fund Balance or Working Capital	112,336,510	130,864,743	96,719,012	117,098,492	150,762,922
Total City & BURA Revenues and Beginning Fund Balance	\$286,724,656	\$304,167,281	\$361,286,527	\$471,553,947	\$406,010,933
EXPENDITURES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Estimated	FY 2020-21 Recommended
Personnel Services	\$66,991,200	\$71,855,780	\$79,654,805	\$77,650,280	\$85,219,014
Materials and Services	38,699,384	41,942,639	55,732,677	55,167,109	62,804,154
Capital Outlay	21,153,575	37,796,568	109,147,533	115,212,074	111,500,055
Debt Service	5,894,790	8,721,890	9,258,003	30,511,603	15,998,955
Inter-Fund Transfers Out	23,120,964	26,751,915	30,181,289	42,249,959	50,193,921
Subtotal Expenditures	155,859,913	\$187,068,792	\$283,974,307	\$320,791,025	325,716,099
Ending Fund Balances (Contingency and Ending Working Capital)	130,864,743	117,098,488	77,312,220	150,762,922	80,294,834
Total City & BURA Expenditures and Ending Fund Balances	\$286,724,656	\$304,167,280	\$361,286,527	\$471,553,947	\$406,010,933

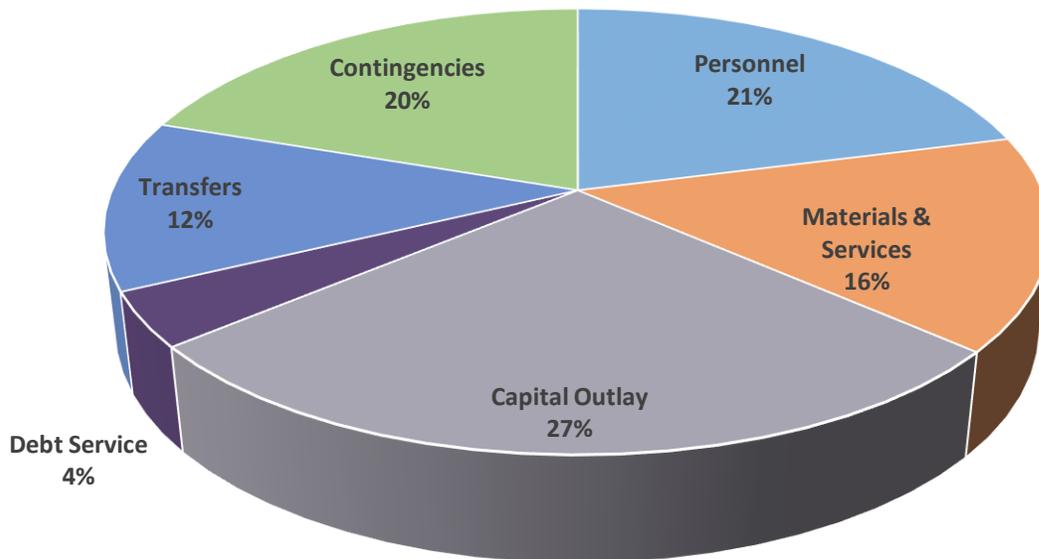
City of Beaverton Revenues, Expenditures and Fund Balances
City and the Urban Redevelopment Agency

REVENUES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Estimated	FY 2020-21 Recommended
City					
Taxes & Franchise/ROW Fees	\$53,445,709	\$56,978,341	\$56,878,949	\$58,426,124	\$59,667,544
Intergovernmental	18,848,646	21,074,499	27,565,974	26,202,349	35,288,329
Permits and Fees	8,288,871	11,935,618	10,241,550	11,704,160	10,298,725
Charges for Services	34,457,066	37,723,846	43,741,004	42,645,922	46,061,476
Fines and Forfeitures	4,800,749	4,334,455	5,382,216	5,336,442	5,317,442
Interest Inc. & Miscellaneous	6,385,076	7,613,524	13,316,029	15,937,799	23,157,497
Inter-Fund Transfers In	22,254,859	23,586,391	26,245,305	36,613,975	43,027,673
Proceeds Financing Activities	21,152,912		52,272,000	70,208,996	16,425,826
Subtotal Revenues	\$169,633,888	\$163,246,675	\$235,643,027	\$267,075,767	\$239,244,512
Beginning Fund Balance or Working Capital	109,200,590	126,258,715	93,553,842	112,790,366	112,230,922
Total City Revenues and Beginning Fund Balance	\$278,834,478	\$289,505,390	\$329,196,869	\$379,866,133	\$351,475,434
BURA					
Division of Taxes	3,052,305	3,678,140	4,228,820	4,231,320	4,703,851
Permits and Fees		406			
Interest Inc. & Miscellaneous	109,559	210,459	985,600	1,038,300	133,400
Inter-Fund Transfers In	866,105	3,165,525	3,935,984	5,635,984	7,166,248
Proceeds Financing Activities	726,289	3,001,332	19,774,084	76,474,084	4,000,000
Subtotal Revenues	\$4,754,258	\$10,055,862	\$28,924,488	\$87,379,688	\$16,003,499
Beginning Fund Balance or Working Capital	3,135,920	4,606,028	3,165,170	4,308,126	38,532,000
Total BURA Revenues and Beginning Fund Balance	\$7,890,178	\$14,661,890	\$32,089,658	\$91,687,814	\$54,535,499
Total City & BURA Revenues and Beginning Fund Balance	\$286,724,656	\$304,167,280	\$361,286,527	\$471,553,947	\$406,010,933
EXPENDITURES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Estimated	FY 2020-21 Recommended
City					
Personnel Services	\$66,991,200	\$71,855,780	\$79,654,805	\$77,650,280	\$85,219,014
Materials and Services	37,998,065	41,086,051	53,481,942	53,093,823	59,790,504
Capital Outlay	20,427,285	34,794,831	91,240,599	94,768,614	94,600,055
Debt Service	5,028,685	5,556,365	5,322,019	5,875,619	8,832,707
Inter-Fund Transfers Out	22,130,528	23,422,001	25,878,205	36,246,875	42,219,103
Subtotal Expenditures	\$152,575,763	\$176,715,028	\$255,577,570	\$267,635,211	\$290,661,383
City Ending Fund Balances (Contingency and Ending Working Capital)	126,258,715	112,790,362	73,619,299	112,230,922	60,814,051
Total City Expenditures & Ending Fund Balances	\$278,834,478	\$289,505,390	\$329,196,869	\$379,866,133	\$351,475,434
BURA					
Materials and Services	\$701,319	\$856,588	\$2,250,735	\$2,073,286	\$3,013,650
Capital Outlay	726,290	3,001,737	17,906,934	20,443,460	16,900,000
Debt Service	866,105	3,165,525	3,935,984	24,635,984	7,166,248
Inter-Fund Transfers Out	990,436	3,329,914	4,303,084	6,003,084	7,974,818
Subtotal Expenditures	\$3,284,150	\$10,353,764	\$28,396,737	\$53,155,814	\$35,054,716
Ending Fund Balances (Contingency and Ending Working Capital)	4,606,028	4,308,126	3,692,921	38,532,000	19,480,783
Total BURA Expenditures & Ending Fund Balances	7,890,178	14,661,890	32,089,658	91,687,814	54,535,499
Total City & BURA Expenditures and Ending Fund Balances	\$286,724,656	\$304,167,280	\$361,286,527	\$471,553,947	\$406,010,933

FY 2020-21 Revenues by Type



FY 2020-21 Expenditures by Type



EXPENDITURE TRENDS

The size of the entire pie has grown over the past few years and there is a shift in relative size of the slices. There are 6.5 more full-time equivalent (FTE) employees in the FY 2020-21 budget than there were in FY 2019-20 and Personnel Expenses are up about \$4.87 million annually over that period. Capital Outlay spending is seeing a shifting of projects, reflecting completion of the Public Safety Center as other projects gear up. Comparing FY 19-20 and FY 20-21, there is a decrease of approximately \$16 million. Driving the changes in Capital Outlay expenditures are the projects associated with bond measures: Central Beaverton parking garage, Patricia Reser Center for the Arts and various water system improvements.

The budget for FY 2020-21 compared to FY 2019-20 contains an increase in employee counts. In total, the full time equivalent (FTE) count increases by a net of 6.5 FTE. The budget reflects a citywide FTE count of 617.76. There is also a limited number of position reclassifications reflected in the budget.

The General Fund reflects a net increase of 1.5 FTE positions comprised of a variety of additions and reductions of staff:

- City Attorney - 0.2 FTE Support Specialist
- Finance – (0.2 FTE) reduction in Assistant Finance Director positions
- Human Resources
 - 0.5 FTE Human Resources Assistant
 - 1.0 FTE Human Resources Specialist

Changes in FTE in other funds are as follows:

- Street Fund - 1 FTE Public Works Supervisor
- Water Fund - Water Utility 1 FTE Water Distribution Technician 2
- Garage Fund – 1.0 FTE Fleet Services Technician
- Information Systems Fund
 - 1.0 FTE Computer Services Technician
 - 1.0 FTE Systems Analyst (matrixed to CDD DRP Project)
 - 1.0 FTE Information Services Specialist (matrixed to BPD)

The City's agreement with the Service Employees International Union (SEIU) for general employees for a new three-year agreement continues until June 30, 2021. The agreement allows modest cost-of-living increases over the period and offers important cost controls on health insurance premiums. The city's labor contract with the Beaverton Police Association (BPA) will expire on June 30, 2022.

Spending in the Materials and Services category in FY 2020-21 are increasing about 6% when compared to FY 2019-20. This increase primarily reflects expenditures related to completing the Mary Ann Apartment building, utilizing Metro's Affordable Housing Bonds.

Spending on sanitary sewer and storm water utilities are consistent with previous years. Water system investments continue to be the driver of Capital Outlay expenses. Beaverton joined in the development of a new resource in the Willamette River requiring investments in the raw water intake, treatment, transmission and storage facilities. The city is a junior partner in several related joint ventures where the city's investment will exceed \$75 million when completed in a few years. In addition to the facility related bonds described above, Beaverton also shares in the regional Affordable Housing Bond program and the budget contains \$9 million in bond proceeds for the Mary Ann Apartment project with a private developer in the Old Town area.

During the budget development phase this year, the focus was on the General Fund. More than \$6 million in requests were reduced or eliminated. Those reductions included transfers for capital projects, professional service requests, vehicle replacements, training, travel, furniture and equipment.

The City's contribution rate for PERS remains the same in FY 2020-21 as in FY 2019-20, as PERS sets its rates for each biennium and FY21 is the second year of the biennium. As usual, the PERS contributions appear as a portion of the "Fringe Benefit" account in each respective program budget with Personnel Expenses.

For the fiscal year FY 2020-21, Beginning Working Capital for all funds combined is increasing approximately \$33.6 million when compared to that of FY 2019-20, from \$117 million to \$151 million, largely due to bond sales in the late spring of 2020 for water system improvements, the Patricia Reser Center for the Arts and the conjoined parking facility. FY 2020-21 begins the year with approximately \$151 million in fund balances for all City funds, approximately \$255 million is projected to be collected in revenue, \$326 million is budgeted to be expended during the year, leaving approximately \$80 million at the end of the fiscal year in fund balances across all City funds. About one-third of the budgeted expenditures are for capital improvements.

CITY POPULATION

The official population figures for all Oregon cities and counties are certified each July 1 by the State of Oregon through the Population Research Center at Portland State University (PSU). Each year, PSU estimates the changes in populations by using the last U.S. Census Data (2010 = 89,803) as a base and allowing adjustments due to new single-family and multi-family unit construction, household sizes, annexations, and other data. PSU certified Beaverton's population at **98,255** effective July 1, 2019. Beaverton is Oregon's sixth largest city.

Population is an important component for Oregon cities as they receive revenues from the State (fuel taxes, liquor taxes and cigarette taxes) based upon per capita formulas. For FY 2020-21, the city expects to receive approximately \$103 per capita from the State, which totals \$10,156,620 based upon the average population for the year of 98,255. Both Oregon and Washington County increased fuel taxes and/or vehicle registration fees. Population estimates, demographic characteristics and geographical distribution affect several revenue sources and programs of the city.

FINANCIAL REPORTING AWARD

The Government Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Beaverton for its comprehensive annual financial report for the fiscal year ended June 30, 2019. Beaverton has received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA, which reflects the conforming accounting system and comprehensive reporting practice of the city every year since 1979. The city will be submitting its comprehensive annual financial report for the fiscal year ending June 30, 2020 to the GFOA for the award program.

DISTINGUISHED BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Distinguished Budget Presentation Award for the FY 2019-20 Annual Budget Document. The city has received this recognition annually since 1988. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium. This award is valid for one year only. We believe the FY 2020-21 budget continues to conform to program requirements and will be submitting it to the GFOA to determine its eligibility for this award. I hope that this document will provide a better understanding of the city's operations as your City of Beaverton team strives to maintain and improve the quality of life in the community.

RECENT AWARDS

In 2018 Beaverton was named one of the Top 10 Best Places to Raise a Family by Livability.com (3rd place). This follows successive years of similar recognition by MONEY magazine. Mayor Doyle recognized with Bridge Building Award by Bridge Meadows. Bridge Meadows is a unique residential development creating an affordable home for seniors and foster children who benefit from some extra attention and care. Beaverton has a vibrant program supporting the various areas of the community. Two neighborhood associations received awards from Neighborhoods USA. Continuing with Beaverton's past recognition from this organization, the city received two awards from 3CMA for 2018 State of the City video. The video <https://www.youtube.com/watch?v=ROF-i-v6bc> has a Star Wars theme featuring wise Mayor Doyle and Billy the Beaver as the Chewbacca character.

CLOSING COMMENTS

A strong economic, cultural and social base is necessary to maintain and continue to improve our strength as a city. The FY 2020-21 budget is a key process and an agenda-setting statement of the creative and innovative efforts needed to secure Beaverton's future as a high quality place to live, work, and raise our families. The budget allows us to continue to follow-through on commitments we have made to the residents and businesses of Beaverton. This will be a year of construction in the Beaverton Central area with a hotel and other commercial development, the Patricia Reser Center for the Arts and a parking garage. As this budget was prepared, the community faced the challenges of curbing the spread of the coronavirus, but we are ever hopeful for our future as the City's economy was quite strong before the pandemic. We look forward to the new fiscal year and are certain that the Washington County area will continue to be the "economic engine of Oregon" with continual job expansion across all sectors.

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

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

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

I appreciate the City Council and Budget Committee's approval of this budget so we can jointly pursue our goals.

Sincerely,

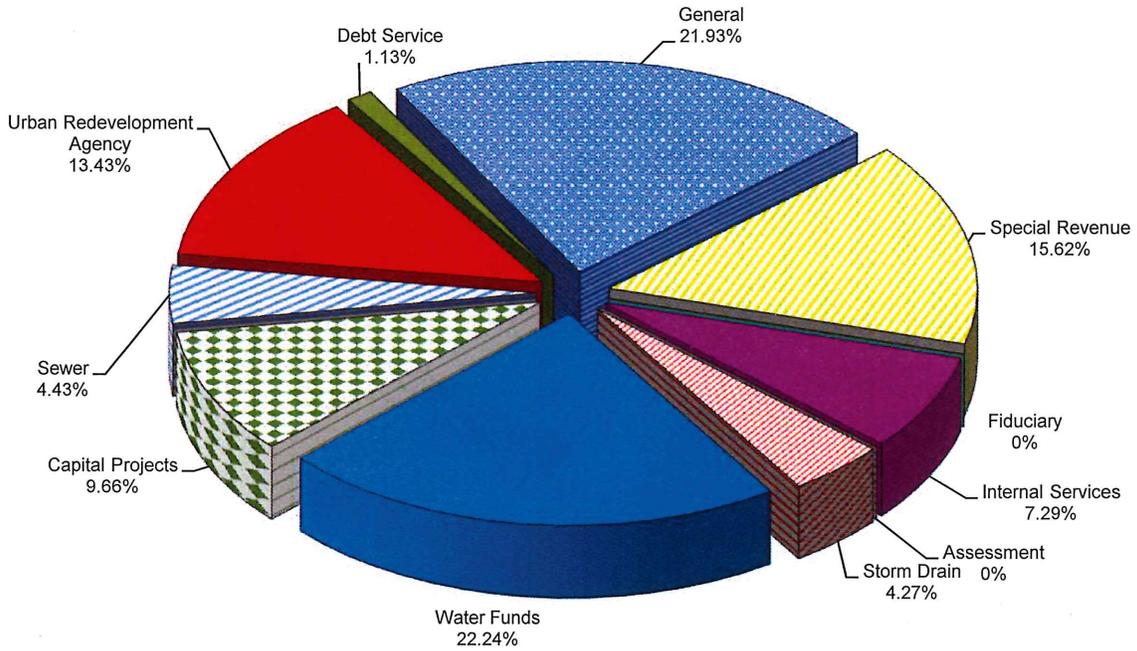


Denny Doyle, Mayor

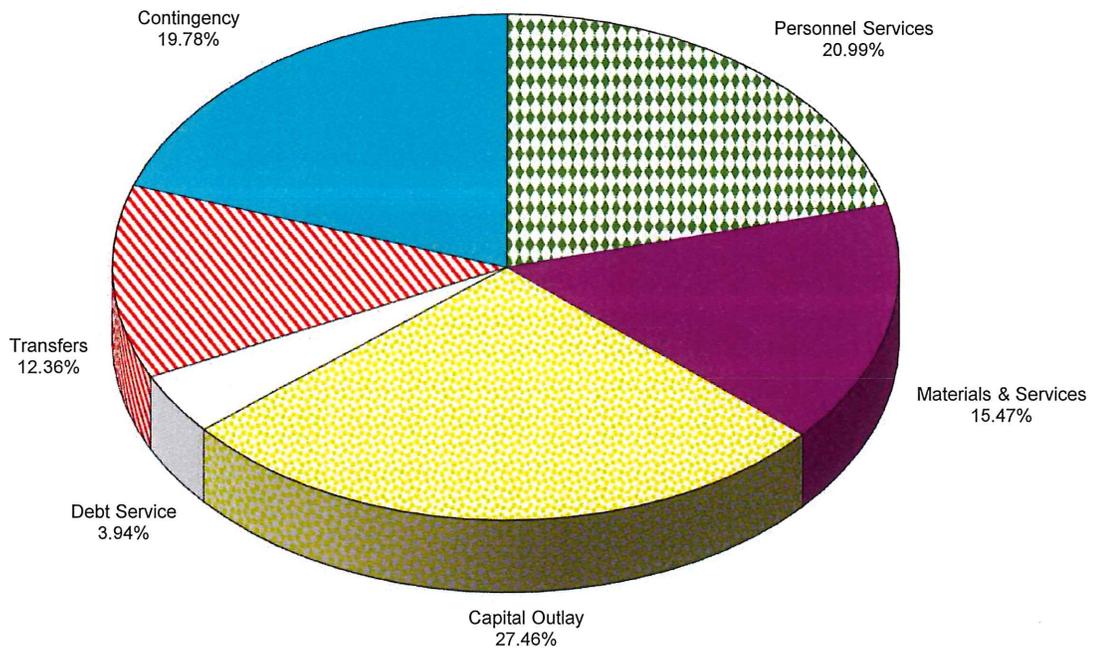
ALL FUNDS AND FUND TYPES

RECOMMENDED EXPENDITURES FY 2020-21 \$406,010,933

BY FUND



BY MAJOR OBJECT



CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21
TOTAL CITY-WIDE REVENUES

With Explanation of Significant Changes Between Budgeted FY 2019-20 and Recommended FY 2020-21

	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Beginning Working Capital	112,336,510	130,864,742	117,098,492	117,098,492	150,762,922	28.75%
Taxes	56,498,012	60,656,481	61,706,825	62,657,444	64,371,395	4.32%
Intergovernmental Revenues	18,848,646	21,074,501	28,210,636	26,202,349	35,288,329	25.09%
Permits and Fees	8,288,871	11,936,022	10,241,550	11,704,160	10,298,725	0.56%
Service Fees	24,319,471	26,786,101	31,868,244	30,945,000	33,244,000	4.32%
Fines & Forfeitures	4,800,749	4,334,456	5,382,216	5,336,442	5,317,442	-1.20%
Miscellaneous Revenues	6,494,635	7,823,986	14,760,310	16,976,099	23,290,897	57.79%
Inter-Fund Transfers	23,120,964	26,751,913	34,765,126	42,249,959	50,193,921	44.38%
Non-Revenue Receipts	32,016,798	13,939,076	85,618,844	158,384,002	33,243,302	-61.17%
TOTAL CITY REVENUES	<u>\$ 286,724,656</u>	<u>\$ 304,167,278</u>	<u>\$ 389,652,243</u>	<u>\$ 471,553,947</u>	<u>\$ 406,010,933</u>	

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

Beginning Working Capital

FY 2020-21 Beginning Working Capital increase reflects \$34 Million in unspent bond issuance proceeds over the amounts that were incorporated in the FY 2019-20 Budget.

Taxes:

No Significant Increase.

Intergovernmental Revenues:

FY 2020-21 increase reflects \$9 million from Metro's Affordable Housing Bond program for an upcoming housing project.

Permits and Fees:

No Significant Increase

Service Fees:

FY 2020-21 reflects a mid-year 66 cent increase in the water consumption rate consisting of 10 cents for the system's operations and 56 cents for the debt service on the recently issued 2020 \$33.5 Million water revenue bond issue. Currently CWS is not proposing a rate increase during FY 2020-21.

Fines & Forfeitures:

No Significant Change

Miscellaneous Revenues:

FY 2020-21 reflects funding from Capital Campaign donation payments; \$9 Million from the major donor and \$8 Million from the Arts Foundation in support of the Patricia Reser Center for the Arts for the arts building construction.

Inter-Fund Transfers:

FY 2020-21 reflects \$11 Million in funding transferred from the Water Construction to the WIFIA Water Construction Fund (WIFIA stands for Water Infrastructure Financing and Innovation Act a Federal Loan Program). The WIFIA Water Construction Fund is a new fund for this fiscal year to separately track those projects funded by the federal loan program.

Non-Revenue Receipts:

FY 2020-21 decrease reflects that FY 2019-20 Budgeted (and FY 2019-20 Estimated) included proceeds from various bond issues that are non-recurring in FY 2020-21.

CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21
TOTAL CITY-WIDE EXPENSES
With Explanation of Significant Changes Between Budgeted FY 2019-20 and Recommended FY 2020-21

	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$ 66,991,204	\$ 71,855,780	\$ 80,346,048	\$ 77,650,280	\$ 85,219,014	6.06%
Materials & Services	38,699,384	41,942,639	59,203,019	55,167,109	62,804,154	6.08%
Capital Outlay	21,153,575	37,796,568	127,426,674	115,212,074	111,500,055	-12.50%
Debt Service	5,894,790	8,721,890	11,153,003	30,511,603	15,998,955	43.45%
Transfers	23,120,962	26,751,915	34,765,126	42,249,959	50,193,921	44.38%
Subtotal Expenditures	\$ 155,859,915	\$ 187,068,792	\$ 312,893,870	\$ 320,791,025	\$ 325,716,099	
Contingencies:						
General/Undesignated	-	-	38,639,183	-	57,248,273	
Dedicated or Reserved	-	-	38,119,190	-	23,046,561	
Subtotal Contingencies	-	-	76,758,373	-	80,294,834	
Total	\$ 155,859,915	\$ 187,068,792	\$ 389,652,243	\$ 320,791,025	\$ 406,010,933	
FTEs	567.63	586.46	611.26		617.76	

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

Personnel services:

FY 2020-21 reflects a net increase of 6.5 FTE consisting of 0.5 FTE Human Resources Assistant, 1.0 FTE Human Resources Specialist, 1.0 FTE Public Works Supervisor, 1.0 FTE Water Distribution Technician 2, 1.0 FTE Fleet Services Technician 1, 1.0 FTE Computer Services Technician Lead, 1.0 FTE Systems Analyst, 1.0 FTE Information Services Specialist, less 1.0 FTE PRCA General Manager position. Recommended Budget also includes step increases, COLA increases for BPA of 1.5% July 1, 2020 and 1.5% effective January 1, 2021 along with a 2% city contribution to deferred compensation, SEIU and management at 2.60%. Also reflects medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

No significant change

Capital outlay:

FY 2020-21 decrease is mainly due in part to the construction costs for Public Safety Center being substantially completed by the end of FY 2019-20

Debt Service:

FY 2020-21 increase reflects principal and interest payments on several 2020 Bond Issues; the \$90 Special Revenue Bond Issue (\$55 Million for BURA, \$21 Million for PRCA and \$7 Million for the Public Safety Center and \$3 Million for the City Park Fountain and \$4 Million for other City Projects) and the \$33.5 Million Water Revenue Bond Issue.

Transfers:

FY 2020-21 increase reflects \$11 Million in funding transferred from the Water Construction to the WIFIA Water Construction Fund (WIFIA stands for Water Infrastructure Financing and Innovation Act a Federal Loan Program). The WIFIA Water Construction Fund is a new Fund for this fiscal year to separately track those projects funded by the federal loan program. The Increase also reflects \$2.3 million transfer from the Water Operating Fund to the Water Debt Service Fund for the \$33.5 Million 2020 Water Revenue Bond Issue and \$3.1 Million from the BURA Tax Increment Fund to the BURA Debt Service Fund for the up to \$55 Million BURA 2020 BURA Special Revenue Bond Issue.

**CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21
TOTAL CITY-WIDE REVENUES LESS BURA**

With Explanation of Significant Changes Between Budgeted FY 2019-20 and Recommended FY 2020-21

	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Beginning Working Capital	109,200,590	126,258,714	112,790,366	112,790,366	112,230,922	-0.50%
Taxes	53,445,707	56,978,341	57,478,005	58,426,124	59,667,544	3.81%
Intergovernmental Revenues	18,848,646	21,074,501	28,210,636	26,202,349	35,288,329	25.09%
Permits and Fees	8,288,871	11,935,616	10,241,550	11,704,160	10,298,725	0.56%
Service Fees	24,319,471	26,786,101	31,868,244	30,945,000	33,244,000	4.32%
Fines & Forfeitures	4,800,749	4,334,456	5,382,216	5,336,442	5,317,442	-1.20%
Miscellaneous Revenues	6,385,076	7,613,527	13,674,710	15,937,799	23,157,497	69.35%
Inter-Fund Transfers	22,254,859	23,586,388	29,129,142	36,613,975	43,027,673	47.71%
Non-Revenue Receipts	31,290,509	10,937,744	64,144,760	81,909,918	29,243,302	-54.41%
TOTAL CITY REVENUES	\$ 278,834,478	\$ 289,505,388	\$ 352,919,629	\$ 379,866,133	\$ 351,475,434	

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

Beginning Working Capital

No significant change.

Taxes:

No Significant Increase over the allowed 3% increase in general property taxes.

Intergovernmental Revenues:

FY 2020-21 increase reflects \$9 million from Metro's Affordable Housing Bond program for an upcoming housing project.

Permits and Fees:

No Significant Change

Service Fees:

FY 2020-21 reflects a mid-year 66 cent increase in the water consumption rate consisting of 10 cents for the system's operations and 56 cents for the debt service on the recently issued 2020 \$33.5 Million water revenue bond issue. Currently CWS is not proposing a rate increase during FY 2020-21.

Fines & Forfeitures:

No Significant Change

Miscellaneous Revenues:

FY 2020-21 reflects funding from Capital Campaign donation payments; \$9 Million from the major donor and \$8 Million from the Arts Foundation in support of the Patricia Reser Center for the Arts for the arts building construction.

Inter-Fund Transfers:

FY 2020-21 reflects \$11 Million in funding transferred from the Water Construction to the WIFIA Water Construction Fund (WIFIA stands for Water Infrastructure Financing and Innovation Act a Federal Loan Program). The WIFIA Water Construction Fund is a new Fund for this fiscal year to separately track those projects funded by the federal loan program.

Non-Revenue Receipts:

FY 2020-21 decrease reflects that FY 2019-20 Budgeted (and FY 2019-20 Estimated) included proceeds from various bond issues that are non-recurring in FY 2020-21.

CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21
TOTAL CITY-WIDE EXPENSES LESS BURA
With Explanation of Significant Changes Between Budgeted FY 2019-20 and Recommended FY 2020-21

	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$ 66,991,204	\$ 71,855,780	\$ 80,346,048	\$ 77,650,280	\$ 85,219,014	6.06%
Materials & Services	\$ 37,998,065	41,086,051	56,354,220	53,093,823	59,790,504	6.10%
Capital Outlay	\$ 20,427,285	34,794,831	108,319,740	94,768,614	94,600,055	-12.67%
Debt Service	\$ 5,028,686	5,556,365	5,517,019	5,875,619	8,832,707	60.10%
Transfers	\$ 22,130,526	23,422,001	28,762,042	36,246,875	42,219,103	46.79%
Subtotal Expenditures	\$ 152,575,766	\$ 176,715,028	\$ 279,299,069	\$ 267,635,211	\$ 290,661,383	
Contingencies:						
General/Undesignated	-	-	35,501,370	-	37,767,490	
Dedicated or Reserved	-	-	38,119,190	-	23,046,561	
Subtotal Contingencies	-	-	73,620,560	-	60,814,051	
Total	\$ 152,575,766	\$ 176,715,028	\$ 352,919,629	\$ 267,635,211	\$ 351,475,434	
FTEs	567.63	586.46	611.26		617.76	

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

Personnel services:

FY 2020-21 reflects a net increase of 6.5 FTE consisting of 0.5 FTE Human Resources Assistant, 1.0 FTE Human Resources Specialist, 1.0 FTE Public Works Supervisor, 1.0 FTE Water Distribution Technician 2, 1.0 FTE Fleet Services Technician 1, 1.0 FTE Computer Services Technician Lead, 1.0 FTE Systems Analyst, 1.0 FTE Information Services Specialist, less 1.0 FTE PRCA General Manager position. Recommended Budget also includes step increases, COLA increases for BPA of 1.5% July 1, 2020 and 1.5% effective January 1, 2021 along with a 2% city contribution to deferred compensation, SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

No significant change

Capital outlay:

FY 2020-21 decrease is mainly due in part to the construction costs for Public Safety Center being substantially completed by the end of FY 2019-20

Debt Issuance:

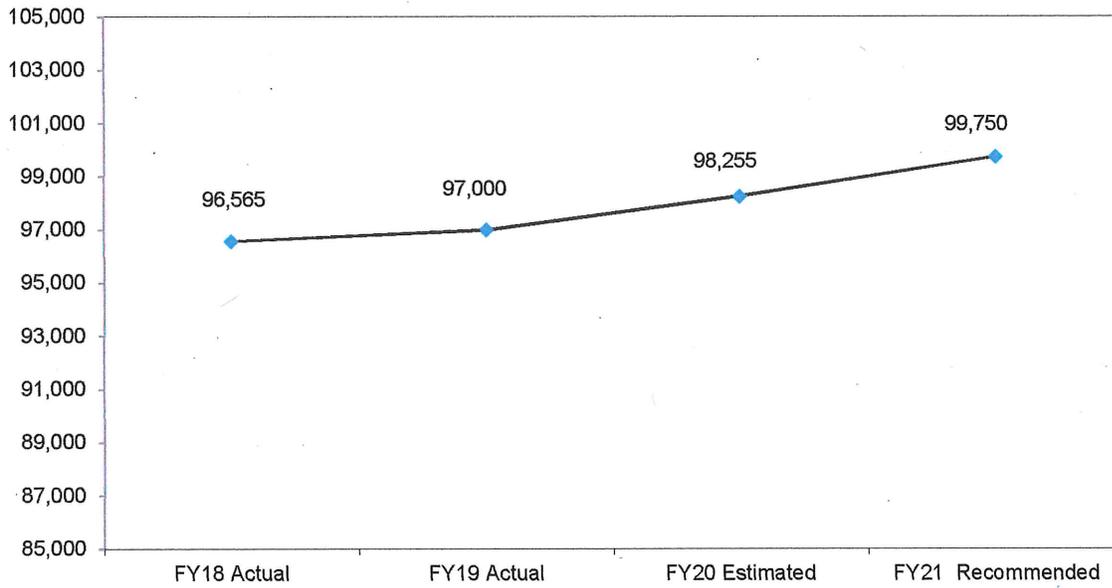
FY 2020-21 increase reflects principal and interest payments on several 2020 Bond Issues; the \$90 Special Revenue Bond Issue (\$55 Million for BURA, \$21 Million for PRCA and \$7 Million for the Public Safety Center and \$3 Million for the City Park Fountain and \$4 Million for other City Projects) and the \$33.5 Million Water Revenue Bond Issue.

Transfers:

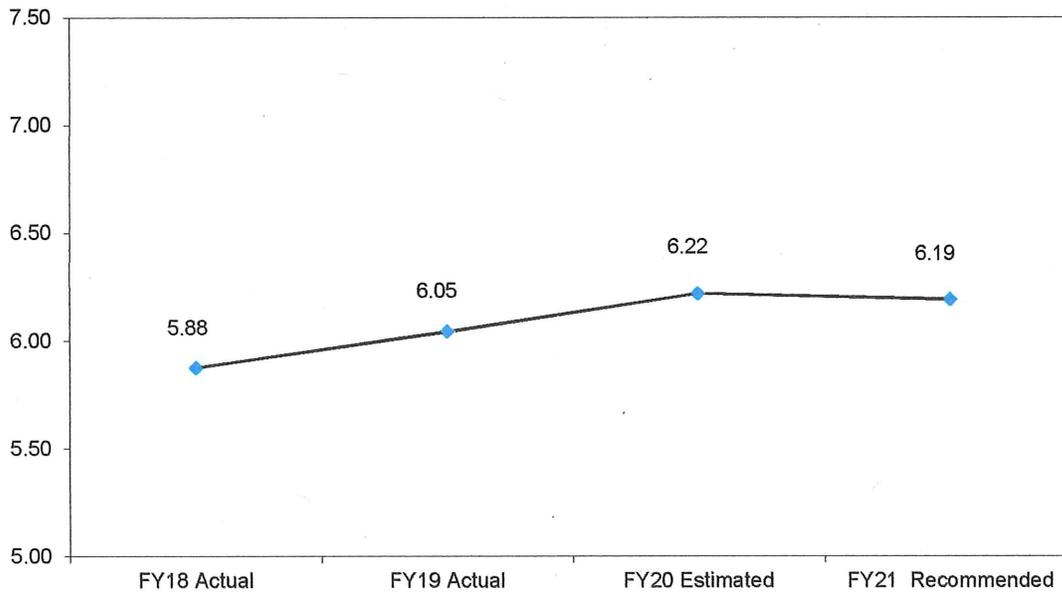
FY 2020-21 increase reflects \$11 Million in funding transferred from the Water Construction to the WIFIA Water Construction Fund (WIFIA stands for Water Infrastructure Financing and Innovation Act a Federal Loan Program). The WIFIA Water Construction Fund is a new Fund for this fiscal year to separately track those projects funded by the federal loan program. The Increase also reflects \$2.3 million transfer from the Water Operating Fund to the Water Debt Service Fund for the \$33.5 Million 2020 Water Revenue Bond Issue.

City-Wide 4-year Trend

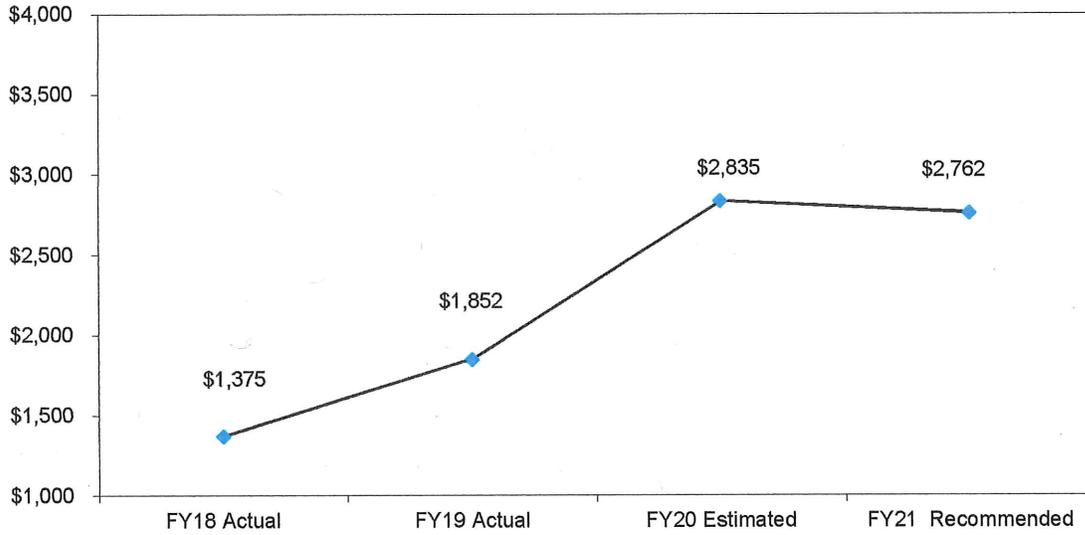
A. 4-Year Population Growth



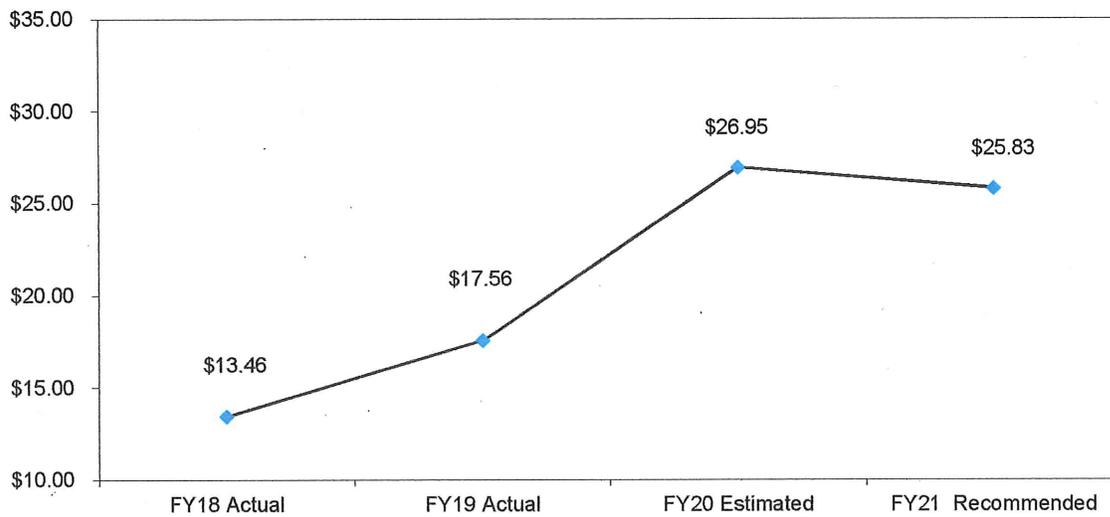
B. Number of Employees per 1,000 population



C. Per Capita Expenditures



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



CITY SUMMARY BY CLASS

CITY REVENUES BY CLASS

OBJ	2018 - ACTUAL	2019 - ACTUAL	2020 BUDGETED	2020 - YTD	2020	2021 - PROPOSED	2021 - RECOMD	2021 ADOPTED
	AMOUNT	AMOUNT	AMOUNT	ACTUAL	EST AMT	AMOUNT	AMOUNT	AMOUNT
CLASS: 05 BEGINNING WORKING CAPITAL								
	112,336,510	130,864,742	117,098,492	117,098,492	117,098,492	126,557,087	150,955,615	
CLASS: 10 TAXES								
	56,498,012	60,656,481	61,706,825	57,694,369	62,657,444	64,841,756	64,371,395	
CLASS: 15 INTERGOVERNMENTAL REVENUE								
	18,848,646	21,074,501	28,210,636	16,169,273	26,395,042	25,127,428	35,095,636	
CLASS: 20 PERMITS & FEES								
	8,288,871	11,936,022	10,241,550	8,190,215	11,704,160	10,278,725	10,298,725	
CLASS: 25 SERVICE FEES								
	24,319,471	26,786,101	31,868,244	25,009,307	30,945,000	33,820,000	33,244,000	
CLASS: 30 FINES & FORFEITURES								
	4,800,749	4,334,456	5,382,216	570,230	5,336,442	5,377,442	5,317,442	
CLASS: 35 MISCELLANEOUS REVENUES								
	6,494,635	7,823,986	14,760,310	11,345,973	16,976,099	24,037,835	23,290,897	
CLASS: 40 INTERFUND TRANSFERS/LOANS								
	23,120,964	26,751,913	34,765,126	16,209,185	42,249,959	47,282,865	50,193,921	
CLASS: 45 NON-REVENUE RECEIPTS								
	32,016,798	13,939,076	85,618,844	18,119,776	158,384,002	41,064,872	33,243,302	
TOTAL CITY REVENUES								
	286,724,656	304,167,278	389,652,243	270,406,820	471,746,640	378,388,010	406,010,933	

CITY SUMMARY BY CLASS

CITY EXPENDITURES BY CLASS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 - YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACTUAL	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES														
	66,991,204	567.63	71,855,780	586.46	80,346,048	611.26	61,617,024	77,650,280	85,225,596	610.76	85,219,014	617.76		
CLASS: 10 MATERIALS & SERVICES														
	38,699,384		41,942,639		59,203,019		41,787,362	55,167,109	60,482,030		62,804,154			
CLASS: 15 CAPITAL OUTLAY														
	21,153,575		37,796,568		127,426,674		100,388,792	115,212,074	106,362,668		111,500,055			
CLASS: 20 DEBT SERVICE														
	5,894,790		8,721,890		11,153,003		3,446,333	30,511,603	15,434,196		15,998,955			
CLASS: 25 TRANSFERS														
	23,120,962		26,751,915		34,765,126		16,209,194	42,249,959	47,282,865		50,193,921			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					76,758,373				63,600,655		80,294,834			
TOTAL CITY EXPENDITURES														
	155,859,915	567.63	187,068,792	586.46	389,652,243	611.26	223,448,705	320,791,025	378,388,010	610.76	406,010,933	617.76		

CITY OF BEAVERTON
SCHEDULE OF CONTINGENCY AND RESERVE BY FUND AND PROGRAM
RECOMMENDED BUDGET FY 2020-21

Fund Name	Fund And Account		Contingency	Designated Contingency/ Reserves	Total
General Fund	001	001-991	3,984,978	5,426,646	9,411,624
Street Fund	101	101-991	1,066,707	1,146,254	2,212,961
Building Operating Fund	105	105-991	1,060,975	86,133	1,147,108
Community Devel Block Grant	106	106-991	-	10,743	10,743
Lodging Tax (TLT) Fund	107	107-991	1,308,134	-	1,308,134
Transportation System Dev. Fund	112	112-991	451,247	-	451,247
Traffic Impact/Dev. Tax Fund	114	114-991	-	14,161,136	14,161,136
Library	115	115-991	304,611	104,475	409,086
General Bonded Debt	201	201-991	-	195,583	195,583
Special Revenue Debt Fund	202	202-991	-	-	-
Capital Development	301	301-991	-	-	-
Capital Projects	310	310-991	-	1,402,232	1,402,232
Assessment Debt Service	401	401-991	-	-	-
Water Operating Fund	501	501-991	4,716,400	1,857,225	6,573,625
Sewer Fund	502	502-991	2,503,981	7,395,914	9,899,895
Water Debt Service	504	504-991	-	69,490	69,490
Water Construction	505	505-991	-	123,314	123,314
Storm Drain	513	513-991	4,245,508	5,070,806	9,316,314
Reprographics	601	601-991	93,962	-	93,962
Garage	602	602-991	86,454	-	86,454
Information Systems	603	603-991	99,997	60,000	159,997
Public Works Admin	605	605-991	72,434	-	72,434
Insurance - General Liability	706	706-0010-991	602,775	1,500,000	2,102,775
Insurance - Workers' Comp	706	706-0014-991	104,635	650,000	754,635
Insurance - Unemployment	706	706-0015-991	65,693	100,000	165,693
Insurance - Medical/Dental	706	706-0016-991	335,609	350,000	685,609
BURA General Fund	901	901-991	441,065	-	441,065
BURA Capial Projects Fund	902	902-991	-	16,013,474	16,013,474
BURA Program & Activities Fund	903	903-991	3,026,244	-	3,026,244
Total			\$24,571,409	\$55,723,425	\$80,294,834

CITY OF BEAVERTON
Schedule of Reserves for Future Needs
Recommended Budget FY 2020-21

Fund Name	Description of Reserve	Amount
General Fund	Equipment & vehicle replacement	\$1,180,710
	Operations Facility Replacement	\$141,110
	Significant tree preservation projects	\$77,262
	Police expenses from forfeited funds	\$0
	Housing Investment funds	\$300,000
	City Park Fountain Funds	\$0
	Franchise Fee Future Use	\$3,727,564
	Police K-9 Program	\$0
	Subtotal General Fund	<u>\$5,426,646</u>
Street Fund	Equipment & vehicle replacement	\$790,032
	Operations Facility Replacement	\$265,157
	Development trees planting	\$91,065
	Subtotal Street Fund	<u>881,097</u>
Building Fund	Equipment & vehicle replacement	\$86,133
CDBG Fund	Future building maintenance needs	\$10,743
Lodging Tax Fund	City 4% TLT	\$0
Street Lighting Fund	Equipment & vehicle replacement	\$0
Library Fund	Library Trust Funds	\$104,475
Traffic Impact/Dev. Tax Fund	TIF/TDT	\$14,161,136
General Bonded Debt	Reserve for bonded debt	\$195,583
Special Revenue Debt Fund	Reserve for bonded debt	\$0
Capital Projects	Street and traffic infrastructure improvements	\$1,402,232
Water Operating	Joint Water Commission emergency equipment	\$500,000
	Operations Facility Replacement	\$243,734
	Water rate stabilization per bond covenants	\$600,000
	Equipment & vehicle replacement	\$513,491
	Subtotal Water Operating Fund	<u>1,857,225</u>
Sewer	Sanitary Sewer surcharge rehabilitation projects	\$5,706,623
	Sanitary Sewer SDC capacity improvement projects	\$1,026,206
	Operations Facility Replacement	\$130,461
	Equipment & vehicle replacement	\$532,624
	Subtotal Sewer Fund	<u>7,395,914</u>
Water Debt Service	Reserve for Debt Service	\$69,490
Water Construction	Water infrastructure extra capacity capital projects	\$123,314
Storm Drain	Storm Water SDC Quality capacity improvement projects	\$107,864
	Storm Water SDC Quantity capacity improvement projects	\$761,253
	Storm Water SDC Conveyance capacity improvement projects	\$2,476,360
	Storm Water surcharge rehabilitation projects	\$428,408
	Operations Facility Replacement	\$219,538
	Equipment & vehicle replacement	\$1,077,383
	Subtotal Storm Drain Fund	<u>5,070,806</u>
Information Systems	Reserves for future Equipment & vehicle replacement	\$60,000
Geographic Info.Systems	Equipment & vehicle replacement	\$0

Insurance	General Liability reserve for catastrophic loss	\$1,500,000
	Worker's Compensation reserve for rate stabilization and current claims loss reserve	\$650,000
	Unemployment reserve for rate stabilization and current claims reserve	\$100,000
	Medical and Dental reserve for rate stabilization and incurred but not reported claims	<u>\$350,000</u>
	Subtotal Insurance Fund	<u>2,600,000</u>
BURA - Capital Projects	BURA Capital Projects and Improvements	<u>16,013,474</u>
	Grand Total	<u><u>\$55,723,425</u></u>

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

FY 2019-20

Actual (From County Assessor Information)

Tax Levy Type	Taxes Assessed	Levy Rate On Taxable Value	Tax Collections at 95.00%	Net Amount Of Tax Reduction 5.00%	Net Tax Increase Over Last Year
General Fund	\$39,935,772	\$3.8643	\$37,938,983	\$1,996,789	\$1,367,476
Library	3,738,001	0.3617	3,551,101	186,900	122,686
LEVY WITHIN TAX BASE	\$43,673,773	\$4.2260	\$41,490,084	\$2,183,689	\$1,490,162
Street Lights	0	0.0000	0	0	
Police Serial Levy	0	0.0000	0	0	0
Subtotal Operations	\$43,673,773	\$4.2260	\$41,490,084	\$2,183,689	\$1,490,162
Debt Service City Hall	\$0	\$0.0000	\$0	\$0	\$0
Debt Service Public Safety Bldg	\$2,047,175	0.1927	\$1,944,816	102,359	1,026,695
Debt Service Library	0	0.0000	0	0	(1,049,281)
Subtotal Debt Service	\$2,047,175	\$0.1927	\$1,944,816	\$102,359	(\$22,586)
TOTAL LEVY	\$45,720,948	\$4.4187	\$43,434,900	\$2,286,048	\$1,467,576
	Target	\$4.4257		\$0	\$3,129,839
CITY'S AV (in Thousands)	Variance	-\$0.0070			
Market Value	\$17,810,755		Measure 50 Growth Rate	3.00%	
City Taxable Value	\$10,623,637		New Constr	\$ 15,000	
Less Urban Renewal Value For Tax Purposes	\$ (289,104)		Annexations	\$ -	
	<u>\$10,334,533</u>		Less Budgeted Increment UR Growth		Annexation Detail
			Previous UR Value	\$250,596	\$ -
			Projected Increment Growth	\$ 45,000	0
PERCENT INCREASE IN AV Market Value Value For Tax Purposes Variance Market Value to Value for Tax Purposes	BURA Tax Growth Rate	40.34%	New Project UR Value	\$295,596	0
	City Tax Growth Rate	3.59%	Total Projected Growth Rate	3.62%	\$ -
	Variance Mkt to Ass'd	-40.35%	Less Actual Increment UR Growth		
			Previous UR Value	\$205,998	
			Projected Increment Growth	\$83,106	
			New Actual UR Value	\$289,104	
			Actual Growth Rate	3.59%	
Every 100,000 additional taxes increase the levy rate by:					
Every 1 cent levied, generates (net)				\$0.0097	
Additional Growth to Permanent Rate				\$98,178	
Additional Dollars to Permanent Rate				\$0.3920	
Tax on a Home @ \$200,000				\$4,051,137	
Increase From Last Year				\$883.74	
Percent Increase From Last Year				\$8.62	\$0.72
Percent of Permanent Rate Levied				0.99%	
Each \$1 Million in AV increases taxes by				91.51%	
				\$4,226	

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

FY 2020-21
Budget Committee Submission

Tax Levy Type	Taxes Assessed	Levy Rate On Taxable Value	Budgeted Tax Collections at 95.00%	Net Amount Of Tax Reduction 5.00%	Net Tax Increase Over Last Year	City's Permanent Rate
General Fund	\$41,225,697	\$3.8643	\$39,164,412	\$2,061,285	\$1,225,429	\$3.7973
Library	\$3,858,738	0.3617	3,665,801	192,937	\$114,700	0.2373
LEVY WITHIN TAX BASE	\$45,084,435	\$4.2260	\$42,830,213	\$2,254,222	\$1,340,129	\$4.0346
Street Lights	0	0.0000	0	0	\$0	0.5834
Police Serial Levy	0	0.0000	0	0	0	0.0000
Subtotal Operations	\$45,084,435	\$4.2260	\$42,830,213	\$2,254,222	\$1,340,129	\$4.6180
Debt Service City Hall	\$0	\$0.0000	\$0	\$0	\$0	
Debt Service Public Safety Bldg	2,115,800	0.1983	2,010,010	105,790	65,194	
Debt Service Library	0	0.0000	0	0	0	
Subtotal Debt Service	\$2,115,800	\$0.1983	\$2,010,010	\$105,790	\$65,194	
TOTAL LEVY	\$47,200,235	\$4.4243	\$44,840,223	\$2,360,012	\$1,405,323	
	Target	\$4.4187		\$0	\$0	
CITY'S AV (in Thousands)	Variance	\$0.0056				
Market Value	\$18,523,185		Measure 50 Growth Rate	3.00%		
City Taxable Value	\$11,002,346		New Constr	\$ 60,000		
Less Urban Renewal	\$ (334,104)		Annexations	\$ -		
Value For Tax Purposes	\$10,668,242		Less Increment UR Growth		Annexation Detail	
			Previous UR Value	\$289,104	\$ -	
			Projected Increment Growth	\$ 45,000	0	
PERCENT INCREASE IN AV	BURA Tax Growth Rate	15.57%	New Project UR Value	\$ 334,104	0	
Market Value	City Tax Growth Rate	3.23%	Total Projected Growth Rate	4.02%	\$ -	
Value For Tax Purposes	Variance Mkt to Ass'd	-40.60%				
Variance Market Value to Value for Tax Purposes						
	Every 100,000 additional taxes increase the levy rate by:		Actual Growth Rate	3.23%		
			\$0.0094			
	Every 1 cent levied, generates (net)		\$101,348 Net	\$ 106,682 Gross		
	Additional Growth to Permanent Rate		\$0.3920	\$ 24,112,836		
	Additional Dollars to Permanent Rate		\$4,181,951	\$24,113		
	Tax on a Home @ \$200,000		\$884.86	\$106,682.42		
	Increase From Last Year		\$1.12	Street Light Tax	\$1,182,964	
	Percent Increase From Last Year		0.13%	Add Growth 2020	\$42,468	
	Percent of Permanent Rate Levied		91.51%	2021	\$39,581	
	Each \$1 Million in AV increases taxes by		\$4,226		\$1,265,013	

POSITIONS SUMMARY

FY 2019-20 ADOPTED

Department	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
MAYOR'S OFFICE	41.23	42.23	0.00	0.00	0.00	0.00	42.23
HUMAN RESOURCES	6.75	7.22	0.00	0.00	0.00	0.00	7.22
FINANCE DEPARTMENT	22.45	22.95	0.00	0.00	0.00	0.00	22.95
MUNICIPAL COURT	20.00	25.00	0.00	0.00	0.00	0.00	25.00
CITY ATTORNEY	15.85	15.85	0.00	0.00	0.00	0.00	15.85
POLICE DEPARTMENT	183.80	190.05	0.00	0.00	0.00	0.00	190.05
COMMUNITY DEVELOPMENT	77.45	83.20	0.00	0.00	0.00	0.00	83.20
CAPITAL DEV. - ENGINEERING	9.40	7.40	0.00	0.00	0.00	0.00	7.40
PUBLIC WORKS	103.00	110.00	0.00	0.00	0.00	0.00	110.00
LIBRARY FUND	70.58	70.63	0.00	0.00	0.00	0.00	70.63
CDBG FUND	1.15	1.40	0.00	0.00	0.00	0.00	1.40
LODGING TAX FUND	5.00	5.00	0.00	0.00	0.00	0.00	5.00
REPROGRAPHICS	3.40	3.40	0.00	0.00	0.00	0.00	3.40
INFORMATION SYSTEMS FUND	23.50	24.00	0.00	0.00	0.00	0.00	24.00
INSURANCE FUND	2.90	2.93	0.00	0.00	0.00	0.00	2.93
TOTAL CITY	586.46	611.26	0.00	0.00	0.00	0.00	611.26

FY 2020-21 PROPOSED

Department	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
MAYOR'S OFFICE	42.23	0.00	2.00	0.00	0.00	44.23
HUMAN RESOURCES	7.22	1.48	0.00	0.00	0.00	8.70
FINANCE DEPARTMENT	22.95	0.00	(0.05)	0.00	(0.20)	22.70
MUNICIPAL COURT	25.00	0.00	0.00	0.00	0.00	25.00
CITY ATTORNEY	15.85	0.20	(0.05)	0.00	0.00	16.00
POLICE DEPARTMENT	190.05	0.00	0.00	0.00	0.00	190.05
COMMUNITY DEVELOPMENT	83.20	0.00	0.35	0.00	0.00	83.55
CAPITAL DEVELOPMENT - ENGINEERING	7.40	0.00	0.00	0.00	0.00	7.40
PUBLIC WORKS	110.00	3.00	0.00	0.00	0.00	113.00
LIBRARY FUND	70.63	0.00	1.00	0.00	0.00	71.63
CDBG FUND	1.40	0.00	(0.25)	0.00	0.00	1.15
LODGING TAX FUND	5.00	0.00	0.00	0.00	(1.00)	4.00
REPROGRAPHICS	3.40	0.00	0.00	0.00	0.00	3.40
INFORMATION SYSTEMS FUND	24.00	3.00	(3.00)	0.00	0.00	24.00
INSURANCE FUND	2.93	0.02	0.00	0.00	0.00	2.95
TOTAL CITY	611.26	7.70	0.00	0.00	(1.20)	617.76

EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS
 PROFESSIONAL SERVICES

2021-RECOMMENDED

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-10-0529-10-511 COMMUNITY SERVICES	\$217,500	PARTNER CONTRACT TO OPERATE TAX ASSISTANCE PROGRAM \$25,000 PARTNER CONTRACT TO MANAGE BEAVERTON SEVERE WEATHER SHELTER \$45,000 PARTNER CONTRACT TO MANAGE FAMILY PROMISE OF BEAVERTON \$50,000 COMMUNITY ACTION STREET OUTREACH, SUPPORT FOR WASHINGTON COUNTY COOPERATIVE EFFORT \$25,000 OUTREACH WORKER HOUSED AT BEAVERTON CITY LIBRARY (CARRYOVER \$10,800) \$32,500 SAFE PARKING PILOT PROGRAM MANAGER \$30,000 FINANCIAL LITERACY PROGRAM \$10,000	\$234,500	PARTNER CONTRACT TO OPERATE TAX ASSISTANCE & FINANCIAL LITERACY PROGRAM \$37,000 PARTNER CONTRACT TO MANAGE BEAVERTON SEVERE WEATHER SHELTER \$45,000 PARTNER CONTRACT TO MANAGE FAMILY PROMISE OF BEAVERTON \$50,000 COMMUNITY ACTION STREET OUTREACH, SUPPORT FOR WASHINGTON COUNTY COOPERATIVE EFFORT \$25,000 OUTREACH WORKER HOUSED AT BEAVERTON CITY LIBRARY \$32,500 PARTNER CONTRACT FOR SAFE PARKING PROGRAM MANAGER \$45,000
001-10-0531-10-511 CITY RECORDER & ELECTION ADMIN	\$7,000	VOTERS PAMPHLET (1) MAY 2020 PRIMARY ELECTION \$7,000	\$7,000	VOTERS PAMPHLET (1) MAY 2020 PRIMARY ELECTION \$7,000
001-10-0537-10-511 PUBLIC INFO MARKETING & COMMUNICATIONS	\$43,800	GRAPHIC DESIGN \$17,000 YOUR CITY GRAPHIC DESIGN \$16,800 PROFESSIONAL PHOTOGRAPHY \$5,000 VIDEOGRAPHY \$5,000	\$45,800	GRAPHIC DESIGN (VIA WORK ORDER REQUESTS) \$11,800 YOUR CITY GRAPHIC DESIGN \$22,000 PROFESSIONAL PHOTOGRAPHY \$5,000 VIDEOGRAPHY \$5,000 BEAVERTON RESTAURANT WEEK GRAPHIC DESIGN \$2,000
001-10-0635-10-511 EMERGENCY MGT-CIVIL PREP	\$6,000	CONSULTING, SUPPORT, AND MAINTENANCE OF EOC RADIO SYSTEMS \$1,000 CONTRACTOR SUPPORT FOR TRAINING/ DEVELOPMENT OF TECHNICAL MANUAL FOR CROSSBAND REPEATER \$5,000	\$3,450	CONSULTING, SUPPORT, AND MAINTENANCE OF EOC RADIO SYSTEM \$2,000 TECHNICAL TRAINING \$1,000 EMAP \$450
001-10-0655-10-511 CENTER FOR MEDIATION & DIALOGUE	\$9,000	ADVANCED MEDIATION TRAININGS \$4,000 8 - HOUR INTERCULTURAL COMMUNICATION TRAINING MODULE \$2,000 ADVANCED RESTORATIVE JUSTICE TRAININGS \$3,000	\$7,000	ADVANCED MEDIATION TRAININGS \$5,000 ADVANCED RESTORATIVE JUSTICE TRAININGS \$2,000
001-10-0656-10-511 SUSTAINABILITY	\$25,000	BEAVERTON CLIMATE ACTION PLAN IMPLEMENTATION SERVICES \$15,000 OTHER SUSTAINABILITY CONSULTING \$5,000 COMMUNITY SUSTAINABILITY ELECTRONIC NEWSLETTER (DESIGN & IMPLEMENTATION) \$5,000	\$29,000	CLIMATE ACTION PLAN MEASUREMENT/METRICS AND IMPLEMENTATION PLANS \$15,000 OTHER SUSTAINABILITY CONSULTING \$5,000 COMMUNITY SUSTAINABILITY ELECTRONIC NEWSLETTER \$2,000 CLIMATE ACTION CURRICULUM AND RESOURCE DEVELOPMENT (FOR WATER, ENERGY WASTE WORKSHOPS) \$7,000

EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-10-0657-10-511 RECYCLING	\$30,000	RATE CONSULTANT AND PLANNING SERVICES FOR SOLID WASTE AND RECYCLING PROGRAM \$12,000 DATABASE MANAGEMENT CONSULTING (FOR CHANGES/UPDATES TO SALESFORCE) \$5,000 RESIDENTIAL RECYCLING & COMPOSTING OUTREACH & VIDEOS \$3,000 SINGLE-USE PLASTICS PROJECT (NEXT STEPS, OPPORTUNITIES, PRIORITIES) \$3,000 SUSTAINABILITY & RECYCLING ELECTRONIC NEWSLETTER (PLANNING, DESIGN, DEVELOPMENT) \$5,000 PHOTOGRAPHY SERVICES (PHOTO SHOOT FOR MARKETING & OUTREACH) \$2,000	\$33,500	RATE CONSULTANT AND PLANNING SERVICES FOR SOLID WASTE AND RECYCLING PROGRAM \$16,000 DATABASE MANAGEMENT CONSULTING (FOR CHANGES/UPDATES TO SALESFORCE) \$5,000 RESIDENTIAL RECYCLING & FOOD SYSTEM SYSTEM IMPROVEMENTS AND IMPLEMENTATION \$5,000 SINGLE-USE PLASTICS PROJECT (ENGAGEMENT AND IMPLEMENTATION) \$5,000 SUSTAINABILITY & RECYCLING ELECTRONIC NEWSLETTER (IMPLEMENTATION) \$1,500 PHOTOGRAPHY SERVICES (UPDATED PHOTOS FOR PRINTED AND ONLINE RESOURCES) \$1,000
001-10-0659-10-511 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.	\$12,000	NEIGHBORHOOD EVENT CONSULTANT \$7,500 PUBLIC INVOLVEMENT PROJECTS \$1,500 PROFESSIONAL PHOTOGRAPHER FOR BOARDS & COMMISSIONS & NACS \$2,000 SIMPLIFY CONSULTING \$1,000	\$22,500	NEIGHBORHOOD EVENT CONSULTANT \$7,500 DIVERSITY TRAINING FOR NAC LEADERS \$6,500 PROFESSIONAL PHOTOGRAPHER FOR NACS \$1,500 STRATEGIC PLANNING/CONSULTANT \$7,000
001-13-0003-10-511 NON-DEPARTMENTAL	\$58,265	AFTER HOUR ACTIVITY & EVENT SECURITY \$1,800 JANITORIAL SERVICES FOR PARK RESTROOMS \$6,465 FACILITY MASTER PLAN CONSULTANT SERVICES \$50,000	\$130,000	AFTER HOUR ACTIVITY & EVENT SECURITY \$25,000 JANITORIAL SERVICES FOR PARK RESTROOMS \$5,000 FACILITY MASTER PLAN CONSULTANT SERVICES \$100,000
001-13-0006-10-511 BEAVERTON CENTRAL PLANT	\$263,000	CENTRAL PLANT OPERATIONS AND MAINTENANCE, ABM OVERSIGHT \$96,000 ABM OPERATIONAL LABOR \$76,000 PLANT ANALYSIS PERFORMANCE REVIEW \$7,500 SPECIALTY/TECH CONSULTANTS \$4,500 OPERATIONS AND MAINTENANCE \$79,000	\$263,000	CENTRAL PLANT OPERATIONS AND MAINTENANCE, ABM OVERSIGHT \$96,000 ABM OPERATIONAL LABOR \$76,000 PLANT ANALYSIS PERFORMANCE REVIEW \$7,500 SPECIALTY/TECH CONSULTANTS \$4,500 OPERATIONS AND MAINTENANCE \$79,000
001-13-0007-10-511 BEAVERTON BUILDING OPERATIONS	\$383,600	BUILDING SECURITY \$69,300 ROUND MASTER ASSOC COMMON AREA MAINTENANCE \$1000.64/MO \$12,100 CONSTRUCTION MANGEMENT SERVICES ON TENANT IMPROVEMENTS \$5,000 JANITORIAL SERVICES \$242,200 CENTRAL DESK SERVICES PROVIDED BY E-SUITES \$51,500 HOLIDAY DECOR SERVICES \$3,500	\$396,796	BUILDING SECURITY \$83,300 JANITORIAL SERVICES \$236,167 CENTRAL DESK SERVICES \$60,329 THE ROUND MASTER ASSOICATIONS COMMON AREA MAINTENANCE \$14,400 HOLIDAY DECOR SERVICES \$2,600

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-13-0008-10-511 GRIFFITH BUILDING OPERATIONS	\$379,650	JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS \$243,650 BUILDING SCREENING SERVICES THROUGH DEPAUL SECURITY \$136,000	\$371,926	JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS \$232,026 BUILDING SCREENING SERVICES THROUGH DEPAUL SECURITY \$139,900
001-15-0534-10-511 HR MGMT & EMPLOYEE SERVICES	\$39,055	EMPLOYEE AND LABOR RELATIONS: WORKPLACE SOLUTIONS AND MEDIATIONS \$20,000 EQUAL PAY ACT CONSULTING \$10,000 CLASS & COMPENSATION REVIEW SERVICES \$6,750 AMERICAN DISABILITY ACT CONSULTANT FEES \$2,305	\$41,000	EMPLOYEE AND LABOR RELATIONS: \$10,000 UNION CONTRACT NEGOTIATIONS \$11,000 CLASS AND COMPENSATION REVIEW SERVICES \$10,000 INVESTIGATION SERVICES \$10,000
001-15-0536-10-511 HR ORGANIZATIONAL DEVELOPMENT	\$18,500	DIVERSITY & INCLUSION \$4,000 CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$14,500	\$14,500	CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$14,500
001-20-0548-10-511 FINANCE OPERATIONS	\$121,120	ANNUAL AUDIT FEE FOR FY2018 (\$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 FY2019 (\$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	\$119,168	FY 19-20: AUDIT FEE, BOND COUNSEL & FINANCIAL ADVISOR, INVESTMENT PORTFOLIO TRACKING AND PORTFOLIO ADVISORY SERVICES FY20-21: AUDIT FEE FOR FY 19-20 AUDIT \$43,848 AUDIT FEE FOR FY 20-21 INTERIM AUDIT IN JUNE 2021 \$27,500 INVESTMENT ADVISORY SERVICES \$45,000 INVESTMENT PORTFOLIO TRACKING SERVICE \$2,820

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS
 PROFESSIONAL SERVICES

2021-RECOMMENDED

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-45-0571-10-511 MUNICIPAL COURT SERVICES	\$51,000	PRO-TEM JUDGES \$30,000 PSYCHOLOGICAL EVALUATIONS \$5,000 INVESTIGATOR EXPENSE \$12,000 SHREDDING DOCUMENTS \$2,000 EXPERT WITNESS FEES \$2,000	\$58,280	B-SOBR TREATMENT PROVIDER \$10,000 JUDGE PRO TEM - CARTER \$8,280 JUDGE PRO TEM - SUMMER \$10,000 JUDGE PRO TEM - TODD \$10,000 INVESTIGATIVE SERVICES \$12,000 INCIDENTAL EXPENSES (PSYCH EVALS, EXPERT WITNESSES, ETC.) \$5,000 RELAY RESOURCES (SHREDDING SERVICES) \$3,000
001-45-0574-10-511 STATE CRIMINAL JUSTICE B-SOBR GRANT	\$0	RANDOM 7-DAY UA MONITORING PROGRAM TREATMENT ENHANCEMENT: EVIDENCE-BASED CURRICULUM AND COUNSELING PRACTICES CASE MANAGEMENT SYSTEM INCLUDING SPECIFIC PROGRAMMING REQUIREMENT	\$0	RANDOM 7-DAY UA MONITORING PROGRAM TREATMENT ENHANCEMENT: EVIDENCE-BASED CURRICULUM AND COUNSELING PRACTICES CASE MANAGEMENT SYSTEM INCLUDING SPECIFIC PROGRAMMING REQUIREMENT
001-45-0575-10-511 Federal SAMHSA-SOBR Grant	\$0	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	\$0	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
001-50-0533-10-511 OFFICE SERVICES & RECORDS MGMT	\$22,128	VENDOR CONVERSION OF MICROFILM TO DIGITAL IMAGES - YEAR 4 OF A 5-YEAR PROJECT. \$10,000 PROFESSIONAL SHREDDING (RELAY RESOURCES), \$2,128 OUTSOURCE SCANNING OF PAPER RECORDS IN PREPARATION OF VACATING AND ELIMINATING HARVEST COURT OFFSITE STORAGE COSTS BY YEAR 2020. SCAN REMAINING AND/OR MAINTENANCE RECORDS TO BE STORED AT GRIFFITH BLDG/BEAVERTON BLDG \$10,000	\$13,319	PROFESSIONAL SHREDDING (RELAY RES) 144 MO X 12 = 1733 + 2 PURGE @ 793 EA \$3,319 MICROFICHE CONVERSION TO DIGITAL (YEAR FIVE OF FIVE YEAR PROJECT) \$10,000

EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-50-0581-10-511 GENERAL LEGAL SERVICES	\$4,000	SERVICES TO ASSIST WITH LEGAL PROJECTS/LITIGATION EXPENSES (TITLE REPORTS, DEPOSITION COSTS, DMV RECORDS, SERVICE OF SUBPOENAS, LANGUAGE LINE, CONF CALLS, 2018 CITY CODE UPDATES)	\$4,000	SERVICES TO ASSIST WITH LEGAL PROJECTS/LITIGATION EXPENSES (TITLE REPORTS, LANGUAGE LINE, DMV RECORDS, DEPOSITIONS, EXPERT WITNESSES, ETC.); 2020 CITY CODE UPDATES \$4,000
001-60-0611-10-511 ADMINISTRATION	\$0	NO APPROPRIATIONS REQUESTED.	\$0	
001-60-0620-10-511 PUBLIC SAFETY CENTER OPERATIONS	\$105,000	JANITORIAL, SECURITY, HOLIDAY DECOR, AND SOLAR ARRAY MAINTENANCE FOR NEW PUBLIC SAFETY CENTER (PRO-RATED MARCH TO JUNE 2020) - NEW ITEM FOR FY 19-20 BUDGET. \$105,000	\$310,200	JANITORIAL, SECURITY, HOLIDAY DECOR, AND SOLAR ARRAY MAINTENANCE FOR NEW PUBLIC SAFETY \$310,200 CENTER. (FY 19-20 BUDGET REFLECTS PRO-RATED EXPENSES MARCH TO JUNE 2020.) (INCREASE IN FY 20-21 BUDGET REFLECTS FULL YEAR OF OPERATIONS.)
001-60-0621-10-511 POLICE DEPT SUPPORT SERVICES	\$15,000	DOCUMENT SHREDDING - FY 18-19 INCREASE REFLECTS PREP OF MOVE TO NEW PUBLIC SAFETY CENTER \$8,000 PERSONAL HISTORY BACKGROUND SERVICES (\$4,500 INITIAL SET-UP, PLUS \$40 X 62 APPLICATIONS) - NEW ITEM FOR FY 19-20 BUDGET. \$7,000 (INCREASE IN FY 19-20 BUDGET REFLECTS OUTSIDE INVESTIGATION AND BACKGROUND SERVICES.)	\$8,000	DOCUMENT SHREDDING - FY 18-19 INCREASE REFLECTS PREP OF MOVE TO NEW PUBLIC SAFETY CENTER \$8,000 DECREASE IN FY 20-21 BUDGET REFLECTS NO REQUEST FOR PERSONAL HISTORY BACKGROUND SERVICES.
001-60-0622-10-511 POLICE DEPT FIELD SERVICES	\$68,830	BODY-WORN CAMERA (BWC) SOFTWARE LICENSES, CLOUD STORAGE, AND WARRANTIES \$45,279 INTERPRETER FEES \$5,600 LEXIPOL POLICY SERVICES ANNUAL FEE - INCREASE IN FY 19-20 BUDGET. \$6,201 OFFICER AND RESERVES PSYCH TESTING \$8,000 CADET DRUG SCREENING TESTS (10) - NEW ITEM FOR FY 19-20 BUDGET. \$550 RESERVE OFFICER MEDICAL EVALUATIONS (10) \$3,200	\$72,112	BODY-WORN CAMERA (BWC) SOFTWARE LICENSES, CLOUD STORAGE, AND WARRANTIES (INCLUDES 144 SOFTWARE LICENSES, REPLACEMENT WARRANTY FOR 118 BWCs AND 21 BWC DOCKS) - INCREASE IN FY 20-21. \$48,375 INTERPRETER FEES \$5,600 LEXIPOL POLICY SERVICES ANNUAL FEE - INCREASE IN FY 20-21 BUDGET. \$6,387 OFFICER AND RESERVES PSYCH TESTING \$8,000 CADET DRUG SCREENING TESTS (10) \$550 RESERVE OFFICER MEDICAL EVALUATIONS (10) \$3,200
001-60-0623-10-511 INVESTIGATIVE SERVICES	\$4,000	HAZMAT/DEQ CLEANUP (WIN) \$2,000 CID OCCUPATIONAL WELLNESS CHECKS \$2,000	\$4,000	HAZMAT/DEQ CLEANUP (WIN) \$2,000 CID OCCUPATIONAL WELLNESS CHECKS \$2,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-60-0625-10-511 COMMUNITY SERVICES	\$2,950	SOCIAL MEDIA EXPENSES \$1,450 TV TRACKING COVERAGE MEDIA SERVICE (1/2 EXPENSE IS COVERED IN DEPT. 10 MAYOR'S OFFICE) \$1,500	\$1,500	TV TRACKING COVERAGE MEDIA SERVICE (1/2 EXPENSE IS COVERED IN DEPT. 10 MAYOR'S OFFICE) \$1,500 (REDUCTION IN FY 20-21 BUDGET REFLECTS TRANSFER OF \$1,450 TO PROGRAM 0625-316.)
001-60-0626-10-511 PHOTO RADAR VAN TRAFFIC ENFORCEMENT	\$169,476	PHOTO RADAR VENDOR CONTRACT FEES BASED UPON CONTRACT TERMS FOR TWO VANS: PRIOR VENDOR MONTHLY FEE FOR 2 VANS \$19,232 OR \$230,784 PER YEAR NEW VENDOR MONTHLY FEE FOR 2 VANS \$13,846 OR \$166,152 PER YEAR FY 2018-19 EXPENSE TOTALS \$114,846 COMPRISED OF PRIOR VENDOR CONTRACT TAIL OUT FOR TWO WEEKS IN JULY \$9,616 NEW VENDOR SERVICES PARTIAL 1 ST MONTH OF NOVEMBER \$8,308 NEW VENDOR SERVICES FOR 7 MONTHS DECEMBER 2018 TO JUNE 2019 \$96,922 FY 2019-20 WITH 2% CPI INCREASE TO \$14,123 PER MONTH FOR 12 MONTHS \$169,476	\$172,865	PHOTO RADAR VENDOR CONTRACT FEES BASED UPON CONTRACT TERMS FOR TWO VANS: PRIOR VENDOR MONTHLY FEE FOR 2 VANS \$19,232 OR \$230,784 PER YEAR CURRENT VENDOR FY 18-19 MONTHLY FEE FOR 2 VANS \$13,846 OR \$166,152 PER YEAR FY 2018-19 EXPENSE TOTALS \$114,846 COMPRISED OF PRIOR VENDOR CONTRACT TAIL OUT FOR TWO WEEKS IN JULY \$9,616 NEW VENDOR SERVICES PARTIAL 1 ST MONTH OF NOVEMBER \$8,308 NEW VENDOR SERVICES FOR 7 MONTHS DECEMBER 2018 TO JUNE 2019 \$96,922 FY 2019-20 EXPENSE REFLECTS 2% CPI INCREASE TO \$14,123 PER MONTH FOR 12 MONTHS FY 2020-21 EXPENSE REFLECTS 2% CPI INCREASE TO \$14,406 PER MONTH FOR 12 MONTHS \$172,865
001-60-0627-10-511 INTERSECTION PHOTO ENFORCEMENT	\$465,120	INTERSECTION RED LGT SIGNAL & SPEED VIOLATION FEES BASED UPON CONTRACT FOR 8 APPROACHES: FY 18-19 REFLECTS TRANSITION TO NEW VENDOR AT \$4,750 PER APPROACH FOR 8 APPROACHES AT THE 4 INTERSECTIONS WITH CAMERA DETECTION SYSTEMS FOR A TOTAL MONTHLY COST OF \$38,000 AND AN ANNUAL COST OF \$456,000 FY 2018-19 ESTIMATED COSTS ARE BASED ON THE SYSTEMS ACTIVATED IN LATE AUGUST FOR RED LIGHT DETECTION WITH INTERSECTION SPEED ACTIVATED ON A SET IMPLEMENTATION PATH. VENDOR DISCOUNTED PER APPROACH FEE AT EACH INTERSECTION UNTIL SPEED WAS ACTIVATED FY 2018-19 ESTIMATE IS \$377,000 FY 19-20 BUDGET REFLECTS A 2% CPI INCREASE TO \$4,845 PER APPROACH FOR 8 APPROACHES AT \$38,760 PER MONTH FOR 12 MONTHS \$465,120	\$474,422	INTERSECTION RED LGT SIGNAL & SPEED VIOLATION FEES BASED UPON CONTRACT FOR 8 APPROACHES: FY 18-19 REFLECTS TRANSITION TO NEW VENDOR AT \$4,750 PER APPROACH FOR 8 APPROACHES AT THE 4 INTERSECTIONS WITH CAMERA DETECTION SYSTEMS FOR A TOTAL MONTHLY COST OF \$38,000. DETECTION WITH INTERSECTION SPEED ACTIVATED ON A SET IMPLEMENTATION PATH. VENDOR DISCOUNTED PER APPROACH FEE AT EACH INTERSECTION UNTIL SPEED WAS ACTIVATED. \$365,130 FY 19-20 BUDGET REFLECTS A 2% CPI INCREASE TO \$4,845 PER APPROACH FOR 8 APPROACHES AT \$38,760 PER MONTH FOR 12 MONTHS. FY 20-21 BUDGET REFLECTS A 2% CPI INCREASE TO \$4,942 PER APPROACH FOR 8 APPROACHES AT \$39,536 PER MONTH FOR 12 MONTHS. \$474,422

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-60-0638-10-511 BODY WORN CAMERA GRANT, FEDERAL	\$0	TASER CLOUD DATA STORAGE, LICENSE FEES, AND PROFESSIONAL SERVICES - EXPENSES MOVED TO PROGRAM 0622-461 IN FY 18-19 BUDGET.	\$0	TASER CLOUD DATA STORAGE, LICENSE FEES, AND PROFESSIONAL SERVICES - EXPENSES MOVED TO PROGRAM 0622-461 IN FY 18-19 BUDGET.
001-70-0654-10-511 ECONOMIC DEVELOPMENT PROGRAM	\$134,000	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	\$129,000	RESTAURANT STRATEGY IMPLEMENTATION CONSULTANTS (IN COORDINATION WITH DEV DIV) \$9,000 IMPACT BEAVERTON CONTRACT WITH THE BEAVERTON CHAMBER OF COMMERCE \$90,000 SMALL BUSINESS SUPPORT THROUGH IDA PILOT PROJECT WITH IMPACT BEAVERTON \$20,000 BUSINESS PLAN BASICS SERIES FOR MICRO BUSINESSES WITH IMPACT BEAVERTON \$5,000 SPONSOR WORKFORCE / JOB SEEKER TRAINING AND BUSINESS EDUCATION WORKSHOPS \$5,000
001-70-0661-10-511 DEPARTMENT ADMIN & SUPPORT	\$149,000	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	\$83,650	TEMPORARY HELP \$3,000 DRP - RFP CONSULTANT CONT'D (75 ADMIN/25 BLDG) \$8,100 (CARRY FORWARD FY 2020 ENCUMBERED UNSPENT OF \$10,800 X 75%) DRP - EPS IMPLEMENT & TRAINING (75 ADMIN/25 BLDG) \$32,550 (CARRY FORWARD FY 2020 UNSPENT OF \$2,550 + NEW \$32,000) DRP - PHASE 4 - CONSULTANT NEW; EX. FEE STRUCTURE EVALUATION (75 ADMIN/25 BLDG) \$30,000 (CARRY FORWARD FY 2020 UNSPENT OF \$15,000 + NEW \$15,000) OD - MGMT RETREAT FACILITATOR; HOGAN ASSESSMENTS; TEAM BUILDING; DEI IMPLEMENTATION \$10,000 (CARRY FORWARD FY 2020 ENCUMBERED UNSPENT OF \$4,000 + NEW \$6,000)
001-70-0662-10-511 DEVELOPMENT DIVISION	\$225,000	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	\$51,500	COBID OUTREACH EFFORTS (\$1,500 25/75 SPLIT WITH METRO ADMIN 0662-505) \$1,500 MULTICULTURAL ENGAGEMENT CONTRACT CONT'D \$25,000 50/50 SPLIT WITH PLANNING DIVISION; DEVELOPMENT DIVISION SHARE SPLIT 50/50 WITH METRO ADMIN 0662-505) \$25,000 DOWNTOWN EQUITY STRATEGY (\$25,000 50/50 SPLIT WITH BURA) \$25,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-70-0676-10-511 PLANNING DIVISION	\$355,000	DOWNTOWN DESIGN PROJECT PHASE II CONTINGENCY \$30,000 HOUSING OPTIONS PROJECT IMPLEMENTATION (TRANSPORTATION ANALYSIS)\$30,000 MASTER PLANNING/DEVELOPMENT AGREEMENT CONSULTANT ASSISTANCES\$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	\$333,490	HOUSING OPTIONS PROJECT (HOP) HOP ECONOMIC ANALYSIS (CARRY FORWARD FY2020 ENCUMBERED UNSPENT) \$15,000 MASTER PLANNING/DEVELOPMENT AGREEMENT CONSULTANT ASSISTANCE CARRY FORWARD FY 2020 ENCUMBERED UNSPENT \$8,490 MULTICULTURAL COMMUNITY ENGAGEMENT ON HOUSING ENCUMBERED CONTRACT PRE-GRANT ACTIVITIES (CARRY FORWARD FY 19-20 ENCUMBERED UNSPENT) \$15,000 COOPER MOUNTAIN COMMUNITY PLAN (METRO GRANT REVENUE-BACKED MULTI-YEAR PROJECT) PROJECT TO SPAN FY 19-20 TO FY 22-23 AT TOTAL COST OF \$825,000 METRO GRANT AWARD OF \$693,000 REIMBURSED BY PROJECT MILESTONE FY 20-21 FUNDING FOR PHASE 1 CONTRACT (FY 19-20 FUNDS APPROX \$115,000) \$210,000 ANTICIPATE PHASE2 CONTRACT REQUEST OF \$500,000 IN SPRING 2021 DOWNTOWN DESIGN PROJECT (METRO GRANT REVENUE-BACKED MULTI-YEAR PROJECT) METRO GRANT AWARD OF \$185,000 REIMBURSED BY PROJECT MILESTONE CARRY FORWARD FY 2020 UNSPENT (PROJECT TO CONCLUDE FALL 2020) \$20,000 DIGITAL DEVELOPMENT CODE PROJECT COMPLETION \$15,000 DESIGN CONSULTANT FOR NEW DESIGN STANDARDS IMPLMENTATION \$30,000 TECHNICAL ASSISTANCE FOR DEVELOPMENT CODE AMENDMENTS AND OTHER POLICY WORK: TREE CODE RESEARCH AND ANALYSIS\$15,000 EQUITABLE NOTICING UPDATE TO INCLUDE RENTERS \$5,000
001-70-0701-10-511 SITE DEVELOPMENT DIVISION	\$150,000	ENGINEERING CONSTRUCTION INSPECTIONS CONSULTANT \$100,000 PLAN REVIEW RETAINER SERVICES \$50,000	\$75,000	SURVEY ON CALL \$25,000 UTILITY UNDERGROUNDING \$20,000 PLAN REVIEW RETAINER SERVICES (FLOODPLAIN REVIEW) \$30,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-70-0738-10-511 TRANSPORTATION PLANNING	\$275,000	TECHNOLOGY ADVANCEMENT PLAN (WITH CARRY FORWARD) \$75,000 TRANSPORTATION SYSTEM PLAN UPDATES \$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	\$120,000	TRANSPORTATION SYSTEM PLAN UPDATE (3 YEAR PROCESS) CARRYFORWARD OF FY 2020 UNSPENT \$120,000
001-72-0703-10-511 ENGINEERING MGMT SERVICES	\$3,000	ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000	\$3,000	ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000
001-85-0701-10-511 SITE DEVELOPMENT DIVISION	\$0		\$0	
001-85-0772-10-511 LANDSCAPE MAINTENANCE	\$35,000	INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS TREE REMOVALS AND LAWN AERATION \$35,000	\$40,000	INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS TREE REMOVALS AND LAWN AERATION \$40,000
101-72-0735-10-511 TRAFFIC & TRANSPORTATION MGMT	\$10,000	TRAFFIC STUDIES, TRAFFIC DATA COLLECTION AND TRANSPORTATION PLANNING \$10,000	\$15,000	TRAFFIC STUDIES, TRAFFIC DATA COLLECTION AND TRANSPORTATION PLANNING \$15,000
101-85-0732-10-511 STREET MAINTENANCE	\$42,000	BRIDGE AND PATH INSPECTIONS \$15,000 MISCELLANEOUS WORK, I.E. PORTABLE RESTROOM SERVICING, COVERALL CLEANING \$2,000 CONTRACTED BRIDGE MAINTENANCE WORK IDENTIFIED IN THE INSPECTIONS \$25,000	\$37,000	BRIDGE AND PATH INSPECTIONS APPROX 22 NBI AND NON-NBI BRIDGES/CUVERTS \$25,000 CONTRACTED BRIDGE MAINTENANCE WORK IDENTIFIED IN THE INSPECTIONS \$10,000 MISCELLANEOUS WORK, I.E. PORTABLE RESTROOM SERVICING, COVERALL CLEANING \$2,000
101-85-0733-10-511 TRAFFIC CONTROL & MAINTENANCE	\$25,000	CONTRACT STRIPING; MISCELLANEOUS CONTRACT ELECTRICAL; ONE CALL FEES; MAINTENANCE FEES \$25,000 ASSOCIATED WITH TRANSUIT TRAFFIC SOFTWARE AND SYDNEY CONTROL AUTOMATED TRAFFIC SOFTWARE (SCATS)	\$55,000	CONTRACT STRIPING; MISCELLANEOUS CONTRACT ELECTRICAL; ONE CALL FEES; MAINTENANCE FEES ASSOCIATED WITH TRANSUIT TRAFFIC SOFTWARE AND SYDNEY CONTROL AUTOMATED TRAFFIC SOFTWARE (SCATS); ANNUAL MAINTENANCE, MAINTENANCE CONTRACT AMG FIBER TECHNOLOGY INC. \$55,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
101-85-0775-10-511 URBAN FORESTRY	\$20,000	EMERGENCY TREE REMOVALS; INSECT & DISEASE SPRAYING; FRIENDS OF TREES; PLANTING PROJECTS \$20,000	\$20,000	EMERGENCY TREE REMOVALS; INSECT & DISEASE SPRAYING; FRIENDS OF TREES; PLANTING PROJECTS \$20,000
101-85-0811-10-511 STREET LIGHTING & MAINTENANCE	\$25,000	CONTRACT MISCELLANEOUS ELECTRICAL AND LIGHTING REPAIR WORK NOT ABLE TO BE PERFORMED BY CITY STAFF. UNDERGROUND UTILITY LOCATES, ONE CALL FEES (\$10,500 SPLIT WATER, SEWER, STREET LIGHTING, STORM, STREET) \$25,000	\$25,000	CONTRACT MISCELLANEOUS ELECTRICAL AND LIGHTING REPAIR WORK NOT ABLE TO BE PERFORMED BY CITY STAFF. UNDERGROUND UTILITY LOCATES, ONE CALL FEES (\$10,500 SPLIT WATER, SEWER, STREET LIGHTING, STORM, STREET) \$25,000
105-70-0664-10-511 BLDG DIVISION ADMINISTRATION	\$70,000	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	\$93,950	CONTRACT PLANS REVIEW SERVICES \$30,000 DEVELOPMENT REVIEW PROCESS (DRP) IMPROVEMENTS DRP - RFP CONSULTANT CONT'D (75 ADMIN/25 BUILDING) \$3,950 (25% X \$15,800 CARRY FORWARD FY 2020 ENCUMBERED UNSPENT) DRP - EPS IMPLEMENT & TRAINING (75 ADMIN/25 BUILDING) \$30,000 (\$15,000 + \$15,000 CARRY FORWARD FY 2020 UNSPENT) DRP - PHASE 4 - CONSULTANT NEW; EX. FEE STRUCTURE EVALUATION (75 ADMIN/25 BUILDING) \$20,000 (\$10,000 + \$10,000 CARRY FORWARD FY 2020 UNSPENT) ORGANIZATIONAL DEVELOPMENT - FACILITATION, TEAM BUILDING, TEAM TRAINING \$10,000
106-70-0611-10-511 ADMINISTRATION	\$12,000	CON PLAN & AFFIRMATIVELY FURTHERING FAIR HOUSING CONTINGENCY MONEY AND SUPPORT FOR FAIR HOUSING WORK AND EVENTS \$12,000	\$0	CON PLAN & AFFIRMATIVELY FURTHERING FAIR HOUSING CONTINGENCY MONEY AND SUPPORT FOR FAIR HOUSING WORK AND EVENTS MOVED TO GENERAL FUND 001-70-0662-506
107-20-0528-10-511 ARTS PROGRAM	\$0	NO APPROPRIATION REQUESTED FOR FY 17-18	\$18,000	RACIAL AND CULTURAL EQUITY TRAINER FOR BAC \$6,000 ARTS MASTER PLAN UPDATE \$12,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
501-20-0545-10-511 UTILITY BILLING & COLLECTIONS	\$32,200	ARMORED CAR SERVICE \$1,500 MISC PROGRAMMING AND DATA FIXES TO THE3RD 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	\$39,900	ARMORED CAR SERVICE MISC PROGRAMMING AND DATA FIXES TO THE3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS)\$8,600 CHARGES FOR WEB TRANSACTIONS \$30,000 LOOMIS ARMORED CAR SERVICE \$1,300
501-72-0740-10-511 ENTERPRISE MGMT & ADMIN	\$461,800	CONSULTANT SERVICES FOR EPA MANDATED CONSUMER CONFIDENCE REPORT \$7,000 ELEMENTARY SCHOOLS WATER CONSERVATION PERFORMANCE \$2,800 IN-HOUSE LOCATE CHARGES \$45,000 S&B STUDY/TELEMETRY \$5,000 WATER AUDITS FOR WATER CONSERVATIONS\$2,000 WATER SDC RATE STUDY (POTABLE AND NON-POTABLE) \$100,000 COMMUNITY WATER SYSTEM RISK AND RESILENCE\$100,000 FEDERAL SAFE DRINKING WATER ACT REPORT\$100,000 SHAKE ALERT - TELEMETRY INTERGRATION\$25,000 FRACTA - PIPELINE CONDITION ASSESSMENT\$25,000 WATER SYSTEM HYDROLIC MODELING \$50,000	\$457,000	CONSULTANT SERVICES FOR EPA MANDATED CONSUMER CONFIDENCE REPORT \$7,000 ELEMENTARY SCHOOLS WATER CONSERVATION PERFORMANCE \$1,000 IN-HOUSE LOCATE CHARGES \$45,000 WATER AUDITS FOR WATER CONSERVATIONS\$2,000 WATER SDC RATE STUDY (POTABLE AND NON-POTABLE) \$20,000 COMMUNITY WATER SYSTEM RISK AND RESILENCE\$200,000 SHAKE ALERT - TELEMETRY INTERGRATION\$10,000 FRACTA - PIPELINE CONDITION ASSESSMENT\$15,000 WATER SYSTEM HYDROLIC MODELING \$50,000 CATHODIC PROTECTION STUDY \$67,000 ON-CALL SURVEY \$40,000
501-72-0747-10-511 WIFIA PROGRAM MGMT	\$0		\$0	
501-85-0741-10-511 WATER SERVICES	\$310,000	FY 2019-20 INCREASE REFLECTS A SLIGHT INCREASE FOR GROWTH IN NUMBER OF METERS READ AND ADDITIONAL COSTS EXPECTED WITH THE TVWD WITHDRAWAL AREAS AND SOUTH COOPER MOUNTAIN \$310,000	\$0	FY 2019-20 INCREASE REFLECTS A SLIGHT INCREASE FOR GROWTH IN NUMBER OF METERS READ AND ADDITIONAL COSTS EXPECTED WITH THE TVWD WITHDRAWAL AREAS AND SOUTH COOPER MOUNTAIN
501-85-0742-10-511 WATER SYSTEM DISTRIBUTION	\$111,000	TEST AND REPAIR LARGE METERS\$18,500 CALIBRATION FOR WATER GAUGES & LOCATING EQUIPMENT \$1,500 6 HOT TAPS @ \$2,500 EACH \$15,000 UTILITY CUT PAVING\$4,000 FLAGGERS \$2,000 12" LINE STOP \$20,000WATER SYSTEM HYDRAULIC MODELING, MAPPING ETC. \$50,000	\$80,500	TEST AND REPAIR LARGE METERS\$18,500 CALIBRATION FOR WATER GAUGES & LOCATING EQUIPMENT \$1,500 6 HOT TAPS @ \$2,500 EACH \$15,000 UTILITY CUT PAVING\$4,000 FLAGGERS \$2,000 12" LINE STOP \$20,000 SENSUS/FERGUSON METER SUPPORT \$2,500 OVERHEAD CRANE CERTIFICATION AND TESTING\$17,000

EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS
PROFESSIONAL SERVICES

2021-RECOMMENDED

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
501-85-0743-10-511 WATER SYSTEM QUALITY	\$208,500	TEST, REPAIR AND REPLACE (METERS, MOTORS, PUMPS, ETC) \$20,000 CERTIFIED LABORATORY WATER QUALITY TESTING (EPA REGULATION) \$65,000 TELEMETRY CONTROLLED MAINTENANCE & CALIBRATION \$18,000 VIBRATION TESTING OF PUMPS AND MOTORS \$2,000 COVERALL CLEANING \$500 CALIBRATION FOR WATER GAUGES AND WATER LINE LOCATING EQUIPMENT \$4,000 TELEMETRY REPAIR / LABOR \$4,000 OVERFLOW INSPECTION OF WATERLINE PROJECTS \$95,000	\$212,500	CONTRACTED BACKFLOW TESTING AT MISCELLANEOUS SITES/ INSTALLATION BY PLUMBER \$6,000 TEST, REPAIR AND REPLACE (METERS, MOTORS, PUMPS, ETC) \$20,000 CERTIFIED LABORATORY WATER QUALITY TESTING (EPA REGULATION) \$65,000 TELEMETRY CONTROLLED MAINTENANCE & CALIBRATION \$18,000 VIBRATION TESTING OF PUMPS AND MOTORS \$2,000 COVERALL CLEANING \$500 CALIBRATION FOR WATER GAUGES AND WATER LINE LOCATING EQUIPMENT \$2,000 TELEMETRY REPAIR / LABOR \$4,000 OVERFLOW INSPECTION OF WATERLINE PROJECTS \$95,000
502-20-0545-10-511 UTILITY BILLING & COLLECTIONS	\$80,200	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	\$83,000	ARMORED CAR SERVICE TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM SPRINGBROOK CHARGES FOR WEB PAYMENTS TRANSACTIONS TOTAL \$83,000
502-72-0740-10-511 ENTERPRISE MGMT & ADMIN	\$110,000	CONSULTING SERVICES FOR MODELING AND MAPPING OF SMALL PROJECTS \$20,000 UTILITY LOCATE CHARGES \$30,000 RATE STUDY AND CITY OF BEAVERTON SEWER SDC \$60,000	\$100,000	CONSULTING SERVICES FOR MODELING AND MAPPING OF SMALL PROJECTS \$20,000 UTILITY LOCATE CHARGES \$30,000 RATE STUDY AND CITY OF BEAVERTON SEWER SDC \$50,000
502-85-0753-10-511 SEWER SYSTEM MAINTENANCE	\$49,000	SPECIALIZED EQUIPMENT REPAIRS OF GAS MONITORS \$2,000 VIDEO CAMERA RELATED EQUIPMENT REPAIR \$12,000 UNDERGROUND UTILITY LOCATES \$35,000	\$49,000	SPECIALIZED EQUIPMENT REPAIRS OF GAS MONITORS \$2,000 VIDEO CAMERA RELATED EQUIPMENT REPAIR \$12,000 UNDERGROUND UTILITY LOCATES \$35,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

PROFESSIONAL SERVICES

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
502-85-0757-10-511 SEWER SYSTEM CONSTRUCTION	\$110,000	PORTABLE RESTROOM SERVICING, STREET CUTTING AND TRUCKING TRAFFIC CONTROL, CORE DRILLING, AND CLEANING COVERALLS MANHOLE SEALING AND ADJUSTMENTS FOR OVERLAYS & MAINTENANCE (40 MANHOLES @ \$2,250) \$90,000 TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$10,000 TRUCKING 100 HOURS AT \$100 / HOUR \$10,000	\$93,000	PORTABLE RESTROOM SERVICING, STREET CUTTING, CORE DRILLING TRAFFIC CONTROL, TRUCKING, AND CLEANING COVERALLS \$5,000 MANHOLE SEALING AND ADJUSTMENTS FOR OVERLAYS & MAINTENANCE (30 MANHOLES @ \$2,250) \$68,000 TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$10,000 TRUCKING 80 HOURS AT \$125 / HOUR \$10,000
513-20-0545-10-511 UTILITY BILLING & COLLECTIONS	\$80,200	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 THE3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070 ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENT TRANSACTIONS \$22,700 CARE TO SHARE PAYMENT ASSISTANCE ADMINISTRATION FEES \$230	\$83,000	ARMORED CAR SERVICE TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) MISC PROGRAMMING AND DATA FIXES TO THE3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM SPRINGBROOK CHARGES FOR WEB PAYMENT TRANSACTIONS TOTAL \$83,000
513-72-0740-10-511 ENTERPRISE MGMT & ADMIN	\$45,000	PROFESSIONAL SERVICES FOR STORMWATER MODELING, MAPPING, DOCUMENT REVIEW AND ENGINEERING DESIGN MANUAL UPDATE ASSOCIATED WITH STORMWATER ENGINEERING \$25,000 UTILITY LOCATES \$20,000	\$65,000	PROFESSIONAL SERVICES FOR STORMWATER MODELING, MAPPING, DOCUMENT REVIEW \$45,000 ENGINEERING DESIGN MANUAL UPDATE ASSOCIATED WITH STORMWATER ENGINEERING UTILITY LOCATES \$20,000
513-85-0734-10-511 STORM DRAINAGE MAINTENANCE	\$189,300	FILTER MAINTENANCE (11 VAULTS WITH 700 FILTERS @ \$90 EA) \$63,000 VIDEO EQUIPMENT REPAIRS \$9,000 TRAFFIC CONTROL, COVERALL CLEANING, ONE CALL FEES, AND DETECTOR CALIBRATIONS \$5,000 CREEK ENHANCEMENT; MAINTAIN UPPER FANNO WETLANDS, BARROWS MEADOWS, GREENWAY \$5,000 MAINTAIN CIP PROJECTS LITTLE PEOPLES PARK. \$5,000 PUBLIC WQ FACILITY REHABS: (6 PONDS) WITH NAC PARTICIPATION \$30,000 STORM LOCATES \$45,000 WETLAND MONITORING REPORTS \$7,000 CURTAINS FOR THREE SWEEPERS INSTALLED @ \$1,600/YR \$4,800 BACKYARD HABITAT PROGRAM \$15,500	\$166,300	FILTER MAINTENANCE (11 VAULTS WITH 700 FILTERS @ \$90 EA) \$60,000 VIDEO EQUIPMENT REPAIRS \$9,000 TRAFFIC CONTROL, COVERALL CLEANING, ONE CALL FEES, AND DETECTOR CALIBRATIONS \$5,000 PUBLIC WQ FACILITY REHABS: AND CREEK REHABS WITH NAC PARTICIPATION \$20,000 STORM LOCATES \$45,000 WETLAND MONITORING REPORTS \$7,000 CURTAINS FOR THREE SWEEPERS INSTALLED @ \$1,600/YR \$4,800 BACKYARD HABITAT PROGRAM \$15,500

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS
 PROFESSIONAL SERVICES

2021-RECOMMENDED

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
513-85-0739-10-511 STORM DRAINAGE CONSTRUCTION	\$96,250	MANHOLE ADJUSTMENT AND SEALING: AS IDENTIFIED BY INSPECTIONS AND OVERLAYS 35 @ \$2,250 \$78,750 TRAFFIC CONTROL, CORE DRILLING AND CLEANING COVERALLS \$10,000 TRUCKING 50 HOURS @ \$100 PER HOUR \$5,000 PORTABLE RESTROOM SERVICING, STREET CUTTING \$1,000 TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$1,500	\$77,250	MANHOLE ADJUSTMENT AND SEALING: AS IDENTIFIED BY INSPECTIONS AND OVERLAYS 25 @ \$2,250 \$56,250 TRAFFIC CONTROL, CORE DRILLING AND CLEANING COVERALLS \$5,000 TRUCKING 40 HOURS @ \$125 PER HOUR \$5,000 PORTABLE RESTROOM SERVICING, STREET CUTTING \$1,000 TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$10,000
601-25-0721-10-511 REPROGRAPHICS PROGRAM	\$12,000	CONTRACT AND PROFESSIONAL SERVICES \$5,000 MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$5,000 GRAPHIC DESIGN SERVICES, BRANDING AND OTHER CONSULTING SERVICES \$2,000	\$12,000	CONTRACT AND PROFESSIONAL SERVICES \$5,000 MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$5,000 GRAPHIC DESIGN SERVICES, BRANDING AND OTHER CONSULTING SERVICES \$2,000
602-85-0762-10-511 FLEET MAINTENANCE	\$120,000	OUTSIDE REPAIRS AND MAINTENANCE SERVICE ON THE CITY'S FLEET PAINT MISC FLEET VEHICLES AND EQUIPMENT ANNUAL AERIAL, DIELECTRIC AND CRANE INSPECTIONS \$120,000	\$120,000	OUTSIDE REPAIRS AND MAINTENANCE SERVICE ON THE CITY'S FLEET ANNUAL AERIAL, DIELECTRIC AND CRANE INSPECTIONS \$120,000
603-30-0525-10-511 WEB MANAGEMENT	\$53,900	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	\$0	CITY CODE AND ORDINANCES: CONTRACT WITH CODE PUBLISHING (MOVED TO 536 MAINTENANCE) WEBSITE HOSTING YEARLY SERVICE FEE FOR MAIN CITY WEBSITE AND POLICE (MOVED TO 536 MAINTENANCE) WEBSITE HOSTING YEARLY SERVICE FEE FOR LIBRARY SITE (MOVED TO 536 MAINTENANCE) SITEIMPROVE YEARLY SERVICE FEE (MOVED TO 536 MAINTENANCE) ARCHIVE SOCIAL MEDIA DATA ARCHIVING SYSTEM (MOVED TO 536 MAINTENANCE) CIVICPLUS CMS UPGRADES AND NEW FEATURES SHAREPOINT CONSULTANTCY
603-30-0678-10-511 GIS SERVICES	\$13,000	BUG ORTHO PHOTOS AND PICTOMETRY ANNUAL FEE \$10,000 GIS CONSULTING AS NEEDED \$3,000	\$8,000	BUG ORTHO PHOTOS AND PICTOMETRY ANNUAL FEE (DISCONTINUED) GIS CONSULTING AS NEEDED \$8,000
603-30-0711-10-511 ISD SYSTEMS & PROGRAMMING	\$21,700	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	\$16,700	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 MOBILE DEVELOPMENT SUPPORT \$500

EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS
 PROFESSIONAL SERVICES

2021-RECOMMENDED

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
603-30-0712-10-511 ISD SYSTEM OPERATIONS	\$65,300	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	\$49,500	CABLING FOR NEW INSTALLATIONS \$5,000 RADIO/TELEPHONE/NETWORK/SANS AND COMMUNICATIONS CONSULTANT \$10,000 SECURITY/SPAM AND VIRUS CONSULTANT \$7,500 OFFICE 365 AND AZURE CONSULTANT \$15,000 CERTIFICATE AUTHORITY \$12,000
605-85-0681-10-511 MANAGEMENT SERVICES (OPERATION)	\$48,100	CONTRACT SERVICE FOR HOMELESS CAMP CLEAN UP \$5,000 JANITORIAL SERVICES FOR OPERATIONS COMPLEX BUILDINGS \$43,100	\$40,964	CONTRACT SERVICE FOR HOMELESS CAMP CLEAN UP JANITORIAL SERVICES FOR OPERATIONS COMPLEX BUILDINGS \$40,964
706-40-0010-10-511 GEN LIAB & COMP INS COVERAGE	\$57,150	DMV (\$750) AND BACKGROUND CHECKS (\$10/PERSON X 125) \$2,000 AGENT OF RECORD FEES (3% INCREASE) \$55,150	\$58,000	DMV (\$750) AND BACKGROUND CHECKS (\$10/PERSON X 200) \$2,000 AGENT OF RECORD FEES (3% INCREASE) \$56,000
706-40-0014-10-511 SELF-INS WORKERS COMP INS	\$50,250	OSHA REQUIRED HEARING TESTS @ APPROX. (250X \$35) \$8,750 OSHW CONTRACT \$4,000 WC ADMIN FEES (TRISTAR (\$16,800), PROVIDENCE MCO AND KAISER MCO, PRE CERTIFICATIONS) \$20,000 BBP/VACCINATIONS (250 X \$50) \$12,500 WC HEARINGS, ADDITIONAL ADMIN FEES, ETC \$5,000	\$50,000	OSHA REQUIRED HEARING TESTS @ APPROX. (250X \$36) \$9,000 OSHW CONTRACT \$4,000 WC ADMIN FEES (TRISTAR (\$16,800), PROVIDENCE MCO AND KAISER MCO, PRE CERTIFICATIONS) \$17,000 BBP/VACCINATIONS (250 X \$50) \$12,500 WC HEARINGS, ADDITIONAL ADMIN FEES, ETC \$7,500
706-40-0016-10-511 MEDICAL AND DENTAL PROGRAM	\$97,500	FLEXIBLE SPENDING ACCOUNT FEES \$9,300 FLU SHOTS \$1,000 EMPLOYEE ASSISTANCE PROGRAM FEES 25/MONTH.EE X 552 EMPLOYEES) \$700 MEDICAL SCREENINGS & FITNESS FOR DUTY \$14,000 NW OCCUPATIONAL PRE-EMPLOYMENT PHYSICALS \$4,000 GASB 45 ACTUARIAL REVIEW \$4,500 AGENT OF RECORD SERVICES \$16,000 PER QUARTER \$64,000	\$116,780	FLEXIBLE SPENDING ACCOUNT FEES \$9,300 FLU SHOTS \$210 EMPLOYEE ASSISTANCE PROGRAM FEES \$720 NW OCCUPATIONAL PRE-EMPLOYMENT PHYSICALS \$4,000 GASB 45 ACTUARIAL REVIEW \$5,000 AGENT OF RECORD SERVICES \$16,000 PER QUARTER \$64,000 DRUG SCREENS, CDL, PHYSICALS ETC. \$18,000 MORNEU SHEPELL BDA WORKPLACE SUPPORT \$550 POLICE OFFICER OCCUPATIONAL WELLNESS AND MENTAL HEALTH SERVICES \$15,000
901-95-0691-10-511 BURA-ADMINISTRATION	\$26,000	AUDIT SERVICES \$6,000 OTHER CONSULTING SERVICES AS NEEDED \$20,000	\$0	MOVED TO 903 FUND

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS
 PROFESSIONAL SERVICES

2021-RECOMMENDED

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
903-95-0694-10-511 BURA PROGRAM AND ACTIVITIES	\$115,000	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 \$5,000	\$75,000	AUDIT SERVICES, TIF PROJECTION CONSULTING, AND OTHER ADMIN RELATED SERVICES AS NEEDED \$67,758 AUDIT SERVICES: AUDIT FOR FY 19-20 \$3,742 AUDIT FOR FY 20-21 INTERIM AUDIT (JUNE) \$3,500
TOTAL	\$7,361,088		\$6,613,989	

EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-05-0511-10-321 POLICY DEVELOPMENT	\$15,200	NLC CONFERENCE (4 @ \$1,100 - DECEMBER AND REGISTRATION 4 @ \$500) \$6,400 NLC CONGRESSIONAL CONFERENCE (2 @ \$1,400 - MARCH AND REGISTRATION 2 @ \$750) \$4,300 LOC CONFERENCE (\$2,500 & REGISTRATION 5 @ \$200) \$3,500 MISC TRAINING \$1,000 IF SOME COUNCILORS CHOOSE NOT TO ATTEND NLC OR LOC MEETINGS, THESE FUNDS MAY BE USED FOR OTHER RELEVANT TRAINING FY 17-18 REDUCTION REFLECTS MOVING THE TRAVEL FOR 6 STUDENTS ATTENDING NLC TO THE MAYOR'S PROGRAM 0521.	\$11,500	NLC CONFERENCE (3 @ \$1,100 - DECEMBER AND REGISTRATION 3 @ \$500) \$4,800 NLC CONGRESSIONAL CONFERENCE (2 @ \$1,400 - MARCH AND REGISTRATION 2 @ \$750) \$4,300 LOC CONFERENCE \$2,400 IF SOME COUNCILORS CHOOSE NOT TO ATTEND NLC OR LOC MEETINGS, THESE FUNDS MAY BE USED FOR OTHER RELEVANT TRAINING FY 17-18 REDUCTION REFLECTS MOVING THE TRAVEL FOR 6 STUDENTS ATTENDING NLC TO THE MAYOR'S PROGRAM 0521.
001-10-0521-10-321 MAYOR'S ADMINISTRATION	\$24,700	TRAVEL: NLC CONFERENCES – CONGRESS OF CITIES AND CONGRESSIONAL CITY CONFERENCE \$5,500 NLC BOARD OF DIRECTORS MEETINGS; NLC LEADERSHIP MEETINGS \$1,800 LEAGUE OF OREGON CITIES BOARD MEETING AND ANNUAL CONFERENCE \$800 OREGON MAYOR'S ASSOCIATION MEETING \$800 CONGRESSIONAL DELEGATION VISITS \$800 US CONFERENCE OF MAYOR'S WINTER, SUMMER AND LEADERSHIP MEETINGS \$6,900 CEO FOR CITIES MEETING \$1,800 BEST PRACTICES CONFERENCES \$1,800 METRO JPACT/TRIMET ADVOCACY TRIP TO WASHINGTON DC \$1,500 GOVERNOR'S ECONOMIC TRADE MISSION \$3,000	\$24,700	TRAVEL: NLC CONFERENCES – CONGRESS OF CITIES AND CONGRESSIONAL CITY CONFERENCE \$6,000 NLC BOARD OF DIRECTORS MEETINGS; NLC LEADERSHIP MEETINGS \$1,800 LEAGUE OF OREGON CITIES BOARD MEETING AND ANNUAL CONFERENCE \$800 OREGON MAYOR'S ASSOCIATION MEETING \$800 CONGRESSIONAL DELEGATION VISITS \$800 US CONFERENCE OF MAYOR'S WINTER, SUMMER AND LEADERSHIP MEETINGS \$7,400 CEO FOR CITIES MEETING \$1,800 BEST PRACTICES CONFERENCES \$1,800 GOVERNOR'S ECONOMIC TRADE MISSION \$3,500
001-10-0522-10-321 MAYORS OFFICE PROGRAMS ADMIN	\$13,450	SEMINARS, CONFERENCES, LOC, CEO FOR CITIES OR NLC \$7,950 DEPARTMENT HEAD RETREAT \$5,500	\$13,450	SEMINARS, CONFERENCES, LOC, CEO FOR CITIES OR NLC \$7,950 DEPARTMENT HEAD RETREAT \$5,500
001-10-0523-10-321 MUNICIPAL CODE SERVICES	\$0		\$0	
001-10-0525-10-321 WEB MANAGEMENT	\$0		\$6,000	IT TRAINING FOR 3 WEB MANAGEMENT EMPLOYEES (3 TRAININGS AND 1 PLURALSIGHT LICENSE) \$6,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-10-0526-10-321 CULTURAL INCLUSION	\$6,675	WELCOMING AMERICA ANNUAL CONFERENCE EXPENSES \$800 GOVERNING FOR RACIAL EQUITY CONFERENCE \$975 REGIONAL EQUITY-RELATED TRAININGS \$400 EQUITY SEMINAR SERIES WITH SCHOOL AND PARK DISTRICTS \$3,000 INTERNAL EQUITY TEAM TRAINING EXPENSES (MOVED FROM LINE 461) \$1,500	\$6,200	WELCOMING AMERICA ANNUAL CONFERENCE EXPENSES \$800 GOVERNMENT ALLIANCE FOR RACIAL EQUITY CONFERENCE \$1,500 REGIONAL EQUITY-RELATED TRAININGS \$400 EQUITY SEMINAR SERIES WITH SCHOOL AND PARK DISTRICTS \$2,500 INTERNAL EQUITY TEAM TRAINING EXPENSES \$1,000
001-10-0527-10-321 EVENTS	\$5,855	XLIVE EVENT COORDINATORS CONFERENCE FOR PROFESSIONAL DEVELOPMENT AND VENDOR CONTACTS FOR EVENTS STAFF \$5,500 PROJECT MANAGEMENT TRAINING FOR EVENT COORDINATOR \$355	\$1,500	DIVERSITY TRAINING FOR 3 STAFF \$375 PROJECT MANAGEMENT TRAINING FOR 3 STAFF \$1,125
001-10-0529-10-321 COMMUNITY SERVICES	\$1,900	COMMUNITY SERVICES PROFESSIONAL DEVELOPMENT WORKSHOPS AND TRAININGS \$400 HOSTING GRANTEE CAPACITY BUILDING TRAININGS (MOVED FROM LINE 461) \$1,500	\$1,200	OREGON COALITION ON HOUSING AND HOMELESSNESS ANNUAL CONFERENCE \$1,200
001-10-0531-10-321 CITY RECORDER & ELECTION ADMIN	\$2,000	OREGON ASSOCIATION OF MUNICIPAL RECORDERS REGIONAL CONFERENCE INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS CONFERENCE \$2,000	\$2,000	OREGON ASSOCIATION OF MUNICIPAL RECORDERS REGIONAL CONFERENCE \$500 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS CONFERENCE \$1,500
001-10-0537-10-321 PUBLIC INFO MARKETING & COMMUNICATIONS	\$6,200	3CMA ANNUAL CONFERENCE FOR 1 STAFF \$3,500 RAGAN PR, COMMUNICATIONS, SOCIAL MEDIA TRAINING ACCESS PASS \$1,200 WEBINARS, TEAM AND LOCAL TRAINING \$1,500	\$5,000	3CMA ANNUAL CONFERENCE FOR 1 STAFF \$3,500 FY20-21 DISCONTINUE RAGAN PR, COMMUNICATIONS, SOCIAL MEDIA TRAINING ACCESS PASS WEBINARS, TEAM AND LOCAL TRAINING \$1,500
001-10-0635-10-321 EMERGENCY MGT-CIVIL PREP	\$9,500	NATIONAL LEVEL EM CONFERENCE FOR 2 STAFF \$4,300 STATE LEVEL EM CONFERENCE FOR 3 STAFF \$1,750 WEB EOC CONFERENCE FOR EM OFFICER \$2,700 WEB EOC TRAINING \$750	\$8,150	NATIONAL LEVEL EM CONFERENCE FOR 2 STAFF \$4,000 STATE LEVEL EM CONFERENCE FOR 1 STAFF \$775 OREGON EMERGENCY PREPAREDNESS WORKSHOP FOR 2 STAFF \$620 NATURAL HAZARDS MITIGATION CONFERENCE FOR 1 STAFF \$2,055 WINTER DRIVING CLASS FOR 2 STAFF \$500 PARKING FOR MEETINGS \$200

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-10-0655-10-321 CENTER FOR MEDIATION & DIALOGUE	\$9,000	PROFESSIONAL DEVELOPMENT TRAINING FOR 3 STAFF \$3,000 NATIONAL CONFERENCE FOR 1 STAFF \$2,000 OMA TRAINING EVENT REGISTRATION FOR STAFF & VOLUNTEERS \$1,500 TRAVEL & LODGING INSTATE MEETINGS FOR THE OREGON ASSOCIATION OF COMMUNITY DISPUTE RESOLUTION CENTERS (OACDRC) AND RESTORATIVE JUSTICE COALITION OF OREGON (RJCO) \$1,000 NWJF TRAINING EVENT FOR STAFF & VOLUNTEERS \$1,500	\$9,500	PROFESSIONAL DEVELOPMENT TRAINING FOR 4 STAFF \$3,000 NATIONAL CONFERENCE FOR 1 STAFF \$2,000 OMA TRAINING EVENT REGISTRATION FOR STAFF & VOLUNTEERS \$1,500 TRAVEL & LODGING INSTATE MEETINGS FOR THE OREGON ASSOCIATION OF COMMUNITY DISPUTE RESOLUTION CENTERS (OACDRC) AND RESTORATIVE JUSTICE COALITION OF OREGON (RJCO) \$1,000 NWJF TRAINING EVENT FOR STAFF & VOLUNTEERS \$1,500 DIVERSITY CONFERENCE FOR 4 STAFF \$500
001-10-0656-10-321 SUSTAINABILITY	\$5,950	URBAN SUSTAINABILITY DIRECTORS NETWORK (USDN) ANNUAL MEETING \$1,950 CLIMATE LEADERSHIP CONFERENCE (2 STAFF) \$1,500 OTHER SMART CITY, ECODISTRICT CONFERENCE \$1,200 BETTER BUILDINGS CHALLENGE CONFERENCE \$1,300	\$5,950	URBAN SUSTAINABILITY DIRECTORS NETWORK (USDN) ANNUAL MEETING \$1,950 CLIMATE LEADERSHIP CONFERENCE (2 STAFF) \$1,500 OTHER SMART CITY, ELECTRIC VEHICLE, OR ENERGY CONFERENCE \$1,200 BETTER BUILDINGS CHALLENGE CONFERENCE (US DEPT OF ENERGY) \$1,300
001-10-0657-10-321 RECYCLING	\$5,500	REGISTRATION AND TRAVEL FOR ASSOCIATION OF OREGON RECYCLERS ANNUAL CONFERENCE (5 STAFF) \$3,500 OTHER CONFERENCES (EPA, NRC, SWANA) AND TRAINING \$1,500	\$5,500	ASSOCIATION OF OREGON RECYCLERS (AOR) ANNUAL CONFERENCE (5 STAFF @ \$900) \$4,500 OTHER TRAININGS, FORUMS & CONFERENCES (EPA, NRC, SWANA) \$1,000
001-10-0659-10-321 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.	\$7,200	PUBLIC PARTICIPATION CONFERENCE (IAP2) FOR 2 STAFF \$4,000 STAFF TRAINING \$1,200 NEIGHBORHOODS USA CONFERENCE FOR 1 STAFF \$2,000	\$7,200	PUBLIC PARTICIPATION CONFERENCE (IAP2) FOR 3 STAFF \$6,450 STAFF TRAINING-DIVERSITY TRAINING \$375 PROJECT MANAGEMENT FOR COORDINATOR \$375

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-15-0534-10-321 HR MGMT & EMPLOYEE SERVICES	\$20,837	LOCAL GOVERNMENT PERSONNEL INSTITUTE CONFERENCE (2 EMPLOYEES) \$315 CITY COUNTY INSURANCE SERVICES CONFERENCE \$350 LOCAL TRAINING CONFERENCES \$1,000 NEOGOV ANNUAL USER CONFERENCE (3-4 ATTENDEES) \$5,250 BUREAU OF LABOR & INDUSTRIES ANNUAL CONFERENCE \$1,000 ASSOCIATION FOR TALENT DEVELOPMENT CONFERENCE \$289 AMERICAN DISABILTIY ACT COORDINATORS CONFERENCE \$1,533 SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) ANNUAL CONFERENCE (2-3) \$2,500 SHRM HUMAN RESOURCES CERTIFICATION INSTIUTE CERTIFICATIONS \$5,200 CLASSIFICATION COMPENSATION CONFERENCES \$1,000 OREGON CHAPTER NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$300 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$2,100	\$20,990	LOCAL GOVERNMENT PERSONNEL INSTITUTE CONFERENCE (2 EMPLOYEES) CITY COUNTY INSURANCE SERVICES CONFERENCE \$350 LOCAL TRAINING CONFERENCES \$1,000 NEOGOV ANNUAL USER CONFERENCE (3-4 ATTENDEES) \$6,000 BUREAU OF LABOR & INDUSTRIES ANNUAL CONFERENCE \$2,250 SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) ANNUAL CONFERENCE (2-3) CLASSIFICATION COMPENSATION CONFERENCES \$3,000 OREGON CHAPTER NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$700 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$2,000 SHRM TALENT CONFERENCE \$4,100 SYNERGY PROFESSIONAL SERVICES \$600 AMA WELLNESS \$195 DIRKSE/AMPLIFY \$75 INVESTIGATIONS TRAINING \$720
001-20-0541-10-321 FINANCE ADMINISTRATION	\$0	NO APPROPRIATION REQUESTED	\$0	NO APPROPRIATION REQUESTED
001-20-0542-10-321 PURCHASING	\$2,270	OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) SPRING 2020 CONF, LODGING & REGISTRATION \$450 OPPA FALL CONFERENCE, LODGING & REGISTRATIONS \$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 INSTIUTE MEETINGS (3 @ \$10 EACH), \$30	\$4,290	OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) SPRING 2020 CONF, LODGING & REGISTRATION \$470 OPPA FALL CONFERENCE, LODGING & REGISTRATIONS \$475 EQUITY IN PROCUREMENT PROGRAM - INCLUDES TRAINING EVENTS WITH SMALL BUSINESSES: \$2,400 OREGON ASSOC. OF MINORITY ENTREPRENEURS (OAME) TRADE SHOW (\$85 X 2) \$170 GOVERNORS MARKET PLACE TRADE SHOW \$250 DIVERSITY PRACTITIONERS SUMMIT MTGS (5 @ \$20 EACH), \$100 NIGP CLASS - TRAINING FOR EQUITY PROGRAM COORDINATOR \$425
001-20-0548-10-321 FINANCE OPERATIONS	\$12,500	GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OGFOA, OSCPA, OCCMA CONFERENCES AND ANNUAL PAYROLL USEF GROUP \$12,500	\$8,500	GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OGFOA, OSCPA, OCCMA CONFERENCES AND ANNUAL PAYROLL USER GROUP \$8,500

EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-45-0571-10-321 MUNICIPAL COURT SERVICES	\$19,350	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	\$15,000	OMJA (OREGON MUNICIPAL JUDGES ASSOCIATION) CONFERENCE 2/YR X 5 STAFF/JUDGES \$5,000 OACA (OREGON ASSOCIATION FOR COURT ADMINISTRATION) CONFERENCE 2/YR X 7 STAFF \$5,000 VARIOUS TRAVEL, TRAINING, RECERTIFICATION, AND INCIDENTALS \$5,000
001-45-0573-10-321 FED DUII COURT ODOT GRANT	\$0	NO APPROPRIATION REQUESTED - THIS WILL COME FROM COURT MAIN BUDGET.	\$0	NO APPROPRIATION REQUESTED - THIS WILL COME FROM COURT MAIN BUDGET.
001-45-0575-10-321 Federal SAMHSA-SOBR Grant	\$0		\$0	NO APPROPRIATION REQUESTED.
001-45-0576-10-321 FED BUREAU OF JUSTICE ADMIN GRANT	\$17,865	2019 NADCP CONFERENCE EXPENSES \$17,865	\$18,824	2020 NADCP CONFERENCE EXPENSES (TRAVEL, HOTEL, ETC.) \$14,624 2020 NADCP CONFERENCE REGISTRATION \$4,200
001-50-0533-10-321 OFFICE SERVICES & RECORDS MGMT	\$7,260	ASSOC RECORDS MGRS (ARMA) INTL CONF (NEW ORLEANS) (OCT. 2019) 2 STAFF @ \$2500 EA \$5,000 ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) INTL CONF (ORLANDO) (MARCH 2020) 1 STAFF \$1,500 ARMA CHAPTER MEETING 8 MTGS @ \$20 PER MTG \$160 CERTIFIED RECORDS MANAGER CERTIFICATION (CRM) \$600 (STAFF DID NOT CERTIFY IN FY18/19, BUT WILL TAKE CERTIFICATION IN FY19/20 \$600	\$4,780	ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) INTL CONF (MARCH 2021) 1 STAFF \$3,000 ARMA CHAPTER MEETING 8 MTGS @ \$20 PER MTG (3 STAFF) \$480 CERTIFIED RECORDS MANAGER CERTIFICATION (CRM) \$650 (2 STAFF) \$1,300

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS **2021-RECOMMENDED**
 TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-50-0581-10-321 GENERAL LEGAL SERVICES	\$13,000	OREGON DISTRICT ATTORNEYS ASSOC. (1 PERSON) \$1,100 OREGON DISTRICT ATTORNEYS ASSOC. VICTIM ASSISTANCE DIRECTOR DAY \$500 INTERNATIONAL MUNICIPAL LAWYERS ASSOC. (1 PERSON) - OUT OF STATE \$2,000 OREGON CITY ATTORNEYS MUNICIPAL LAW CLE (5 PERSON) \$1,440 REAL ESTATE AND LAND USE SECTION (OSB) (1 PERSON) \$400 GOVERNMENT LAW SECTION (OSB) (2 PERSON) \$900 E-PROSECUTOR CONFERENCE (2 PERSON) - OUT OF STATE \$1,500 LEAGUE OF OREGON CITIES - ATTORNEY WORKSHOP (5 PERSON) \$500 CIS ANNUAL CONFERENCE (1 PERSON) \$300 DEPT HEAD RETREAT (1 PERSON) \$500 CONTINUING LEGAL EDUCATION (CLE'S) (7 PERSONS) \$1,250 NATIONAL ASSOC. OF TELECOMMUNICATIONS OFFICERS AND ADVISORS (1 PERSON) - OUT OF STATE \$2,610	\$12,810	INTERNATIONAL MUNICIPAL LAWYERS ASSOC. (1 PERSON) - OUT OF STATE \$2,000 OREGON CITY ATTORNEYS MUNICIPAL LAW CLE (5 PERSON) \$2,700 REAL ESTATE AND LAND USE SECTION (OSB) (1 PERSON) \$400 GOVERNMENT LAW SECTION (OSB) (2 PERSON) \$900 E-PROSECUTOR CONFERENCE (2 PERSON) - OUT OF STATE \$1,500 LEAGUE OF OREGON CITIES - ATTORNEY WORKSHOP (5 PERSON) \$500 CIS ANNUAL CONFERENCE (1 PERSON) \$300 DEPT HEAD RETREAT (1 PERSON) \$500 CONTINUING LEGAL EDUCATION (CLE'S) (7 PERSONS) \$1,400 NATIONAL ASSOC. OF TELECOMMUNICATIONS OFFICERS AND ADVISORS (1 PERSON) - OUT OF STATE \$2,610
001-60-0622-10-321 POLICE DEPT FIELD SERVICES	\$183,534	TRAVEL AND SUBSISTENCE FOR ENTIRE DEPARTMENT (183.80 FTE) PROVIDES FOR CONTINUING EDUCATION AND TRAINING AND MAINTAINS INDIVIDUAL DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING (DPSST) STATE MANDATED POLICE CERTIFICATIONS. \$183,534	\$170,000	TRAVEL AND SUBSISTENCE FOR ENTIRE DEPARTMENT (187.80 FTE) PROVIDES FOR CONTINUING EDUCATION AND TRAINING AND MAINTAINS INDIVIDUAL DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING (DPSST) STATE MANDATED POLICE CERTIFICATIONS. \$170,000
001-70-0654-10-321 ECONOMIC DEVELOPMENT PROGRAM	\$14,650	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	\$5,000	TRAVEL AND SUBSISTENCE FOR STAFF TO ATTEND CONFERENCES \$4,000 PROFESSIONAL TRAINING EXPENSES \$1,000

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-70-0661-10-321 DEPARTMENT ADMIN & SUPPORT	\$14,100	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	\$6,000	BUDGET INCREASE DUE TO NEW HR COST SHARE PROGRAM, DEI, AND INCREASES IN STAFF PROFESSIONAL ORGANIZATION CONFERENCES AND MEETINGS URBAN LAND INSTITUTE (ULI) FALL MEETING, SAN FRANCISCO, CA (1 STAFF X \$3,000) \$3,000 HUMAN RESOURCES TRAINING COST SHARE NW PUBLIC EMPLOYEES DIVERSITY CONF HR PRESENTED OPPORTUNITY (4 STAFF X \$125) \$500 TRAINING TO MEET WORK NEEDS AS IDENTIFIED THROUGHOUT THE YEAR MISCELLANEOUS TRAINING (8 STAFF) \$2,500
001-70-0662-10-321 DEVELOPMENT DIVISION	\$12,550	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	\$1,275	URBAN LAND INSTITUTE (ULI) EMERGING TRENDS \$525 MISCELLANEOUS PARKING AND REAL ESTATE TRAININGS AND WEBINARS \$750
001-70-0676-10-321 PLANNING DIVISION	\$18,200	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	\$6,510	OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE IN VANCOUVER, WA (8 STAFF) \$2,000 LEGAL ISSUES IN PLANNING WORKSHOP (12 STAFF) \$1,560 PROFESSIONAL DEVELOPMENT AND TEAM BUILDING ASSESMENT \$1,200 PROJECT MANAGEMENT TRAINING FOR TWO STAFF (\$375) \$750 ASSORTED WEBINARS AND TRAININGS \$1,000
001-70-0701-10-321 SITE DEVELOPMENT DIVISION	\$19,475	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	\$9,800	PROFESSIONAL DEVELOPMENT HOURS REQUIRED (10 STAFF AT \$400 EA) \$4,000 ODOT TRAINING CERTIFICATION (3 STAFF @ \$300 EA) \$900 EROSION CONTROL TRAINING (OR RETRAINING) (4 STAFF @ \$150 EA) \$600 STATE AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (1 STAFF @ \$1000 EA) \$1,000 PSU PM CERTIFICATION (NAOMI) \$3,300

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
001-70-0738-10-321 TRANSPORTATION PLANNING	\$10,045	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	\$4,925	ANNUAL MANAGEMENT TRAINING FOR PRINCIPAL TRANSPORTATION PLANNER \$500 FUNDAMENTALS OF PROJECT MANAGEMENT WORKSHOP FOR ONE STAFF \$375 NORTHWEST PUBLIC EMPLOYEES DIVERSITY CONFERENCE FOR TWO STAFF \$250 OREGON AMERICAN PLANNING ASSOCIATION (APA) CONFERENCE IN VANCOUVER, WA FOR FOUR STAFF \$1,600 OREGON ACTIVE TRANSPORTATION SUMMIT FOR TWO STAFF \$700 PSU TRANSPORTATION AND COMMUNITIES SUMMIT FOR FOUR STAFF \$1,000 FORTH ELECTRIC VEHICLE ROADMAP CONFERENCE, PORTLAND FOR ONE STAFF \$500
001-72-0703-10-321 ENGINEERING MGMT SERVICES	\$11,100	5 - TRAVEL & TRAINING EXPENSES FOR TRAINING (ENG TECHS, ASSOC ENG, AND PROJ MGR) \$3,000 3 - AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900 CIVIL 3D TRAINING (ALL PUBLIC WORKS CADD USERS) \$2,000 2 - OSU SURVEY SEMINARS (MS, CN) \$1,700 MISC TRAINING \$1,500 TECH TRAINING (MUNICIPAL FORMS, ODOT CLASS) (AL, GJ, PM, WB) (\$500EA) \$2,000	\$12,700	6 - TRAVEL & TRAINING EXPENSES FOR TRAINING (WB, GJ, AL, CN, GH, PLS) \$4,200 3 - AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900 6 - CIVIL 3D TRAINING (WB, GJ, AL, CN, GH, PLS) \$2,000 2 - AWWA, APWA CONFERENCES (AL, GH) \$2,000 6 - TRAINING AND CERTIFICATION (MUNICIPAL FORUMS, ODOT, CESCL, OSU SHORT COURSES) \$3,600
001-85-0701-10-321 SITE DEVELOPMENT DIVISION	\$0		\$0	
001-85-0772-10-321 LANDSCAPE MAINTENANCE	\$5,000	TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES. \$5,000	\$5,000	TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES. \$5,000
101-72-0735-10-321 TRAFFIC & TRANSPORTATION MGMT	\$4,000	TRAINING FEES AND TRAVEL RELATED TO TRAINING & PE, 1 TRANSPORTATION ENG) \$2,000 TRAVEL & TRAINING FOR NEW 1 FTE PROJ ENGINEER POSITION \$2,000	\$6,000	TRAINING FEES AND TRAVEL RELATED TO TRAINING & PE, 1 TRANSPORTATION ENG) \$4,000 TRAVEL & TRAINING FOR POJ ENGINEER POSITION IN ENGINEERING CAPITAL IMPROVEMENTS \$2,000

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EXPENDITURE JUSTIFICATION BY OBJECT

ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
101-85-0732-10-321 STREET MAINTENANCE	\$5,200	3 - APWA - CONFERENCE REDMOND 3 NIGHT STAY (REGISTRATION \$750 & T&S \$1,200) \$1,950 5 - NW PAVEMENT MGMT ASSOC REGISTRATION REGISTRATION \$1,000 3 - APWA - CONFERENCE NEWPORT REGISTRATION \$750 & T&S \$1,500) \$2,250	\$7,400	4 - APWA - CONFERENCE BEND 3 NIGHT STAY (REGISTRATION \$350 & T&S \$450 EACH) \$3,200 5 - NW PAVEMENT MGMT ASSOC REGISTRATION REGISTRATION \$1,000 4 - APWA - CONFERENCE NEWPORT REGISTRATION \$350 & T&S \$450 EACH) \$3,200
101-85-0733-10-321 TRAFFIC CONTROL & MAINTENANCE	\$2,500	TRAINING ASSOCIATED WITH FIBER OPTICS, TRAFFIC SIGNALS, MUTCD, O.D.O.T. TRAFFIC SIGNALS ELECTRICAL CODE CLASSES. \$2,500	\$3,800	TRAINING ASSOCIATED WITH FIBER OPTICS, TRAFFIC SIGNALS, MUTCD, O.D.O.T. TRAFFIC SIGNALS ELECTRICAL CODE CLASSES IMSA CERTIFICATIONS \$3,800
101-85-0775-10-321 URBAN FORESTRY	\$7,100	REQUIRED TRAINING ASSOCIATED WITH ARBORIST CERTIFICATIONS AND PESTICIDE APPLICATORS LICENSE. \$7,100	\$7,200	REQUIRED TRAINING ASSOCIATED WITH ARBORIST CERTIFICATIONS AND PESTICIDE APPLICATORS LICENSE. \$7,200
101-85-0811-10-321 STREET LIGHTING & MAINTENANCE	\$1,000	TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN \$1,000	\$3,000	TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN TRAINING ASSOCIATED WITH ONE EMPLOYEE TO TAKE SUPERVISING ELECTRICAL LICENSE EXAM \$3,000
105-70-0664-10-321 BLDG DIVISION ADMINISTRATION	\$22,583	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)	\$27,704	ALL TRAVEL, TRAINING & SUBSISTENCE OBOA ANNUAL BUSINESS MEETING, INCLUDES REQUIRED CONTINUING ED CREDITS \$3,725 (REGISTRATION AND TRAVEL FOR 5 STAFF) CERTIFICATION AND PROFESSIONAL LICENSE MAINTENANCE FOR CERTIFIED STAFF \$17,235 (REGISTRATION AND TRAVEL FOR 18 CERTIFIED STAFF) PERMIT TECHNICIAN TRAINING \$915 (REGISTRATION AND TRAVEL FOR 3 PERMIT TECHNICIANS) OBOA QUARTERLY BUSINESS MEETINGS \$1,325 (REGISTRATION AND TRAVEL FOR 4 STAFF) BUILDING/MECHANICAL INSPECTOR TRAINING COURSE (REGISTRATION AND TRAVEL FOR 1 STAFF) \$750 STATE CODE CHANGE, REQUIRED CLASSES (REGISTRATION AND TRAVEL) \$3,754

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
105-70-0668-10-321 ELECTRICAL PLAN REVIEW & INSP	\$3,873	ALL TRAVEL, TRAINING & SUBSISTENCE TOTAL \$3,873 TRAINING, TRAVEL, FOOD AND LODGING & CERTIFIED STAFF) IAEI CODE CONFERENCE (3 STAFF) BUILDING/MECHANICAL AND/OR PLUMBING INSPECTOR TRAINING COURSE (2 STAFF)	\$6,858	ALL TRAVEL, TRAINING & SUBSISTENCE TOTAL CERTIFIED ELECTRICAL STAFF TRAINING \$2,085 (REGISTRATION FOR 8 CERTIFIED STAFF) IAEI OREGON CHAPTER CONFERENCE \$1,164 (REGISTRATION AND TRAVEL FOR 3 STAFF) IAEI TRI-CHAPTER AND EDUCATIONAL INSTITUTE, BOISE ID (REGISTRATION AND TRAVEL FOR 1 STAFF) BUILDING/MECHANICAL AND/OR PLUMBING INSPECTOR TRAINING COURSE (2 STAFF) \$3,609
106-70-0611-10-321 ADMINISTRATION	\$4,600	TWO NATIONAL CDBG TRAINING CONFERENCES FOR THE PROJECT COORDINATOR AND REGIONAL CONFERENCE AND TRAINING FOR THE PROJECT COORDINATOR AND PROGRAM COORDINATOR \$4,600	\$4,150	TWO NATIONAL CDBG TRAINING CONFERENCES FOR THE PROJECT COORDINATOR AND REGIONAL \$4,150 CONFERENCE AND TRAINING FOR THE PROJECT COORDINATOR AND PROGRAM COORDINATOR
107-20-0528-10-321 ARTS PROGRAM	\$7,500	ARTS PROGRAM WORKSHOPS AND TRAININGS - ALL STAFF \$1,500 AMERICANS FOR THE ARTS ANNUAL CONFERENCE - 1 STAFF \$2,500 CREATIVE TIME SUMMIT - 1 STAFF \$2,000 GRANTMAKERS IN THE ARTS ANNUAL CONFERENCE - 1 STAFF \$1,500	\$7,500	ARTS PROGRAM WORKSHOPS AND TRAININGS - ALL STAFF \$750 AMERICANS FOR THE ARTS ANNUAL CONFERENCE - 1 STAFF \$2,500 CREATIVE TIME SUMMIT - 1 STAFF \$2,000 GRANTMAKERS IN THE ARTS ANNUAL CONFERENCE - 1 STAFF \$1,500 NORTHWEST PUBLIC EMPLOYEES DIVERSITY CONFERENCE - 3 STAFF \$450 PACIFIC NW PUBLIC ART ADMINISTRATORS CONFERENCE \$300
107-20-0802-10-321 PRCA FACILITY DEVELOPMENT	\$18,000	TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES \$18,000	\$0	TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES
111-85-0811-10-321 STREET LIGHTING & MAINTENANCE	\$0	TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN.	\$0	TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN.

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
115-35-0551-10-321 LIBRARY ADMINISTRATION	\$42,850	ALL-STAFF INSERVICE DAY PRESENTERS, SUPPLIES AND GENERAL SUPPORT \$3,000 SAFETY AND SECURITY TRAININGS FOR LIBRARY STAFF \$2,500 EQUITY DIVERSITY AND INCLUSION TRAININGS FOR LIBRARY STAFF \$2,500 SUPPLIES FOR ON-CALL STAFF MEETINGS & TRAINING \$200 SUPPLIES FOR ALL-STAFF MEETINGS \$800 SUPPLIES FOR DIVISION RETREATS \$700 OTHER TRAININGS AND WEBINARS THROUGHOUT THE YEAR \$3,000 LIBRARY DIRECTOR TO ANNUAL DEPT HEADS RETREAT \$350 10 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION CONFERENCE IN BEND, OR \$7,000 12 STAFF TO ATTEND SUPPORT STAFF CONFERENCE IN SALEM, OR \$1,800 1 STAFF TO ATTEND LIBRARY VOLUNTEER MANAGERS CONFERENCE \$2,500 7 STAFF TO ATTEND PUBLIC LIBRARY ASSOCIATION CONFERENCE IN NASHVILLE, TN \$14,000 2 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION LEADERSHIP ACADEMY \$2,000 1 STAFF TO ATTEND LIBRARY MARKETING AND COMMUNICATION CONFERENCE \$2,500	\$25,925	ALL-STAFF INSERVICE DAY PRESENTERS, SUPPLIES AND GENERAL SUPPORT \$2,500 SAFETY AND SECURITY TRAININGS FOR LIBRARY STAFF \$1,250 EQUITY DIVERSITY AND INCLUSION TRAININGS FOR LIBRARY STAFF \$1,250 SUPPLIES FOR ON-CALL STAFF MEETINGS & TRAINING \$200 SUPPLIES FOR ALL-STAFF MEETINGS \$800 SUPPLIES FOR DIVISION RETREATS \$1,850 OTHER TRAININGS AND WEBINARS THROUGHOUT THE YEAR \$3,000 7 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION CONFERENCE IN SALEM, OR \$5,950 12 STAFF TO ATTEND SUPPORT STAFF CONFERENCE \$1,800 1 STAFF TO ATTEND LIBRARY MARKETING CONFERENCE \$2,500 1 STAFF TO ATTEND LEADERSHIP BEAVERTON \$1,000 2 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION LEADERSHIP ACADEMY \$2,000 5 STAFF TO ATTEND NW PUBLIC EMPLOYEES DIVERSITY CONFERENCE \$625 3 STAFF TO ATTEND REFORMA CONFERENCE IN PORTLAND \$1,200
115-35-0559-10-321 LIBRARY TRUST	\$0		\$0	NO APPROPRIATION REQUESTED
501-20-0545-10-321 UTILITY BILLING & COLLECTIONS	\$1,373	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	\$1,375	SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS: OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION SPRING CONFERENCE GOVERNMENT FINANCE OFFICERS ASSOC. GAAP UPDATE OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT CUSTOMER SERVICE STAFF TRAINING OREGON SOCIETY OF CPAS - ETHICS TOTAL \$1375 \$1,375

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
501-72-0740-10-321 ENTERPRISE MGMT & ADMIN	\$25,825	4 - TRAVEL/TRAINING FOR PROFESSIONAL ENGINEERS PDH TO MAINTAIN CERTICATION\$3,000 1 - TRAINING FOR WATER DIST 1 PROFESSIONAL DEV HOURS (BB) \$1,200 1 - PROFESSIONAL ENG/PROF LAND SURVEYOR/WATER RIGHTS (PRINCIAL ENG) \$3,500 5 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500 EA) (4 PE, 1 SPECIALIST) \$7,500 2 - APWA CONFERENCE AND TECHNICAL TRAINING\$3,400 1 - TRAINING FOR SANITARY CERT PROFESSIONAL DEV HOURS (DV) \$1,200 DEPARTMENTAL PROFESSIONAL DEVELOPMENT\$2,625 1 - TRAINING FOR ASSOCIATE ENGINEER \$1,000 FOR NEW PROJ ENGR 2 POSITION: APWA CONF AND TECHNICAL ENGINEER TRAINING \$2,400	\$19,700	1 - TRAINING FOR WATER DIST 1 PROFESSIONAL DEV HOURS (BB) \$900 1 - PROFESSIONAL ENG/PROF LAND SURVEYOR/WATER RIGHTS (PRINCIAL ENG) \$1,000 6 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500 EA) (5 PE, 1 SPECIALIST) \$9,000 2 - APWA CONFERENCE AND TECHNICAL TRAINING\$2,000 1 - TRAINING FOR SANITARY CERT PROFESSIONAL DEV HOURS (DV) \$900 DEPARTMENTAL PROFESSIONAL DEVELOPMENT\$2,500 1 - TRAINING FOR ASSOCIATE ENGINEER \$1,000 FOR NEW PROJ ENGR 2 POSITION: APWA CONF AND TECHNICAL ENGINEER TRAINING \$2,400
501-85-0742-10-321 WATER SYSTEM DISTRIBUTION	\$19,335	TRAVEL AND SUBSISTENCE NEEDED TO SUPPORT TRAINING HOTEL AND MEAL EXPENSES \$4,000 TRAINING REGISTRATION FEES FOR WATER RECERTS 6 @500/EA) \$3,000 TRAINING REGISTRATION FEES FOR CROSS CONNECTION RECERTS TESTERS(2@550 & SPEC 2@255) \$1,610 MANAGEMENT TRAINING AWWA 2@500) \$1,000 CITYWORKS STORE ROOM TRAINING (1 WEB @500 AND 1 DAY AT CITYWORKS CONFERENCE @1500) \$2,000 AWWA MANAGEMENT INST. REG AND ALL EXPENSE FOR TWO \$3,200 APWA EXPO FOR 1 \$1,900 DEPARTMENTAL PROFESSIONAL DEVELOPMENT\$2,625	\$15,910	TRAVEL AND SUBSISTENCE NEEDED TO SUPPORT TRAINING HOTEL AND MEAL EXPENSES \$4,000 TRAINING REGISTRATION FEES FOR WATER RECERTS 4 @500/EA) \$2,000 TRAINING REGISTRATION FEES FOR CROSS CONNECTION RECERTS TESTERS(2@550 & SPEC 2@255) \$1,610 MANAGEMENT TRAINING AWWA 2@500) \$1,000 CITYWORKS CONFERENCE \$1,500 AWWA MANAGEMENT INST. REG AND ALL EXPENSE FOR TWC \$3,200 DEPARTMENTAL PROFESSIONAL DEVELOPMENT\$2,600
501-85-0743-10-321 WATER SYSTEM QUALITY	\$11,990	MANAGER, SUPERVISOR, LEAD PNWAWWA CONFERENCE-REG, LODGING, TRANS. \$4,200 AWWA SHORT SCHOOL TRAINING 6 @ \$290/EACH) \$870 AWWA WEBINAR\$220 TECHNICAL TRAINING SEMINAR ON INSTRUMENTATION \$1,200 OREGON ASSOCIATION OF WATER UTILITIES CONFERENCE (2@\$320/EACH) \$640 RECERT CROSS CONN SPECIALIST AND TESTER TRAINING (2@\$255/EA & 1@\$550/EA) \$1,060 APWA EXPO 2 @\$1900/EACH) \$3,800	\$14,750	MANAGER, SUPERVISOR, LEAD PNWAWWA CONFERENCE-REG, LODGING, TRANS. (ORLANDO FL.) \$4,200 AWWA SHORT SCHOOL TRAINING 6 @ \$250/EACH) \$1,500 AWWA WEBINAR\$1,000 TECHNICAL TRAINING SEMINAR ON INSTRUMENTATION 4 @500) \$2,000 OREGON ASSOCIATION OF WATER UTILITIES CONFERENCE (2@\$320/EACH) \$640 RECERT CROSS CONN SPECIALIST AND TESTER TRAINING (2@\$255/EA & 2@\$550/EA) \$1,610 PNWS-AWWA 2 @\$1900/EACH) - (BOISE IDAHO) \$3,800

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
502-20-0545-10-321 UTILITY BILLING & COLLECTIONS	\$1,373	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	\$1,375	SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS: OREGON GOVERNMENT FINANCE OFFICERS ASSOC- SPRING CONFERENCE GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE OREGON SOCIETY OF CPAS - ETHICS OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT CUSTOMER SERVICE STAFF TRAINING TOTAL \$1,375
502-72-0740-10-321 ENTERPRISE MGMT & ADMIN	\$10,063	TRAVEL EXPENSES FOR CIVIL3D TRAINING 2 - TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (2 PROJ ENGS) (AJ,GH) \$1,350 1 - TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (CITY ENGINEER) \$900 2 - AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 PE) (FH,GH) \$3,000 2 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE) (GH,FH) \$3,000 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,313 1 - TRAINING FOR ASSOCIATE ENGINEER \$500	\$7,300	3 - OSBEELS SYMPOSIUM (2 PROJ ENGINEERS AND CITY ENGINEER) (SD, TW, AND CITY ENG) \$300 2 - AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 PE) (PE1, CITY ENGINEER) \$3,000 2 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE) (SD, CITY ENG) \$3,000 1 - TRAINING FOR ASSOCIATE ENGINEER \$1,000
502-85-0753-10-321 SEWER SYSTEM MAINTENANCE	\$10,663	4 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE @ \$225/EA \$900 2 - FALL AWWA CONFERENCE WITH3 NIGHT STAY \$700 REGISTRATION + \$1000 T&S) \$1,700 4 - SPRING AWWA CONFERENCE WITH3 NIGHT STAY \$1400 REGISTRATION + \$2000 T&S) \$3,400 PACP USER CONFERENCE @ \$800 EACH \$800 2 - JET RODDER REFRESHER @ \$275 EACH \$550 1 - APWA SEATTLE CONFERENCE \$2,000 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,313	\$8,625	4 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE @ \$225/EA \$900 2 - FALL AWWA CONFERENCE WITH3 NIGHT STAY \$700 REGISTRATION + \$1000 T&S) \$1,700 4 - SPRING AWWA CONFERENCE WITH3 NIGHT STAY \$1400 REGISTRATION + \$2000 T&S) \$3,400 PACP USER CONFERENCE @ \$800 EACH \$800 3 - JET RODDER REFRESHER @ \$275 EACH \$825 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,000
502-85-0757-10-321 SEWER SYSTEM CONSTRUCTION	\$1,800	1 - AWWA CONFERENCE REDMOND WITH3 NIGHT STAY \$250 REGISTRATION + \$400 T&S) \$550 1 - VACTOR TRAINING \$500 1 - AWWA CONFERENCE NEWPORT WITH3 NIGHT STAY \$250 REGISTRATION + \$500 T&S) \$750	\$2,100	WITH ADDITION OF LEAD POSITION- 4 TOTAL TEAM MEMBERS 1 - APWA CONFERENCE REDMOND WITH3 NIGHT STAY \$350 REGISTRATION + \$450 T&S) \$800 1 - VACTOR TRAINING \$500 1 - APWA CONFERENCE NEWPORT WITH3 NIGHT STAY \$350 REGISTRATION + \$450 T&S) \$800

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
513-20-0545-10-321 UTILITY BILLING & COLLECTIONS	\$1,373	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	\$1,375	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 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE OREGON SOCIETY OF CPAS - GOVERNMENT ACCTG & AUDITING CONFERENCE OREGON SOCIETY OF CPAS - ETHICS OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE OTHER TRAINING AND MILEAGE TO MEET CPA LICENSE REQUIREMENT CUSTOMER SERVICE STAFF TRAINING TOTAL \$1,375
513-72-0740-10-321 ENTERPRISE MGMT & ADMIN	\$1,500	PROFESSIONAL DEVELOPMENT (TRAINING) TO MAINTAIN CIVIL ENGINEERING LICENSE DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,000 TRAINING FOR ASSOCIATE ENGINEER \$500	\$2,500	PROFESSIONAL DEVELOPMENT (TRAINING) TO MAINTAIN CIVIL ENGINEERING LICENSE \$1,500 TRAINING FOR ASSOCIATE ENGINEER \$1,000
513-85-0734-10-321 STORM DRAINAGE MAINTENANCE	\$12,588	5 - SHORT SCHOOL CLACKAMAS COMMUNITY COLLEGE (\$225 EACH) \$1,125 4- FALL APWA CONFERENCE 3 NIGHT STAY (REGISTRATION \$1,400 & T&S \$2,000) \$3,400 4- SPRING APWA CONFERENCE 3 NIGHT STAY (REGISTRATION \$1,400 & T&S \$2,000) \$3,400 1-PACP USER CONFERENCE @ \$800 EACH \$800 2 - VACTOR TRAINING @ \$275 \$550 1-APWA SEATTLE CONFERENCE \$2,000 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,313	\$9,775	5 - SHORT SCHOOL CLACKAMAS COMMUNITY COLLEGE (\$225 EACH) \$1,125 4- FALL APWA CONFERENCE 3 NIGHT STAY (REGISTRATION \$1,400 & T&S \$2,000) \$3,400 4- SPRING APWA CONFERENCE 3 NIGHT STAY (REGISTRATION \$1,400 & T&S \$2,000) \$3,400 2 - VACTOR TRAINING @ \$275 \$550 DEPARTMENTAL PROFESSIONAL DEVELOPMENT \$1,300
513-85-0739-10-321 STORM DRAINAGE CONSTRUCTION	\$1,700	1 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY \$250 REGISTRATION + \$400 T&S \$650 1 - VACTOR TRAINING \$300 1 - AWWA CONFERENCE NEWPORT WITH 3 NIGHT STAY \$250 REGISTRATION + \$500 T&S \$750	\$2,100	WITH ADDITION OF LEAD POSITION- 4 TOTAL TEAM MEMBERS 1 - APWA CONFERENCE REDMOND WITH 3 NIGHT STAY \$350 REGISTRATION + \$450 T&S \$800 1 - VACTOR TRAINING \$500 1 - APWA CONFERENCE NEWPORT WITH 3 NIGHT STAY \$350 REGISTRATION + \$450 T&S \$800

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EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS **2021-RECOMMENDED**
 TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
601-25-0721-10-321 REPROGRAPHICS PROGRAM	\$1,900	STAFF TRAINING AND DEVELOPMENT \$1,900	\$1,900	STAFF TRAINING AND DEVELOPMENT \$1,900
602-85-0762-10-321 FLEET MAINTENANCE	\$15,400	TRAVEL AND SUBSISTENCE TO SUPPORT TRAINING DRIVABILITY AND EMISSION DIAGNOSTICS TRAINING (DEQ MANDATE) TRAINING TO KEEP UP WITH CHANGING AUTOMOTIVE/EQUIPMENT TECHNOLOGY RTA USERS TRAINING SWEEPER TRAINING GOV FLEET EXPO	\$15,000	TRAVEL AND SUBSISTENCE TO SUPPORT TRAINING TRAINING TO KEEP UP WITH CHANGING AUTOMOTIVE/EQUIPMENT TECHNOLOGY \$6,400 RTA USERS TRAINING \$4,600 ELGIN SWEEPER TRAINING \$2,000 GRENN FLEET EXPO \$2,000
603-30-0525-10-321 WEB MANAGEMENT	\$3,000	IT TRAINING FOR WEB SERVICES EMPLOYEES \$3,000	\$0	IT TRAINING FOR WEB SERVICES EMPLOYEES
603-30-0678-10-321 GIS SERVICES	\$4,600	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	\$1,700	PLURAL SIGHT ONLINE TRAINING \$600 GEOCORTX REPORTING WITH SERIES 5 VERSION \$1,100
603-30-0711-10-321 ISD SYSTEMS & PROGRAMMING	\$20,900	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	\$15,000	CONFERENCE HR/PAYROLL \$2,500 CONFERENCE PSNET (POLICE RECORDS MANAGEMENT SYSTEM) (X2) \$5,000 CONFERENCE JTI ECOURT (COURT) \$2,500 ONLINE TRAINING SQL, VB.NET, ETC \$3,000 CITYWORKS CONFERENCE \$2,000
603-30-0712-10-321 ISD SYSTEM OPERATIONS	\$6,400	TECHNICAL COURSES COMMUNICATIONS AND SYSTEM SOFTWARE \$6,400	\$19,600	TECHNICAL COURSES COMMUNICATIONS AND SYSTEM SOFTWARE \$6,400 PALO ALTO FIREWALL TRAINING (BUG FIREWALL CHANGES) (X2) \$5,200 VARONIS TRAINING \$5,000 CYBER SECURITY TRAINING (CYBER THREAT ALLIANCE DC) \$3,000

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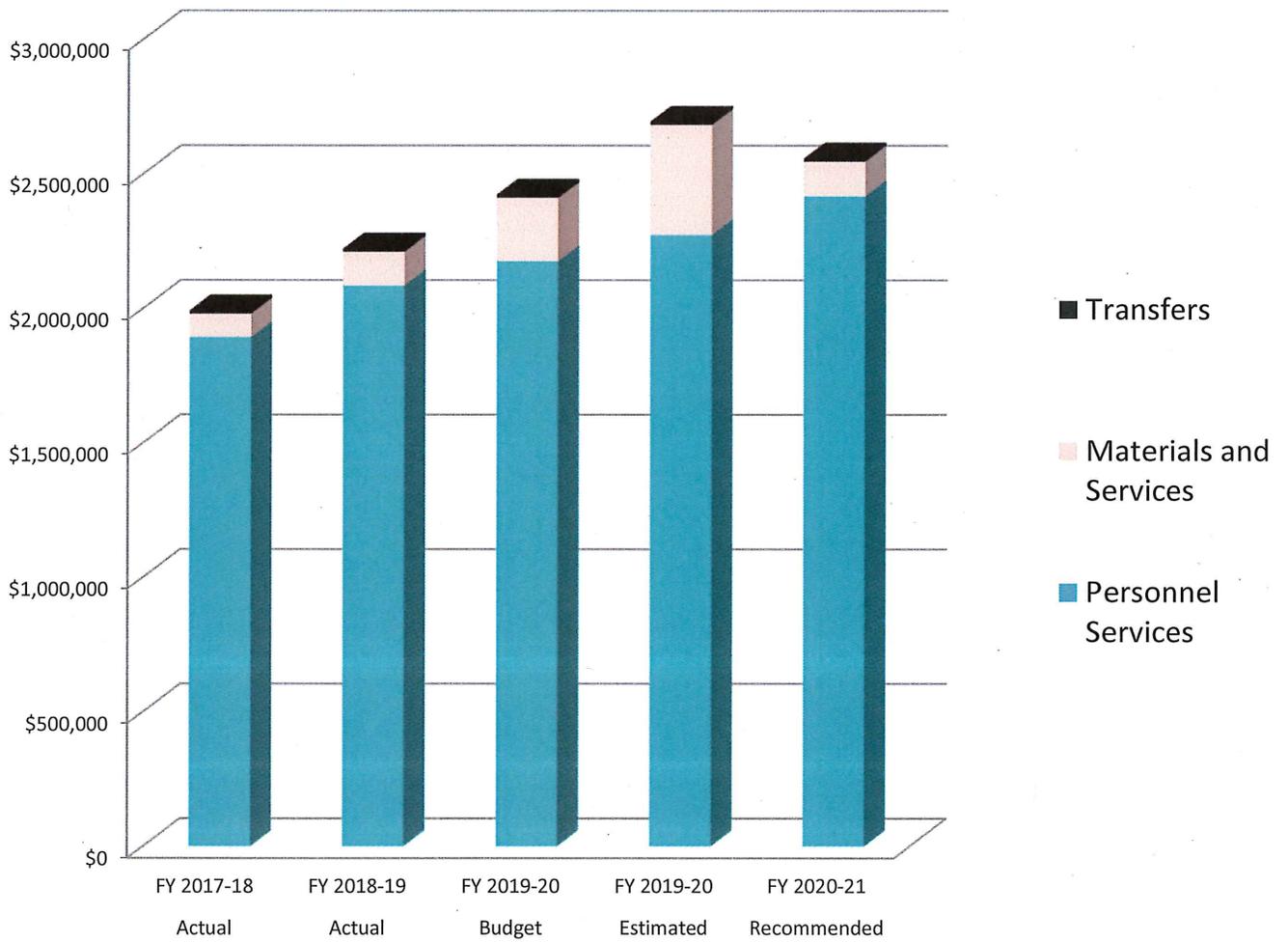
EXPENDITURE JUSTIFICATION BY OBJECT
ALL FUNDS - 2 YEARS

2021-RECOMMENDED

TRAVEL, TRAINING & SUBSISTENCE

ACCOUNT	2020 Amount	2020 Justifications	2021 Amount	2021 Justifications
605-85-0681-10-321 MANAGEMENT SERVICES(OPERATION)	\$5,000	NWPMA CPAWC CWS TRAINING APWA CONFERENCE ODOT - HMAC INSPECTION RECERT DEPARTMENT HEAD RETREAT MANAGEMENT ANALYST TRAVEL PUBLIC WORKS DIRECTOR TRAVEL \$5,000	\$5,000	NWPMA CPAWC CWS TRAINING APWA CONFERENCE ODOT - HMAC INSPECTION RECERT DEPARTMENT HEAD RETREAT MANAGEMENT ANALYST TRAVEL PUBLIC WORKS DIRECTOR TRAVEL \$5,000
706-40-0010-10-321 GEN LIAB & COMP INS COVERAGE	\$1,500	PUBLIC RISK MGT ASSOC REGIONAL CONFERENCE \$350 OSHA CONFERENCE \$200 CIS CONFERENCE \$200 LODGING \$500 MISC CONF EXPENSE/ARM CLASS \$250	\$1,500	PUBLIC RISK MGT ASSOC REGIONAL CONFERENCE \$300 OSHA CONFERENCE \$200 CIS CONFERENCE \$200 LODGING \$300 MISC CONF EXPENSE/ARM CLASS \$500
706-40-0014-10-321 SELF-INS WORKERS COMP INS	\$250	MISC TRAVEL \$250	\$250	MISC TRAVEL \$250
901-95-0691-10-321 BURA-ADMINISTRATION	\$5,525	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	\$0	MOVED TO 903 FUND
903-95-0694-10-321 BURA PROGRAM AND ACTIVITIES	\$0		\$6,000	URBAN LAND INSTITUTE (ULI) MEETINGS, FALL OR SPRING, 2 STAFF (2 X \$3,000) \$6,000 ULI FALL MEETING, SAN FRANCISCO, CA ULI SPRING MEETING, DENVER, CO
TOTAL	\$778,130		\$666,626	

GENERAL FUND
CITY ATTORNEY'S OFFICE
RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund: **General Fund**
 Department: **City Attorney's Office - Summary**

CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$1,890,689	\$2,083,148	\$2,173,254	\$2,271,267	\$2,414,682	11.11%
Materials and Services	87,826	125,619	236,013	409,330	129,853	-44.98%
Transfers	11,380	11,199	11,009	11,009	11,032	0.21%
SUB-TOTAL	\$1,989,895	\$2,219,966	\$2,420,276	\$2,691,606	\$2,555,567	
Contingency			-		-	
Reserve for equip.			-		-	
TOTAL	\$1,989,895	\$2,219,966	\$2,420,276	\$2,691,606	\$2,555,567	
FTE's	15.85	15.85	15.85		16.00	

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

Personnel services:

FY 2020-21 reflects a net additional 0.15 FTE made up of reallocation of 0.20 FTE Support Specialist offset by a 0.05 allocation of Assistant City Attorney 3 to the CDD-BURA Program Admin. Budget also reflects step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

FY 2019-20 reflects a reduction of \$130K in external legal services.

Transfers:

No Significant Change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

MISSION STATEMENT:

To provide responsive, high-quality, cost-effective legal, risk and records management services to the mayor, city council, city staff and all the city's departments, agencies, boards and commissions. *(Council Goal #2: Use city resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost-effective service to the community #5 Assure a safe and healthy community; #8 Provide and support a highly-qualified and motivated workforce.)*

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	15.85	15.85	15.85	16.00	0.00
PERSONNEL SERVICES	\$1,890,689	\$2,083,148	\$2,173,254	\$2,414,682	\$0
MATERIALS & SERVICES	87,826	125,619	236,013	129,853	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	11,380	11,199	11,009	11,032	0
TOTAL	\$1,989,895	\$2,219,966	\$2,420,276	\$2,555,567	\$0

SERVICES AND TRENDS:

Services

The city attorney's office provides legal counsel and representation to the mayor, city council, city staff and all the city's departments, boards and commissions. Legal advice and counsel is provided on a broad range of matters. These include matters relating to real estate, land use, urban renewal, housing, transportation, public finance, economic development, utilities, franchises, public records, public meetings, grants, contracts, procurements, intellectual property, bankruptcy, collections, ethics, civil rights, labor, employment, torts, risk management, workers' compensation, elections, legislation, the environment, and any other area of law involved in the operations of the city and its related organizations. The office is responsible for drafting the city's contracts, ordinances, resolutions, and real estate transaction documents as well as for managing, filing, and/or defending civil law suits at trial and on appeal.

The office works closely with the police department and prosecutes state and local misdemeanor and violation offenses occurring within the city. The work of the prosecution office includes the filing of complaints, responding to discovery requests, conducting pretrial negotiations, filing and responding to motions, preparing for and attending hearings, court and jury trials, and certain appeals. Cases prosecuted by the city are prosecuted in the Beaverton Municipal Court. The office also employs a victim's advocate partially funded by the State of Oregon to assist victims of misdemeanor crimes.

The office's risk management division identifies, analyzes, evaluates and reduces the impact of risk on the city by managing and administering the city's insurance, safety and loss control programs. The division assists in safeguarding the city from the adverse impact of loss by purchasing insurance, responding to and resolving risk claims, and developing programs, plans and procedures to make the organization safer and more resilient. More information about the division is set out later in this budget document in connection with the Insurance Agency Fund's General Liability and Workers' Compensation programs.

The records management division takes a lead role in managing the information assets of the city. The division's scope of services includes the traditional archiving function that requires the retention and disposition of important city records in accordance with a schedule mandated by the state of Oregon. As well, the division responds to subpoenas, discovery requests, and complex public records requests.

Trends

The city attorney's office workload largely responds to the needs of the organization. Changes in city initiatives, boundaries, municipal court caseload, and relations with other local governments and private enterprises have a direct impact on the office's workload. For example, as Beaverton's population increases, the number of police officers increases, which leads to an increase in the workload for the prosecutors. As the city's boundaries expand, the office's civil workload typically expands to include work on annexation agreements, infrastructure agreements, and amendments to the city's comprehensive plan and/or development code.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

A second significant factor affecting the workload in the office is the frequency and scope of public records and discovery requests. In many instances, the requests require legal review. Management of city records is becoming increasingly complex, as legal rights and responsibilities affect the creation, use and transmittal of information through a myriad of technologies. Similarly, the workload of the two city prosecutors and their support staff is affected by the frequency of discovery requests made by defendants for possible use at trial. With the advent of the use of body-worn cameras, a substantial amount of staff time is spent reviewing videos for possible and actual use at trial.

A third significant contribution to the workload of the office is the city’s real estate development efforts. These efforts can involve all the office’s civil attorneys and entail work on negotiating and/or drafting leases, property conveyances, public solicitations and contracts, development agreements, and targeted development incentives. Similarly, when the city simultaneously takes on multiple major construction projects, such as a public safety center, a performing arts center, and a multi-story public parking garage, the office workload increases.

Major trends affecting the city’s risk management program include the consideration of whether the city should self-insure for auto and general liability. The city continues working with its insurance broker to assess the benefits and burdens of self-insurance. Another major trend affecting risk management is the codification of enterprise risk management decision-making standards by the International Organization for Standardization (ISO). These new standards, commonly referred to as ISO 31000:2018, provide a uniform process for assessing and mitigating risks. The city’s current primary insurer, CIS, is encouraging all its clients to use the ISO 31000:2018 decision-making framework to manage risk in their organizations.

Major trends affecting the city’s records management program include the growth of electronic records kept on multiple electronic devices and the city’s increasing use of social media and cloud-based services. The records management program was once a program focused on paper archives, but now the records management unit’s range of services has expanded to include the management of electronic records created and stored on a multitude of devices and responding to a broad range of public records requests, including civil discovery requests and subpoenas *duces tecum*.

BUDGET HIGHLIGHTS:

The city attorney’s office’s FY 2019-20 budget is intended to provide the department the financial resources it needs to continue to provide responsive legal, risk and records management services to the department’s internal and external customers. For FY 2019-20, the office budget is largely a status quo request, except for the following new items:

- The legal services division is requesting \$56,530 for a .25 FTE, on-call, part-time prosecutor to serve as a backup prosecutor as needed when one or both of city’s two full-time prosecutors is or are unavailable for work. Of the requested amount, approximately \$23,400 are wages.
- The legal services division is requesting \$53,178 for a .5 FTE to serve as a prosecutor, but only if the city establishes a behavioral health court. The addition of a third prosecutor may alleviate the need for an on-call, part-time prosecutor.
- The legal services division is requesting \$4,000 to hire a law student as a summer intern in May & June of 2021. The hiring may be coordinated through a program of the Oregon State Bar, which would contribute an additional \$4,400 in pay for the law clerk.
- The legal services division is requesting \$46,000 to allow the office to hire up to an assistant attorney 3 to fill an existing vacancy for an experienced labor and employment lawyer. The office currently has the authority to hire an assistant city attorney 1, which is typically an entry-level classification.
- The records management division is requesting \$25,000 to procure software to help the city manage public records requests. The police department’s records division is matching the \$25,000. The expectation is that both records divisions would be using the same software to manage the requests.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

PROGRAM GOAL:

To provide high-quality, cost-effective legal services to the mayor, city council, city staff and all the city’s departments, agencies, boards and commissions.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.05	11.05	11.05	11.20	0.00
PERSONNEL SERVICES	\$1,437,147	\$1,618,435	\$1,609,564	\$1,872,887	\$0
MATERIALS & SERVICES	49,375	76,286	201,734	70,797	0
CAPITAL OUTLAY					
TRANSFERS	8,630	8,355	8,257	8,710	0
TOTAL	\$1,495,152	\$1,703,076	\$1,819,555	\$1,952,394	\$0

PROGRAM OBJECTIVES:

The city attorney's office is responsible for all the legal affairs of the city. The office represents the city, mayor, and council in affirmative and defensive civil litigation, and administrative and quasi-judicial proceedings. Office attorneys draft and review local legislation, procurement contracts, real estate leases, intergovernmental agreements and other documents and legal instruments. Attorneys in the office advise on policy development and program implementation, advocate and negotiate on behalf of the city, and provide training to elected officials, city boards and commissions, and city employees in a wide variety of areas.

The city attorney’s office regularly provides the following services:

- Preparing, reviewing, and editing ordinances, resolutions, policies, procedures, and agenda bills.
- Assisting in negotiating and drafting contracts and agreements with public and private counterparties.
- Working with insurance counsel to provide comprehensive defense of claims covered by insurance.
- Commencing or defending legal actions in appropriate forums to advance and protect city’s legal interests.
- Assisting in advancing the city’s legislative agenda before state and federal legislatures and administrative agencies.
- Advising on state and county legal requirements for candidate and measure elections.
- Advising the planning division on all manner of land use issues.
- Providing legal advice and documents for the acquisition, disposition, and redevelopment of property.
- Advising the BURA Board and staff on implementing the Central Beaverton Urban Renewal Plan.
- Advising on the legal requirements for the procurement of goods and services and the construction of public improvements.
- Assisting outside bond counsel in matters relating to the issuance of debt.
- Prosecuting state and local misdemeanor and violation offenses occurring within the city, including the filing of complaints, coordinating discovery requests, responding to evidentiary suppression motions, and conducting pre-trial negotiations, court and jury trials, and certain appeals.
- Providing a victim’s advocate for victims of misdemeanor crimes and administering grant funds for that purpose.
- Providing legal training for Beaverton police officers.
- Assisting in negotiating and managing franchises and licenses with utilities operating in the city’s rights of way.
- Assisting in the administration of the city’s water utility.
- Negotiating collective bargaining agreements.
- Providing legal review and analysis of labor contracts and employment policies.
- Assisting in labor contract grievance arbitrations and other labor law contested cases.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

PROGRESS ON FY 2019-20 ACTION PLAN:

City Council

- Work with the human resources director to revise process for annual review by the city council of the city’s two judges and the city attorney.
 - *Revised process presented to council and approved.. City attorney’s review held February 2020. Presiding judge’s review expected by end of FY 2019-20.*
- Revise Council Rules
 - *An ordinance revising the rules took effect in July 2019.*

Mayor’s Office

- Assist in city efforts to address homelessness in Beaverton, including providing legal advice regarding the city’s pilot safe parking program.
 - *Reviewed safe parking program guest agreements and manager agreement to determine risk allocation among the parties.*
 - *Advised on guidelines for the management and control of the Community Center parking lot site where pilot program is located.*
 - *Advised regarding law enforcement options relating to camping around the library’s west parking lot (across the street from the safe parking program).*
 - *Helped draft text amendment for the Development Code and City Code relating to the number of people who may live in vehicles parked on commercial lots adjacent to commercial structures.*
- Support the implementation of a rental inspection program.
 - *Provided input on RFPs for program-related services.*
 - *Advised on amendments to city code regarding residential property maintenance code and other City Code sections that give Council authority to review enforcement actions.*
- Review and update the city’s regulatory ordinances. These include ordinances related to parking, code infraction proceedings, licenses, water service, building codes, license revocation process, nuisance abatement procedures, and residential property maintenance.
 - *Advised on amendments to the building code chapter of City Code to address changes to the state building code administrative rules.*

Community Development

- Support efforts to promote affordable housing solutions by providing legal services to BURA and the city’s redevelopment efforts, including implementation of Metro bond.
 - *Prepared disposition and development agreement with a nonprofit community development organization for construction of the Mary Ann apartments, a 54-unit, 71,000 square feet affordable housing project serving an average 45% AMI.*
 - *Prepared grant and regulatory agreement to provide \$100,000 in assistance for the development of the Cedar Grove affordable housing project.*
 - *Helped negotiate and draft an IGA with Metro for distribution to city of approximately \$31 million in affordable housing bond proceeds.*
 - *Assisted public works and community development with a systems development charge ordinance that will address affordable housing concerns, such as SDC waivers.*
- Assist in providing legal advice on parking as the city’s parking manager develops the city’s new parking management plan.
 - *Assisted in developing a statement of work for a parking enforcement program. Advised CDD regarding PECBA obligations affected by the proposed statement of work.*
 - *Advised Police and CDD on new state laws affecting private party impounds.*
- Assist in providing legal advice around a pilot program to test how dockless bike share companies can operate in Beaverton.
 - *Paused work on this project as city intends to revisit after completion of a comprehensive mobility assessment in FY 2020.*
- Support transportation technology planning and initial deployment, including small cells in the city’s rights-of-way.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- *Negotiated a master lease agreement with AT&T; approved by council in 2019.*
- *Coordinated with the Telecom Law Firm and CDD to complete a draft of small cell regulations for further revision based on input from the planning process.*
- *Advised on federally imposed limits on aesthetic review and requirements applicable to wireless facilities.*
- Review the city's policies on system development charges and suggest any needed revisions.
 - *Coordinated review with the water master plan.*
- Review the city's policies on utility undergrounding and suggest any needed revisions.
 - *Assisted site development team and awaiting further action.*
- Assist in creation of a housing advisory committee, if approved by the city council.
 - *Advised on public meetings law and public records law applicable to formal boards and commissions.*
 - *Staff opted to create a technical advisory group to advise the city's housing development project manager instead.*
- Review all legal instruments extensively used by the city's site development division and revise as needed.
 - *All easements and deeds used by Site Development updated.*
- Assist in the department's procurement and implementation of an electronic document review process.
 - *Advised on legal matters related to the request for proposals and the city's proposed contract for software as a service.*
- Assist in construction of the Patricia Reser Center for the Arts (PRCA) and adjacent parking garage.
 - *Drafted amendments to the scope of work for the owner's representative contract to include construction oversight after the PRCA/garage have broken ground.*
 - *Drafted a template contract for staff to use when fabricating and installing artwork for the plaza associated with the Public Safety Center and the PRCA/garage.*
 - *Negotiated and drafted amendments to CM/GC contract relating to the project's GMP.*
 - *Negotiated and drafted a corporate guarantee form for the PRCA project that can be used for future projects.*
 - *Negotiated and drafted amendments to the PRCA/garage architectural contracts to allow for assistance with construction activities.*
 - *Addressed issues related to IGA between the city and BURA concerning construction of the PRCA/garage.*
 - *Negotiated and drafted agreement on how donated funds flow from the BAF to the city.*
 - *Negotiated and drafted agreement with the EPA concerning PRCA/garage construction in area protected by 1994 Biggi litigation settlement judgment.*
 - *Drafted a temporary construction easement to allow city use of a small portion of property abutting the PRCA/garage site during construction.*
 - *Advised CDD on parking rights and obligations at The Round.*
 - *Prepared agreements with condominium owners at The Round under which they relinquish their parking rights in Lots 2 and 3 in exchange for relocated parking.*
 - *Drafted leases for parking on two privately-owned lots.*
 - *Reviewed past agreements and participated in discussions concerning parking in the garage on Lot 8.*

Finance

- Continue to diversify city revenue sources, especially non-property tax revenue streams, by working with the finance department to increase compliance with the city's business licenses ordinance and payment of required fees.
 - *Advised on scope of city's business licensing ordinance and assisted in drafting a late payment letter to select businesses.*
 - *Notified an incumbent local exchange carrier of deficiencies in payments of rights of way fees and brought company into full compliance, including payment of past due franchise fees.*
 - *Notified a national telecommunication company of deficiencies in rights of way fees and brought the company into partial compliance.*
- Assist in the municipal court's build out of Journal Technologies' e-Court case management system.
 - *Provided legal assistance on documents used in e-court and the transfer of information between the system's e-court and e-prosecutor modules. Transition complete summer 2019.*
- Assist in updating the Beaverton Purchasing Code to reflect changes made to Oregon public contracting laws.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- *Drafted an amendment to Beaverton Purchasing Code Section 48-0210 to take advantage of procurement options available under state law that allow an informal selection procedure to be used for architectural, engineering, and related contracts between \$100,000 and \$250,000.*
- With municipal court, continue to evaluate the feasibility of expanding the Beaverton Municipal Court's specialty court to include a behavioral health court or a community court.
 - *Participated in a behavioral health court steering committee that has held two in-depth planning sessions for a behavioral health court in Beaverton.*
- With municipal court, consider feasibility of expanding sentencing resources to attain restorative justice that focuses on the rehabilitation of offenders through reconciliation with victims and the community at large.
 - *Supported the inclusion of two members for the city's center for mediation and dialogue (CMD) to be part of the behavioral health specialty court steering committee to potentially have the CMD facilitate conversations between victims and offenders enrolled in the behavioral health court.*

Police

- Provide requested legal services to construct a new public safety building.
 - *Reviewed and edited terms of \$509,000 renewable development fund award to city from PGE.*
 - *Reviewed and edited the Energy Storage Microgrid Agreement with PGE to provide emergency power to public safety building.*
 - *Reviewed and edited the Dispatchable Standby Generation Agreement with PGE to provide an emergency generator for the public safety building.*
- Complete acquisition of corner lot at SW Hall and Allen that abuts the public safety building.
 - *Resolved condemnation trial by settlement of the disputed value of the property.*
- Assist in implementing the new photo speed program.
 - *Advised on implementation of the new photo speed program. Trained officers and support staff on how to prepare and try speed on green cases.*
- Provide ongoing, as-needed legal advice and counsel regarding street and public camping.
 - *Advised on enforcement of city's camping ordinance. Attended quarterly cross-departmental team meetings to discuss and advise on public camping issues*
- Assist in implementing the new police records database system (PSNet) by drafting intergovernmental agreements so that other local governments may use or access the system.
 - *Negotiated and drafted IGAs with Hillsboro and Washington County (and associated smaller jurisdictions like King City) regarding their access and use of PSNet*
- Assist in the transition from the old secondhand dealer program to the new secondhand dealer program based on changes made to the secondhand dealer ordinance.
 - *Provided the requested assistance.*
- Streamline business processes for handling discovery requests relating to traffic citations.
 - *Collaborated with BPD on a new, more efficient procedure for providing discovery on unrepresented violation matters.*

Public Works

- Assist in the full implementation of Utility Facilities in Public Rights-of-Way ordinance: identify all utilities using the rights-of-way; require utilities to obtain appropriate licenses; and require payment of applicable permit fees.
 - *Worked with Finance and PW to gain compliance and collect late payments from certain companies.*
- Provide legal services related to the design and construction of the city's connection to the JWC north transmission line.
 - *Advised on the JWC north transmission line connection, which is one of the projects that will be financed in part by the WIFIA loan.*
- Review IGA with Clean Water Services to assure it is still appropriate for current circumstances.
 - *Completed a restatement of the IGA for internal use. An in-depth review of the agreement will occur in 2021 (the earliest the agreement expires is June 30, 2022).*
- Provide legal services in connection with the implementation of a non-potable water irrigation system.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- *Reviewed contracts and grant agreements, responding to legal questions raised by the project team, and identifying issues with systems development charges and the utility ordinance.*
- Provide legal services to assist with the withdrawal of more than 460 properties from the TVWD.
 - *Withdrawals completed.*
- Provide legal services related to the Willamette Water Supply Project, including entering into an intergovernmental agreement with Hillsboro and TVWD.
 - *Signed the WWSS IGA in June of 2019.*
 - *Negotiated and drafted construction agreements allowing the City of Beaverton to coordinate local construction projects with Willamette pipeline construction projects.*

Human Resources

- Assist in on-boarding of a new human resources director.
 - *New HR director worked closely with the former interim HR director (an assistant city attorney) during on-boarding*
- Assist in implementation of Oregon's Equal Pay Act.
 - *Work completed.*
- Provide legal services to complete the adoption and implementation of an ADA self-evaluation and transition plan.
 - *Council adopted the city's ADA Transition Plan on October 15, 2020.*
- Assist in revising the city's policy regarding employee and volunteer background checks.
 - *Drafted ordinance that council adopted to repeal outdated ordinances and adopt a replacement ordinance regarding background checks.*
- Assist in updating the city's employee handbook.
 - *Worked on portions of the handbook in relation to the cybersecurity program (i.e., removing sections related to IT into a separate city policy). Advised HR on other sections of the handbook in need of revision.*

FY 2020-21 ACTION PLAN:

City Council

- Provide annual update to council on city's ADA transition plan after the end of FY 2019-20.

Legal Services

- Hire a replacement labor and employment lawyer.
- Hire a summer law clerk for legal research and writing on administrative rules project.
- If a behavioral health court program is funded, hire a .5 FTE prosecutor.

Mayor's Office

- Amend city sidewalk code to clarify property owner responsibility for maintaining safe sidewalks.
- Provide legal services as requested to create a Climate Action Advisory Committee.
- Provide legal services as requested to promote emergency preparedness at the neighborhood level.
- Provide legal services as requested to develop a policy for the use and management of city-owned properties.
- Continue implementation of the Housing Action Plan.
- Assist in negotiating and drafting an operating agreement for the PRCA.
- Provide input regarding city attorney departmental space needs in the Griffith Building.
- Assist in contracting for design and reconstruction of repurposed space within the Griffith Building.

Community Development

- Negotiate and draft a disposition and development agreement and related documents for Beaverton Central Two-Acre Site.
- Assist CDD in contract negotiations for electronic document review software.
- Work with CDD on development of a new downtown code.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- Assist CDD with small cell-related issues, including reviewing design specifications, reviewing amendments to the development code, and advising on individual land use applications.
- Provide legal services as requested regarding construction of the PRCA and district parking garage.
- Provide legal services as requested to develop a concept for local transit.
- Assist in the development and implementation policies, procedures and practices relating to parking and towing.

Finance

- Work with court and ISD on continuous improvements of e-court and e-prosecutor.
- Update purchasing code to reflect state statutory changes.
- Assist with improving compliance with city business license ordinance.
- Assist in the development of a behavioral health court program, if funded.
- Provide input on a five-year plan for the municipal court.

Human Resources

- Hire a replacement labor and employment attorney.
- Assist in development of council performance evaluation process for council employees.
- Assist in revisions to the Employee Handbook.

Police

- Designate a prosecutor who, in addition to other prosecutorial duties, serves as the legal advisor for code services officers.
- Provide prosecution services on misdemeanor criminal arrests.
- Attend police department shift briefings and conduct specialized training on the legal system for all newly-hired police officers.

Public Works

- Assist in completion of policy work on water resources for non-potable uses (purple pipe).
- Assist in implementation of purple pipe.
- Assist in conversion of city street lights to LED.
- Negotiate and draft WWSS construction project IGAs to coordinate local construction projects with Willamette pipeline construction projects.
- Negotiate and draft amendment to WWSS IGA to include pipeline extension on Allen Boulevard and address cost issues, if necessary.
- Draft uniform system development charges ordinance.
- Negotiate IGA with Beaverton School District for waterline easement at Five Oaks Middle School.
- Negotiate IGA with Joint Water Commission to transfer ownership of ASR7 to the City.
- Assist with legal issues and contracts associated with capital improvement and water projects, including non-potable water and conversion of ASR7 from a test well to a production well.
- Review and update Site Development's conditions of approval for land use applications.
- Negotiate and draft a TVWD Master Meter IGA.
- Assist with improving compliance with city's rights-of-way ordinance.

COMMUNITY VISION:

Examples of Beaverton Community Vision action items that the legal services program helped the city accomplish in FY 2019-20 include:

- *Community Vision Action Item #5: Expand outreach to under-represented populations.* Provided legal advice on the application of the city's business inclusion and diversity policy to specific circumstances.
- *Community Vision Action Item #17: Enhance police and court facilities.* Provided public contracting and real estate acquisition services to assist the city in designing and constructing the public safety center.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0581 GENERAL LEGAL SERVICES	DEPARTMENT HEAD: BILL KIRBY

- *Community Vision Action Item #18:* Support proactive criminal justice initiatives. Participated in city’s award-winning B-SOBR program. The office also participated in evaluating the feasibility of a Beaverton-based behavioral health court.
- *Community Vision Action Item #34:* Adopt measures to reduce or prevent homelessness. Provided legal advice and counsel relating to homelessness.
- *Community Vision Action Item #48: Install safe sidewalks and pedestrian lighting citywide.* Provided legal advice on the requirements of the ADA relating to streets and sidewalks and the adoption of a transition plan to document the schedule by which the city will install ADA-compliant curb ramps.
- *Community Vision Action Item #62:* Create several unique districts. Provided legal services on several projects affecting the Beaverton Central District and Old Town.
- *Community Vision Action Item #64:* Implement a storefront improvement program. Provided legal services relating to the storefront improvement program.
- *Community Vision Action Item #67:* Redevelop blighted properties. Served as legal counsel for the city’s redevelopment agency.
- *Community Vision Action Item #71:* Develop an arts and cultural center. Provided legal advice relating to the development of the Patricia Reser Center for the Arts.

DIVERSITY, EQUITY, AND INCLUSION:

Examples of priority areas that the legal services program accomplished in FY 2019-20 include:

- *PE3.5 – The library implements a Youth Access Card to increase access and utilization of resources by youth.* Provided legal advice to the library to help implement the program.
- *CP1.5 - Retention efforts exist to include support of diverse staff so that attrition is not disproportionately staff of marginalized identity.* Developed a telecommute policy to allow a full-time employee who is also a mother to work from home 20 hours per week.
- *CP 2.3 – The city supports outreach activities to raise awareness and COBID certification among eligible businesses.* Provided legal advice to purchasing and mayor’s office regarding equity in contracting.
- *HL 1.4 – The city offers a program to provide safe, legal place to park and case management oriented toward housing for people living in their vehicles.* Provided legal advice to mayor’s office regarding the city’s safe parking program.
- *HL 3.1 – The number of affordable and deeply affordable housing units in Beaverton increases each year.* Provided legal advice regarding the development of affordable housing in Beaverton.

PERFORMANCE MEASURES:

Cost of Service Per Hour:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budget	Proposed
Support Staff:	\$51.64	\$55.03	\$55.17	
Attorney:	<u>79.57</u>	<u>97.78</u>	<u>101.44</u>	
TOTAL	\$131.21	\$152.81	\$156.61	

Outside Counsel: The office occasionally recommends the hiring of outside counsel to handle legal matters that are either beyond the work capacity of the office or involve specialized legal knowledge. During FY 2019-20, the office recommended the hiring of outside legal counsel to assist in a contested condemnation action, the environmental cleanup of a gas station, and matters related to the city’s issuance of municipal bonds. The total cost incurred relating to those matters is about \$370,000. Those matters aside, the office also recommended hiring outside legal counsel to assist in matters involving federal telecommunication law, pension law, and immigration law. The total cost incurred relating to those matters is about \$20,000. The hourly rate for all outside attorneys for FY 2019-20 ranges from \$275 to \$405 per hour. The weighted average outside counsel fee is \$371 per hour.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

PROGRAM GOAL:

To provide responsive, high-quality, cost-effective records management services to the mayor, city council, city staff and all the city's departments, agencies, boards and commissions.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	4.80	4.80	4.80	4.80	0.00
PERSONNEL SERVICES	\$453,542	\$464,713	\$563,690	\$541,795	\$0
MATERIALS & SERVICES	38,451	49,333	34,279	59,056	0
CAPITAL OUTLAY					
TRANSFERS	2,750	2,844	2,752	2,322	0
TOTAL	\$494,743	\$516,890	\$600,721	\$603,173	\$0

PROGRAM OBJECTIVES:

Administer a city-wide records and information management program, including:

- Training all city staff in appropriate management of public records and information and the use of the city's records management and archiving systems.
- Controlling and safeguarding the information assets of the city throughout the information lifecycle.
- Coordinating access to public records and information, whether in response to an internal request, a public records request, a subpoena or a request for discovery in connection with litigation.

PROGRESS ON FY 2019-20 ACTION PLAN:

Records Management (Archives)

- Continue to manage HPeRM content to reduce archive paper storage footprint in accordance with applicable city policies and administrative rules.
 - HPeRM is now called Microfocus Content Manager (MFCM). RM staff continues to work with other city staff in developing new electronic workflows to reduce paper storage needs. For FY 2019-20, RM expects fewer than 55 new boxes of records will transfer into archive storage, due to increasing city-wide electronic workflow processes where staff produce and store documents in electronic format only.
- Continue to evaluate options to reduce the cost and improve the functionality of HPeRM records management software.
 - MFCM use was reevaluated with a result of limiting the number of full license users to 18 and 'read only' licenses to most city staff that use HPeRM. Read only licenses are 50% less expensive than full licenses, resulting in a savings to the city of \$28,000. Records staff worked with the state to update retention rules within MFCM. This change will aid in the destruction process for electronic records that have met retention.
- Recommend a new fee schedule for public records to city council.
 - Work postponed until after end of the 2020 legislative session. We expect new schedule will be submitted for council approval before end of calendar year 2020.
- For use as a performance measure, track the volume of records put into HPeRM.
 - There are 501,315 files currently in the system. RM staff scanned or imported 24,839 files in 2017; 28,138 files in 2018; and 25,176 files in 2019.
- Continue to relocate physical records stored at Harvest Court to Griffith Drive Building, thus eliminating the need for paper storage at Harvest Court by 2020.
 - RM staff expects that no boxes of archived records will be stored at Harvest Court after June 2020.
- Recommend whether HPeRM's WebDrawer feature should be used to provide the public with access to Beaverton's records that have been deemed appropriate for unfiltered public access.
 - While the city could build a Webdrawer presence on-line by adding resolutions and ordinances, the demand to inspect these records is not substantial. Courtesy copies of city ordinances and resolutions are already available online via Granicus. On balance, the recommendation is to activate Webdrawer.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

- Circulate the draft strategic plan for management of the city’s information prepared in FY 2018-19 to key stakeholders in the city for their review and comment.
 - *A high-level strategic plan was prepared and reviewed. Preparation of a five-year action plan to implement the strategic plan is recommended as part of this year’s budget.*

Public Records Requests, Litigation, Discovery & Subpoenas

- Review and revise as needed Beaverton's public records request policy following the 2019 legislative session.
 - *No revisions were made.*
- For use to assess the potential utility of WebDrawer, keep track of the number of public records requests received that seek agenda bills, ordinances, resolutions, permits, or meeting minutes.
 - *The majority of public records requests are for permit records including construction plans, due diligence reports, certificate of occupancy, zoning documents and code violations. Agenda bills, resolutions, ordinances and minutes are maintained for public review on the city’s website (final record copies are maintained in MFCM).*
- If acquired, implement and train on a public record request on-line system for public records request management.
 - *The procurement of the software has not yet occurred, but the process to procure the software is underway. The acquisition process is being managed by ISD.*

FY 2020-21 ACTION PLAN:

Records Management (Archives)

- Continue to manage MFCM content to reduce archive paper storage footprint in accordance with applicable city policies and administrative rules.
- Cease using the Harvest Court facility for archive storage.

Public Records Requests, Litigation, Discovery & Subpoenas

- Work with BPD and ISD to evaluate and potentially procure software to help manage public records requests. If acquired, implement and train on a public record request on-line system for public records request management.
- Update public record policies and fee schedules following adjournment of 2020 legislative session.

PERFORMANCE MEASURES:

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/Revised	FY 2020-21 Proposed
Research and retrieval requests filled for citizens/staff (combined research + retrieval)	650	600	450	600
Number of cubic feet (boxes) destroyed per retention schedule	250	500	750	150
Number of real estate documents recorded in county land records per year using Simplifile, electronic recording software	80	90	124	130
Number of Records placed into MFCM per CY	24,839	28,138	25,176	26,000

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0533 RECORDS MANAGEMENT	PROGRAM MANAGER: DEBBIE BAIDENMANN

COMMUNITY VISION:

Examples of Beaverton Community Vision action items that the records management program accomplished in FY 2019-20:

- *Community Vision Action Item #2: Create a Beaverton brand and market identity:* Provided historical Beaverton photographs and information to developer’s representatives for use in design and development projects.
- *Community Vision Action Item #25: Expand community involvement in schools.* Provided historic information to two Oregon authors to capture the story of Beaverton for use in cultural education.

DIVERSITY, EQUITY, AND INCLUSION:

Examples of priority areas that the records management program accomplished in FY 2019-20 include:

- *PE3.2 Youth Engagement – Engage in activities to promote community service, civic engagement, and other learning opportunities for youth*
 - Employed local high school and college students in the Youth Enhancement Workforce Program. This is a paid program to help develop student workplace skills, build self-confidence, time management plus learn to organize and prioritize tasks.
 - Through Beaverton Human Resources Department, partnered with the Sate DHS Program Summer Work Internship for Transition (SWIFT) to train and mentor a student in the summer of 2019. A new SWIFT student will engage in the program in the summer 2020, as well.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES														
020 CITY PROSECUTOR														
	105,727	1.00	110,155	1.00	115,887	1.00	89,945	115,878	118,455	1.00	118,455	1.00		
031 CITY ATTORNEY														
	162,310	.85	160,255	.85	162,566	.85	171,801	200,202	157,166	.85	157,166	.85		
056 RECORDS MANAGER														
	80,707	.90	82,529	.90	90,160	.90	66,726	85,277	92,173	.90	92,173	.90		
117 LEGAL SECRETARY														
	64,533	1.00	67,214	1.00	63,178	1.00	51,184	65,449	72,087	1.00	72,087	1.00		
174 RECORDS MANAGEMENT SPECIALIST														
	66,570	1.00	74,084	1.00	77,302	1.00	60,479	77,295	79,007	1.00	79,007	1.00		
182 LEGAL SERVICES MANAGER														
	67,352	.85	71,093	.85	79,033	.85	59,917	77,608	80,797	.85	80,797	.85		
186 PROGRAM COORDINATOR														
					74,821	1.00	60,700	74,986	80,302	1.00	80,302	1.00		
192 ASSISTANT CITY ATTORNEY 3														
	230,815	1.85	251,233	1.85	166,329	1.85	194,026	217,020	382,910	2.85	375,910	2.80		
196 ASSISTANT CITY ATTORNEY 2														
	14,221	1.00	126,033	1.00	130,225	1.00	107,202	137,273	101,772	1.00	101,772	1.00		
221 SUPPORT SPECIALIST 2														
	295,834	5.40	291,400	5.40	200,975	3.40	157,174	194,034	210,926	3.60	210,926	3.60		
235 ASSISTANT CITY ATTORNEY 1														
	154,621	2.00	166,077	2.00	180,488	2.00	108,221	148,244	96,831	1.00	96,831	1.00		
275 TEMPORARY EMPLOYEES														
	18,658		4,554		21,396		33,149	41,452	41,216		45,216			
276 YOUTH ENHANCEMENT WORKFORCE														
	13,349		12,348		25,552		24,789	24,787	15,099		15,099			
291 LEGAL OFFICE ASSISTANT														
					51,534	1.00	44,973	56,818	59,184	1.00	59,184	1.00		
299 PAYROLL TAXES AND FRINGES														

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	615,992		666,173		733,808		609,503	754,944	832,052		829,757			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,890,689	15.85	2,083,148	15.85	2,173,254	15.85	1,839,789	2,271,267	2,419,977	16.05	2,414,682	16.00		
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	1,349		1,373		1,800		1,320	1,800	1,800		1,800			
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303 OFFICE FURNITURE & EQUIPMENT

			37						600		600			
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307 MEMBERSHIP FEES

	6,952		9,407		8,462		8,707	7,462	9,412		9,412			
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308 PERIODICALS & SUBSCRIPTIONS

	14,851		13,482		16,000		15,369	17,000	20,220		20,220			
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316 ADVERTISING, RECORDING & FILING

	3,893		4,550		7,000		7,000	7,000	7,000		7,000			
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317 COMPUTER EQUIPMENT

	2,452		960		660		1,740		6,292		6,292			
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318 COMPUTER SOFTWARE

	313		313		315				25,000		25,000			
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321 TRAVEL, TRAINING & SUBSISTENCE

	16,673		14,391		20,260		6,191	6,615	25,190		17,590			
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328 MEALS & RELATED EXPENSE

	1,566		843		1,650		193	270	1,620		1,020			
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330 MILEAGE REIMBURSEMENT

	111		128		300				300					
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341 COMMUNICATIONS EXPENSE

	1,671		2,346		3,000		1,643	3,000	2,400		2,400			
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406 BANK SERVICE FEES

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	469		479		600		360	600	480		480			
481	OTHER EXPENSES													
	384		348		700		296	600	720		720			
483	EXTERNAL LEGAL SERVICES EXP													
	10,477		35,386		153,424		81,294	90,000	20,000		20,000			
511	PROFESSIONAL SERVICES													
	18,130		32,159		16,128		4,091	15,378	92,319		17,319			
531	COVID19 BUS ASSISTANCE PRGM EXP													
								250,000						
551	RENTS AND LEASES													
	8,535		9,417		5,714		9,605	9,605						
TOTAL CLASS: 10 MATERIALS & SERVICES														
	87,826		125,619		236,013		137,809	409,330	213,353		129,853			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	11,380		11,199		11,009		6,073	11,009	11,032		11,032			
TOTAL CLASS: 25 TRANSFERS														
	11,380		11,199		11,009		6,073	11,009	11,032		11,032			
TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE														
	1,989,895	15.85	2,219,966	15.85	2,420,276	15.85	1,983,671	2,691,606	2,644,362	16.05	2,555,567	16.00		

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**CITY ATTORNEY
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
20	CITY PROSECUTOR	1.00	1.00					1.00
31	CITY ATTORNEY	0.85	0.85					0.85
56	RECORDS MANAGER	0.90	0.90					0.90
117	LEGAL SECRETARY	1.00	1.00					1.00
174	RECORDS MANAGEMENT SPECIALIST	1.00	1.00					1.00
182	LEGAL SERVICES MANAGER	0.85	0.85					0.85
186	PROGRAM COORDINATOR	0.00	1.00					1.00
192	ASSISTANT CITY ATTORNEY 3	1.85	1.85					1.85
196	ASSISTANT CITY ATTORNEY 2	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	5.40	3.40					3.40
235	ASSISTANT CITY ATTORNEY 1	2.00	2.00					2.00
291	LEGAL OFFICE ASSISTANT	0.00	1.00					1.00
	Total	15.85	15.85	0.00	0.00	0.00	0.00	15.85

FY 2020-21 PROPOSED

Code	Position Title	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
20	CITY PROSECUTOR	1.00					1.00
31	CITY ATTORNEY	0.85					0.85
56	RECORDS MANAGER	0.90					0.90
117	LEGAL SECRETARY	1.00					1.00
174	RECORDS MANAGEMENT SPECIALIST	1.00					1.00
182	LEGAL SERVICES MANAGER	0.85					0.85
186	PROGRAM COORDINATOR	1.00					1.00
192	ASSISTANT CITY ATTORNEY 3	1.85		(0.05) ^b	1.00 ^c		2.80
196	ASSISTANT CITY ATTORNEY 2	1.00			^c		1.00
221	SUPPORT SPECIALIST 2	3.40	0.20 ^a				3.60
235	ASSISTANT CITY ATTORNEY 1	2.00			(1.00) ^c		1.00
291	LEGAL OFFICE ASSISTANT	1.00					1.00
	Total	15.85	0.20	(0.05)	0.00	0.00	16.00

^a FY 2020-21 proposes a .20 FTE increase to the Support Specialist position in the General Legal Services program to create a .70 FTE position.

^b FY 2020-21 reflects reallocation of 5% of an Assistant City Attorney 3 position to the Community Development Department's new BURA Program Administration program.

^c FY 2020-21 proposes reclassification of an Assistant City Attorney 1 position to an Assistant City Attorney 2 position and reclassification of an Assistant City Attorney 2 to an Assistant City Attorney 3 position.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES													
020	CITY PROSECUTOR												
	105,727	1.00	110,155	1.00	115,887	1.00	115,878	118,455	1.00	118,455	1.00		
031	CITY ATTORNEY												
	162,310	.85	160,255	.85	162,566	.85	200,202	157,166	.85	157,166	.85		
117	LEGAL SECRETARY												
	64,533	1.00	67,214	1.00	63,178	1.00	65,449	72,087	1.00	72,087	1.00		
182	LEGAL SERVICES MANAGER												
	67,352	.85	71,093	.85	79,033	.85	77,608	80,797	.85	80,797	.85		
186	PROGRAM COORDINATOR												
					74,821	1.00	74,986	80,302	1.00	80,302	1.00		
192	ASSISTANT CITY ATTORNEY 3												
	230,815	1.85	251,233	1.85	166,329	1.85	217,020	382,910	2.85	375,910	2.80		
196	ASSISTANT CITY ATTORNEY 2												
	14,221	1.00	126,033	1.00	130,225	1.00	137,273	101,772	1.00	101,772	1.00		
221	SUPPORT SPECIALIST 2												
	149,457	2.50	151,653	2.50	29,771	.50	35,588	42,036	.70	42,036	.70		
235	ASSISTANT CITY ATTORNEY 1												
	154,621	2.00	166,077	2.00	180,488	2.00	148,244	96,831	1.00	96,831	1.00		
275	TEMPORARY EMPLOYEES												
	18,658		4,554		21,396		41,452	41,216		45,216			
291	LEGAL OFFICE ASSISTANT												
					51,534	1.00	56,818	59,184	1.00	59,184	1.00		
299	PAYROLL TAXES AND FRINGES												
	469,453		510,168		534,336		578,852	645,426		643,131			
TOTAL CLASS: 05 PERSONNEL SERVICES													
	1,437,147	11.05	1,618,435	11.05	1,609,564	11.05	1,749,370	1,878,182	11.25	1,872,887	11.20		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 020 CITY PROSECUTOR
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 031 CITY ATTORNEY
 POSITION ALLOCATION: 15% INSURANCE FUND AND 85% GENERAL FUND
 FY 2019-20 REFLECTS 633 HRS PTO CASH-IN.
- 117 LEGAL SECRETARY
 FY 19-20 REFLECTS 1 FTE SS2 POSITION RECLASSIFIED TO LEGAL SECRETARY.
 FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
- 182 LEGAL SERVICES MANAGER
 POSITION ALLOCATION: 15% INSURANCE FUND AND 85% GENERAL FUND
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 120 HR PTO CASH-IN.
- 186 PROGRAM COORDINATOR
 FY 2019-20 REFLECTS 72 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 80 HRS PTO CASH-IN.
- 192 ASSISTANT CITY ATTORNEY 3
 POSITION ALLOCATION FOR 1 FTE ASST. CA3 POSITION: 15% INSURANCE FUND & 85% GENERAL FUND.
 FY 2020-21 ALSO REFLECTS THE RECLASSIFICATION OF 1 FTE ASST. CA2 POSITION TO AN ASST.
 CA 3 POSITION.
 FY 2020-21 REFLECTS POSITION ALLOCATION FOR ONE ASST. CA3 POSITION CHANGING FROM
 100% CA'S OFFICE TO 95% CA'S OFFICE AND 5% CDD - BURA PROGRAM ADMIN PROGRAM 0696.
- 196 ASSISTANT CITY ATTORNEY 2
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ASST. CA1 POSITION TO ASST. CA2 POSITION
 FY 2020-21 ALSO REFLECTS THE RECLASSIFICATION OF 1 FTE ASST. CA2 POSITION TO AN ASST.
 CA 3 POSITION.
- 221 SUPPORT SPECIALIST 2
 FY 19-20 REFLECTS 1 FTE SUPPORT SPECIALIST 2 POSITION RECLASSIFIED TO
 LEGAL OFFICE ASSISTANT.
 FY 19-20 ALSO REFLECTS 1 FTE SS2 POSITION RECLASSIFIED TO LEGAL SECRETARY.
 FY 2020-21 REFLECTS A 20 FTE INCREASE TO THE SS2 POSITION TO CREATE A 70 FTE POSITION.
- 235 ASSISTANT CITY ATTORNEY 1
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE ASST. CA1 POSITION TO ASST. CA2 POSITION
 FY 2020-21 ALSO REFLECTS THE ADDITION OF .50 FTE ASST. CA1 POSITION FOR THE MENTAL
 BEHAVIORIAL COURT.
- 275 TEMPORARY EMPLOYEES
 FY 2020-21 REFLECTS TWO TEMPORARY POSITIONS:
 \$41,216 FOR A TEMPORARY PROSECUTOR
 \$4,000 FOR A LEGAL INTERN
- 291 LEGAL OFFICE ASSISTANT
 FY 19-20 REFLECTS 1 FTE SUPPORT SPECIALIST 2 POSITION RECLASSIFIED TO
 LEGAL OFFICE ASSISTANT.
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
- 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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	1,020	1,165		1,500		1,500	1,500		1,500			
303	OFFICE FURNITURE & EQUIPMENT		37										
307	MEMBERSHIP FEES	5,404	7,845		7,035		6,035	7,270		7,270			
308	PERIODICALS & SUBSCRIPTIONS	14,851	13,482		16,000		17,000	20,220		20,220			
317	COMPUTER EQUIPMENT	2,452	960		660			797		797			
318	COMPUTER SOFTWARE	313	313		315								
321	TRAVEL, TRAINING & SUBSISTENCE	9,263	7,491		13,000		4,100	14,410		12,810			
328	MEALS & RELATED EXPENSE	1,364	439		1,200		200	1,200		600			
330	MILEAGE REIMBURSEMENT	111	128		300			300					
341	COMMUNICATIONS EXPENSE	1,671	2,346		3,000		3,000	2,400		2,400			
406	BANK SERVICE FEES	469	479		600		600	480		480			
481	OTHER EXPENSES	384	348		700		600	720		720			
483	EXTERNAL LEGAL SERVICES EXP	10,477	35,386		153,424		90,000	20,000		20,000			
511	PROFESSIONAL SERVICES	1,596	5,867		4,000		3,250	4,000		4,000			
531	COVID19 BUS ASSISTANCE PRGM EXP						250,000						

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301	OFFICE EXPENSE OFFICE SUPPLIES (PENS, FILES, FOLDERS, BINDERS) \$1,500	
303	OFFICE FURNITURE & EQUIPMENT NO APPROPRIATION REQUESTED	
307	MEMBERSHIP FEES (1) INTN. MUNICIPAL LAWYERS ASSOC. \$1,025 (2) OREGON DISTRICT ATTORNEYS ASSOC. \$300 (1) NATIONAL ASSOCIATION OF TELECOMMUNICATIONS OFFICERS & ADVISORS \$750 (7) OREGON STATE BAR \$4,500 (5) OREGON CITY ATTORNEY ASSOC. \$345 (1) MULT. CO. BAR ASSOC. \$200 (1) OREGON LABOR AND EMPLOYMENT RELATIONS ASSOC. \$150	
308	PERIODICALS & SUBSCRIPTIONS COST OF MAINTAINING LAW LIBRARY (PUBLICATIONS, SUPPLEMENTS, ON-LINE LEGAL RESEARCH, SUBSCRIPTIONS, CLE'S) \$3,000 WESTLAW ONLINE LEGAL RESEARCH SUBSCRIPTION (\$1435/MONTH - 9 USERS) \$17,220	
317	COMPUTER EQUIPMENT CITRIX LAPTOP FOR PROSECUTION \$797	
318	COMPUTER SOFTWARE NO APPROPRIATION REQUESTED	
321	TRAVEL, TRAINING & SUBSISTENCE INTERNATIONAL MUNICIPAL LAWYERS ASSOC. (1 PERSON) - OUT OF STATE \$2,000 OREGON CITY ATTORNEYS MUNICIPAL LAW CLE (5 PERSON) \$2,700 REAL ESTATE AND LAND USE SECTION (OSB) (1 PERSON) \$400 GOVERNMENT LAW SECTION (OSB) (2 PERSON) \$900 E-PROSECUTOR CONFERENCE (2 PERSON) - OUT OF STATE \$1,500 LEAGUE OF OREGON CITIES - ATTORNEY WORKSHOP (5 PERSON) \$500 CIS ANNUAL CONFERENCE (1 PERSON) \$300 DEPT HEAD RETREAT (1 PERSON) \$500 CONTINUING LEGAL EDUCATION (CLE'S) (7 PERSONS) \$1,400 NATIONAL ASSOC. OF TELECOMMUNICATIONS OFFICERS AND ADVISORS (1 PERSON) - OUT OF STATE \$2,610	
328	MEALS & RELATED EXPENSE LOCAL TRAINING LUNCHEONS AND MEETINGS \$600	
330	MILEAGE REIMBURSEMENT NO APPROPRIATION	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 4 STAFF (\$200 PER MONTH) \$2,400	
406	BANK SERVICE FEES ONLINE DISCOVERY VENDOR FEES (\$40/MO.) \$480	
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE (18 FTES X \$40 EA) \$720	
483	EXTERNAL LEGAL SERVICES EXP FY 2019-20 ESTIMATE INCLUDES \$70,000 FOR SPECIALIZED LEGAL COUNSEL ON RIGHT OF WAY ISSUES. FUNDING FOR EXPERT ATTORNEY/PARALEGAL SERVICES TO SUPPLEMENT IN-HOUSE STAFF ON SPECIAL PROJECTS/LITIGATION SUPPORT (LABOR) \$20,000	
511	PROFESSIONAL SERVICES SERVICES TO ASSIST WITH LEGAL PROJECTS/LITIGATION EXPENSES (TITLE REPORTS, LANGUAGE LINE, DMV RECORDS, DEPOSITIONS, EXPERT WITNESSES, ETC.); 2020 CITY CODE UPDATES \$4,000	
531	COVID19 BUS ASSISTANCE PRGM EXP FY 19-20: PHASE 2 COVID-19 BUSINESS ASSISTANCE PROGRAM \$250,000	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 10 MATERIALS & SERVICES

	49,375		76,286		201,734		376,285	73,297		70,797			
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CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	8,630		8,355		8,257		8,257	8,710		8,710			
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TOTAL CLASS: 25 TRANSFERS

	8,630		8,355		8,257		8,257	8,710		8,710			
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TOTAL PROGRAM: 0581 GENERAL LEGAL SERVICES

	1,495,152	11.05	1,703,076	11.05	1,819,555	11.05	2,133,912	1,960,189	11.25	1,952,394	11.20		
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TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE

	1,989,895	15.85	2,219,966	15.85	2,420,276	15.85	2,691,606	2,644,362	16.05	2,555,567	16.00		
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BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 50 CITY ATTORNEY'S OFFICE
PROGRAM: 0581 GENERAL LEGAL SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFRS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$8,710

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

056	RECORDS MANAGER	80,707	.90	82,529	.90	90,160	.90	85,277	92,173	.90	92,173	.90
174	RECORDS MANAGEMENT SPECIALIST	66,570	1.00	74,084	1.00	77,302	1.00	77,295	79,007	1.00	79,007	1.00
221	SUPPORT SPECIALIST 2	146,377	2.90	139,747	2.90	171,204	2.90	158,446	168,890	2.90	168,890	2.90
276	YOUTH ENHANCEMENT WORKFORCE	13,349		12,348		25,552		24,787	15,099		15,099	
299	PAYROLL TAXES AND FRINGES	146,539		156,005		199,472		176,092	186,626		186,626	

TOTAL CLASS: 05 PERSONNEL SERVICES

		453,542	4.80	464,713	4.80	563,690	4.80	521,897	541,795	4.80	541,795	4.80
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	329		208		300		300	300		300	
303	OFFICE FURNITURE & EQUIPMENT								600		600	
307	MEMBERSHIP FEES	1,548		1,562		1,427		1,427	2,142		2,142	
316	ADVERTISING, RECORDING & FILING	3,893		4,550		7,000		7,000	7,000		7,000	
317	COMPUTER EQUIPMENT								5,495		5,495	
318	COMPUTER SOFTWARE								25,000		25,000	
321	TRAVEL, TRAINING & SUBSISTENCE	7,410		6,900		7,260		2,515	10,780		4,780	
328	MEALS & RELATED EXPENSE	202		404		450		70	420		420	
511	PROFESSIONAL SERVICES	16,534		26,292		12,128		12,128	88,319		13,319	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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056	RECORDS MANAGER POSITION ALLOCATION: 10% INSURANCE FUND AND 90% GENERAL FUND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
174	RECORDS MANAGEMENT SPECIALIST	
221	SUPPORT SPECIALIST 2 1 FTE IS ALLOCATED 10% INSURANCE FUND & 90% GENERAL FUND. FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
276	YOUTH ENHANCEMENT WORKFORCE 3 STUDENTS TO WORK IN YOUTH ENHANCEMENT WORKFORCE PROGRAM @13.98 PER HR TO HELP REGULAR STAFF WITH DESTRUCTION, MOVING BOXES PLUS PREPPING AND SCANNING CITY DOCUMENTS.	
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 \$300	
303	OFFICE FURNITURE & EQUIPMENT STANDUP/SITDOWN DESK FOR 1 STAFF \$600	
307	MEMBERSHIP FEES ASSOC RECORDS MGRS & ADMIN (ARMA) (4) (210 EA) \$840 CERTIFIED RECORDS MANAGER FEE (CRM) (3) (200 EA) \$600 ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) (3) (179 EA) \$537 OREGON ASSOC MUNICIPAL RECORDERS (OAMR) (1) (45 EA) \$45 NOTARY PUBLIC FEES (3) (40 EA) \$120	
316	ADVERTISING, RECORDING & FILING E-RECORDING VIA THE INTERNET THROUGH SIMPLIFILE. RECORDING FEES INCREASED JUNE 2018 BY \$40 PER DOCUMENT \$7,000	
317	COMPUTER EQUIPMENT MICROFICHE READER AND PRINTER REPLACEMENT \$5,495	
318	COMPUTER SOFTWARE PUBLIC RECORDS REQUEST SYSTEM \$25,000	
321	TRAVEL, TRAINING & SUBSISTENCE ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) INTL CONF (MARCH 2021) 1 STAFF \$3,000 ARMA CHAPTER MEETING 8 MTGS @ \$20 PER MTG (3 STAFF) \$480 CERTIFIED RECORDS MANAGER CERTIFICATION (CRM) \$650 (2 STAFF) \$1,300	
328	MEALS & RELATED EXPENSE REFRESHMENTS FOR TRIM REGIONAL USERS GROUP (RUG) MEETINGS (6 PER YEAR @ \$70 PER MEETING) \$420	
511	PROFESSIONAL SERVICES PROFESSIONAL SHREDDING (RELAY RES) 144 MO X 12 = 1733 + 2 PURGE @ 793 EA \$3,319 MICROFICHE CONVERSION TO DIGITAL (YEAR FIVE OF FIVE YEAR PROJECT) \$10,000	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 50 CITY ATTORNEY'S OFFICE
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES												
	8,535		9,417		5,714		9,605						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	38,451		49,333		34,279		33,045	140,056		59,056			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,750		2,844		2,752		2,752	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS													
	2,750		2,844		2,752		2,752	2,322		2,322			
TOTAL PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT													
	494,743	4.80	516,890	4.80	600,721	4.80	557,694	684,173	4.80	603,173	4.80		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 50 CITY ATTORNEY'S OFFICE
PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

551 RENTS AND LEASES
RENT EXPENSE FOR OFFSITE FACILITY (HARVEST COURT) FOR STORAGE OF PAPER RECORDS
RECORDS MGMT WILL NEED OFFSITE SPACE AT HARVEST COURT THROUGH JUNE2020 ONLY.
PAPER RECORDS WILL BE DESTROYED, SCANNED OR MOVED TO GRIFFITH DRIVE LOCATION,
ELIMINATING THE NEED FOR OFFSITE STORAGE AT HARVEST COURT BY06/2020
NO ALLOCATION FOR FY20-21

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,322

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-50	CITY ATTORNEY'S OFFICE											
001-50-0533-05-056	RECORDS MANAGER	0.90	1,886			85,281				85,277	42,188	127,465
001-50-0533-05-174	RECORDS MANAGEMENT SPECIALIST	1.00	2,096			77,295				77,295	39,869	117,164
001-50-0533-05-221	SUPPORT SPECIALIST 2	2.90	6,125			158,450				158,446	91,912	250,358
001-50-0533-05-276	YOUTH ENHANCEMENT WORKFORCE		1,775			24,787				24,787	2,123	26,910
	OFFICE SERVICES & RECORDS MGMT	4.80	11,883			345,814				345,805	176,092	521,897
001-50-0581-05-020	CITY PROSECUTOR	1.00	2,216			115,878				115,878	66,880	182,758
001-50-0581-05-031	CITY ATTORNEY	0.85	2,320			200,204				200,202	89,373	289,575
001-50-0581-05-117	LEGAL SECRETARY	1.00	2,094			62,449			3,000	65,449	20,085	85,534
001-50-0581-05-182	LEGAL SERVICES MANAGER	0.85	1,850			77,608				77,608	46,456	124,064
001-50-0581-05-186	PROGRAM COORDINATOR	1.00	2,181			74,986				74,986	55,732	130,718
79 001-50-0581-05-192	ASSISTANT CITY ATTORNEY 3	1.85	3,320			217,019				217,020	92,252	309,272
001-50-0581-05-196	ASSISTANT CITY ATTORNEY 2	1.00	2,100			137,273				137,273	63,195	200,468
001-50-0581-05-221	SUPPORT SPECIALIST 2	0.50	1,284			34,088			1,500	35,588	10,920	46,508
001-50-0581-05-235	ASSISTANT CITY ATTORNEY 1	2.00	3,434			148,244				148,244	83,419	231,663
001-50-0581-05-275	TEMPORARY EMPLOYEES		890			41,452				41,452	15,134	56,586
001-50-0581-05-291	LEGAL OFFICE ASSISTANT	1.00	2,096			56,818				56,818	35,406	92,224
	GENERAL LEGAL SERVICES	11.05	23,784			1,166,018			4,500	1,170,518	578,852	1,749,370
	**** DEPARTMENT TOTAL ****	15.85	35,667			1,511,832			4,500	1,516,323	754,944	2,271,267

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-50	CITY ATTORNEY'S OFFICE											
001-50-0533-05-056	RECORDS MANAGER	0.90	1,987			92,175				92,173	45,798	137,971
001-50-0533-05-174	RECORDS MANAGEMENT SPECIALIST	1.00	2,088			79,007				79,007	41,581	120,588
001-50-0533-05-221	SUPPORT SPECIALIST 2	2.90	6,163			168,895				168,890	97,819	266,709
001-50-0533-05-276	YOUTH ENHANCEMENT WORKFORCE		1,080			15,099				15,099	1,428	16,527
	OFFICE SERVICES & RECORDS MGMT	4.80	11,318			355,176				355,169	186,626	541,795
001-50-0581-05-020	CITY PROSECUTOR	1.00	2,208			118,455				118,455	68,975	187,430
001-50-0581-05-031	CITY ATTORNEY	0.85	1,775			157,168				157,166	78,983	236,149
001-50-0581-05-117	LEGAL SECRETARY	1.00	2,168			69,687			2,400	72,087	22,346	94,433
001-50-0581-05-182	LEGAL SERVICES MANAGER	0.85	1,877			80,798				80,797	48,548	129,345
001-50-0581-05-186	PROGRAM COORDINATOR	1.00	2,168			80,302				80,302	60,319	140,621
001-50-0581-05-192	ASSISTANT CITY ATTORNEY 3	2.80	5,846			375,910				375,910	175,089	550,999
001-50-0581-05-196	ASSISTANT CITY ATTORNEY 2	1.00	2,088			101,772				101,772	60,033	161,805
001-50-0581-05-221	SUPPORT SPECIALIST 2	0.70	1,461			40,836			1,200	42,036	13,167	55,203
001-50-0581-05-235	ASSISTANT CITY ATTORNEY 1	1.00	2,088			96,831				96,831	62,548	159,379
001-50-0581-05-275	TEMPORARY EMPLOYEES		1,120			45,214			2	45,216	15,678	60,894
001-50-0581-05-291	LEGAL OFFICE ASSISTANT	1.00	2,128			59,184				59,184	37,445	96,629
	GENERAL LEGAL SERVICES	11.20	24,927			1,226,157			3,602	1,229,756	643,131	1,872,887
	**** DEPARTMENT TOTAL ****	16.00	36,245			1,581,333			3,602	1,584,925	829,757	2,414,682

Insurance Fund
(Gen. Liab & Workers Comp)

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENTS: CITY ATTORNEY
DEPARTMENT HEAD: BILL KIRBY	

MISSION STATEMENT:

Provide high-quality, cost-effective risk management services by making the organization safer and more resilient and safeguarding city resources from the adverse impact of loss. *(Council Goals #2: Use city resources efficiently to ensure long-term financial stability; #4: Provide responsive, cost-effective service to the community; #5: Assure a safe and healthy community; #8: Provide and support a highly-qualified and motivated city work force.)*

Services and Trends:

Services

The Insurance Agency Fund supports the city’s risk management program, which operates under the auspices of the city attorney’s office. The risk management program identifies, analyzes, evaluates and reduces the impact of risk on the city by managing and administering (1) the city’s safety and loss-control program and (2) its insurance coverages. The risk management program assists in safeguarding the city from the adverse impact of loss by purchasing insurance, responding to and resolving claims and developing programs, plans and procedures to make the organization safer and more resilient. By reducing the frequency and severity of injuries and claims, the risk management program helps reduce the financial impact those events can have on the city.

1. Safety and loss control. The city’s safety and loss control program assists city departments by consulting on safety and occupational health concerns. The risk management program surveys operations, evaluates exposures and the effectiveness of loss controls and offers suggestions where necessary. Safety training, education and motivation point the way to a safer, more productive work place.

2. Insurance coverages. The city self-insures against its workers’ compensation risks and has auto, property, general liability and cyber liability coverage through CIS and other insurers. The risk management program oversees all aspects of the city employee work-related injury program, including working with the third-party administrator for claims management and workers' compensation defense litigation. The risk management program receives, analyzes, and tracks all claims for auto, property or general liability claim asserted against the city. The city utilizes the services of CIS to investigate the claims, determine liability and resolve claims either through negotiation or litigation. Where appropriate, the risk management program pursues recovery of incurred losses caused by third parties.

Trends

The city’s risk management program became part of the city attorney’s office in July 2015. In October 2015, with the help of the finance department, we recommended to council that Brown and Brown Northwest (BBNW) become the city’s new insurance broker. A top priority for the risk management program is for BBNW to assist us in assessing the strengths and weaknesses of our existing risk management program and identifying opportunities and challenges for improvement. We will keep policymakers informed about the major findings and recommendations of the assessment.

BUDGET HIGHLIGHTS:

The insurance agency fund’s FY 2020-21 budget is a status quo budget, intended to provide the same insurance coverages and level of risk management services as in FY 2019-20. Insurance rates will increase compared to last year, especially the property rates according to our broker. The percentage increase projections for insurance rates for FY 2020-21 are:

- General Liability – 10% increase.
- Auto Liability – 10% increase.
- Property – 20% increase.
- Storage tank, Crime and Flood – 10% increase;
- Difference in Coverage – 10% increase.
- Workers’ Compensation Excess Policy –10% increase.
- Cyber Liability – 10% increase.

NOTE: Above percentage increases are estimates. Actual amounts expected to be announced before June 30.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0010 GENERAL LIABILITY	DEPARTMENT HEAD: BILL KIRBY

PROGRAM GOAL:

To minimize exposure to auto, property and general liability losses.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.80	0.80	0.80	0.80	0.00
PERSONNEL SERVICES	\$124,309	\$130,871	\$124,652	\$139,148	\$0
MATERIALS & SERVICES	960,389	1,132,473	1,415,272	1,202,355	0
CAPITAL OUTLAY					
TRANSFERS	40,838	44,050	45,458	44,500	0
CONTINGENCY	0	0	274,400	602,775	0
RESERVE	0	0	1,500,000	1,500,000	0
TOTAL	\$1,125,536	\$1,307,394	\$3,359,782	\$3,488,778	\$0

Progress on FY 2019-20 Action Plan:

- Identify property claims for subrogation for 2019-20.
 - Risk management collected \$28,203 in no fault property claims from July 1, 2019 to February 29, 2020.
- Continue to educate and train all departments on claims and the city's exposure to loss. A special emphasis will remain with public works and the police department.
 - This is an ongoing effort. During monthly safety meetings all losses are discussed. Claim count for both departments is averaging higher than the previous year.
- Continue to research the benefits of becoming fully self-insured.
 - As the city's liability insurance premium increases, the appeal of becoming self-insured also increases. For now, we continue with our current insurance plan.
- Update city's risk management program policies.
 - The goal is to have policies revised within this fiscal year.

FY 2020-21 Action Plan:

- Identify property claims for subrogation for 2020-21.
- Continue to educate and train all departments on claims and the city's exposure to loss. A special emphasis will remain with public works and the police department.
- Continue to work with Brown & Brown and CIS regarding insurance coverages and continue to view claims and exposures.
- Translate city claim forms into Spanish.

DIVERSITY, EQUITY, AND INCLUSION:

Examples of priority areas that the legal services program accomplished in FY 2019-20 include:

- PE1.2 – The number of translated print material increases each year. Risk Management will translate liability claim form to Spanish in calendar year 2020.
- CB2.2 – City facilities are used by culturally diverse groups for community activities and meetings. Risk Management is actively involved in the planning and mitigation of events put on by the City or events that the City sponsors. Safety and insurance are important considerations for these events.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0010 GENERAL LIABILITY	DEPARTMENT HEAD: BILL KIRBY

PERFORMANCE MEASURES & DISCUSSION:

Property and Liability Claims:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of general liability claims filed	30	46	40 / 44	45
Average allocated cost per liability claim	\$5,859	\$4,250	\$6,000 / \$3,000	\$4,500
Number of city property damage claims received	83	83	90	90
Claims Paid:				
Damaged city property	\$117,188	\$164,278	\$150,000	\$150,000
Liability claims	\$174,846	\$191,823	\$175,000 / \$160,000	\$160,000
3 rd Party property damage	\$907	\$3,707	\$2,000	\$2,000

The actual number of 2018-19 liability claims totaled 46 (an average of 3.8 claims per month). This is more claims than we had in 2017-18. The average amount paid for the 46 claims (\$4,250) was similar than the originally projected average amount (\$4,000). As a result, the amount paid out for all liability claims in 2018-19 (\$195,530) was more than originally budgeted. We did receive reimbursement from CIS on one significant employee claim.

FY 2019-20 is trending to be similar to last year as to the number of reported claims: around 44 claims (an average of 3.6 claims per month). The average cost per claim has decreased so far in 2019-20. As of the end of December 2019, we had 22 new liability claims and 22 open liability claims with a payout of \$63,137 or \$2,870 per claim. If the trend continues, we anticipate the amount paid out for all liability claims in 2019-20 will be about \$160,000. This is a decrease to what we paid in 2018-19. We have received notice of a tort claim arising out of a police pursuit in which a bystander was injured and is seeking \$2M in damages against the city and the person the police were pursuing. The Oregon Tort Claims Act would limit our financial exposure of the city to a maximum of approximately \$1M if the city is found liable for plaintiff's personal injuries and property damages.

The number of 2018-19 property claims remained the same at 83 (an average of 6.9 claims per month). Over half of the claims (43) were property claims that were a result of an at fault claimant. The amount paid out for all property claims increased, from \$117,188 to \$164,278. That is \$1,979 per property claim in 2018-19.

For 2019-20, city property claims are higher for the first six months compared to 2018-19. We are averaging 7.5 claims per month with a total payout of \$63,134 or \$1,514 claim. We are currently dealing with a high value property claim for The Beaverton Building. The cost of the claim will exceed \$200,000. Our share will be the \$50,000 deductible. A separate line item (706-40-0010-457) has been created to capture the amount paid due to the loss.

Many of the city property damage claims are a result of accidents not caused by the city (2018-19 had 43 and 2019-20 has 23 so far). The city can recover money through subrogation for these sorts of accidents involving no fault of the city. This continues to be helpful in offsetting the paid claims that were the city's fault. In 2018-19 we collected \$69,621 through subrogation. For 2019-20 we have collected \$22,684 through December. That represents a recovery rate of 42% of all property claims in 2018-19 and 33% for the first half of 2019-20.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0014 WORKERS' COMPENSATION	PROGRAM MANAGER: BRIAN STROHL

Program Goal: To minimize the exposure to workers' compensation losses by administering and coordinating occupational health programs that adhere to laws, rules and regulations and ensure a safe and healthy work force.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.85	0.85	0.85	0.85	0.00
PERSONNEL SERVICES	\$122,969	\$130,032	\$130,918	\$140,374	\$0
MATERIALS & SERVICES	497,097	310,548	363,776	359,000	0
CAPITAL OUTLAY					
TRANSFERS	29,460	31,500	32,045	32,605	0
CONTINGENCY	0	0	133,825	104,635	0
RESERVE	0	0	600,000	650,000	0
TOTAL	\$649,526	\$472,080	\$1,260,564	\$1,286,614	\$0

Services:

- Oversee all aspects of the city employee work-related injury program, including working with the third-party administrator for claims management and workers' compensation defense litigation.
- Ensure city-wide development, implementation and maintenance of safety and health programs to control and minimize hazards that could result in injury or illness to its workforce.
- Evaluate work environments, in conjunction with city departments, to review potential safety and health problems with departmental operations, procedures and facilities.
- Minimize potential risks for the city, and improve safety for the city and its residents.
- Assess and reduce public risks or liabilities associated with city programs, services and events.

Progress on FY 2019-20 Action Plan:

- Continue to work with the public works department and continue the ongoing training with police (defensive tactics, bike training, range, etc.) in an effort to reduce our claims count.
 - *Our claim count, including WC claims, is running a bit higher than normal. Many claims are very minor with no time off from work. Last year was a fantastic year. The City won the Gold Safety Award from the LOC and CIS based on claims that required time away from work. Our experience modifier is at an all-time low of .67.*
- Continue to provide necessary documentation for TRISTAR for collection through Employee at Injury Program (EAIP) and the necessary reports for the OSHA 300 Log.
 - *State audit reports continue to be very favorable. We have collected \$2,830 through EAIP so far for this FY. The necessary OSHA 300 Log reports have been filed.*
- Hold quarterly meetings with TRISTAR to discuss problem claims and trends.
 - *We hold scheduled meetings three times a year. Other meetings are held if needed.*
- Work with the Public Works Department to make sure all required training is completed and that the Safety Manual is being reviewed and updated. Follow-up on how Succeed is working out for public works safety training.
 - *Annual trainings are scheduled. Succeed is being used regularly at Public Works for safety training, as well as in other city departments.*
- Increased involvement with public works managers meeting and general facilities safety meeting.
 - *Plan to attend public works manager meeting in the next few months. Involvement with facilities safety meetings coordinated by Travis Taylor has increased.*

FY 2020-21 Action Plan:

- Continue to work with the public works department and continue the ongoing training with police (defensive tactics, bike training, range, etc.) in an effort to reduce our claims count.
- Continue to provide necessary documentation for TRISTAR for collection through EAIP and the necessary reports for the OSHA 300 Log.

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 706 INSURANCE AGENCY FUND	DEPARTMENT: CITY ATTORNEY
PROGRAM: 0014 WORKERS' COMPENSATION	PROGRAM MANAGER: BRIAN STROHL

- Hold quarterly meetings with TRISTAR to discuss problem claims and trends.
- Work with the Public Works Department to make sure all required training is completed and that the Safety Manual is being reviewed and updated. Follow-up on how Succeed is working out for public works safety training.
- Increased involvement with Public Works Managers Meeting and General Facilities Safety Meeting.

Performance Measures & Discussion:

Workers' Compensation Claims Data:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Revised	Proposed
Workers' compensation claims filed	25	25	25 / 46	32
Value of paid workers compensation claims	\$306,634	\$126,907	\$150,000 / \$125,000	\$150,000
Lost workdays	1	145	100	80
Experience rating modifier: Target = <1.0	.88	.86	.86 / .67	.67

The city's work related injuries for FY 2018-19 remained the same from the previous year. In 2018-19, we paid ~\$5,076/claim and averaged 2.1 claims/month. In 2019-20 thus far, we are averaging \$2,231 claim and we are getting 3.8 claims/month. The number of claims is much higher than FY 2018-19 and not typical to what we normally see. We currently have 1 claim that requires legal attention (these are the files that make our payout numbers spike). Keep in mind that the payment of claims also includes claims reported in previous years, so the true amount paid per claim is not very accurate.

On-going safety training for the employees is done on a regular basis and they are constantly made aware of our policies and what is required of them to help alleviate injuries on the job. Ergonomic evaluations continue to be done and will continue into the next fiscal year. Several variations of stand-up desk units have been purchased over the last several years

The city continues to pay for time loss through salary continuation. This procedure helps keep things simple for the injured employee as well as for payroll administration. TRISTAR assists in obtaining necessary documentation for risk management's required reports (OSHA 300). They also are very good about collecting on EAIP claims and on workers' compensation restitution. For 2018-19 we collected \$18,783 through EAIP. This is lower than last FY due to injuries requiring less light duty days.

Our experience rating modifier has decreased from .86 to .67, which is fantastic. An experience rating modifier below 1.0 reflects that our claim payout and claim severity history is better than most of our comparable entities. We are hopeful that we will continue to see a lower modifier.

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL				1,585,283		1,585,283	1,820,798		1,870,379			
	1,366,362		1,538,305										

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	1,366,362		1,538,305		1,585,283		1,585,283	1,820,798		1,870,379			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS				26,700		18,500	12,200		8,600			
	17,168		24,820										

386	3RD PARTY SUBROGATION				35,000		35,000	35,000		35,000			
	15,829		30,702										

399	REIMBURSEMENTS - OTHER				138,000		187,581						
	4,450		38,908										

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 94

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	37,541		94,430		199,700		241,081	47,200		43,600			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND				514,226		514,226	514,226		514,226			
	411,381		411,381										

412	TRSFERS FROM STREET FUND				199,452		199,452	199,452		199,452			
	152,760		152,760										

419	TRSFERS FROM WATER FUND				285,990		285,990	285,990		285,990			
	228,792		228,792										

421	TRSFERS FROM SEWER FUND				205,671		205,671	205,671		205,671			
	164,637		164,637										

424	TRSFERS FROM REPROGRAPHICS FUND				7,651		7,651	7,651		7,651			
	6,121		6,121										

425	TRSFERS FROM GARAGE FUND				58,747		58,747	58,747		58,747			
	46,998		46,998										

426	TRSFERS FROM ISD				8,281		8,281	8,281		8,281			
	6,625		6,625										

430	TRANSFER FROM LIBRARY FUND				139,465		139,465	139,465		139,465			
	111,572		111,572										

440	TRSFERS FR STREET LIGHTING FUND												
	6,802		6,802										

441	TRSFERS FR STORM DRAIN FUND				155,316		155,316	155,316		155,316			
	124,253		124,253										

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$8,600

386 3RD PARTY SUBROGATION

REVENUES FROM SUBROGATING CLAIMS TO 3RD PARTIES \$35,000

399 REIMBURSEMENTS - OTHER

FY 2016-17 REFLECTS:
 INSURANCE REIMBURSEMENT EQUIPMENT DAMAGED IN BEAVERTON BUILDING WATER DAMAGES \$19,425
 INSURANCE REIMBURSEMENT VACTOR TRUCK DAMAGE \$52,800

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE TO ALL FUNDS \$514,226

412 TRSFERS FROM STREET FUND

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

424 TRSFERS FROM REPROGRAPHICS FUND

425 TRSFERS FROM GARAGE FUND

426 TRSFERS FROM ISD

430 TRANSFER FROM LIBRARY FUND

440 TRSFERS FR STREET LIGHTING FUND

441 TRSFERS FR STORM DRAIN FUND

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

1,259,941	1,259,941	1,574,799	1,574,799	1,574,799	1,574,799
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TOTAL PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

2,663,844	2,892,676	3,359,782	3,401,163	3,442,797	3,488,778
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City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

030	RISK & SAFETY OFFICER												
	34,613	.40	36,029	.40	37,193	.40	37,194	38,025	.40	38,025	.40		
031	CITY ATTORNEY												
	19,096	.10	18,852	.10	19,126	.10	23,553	18,492	.10	18,492	.10		
056	RECORDS MANAGER												
	4,485	.05	4,584	.05	5,012	.05	4,740	5,122	.05	5,122	.05		
182	LEGAL SERVICES MANAGER												
	7,924	.10	8,365	.10	9,301	.10	9,132	9,506	.10	9,506	.10		
192	ASSISTANT CITY ATTORNEY 3												
	11,901	.10	13,958	.10	3,450	.10	9,413	12,097	.10	12,097	.10		
221	SUPPORT SPECIALIST 2												
	2,732	.05	2,894	.05	3,020	.05	3,010	3,087	.05	3,087	.05		
299	PAYROLL TAXES AND FRINGES												
	43,558		46,189		47,550		50,008	52,819		52,819			

TOTAL CLASS: 05 PERSONNEL SERVICES

	124,309	.80	130,871	.80	124,652	.80	137,050	139,148	.80	139,148	.80		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
	11,208		7,549		10,000		10,000	10,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	3,130		2,856		5,000		5,000	5,000		5,000			
307	MEMBERSHIP FEES												
	820		820		900		900	900		900			
321	TRAVEL, TRAINING & SUBSISTENCE												
	692		684		1,500		1,500	1,500		1,500			
328	MEALS & RELATED EXPENSE												
					100		100	100		100			
330	MILEAGE REIMBURSEMENT												
	97		80		150		150	150		150			

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 030 RISK & SAFETY OFFICER

- 031 CITY ATTORNEY
 POSITION ALLOCATION: TO 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
 FY 2019-20 REFLECTS 633 HRS PTO CASH-IN.

- 056 RECORDS MANAGER
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.

- 182 LEGAL SERVICES MANAGER
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 120 HR PTO CASH-IN.

- 192 ASSISTANT CITY ATTORNEY 3
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)

- 221 SUPPORT SPECIALIST 2
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.

- 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: TRAYS, KEYBOARDS, CHAIRS, MONITOR ARMS AND DESKS (STAND UP UNITS) \$7,000
 ADA ACCOMMODATIONS (EE) \$3,000

- 305 SPECIAL DEPARTMENT SUPPLIES
 AED SUPPLIES (BATTERIES, REPLACEMENT PADS), FIRST AID SUPPLIES \$5,000

- 307 MEMBERSHIP FEES
 RISK AND INSURANCE MANAGEMENT SOCIETY (RIMS) \$700
 SOCIETY (PRIMA) OREGON CHAPTER \$200

- 321 TRAVEL, TRAINING & SUBSISTENCE
 PUBLIC RISK MGT ASSOC REGIONAL CONFERENCE \$300
 OSHA CONFERENCE \$200
 CIS CONFERENCE \$200
 LODGING \$300
 MISC CONF EXPENSE/ARM CLASS \$500

- 328 MEALS & RELATED EXPENSE
 LUNCH AND DINNER BUSINESS MEETINGS \$100

- 330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$150

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
387	GENERAL LIABILITY INSURANCE												
	446,494		547,926		604,705		586,580	613,290		613,290			
388	PROPERTY INSURANCE												
	152,194		158,582		192,050		200,000	207,915		207,915			
390	PUBLIC EMPLOYEES BOND												
	500		400		500		500	500		500			
457	BVTN BLDG FLOOD DAMAGE EXPENSE												
					197,896		197,896						
462	ADA COMPLIANCE EXPENSE												
					3,000		1,500	3,000		3,000			
483	EXTERNAL LEGAL SERVICES EXP												
					15,321		15,000	15,000		15,000			
511	PROFESSIONAL SERVICES												
	52,313		53,768		57,150		57,150	58,000		58,000			
520	CITY PROPERTY DAMAGE CLAIMS												
	117,188		164,278		150,000		120,000	125,000		125,000			
521	THIRD PARTY LIABILITY CLAIMS												
	174,846		191,823		175,000		150,000	160,000		160,000			
527	THIRD PARTY PROPERTY CLAIMS												
	907		3,707		2,000		2,000	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	960,389		1,132,473		1,415,272		1,348,276	1,202,355		1,202,355			
CLASS: 25 TRANSFERS													
801	TRSFR TO GENERAL FD - OVERHEAD												
	17,181		18,663		19,206		19,206	18,186		18,186			
802	TRSFR TO GENERAL FD-ACCOUNTING												
	11,842		12,229		12,521		12,521	12,925		12,925			
816	TRSFRS TO REPROGRAPHICS FUND												
	452		539		550		550	580		580			
818	TRSFRS TO ISD-ALLOCATED												
	11,363		12,619		13,181		13,181	12,419		12,809			
TOTAL CLASS: 25 TRANSFERS													
	40,838		44,050		45,458		45,458	44,110		44,500			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					274,400			557,184		602,775			

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 387 GENERAL LIABILITY INSURANCE
 - GENERAL LIABILITY (10% INCREASE) \$508,000
 - AUTO LIABILITY (10%) \$90,200
 - THREE TANKS AT PUBLIC WORKS GARAGE (10%) \$1,625
 - EXCESS CRIME (10%) \$3,465
 - CYBER LIABILITY (10%) - AIG DEDICATED LIMITS OF \$1M \$10,000
- 388 PROPERTY INSURANCE
 - PROPERTY INSURANCE INCLUDING \$50M QUAKE AND FLOOD (20%) APPRAISED VALUE INCREASED BY 35M \$97,500
 - AUTO PHYSICAL DAMAGE (10%) \$11,200
 - NATIONAL FLOOD INSURANCE - 1 LOCATION (10%) \$4,765
 - PROPERTY INSURANCE EXCESS EARTHQUAKE (DIC) (10%) \$94,450
- 390 PUBLIC EMPLOYEES BOND
 - PUBLIC EMPLOYEE BLANKET BOND \$100
 - DEQ BONDS (4 X \$100) \$400
- 457 BVTN BLDG FLOOD DAMAGE EXPENSE
- 462 ADA COMPLIANCE EXPENSE
 - MINOR ADA BUILDING/ACCESS IMPROVEMENTS AS NECESSARY \$3,000
- 483 EXTERNAL LEGAL SERVICES EXP
 - ATTORNEY FEES FOR OUTSIDE COUNSEL \$15,000
- 511 PROFESSIONAL SERVICES
 - DMV (\$750) AND BACKGROUND CHECKS (\$10/PERSON X 200) \$2,000
 - AGENT OF RECORD FEES (3% INCREASE) \$56,000
- 520 CITY PROPERTY DAMAGE CLAIMS
 - ESTIMATED PROPERTY CLAIMS LOSSES AND DAMAGES TO CITY OWNED PROPERTY \$125,000
 - SUBROGATION NOT INCLUDED IN AMOUNT PROPOSED
- 521 THIRD PARTY LIABILITY CLAIMS
 - ESTIMATED LOSSES DUE TO LIABILITY CLAIMS AGAINST THE CITY \$160,000
 - (\$160,000 ANNUAL AGGREGATE DEDUCTIBLE)
- 527 THIRD PARTY PROPERTY CLAIMS
 - ESTIMATED LOSSES DUE TO THIRD PARTY PROPERTY CLAIMS AGAINST THE CITY \$2,000
 - (LOST PROPERTY, FENCE REPAIRS, ETC.)

- 801 TRSFR TO GENERAL FD - OVERHEAD
 - ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$18,186
- 802 TRSFR TO GENERAL FD-ACCOUNTING
 - ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND \$12,925
- 816 TRSFRS TO REPROGRAPHICS FUND
 - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$580
- 818 TRSFRS TO ISD-ALLOCATED
 - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$12,809

991 CONTINGENCY - UNRESERVED

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
998	RESERVE				1,500,000			1,500,000		1,500,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					1,774,400			2,057,184		2,102,775			
TOTAL PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE													
	1,125,536	.80	1,307,394	.80	3,359,782	.80	1,530,784	3,442,797	.80	3,488,778	.80		

City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
DEPT: 40 INSURANCE DIVISION
PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

998 RESERVE
RESERVE FOR CATASTROPHIC LOSS \$1,500,000



BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		794,183	726,082		724,164		724,164	758,014		758,014			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		794,183	726,082		724,164		724,164	758,014		758,014			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		9,810	14,073		16,400		13,700	12,200		8,600			

399	REIMBURSEMENTS - OTHER												
		20,530	19,610				2,830						

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	94												

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		30,434	33,683		16,400		16,530	12,200		8,600			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

421	TRSFERS FROM SEWER FUND												
		77,400											

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		77,400											
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CLASS: 45 NON-REVENUE RECEIPTS

464	SELF-INS. WORKERS COMP - CITY												
		473,592	436,477		520,000		520,000	520,000		520,000			

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		473,592	436,477		520,000		520,000	520,000		520,000			
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TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS

		1,375,609	1,196,242		1,260,564		1,260,694	1,290,214		1,286,614			
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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$8,600

399 REIMBURSEMENTS - OTHER

REIMBURSEMENT FROM STATE OF OREGON EMPLOYEE AT WORK INJURY PROGRAM

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

421 TRSFERS FROM SEWER FUND

FY 2017-18 REFLECTS FUNDING OF A WORKERS COMPENSATION CLAIM SETTLEMENT DIRECTLY LIABLE TO THE SEWER FUND.

464 SELF-INS. WORKERS COMP - CITY

CHARGES PER EMPLOYEE FOR WORKERS COMPENSATION COSTS PROCESSED THROUGH THE PAYROLL SYSTEM. MAINTAIN A \$500,000 RESERVE TO COVER THE MAXIMUM EXPOSURE ON A SEVERE INJURY CASES \$520,000

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

030	RISK & SAFETY OFFICER												
	51,919	.60	54,043	.60	55,791	.60	55,787	57,032	.60	57,032	.60		
031	CITY ATTORNEY												
	9,547	.05	9,428	.05	9,565	.05	11,779	9,245	.05	9,245	.05		
056	RECORDS MANAGER												
	4,482	.05	4,586	.05	5,012	.05	4,740	5,122	.05	5,122	.05		
182	LEGAL SERVICES MANAGER												
	3,961	.05	4,181	.05	4,650	.05	4,563	4,754	.05	4,754	.05		
192	ASSISTANT CITY ATTORNEY 3												
	5,949	.05	6,979	.05	1,724	.05	4,705	6,051	.05	6,051	.05		
221	SUPPORT SPECIALIST 2												
	2,732	.05	2,892	.05	3,020	.05	3,010	3,087	.05	3,087	.05		
299	PAYROLL TAXES AND FRINGES												
	44,379		47,923		51,156		52,205	55,083		55,083			

TOTAL CLASS: 05 PERSONNEL SERVICES

	122,969	.85	130,032	.85	130,918	.85	136,789	140,374	.85	140,374	.85		
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CLASS: 10 MATERIALS & SERVICES

321	TRAVEL, TRAINING & SUBSISTENCE												
					250		250	250		250			
326	CITYWIDE TRAINING												
	8,360		9,308		11,000		11,000	11,000		11,000			
328	MEALS & RELATED EXPENSE												
	97		15		100		100	100		100			
330	MILEAGE REIMBURSEMENT												
	75		86		150		150	150		150			
389	W/C EXCESS INSURANCE COVERAGE												
	108,870		103,352		113,680		104,000	104,000		104,000			
393	WORKERS COMP STATE ASSESSMENT												
	35,444		20,790		25,000		30,000	30,000		30,000			
395	PERFORMANCE BOND INSURANCE												
	3,915		3,915		4,000		4,000	4,000		4,000			

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

030 RISK & SAFETY OFFICER
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.

031 CITY ATTORNEY
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)

056 RECORDS MANAGER
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)

182 LEGAL SERVICES MANAGER
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)

192 ASSISTANT CITY ATTORNEY 3
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.

221 SUPPORT SPECIALIST 2
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.

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
 MISC TRAVEL \$250

326 CITYWIDE TRAINING
 PUBLIC WORKS - ALL OSHA REQUIRED COURSES: DEFENSIVE DRIVING, CONFINED SPACE, FORKLIFT, \$7,000
 BLOODBORNE PATHOGEN, COMPETENT PERSON, LOCKOUT/TAGOUT, FALL PROTECTION, ETC
 AED, CPR, 1ST AID \$4,000

328 MEALS & RELATED EXPENSE
 SAFETY COMMITTEE LUNCHES AND BROWN BAGS \$100

330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE (WC HEARINGS AND CONFERENCES) \$150

389 W/C EXCESS INSURANCE COVERAGE
 WORKERS COMPENSATION EXCESS INSURANCE (\$650K RETENTION) - FIXED UNTIL 7/2021 \$104,000

393 WORKERS COMP STATE ASSESSMENT
 STATE COMPENSATION ASSESSMENT; INCLUDES EMPLOYEES AND VOLUNTEERS \$30,000
 OUR EXPERIENCE RATING IS NOW AT 67

395 PERFORMANCE BOND INSURANCE
 WORKERS COMPENSATION SELF-INSURANCE SURETY BOND. \$4,000
 BOND AMOUNT LOWERED TO \$300,000

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE												
	436		449		1,500		1,500	1,500		1,500		1,500	
483	EXTERNAL LEGAL SERVICES EXP												
					7,846		7,846	8,000		8,000		8,000	
511	PROFESSIONAL SERVICES												
	33,266		45,726		50,250		50,000	50,000		50,000		50,000	
528	WORKERS COMP CLAIMS												
	306,634		126,907		150,000		125,000	150,000		150,000		150,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	497,097		310,548		363,776		333,846	359,000		359,000		359,000	
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
	17,163		18,741		18,974		18,974	19,100		19,100		19,100	
802	TRSFER TO GENERAL FD-ACCOUNTING												
	11,842		12,229		12,521		12,521	12,925		12,925		12,925	
816	TRSFERS TO REPROGRAPHICS FUND												
	455		530		550		550	580		580		580	
TOTAL CLASS: 25 TRANSFERS													
	29,460		31,500		32,045		32,045	32,605		32,605		32,605	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					133,825			58,235		104,635			
998	RESERVE												
					600,000			700,000		650,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					733,825			758,235		754,635			
TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS													
	649,526	.85	472,080	.85	1,260,564	.85	502,680	1,290,214	.85	1,286,614	.85		

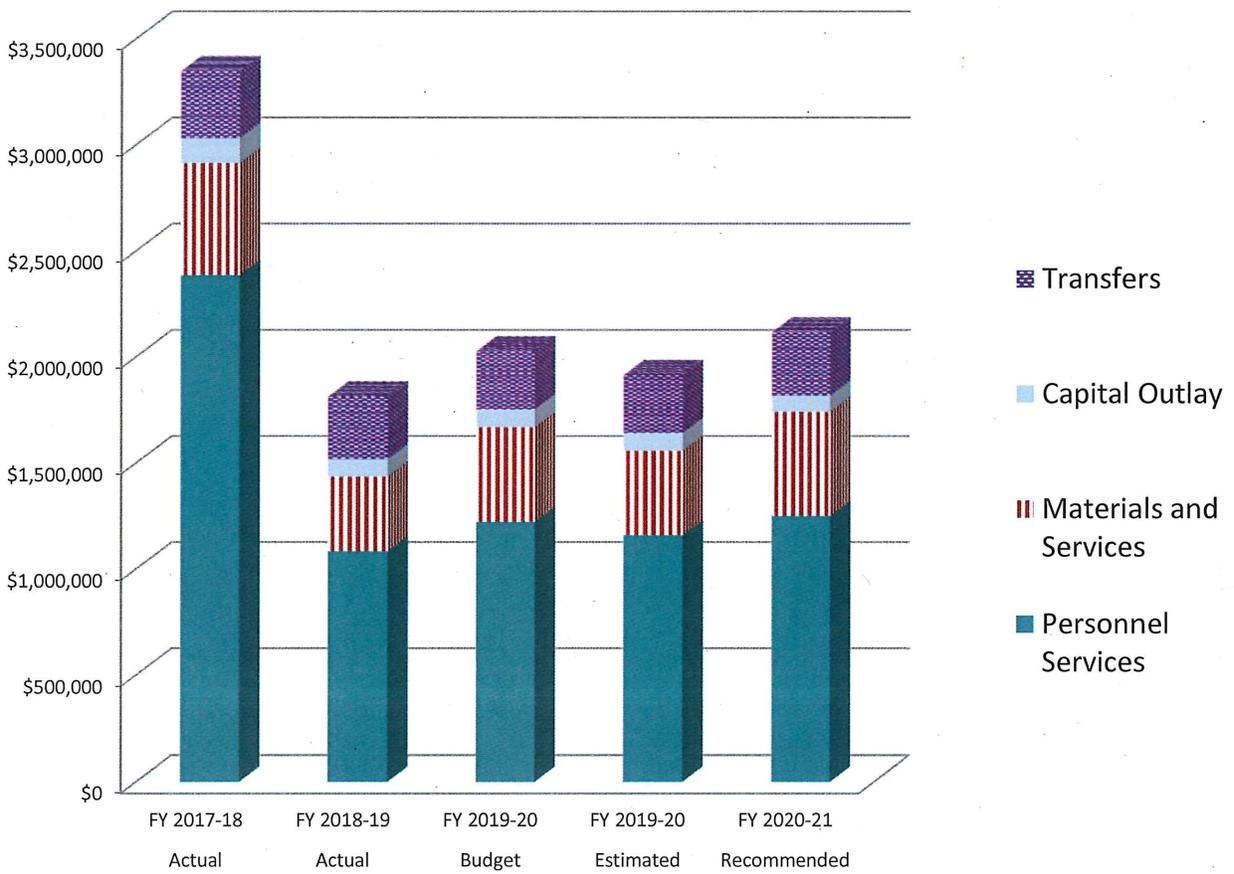
BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

461	SPECIAL EXPENSE SAFETY INCENTIVE PROGRAM AT PUBLIC WORKS, 2018 NEW PROGRAM \$1,500
483	EXTERNAL LEGAL SERVICES EXP ATTORNEY FEES FOR OUTSIDE COUNSEL \$8,000
511	PROFESSIONAL SERVICES OSHA REQUIRED HEARING TESTS @ APPROX. (250X \$36) \$9,000 OSHW CONTRACT \$4,000 WC ADMIN FEES (TRISTAR (\$16,800), PROVIDENCE MCO AND KAISER MCO, PRE CERTIFICATIONS) \$17,000 BBP/VACCINATIONS (250 X \$50) \$12,500 WC HEARINGS, ADDITIONAL ADMIN FEES, ETC \$7,500
528	WORKERS COMP CLAIMS EXPECTED PAYMENTS FOR WORKERS COMPENSATION CLAIMS \$150,000
801	TRSFER TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$19,100
802	TRSFER TO GENERAL FD-ACCOUNTING ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND \$12,925
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$580
991	CONTINGENCY - UNRESERVED
998	RESERVE CONTINGENCY RESERVE ESTABLISHED \$650,000 TO COVER THE MAXIMUM EXPOSURE FROM SEVERE INJURY CASE. \$650,000

GENERAL FUND
PUBLIC WORKS - OPERATIONS
RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	General Fund					
Department:	Public Works - Operations - Summary					
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$2,382,940	\$1,082,292	\$1,221,116	\$1,158,419	\$1,248,503	2.24%
Materials and Services	527,392	352,486	445,870	397,181	490,720	10.06%
Capital Outlay	117,262	81,442	83,826	83,310	75,975	-9.37%
Transfers	316,232	294,698	272,866	272,866	298,392	9.35%
SUB-TOTAL	\$3,343,826	\$1,810,918	\$2,023,678	\$1,911,776	\$2,113,590	
Reserve for Operations Facility			70,597		141,110	
Reserve for Trees			105,878		77,262	
Reserve for equip.			187,675		180,440	
TOTAL	\$3,343,826	\$1,810,918	\$2,387,828	\$1,911,776	\$2,512,402	
FTE's	26.85	11.00	11.00		11.00	

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

Personnel services:

FY 2020-21 reflects step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

FY 2020-21 increase reflects an additional \$42K for maintenance of the City Park fountain.

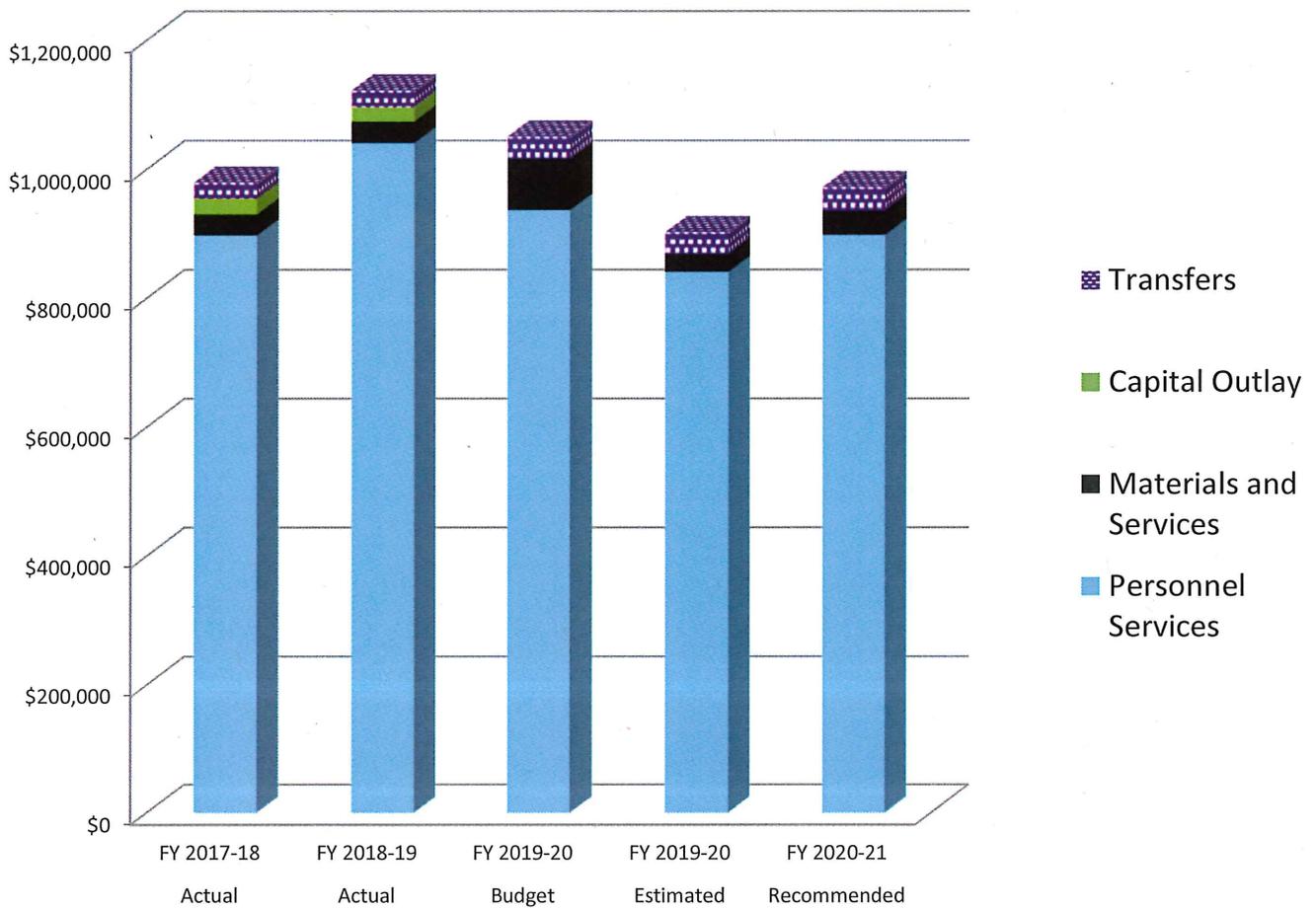
Capital outlay:

No significant change.

Transfers:

No significant change.

GENERAL FUND
CAPITAL DEVELOPMENT - ENGINEERING
RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	General Fund					% Change
Department:	Capital Development - Engineering					Budgeted Vs.
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	Recommended
Personnel Services	\$897,526	\$1,040,446	\$936,890	\$840,665	\$898,004	-4.15%
Materials and Services	32,018	33,174	79,255	27,651	37,690	-52.44%
Capital Outlay	24,230	21,797	-	-	-	N/A
Transfers	25,459	26,149	34,025	34,025	36,152	6.25%
SUB-TOTAL	979,233	1,121,566	1,050,170	902,341	971,846	
Contingency			-	-	-	
Reserve for equipment			37,378		40,942	
TOTAL	\$979,233	\$1,121,566	\$1,087,548	\$902,341	\$1,012,788	
FTE's	8.10	8.10	6.10		6.10	

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

Personnel services:

FY 2020-21 reflects step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

FY 2020-21 reflects a reduction of \$37K for new office furniture purchased in FY 2019-20.

Capital outlay:

No significant changes

Transfers:

No significant changes

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0772 LANDSCAPE MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Program Goal:

To provide attractive, low maintenance landscape areas that demonstrate the City’s commitment to well-maintained and well-managed facilities. Maintain City Park and the Beaverton Round Plazas as resources that attract residents and visitors to enjoy the amenities in the area.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.25	11.00	11.00	11.00	0.00
PERSONNEL SERVICES	\$1,094,427	\$1,082,292	\$1,221,116	\$1,248,503	\$0
MATERIALS & SERVICES	342,353	352,486	445,870	490,720	0
CAPITAL OUTLAY	38,667	80,165	83,826	75,975	0
TRANSFERS	263,343	279,781	272,866	298,392	0
CONTINGENCY	0	0	364,150	398,812	0
TOTAL	\$1,738,790	\$1,794,724	\$2,387,828	\$2,512,402	\$0

Program Objective:

The Landscape section provides consistently high quality landscape and tree maintenance on a variety of city-owned properties including building and facility landscapes, wetlands, storm drainage channels, and water facility landscapes. Employees in this section are responsible for the care and maintenance of the city’s hanging flower baskets during the summer months, a city-wide Vector Control Program for mosquito control associated with controlling the spread of West Nile Virus and a Graffiti Abatement Program.

The work in this program supports council priorities of implementing chapter 7 of the city’s climate action plan.

- #62 “Identify and fix leaks in water delivery systems” Water audits on meters are used on irrigation systems to show excess or unusual water usage then leaks are detected and fixed.
- #63 “Develop strategies for increased use of smart irrigation systems” Bluetooth programmed valves are being incorporated into landscapes to cut back on water consumption

This division plays a critical role in a variety of elements of the Beaverton Community Vision Goal Areas related to open spaces and other public lands including:

Goal Area: Build Community

- Target: Improve “look and feel” city wide
#10, Organize community clean-up days in neighborhoods, #11, Create “adopt a street” and “adopt a park” opportunities, #12, Involve neighborhoods in improvement planning, #13, Use of art and landscaping to beautify Beaverton

Goal Area: Provide High Quality Public Services

- Target: Maintain a safe and resilient community
#22, Use environmental design to reduce property crime

Goal Area: Create a Vibrant Downtown

- Create a recognizable, vibrant, walkable mixed-use downtown
#63, Add benches, restrooms, bike racks and fountains

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0772 LANDSCAPE MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

INVENTORY SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Acres of Developed Property	93.1	93.2	103.3	103.3
Acres of Undeveloped Property	33.8	34.6	34.6	34.6
Acres of Pedestrian Paths (including path and borders)	13.6	13.60	13.6	13.6

DEVELOPED LANDSCAPES

	Number of Acres FY 2017-18	Number of Acres FY 2018-19	Number of Acres FY 2019-20	Number of Acres FY 2020-21
Street Right-of-Way Landscapes	47.3	47.4	57.3	57.3
Facilities Landscapes	44.2	44.2	44.2	44.2
Neighborhood Street Islands	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
Total	93.1	93.2	103.1	103.1

UNDEVELOPED LANDSCAPES

	Number of Acres FY 2017-18	Number of Acres FY 2018-19	Number of Acres FY 2019-20	Number of Acres FY 2020-21
City Property	13.5	14.2	14.2	14.2
Street Rights-of-Way	<u>20.4</u>	<u>20.4</u>	<u>20.4</u>	<u>20.4</u>
Total	33.9	34.6	34.6	34.6

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed
Program Objective:				
To provide maintenance for City owned properties and right-of-ways (acres)	140.5	141.3	151.5	151.5
To provide efficient and effective customer service, completing requests for service within one week	800 requests	800 requests	800 requests	800 requests

Progress on FY 2019-20 Action Plan:

- Crews continued to maintain the grounds of city properties, facilities and public rights of way all having landscape or vegetative amenities at a level which provides an esthetically pleasing appearance and protects the city's investment according to an annual maintenance plan.
- Crews continued to provide assistance to various other city departments on landscape related matters.
- The annual work plan continued to focus on water conservation at sites which have irrigation systems to reduce water usage through the installation of various water conservation related irrigation equipment and conducting water usage audits at various sites.
- The city's vector control program continued to monitor and treat various sites for the abatement of mosquito and other pests.
- Staff continued to work with the community and surrounding jurisdictions to prevent and abate graffiti and related vandalism.
- Efforts have been made to remove invasive noxious nonnative plant materials in city maintained landscapes and replace with native plant species.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0772 LANDSCAPE MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

- Efforts continued in the initial launch of the city’s Adopt-A-Road program which has allowed for a more attractive and litter free environment in various parts of the city.

FY 2020-21 Action Plan:

- Crews will continue to maintain the grounds of city properties, facilities and public rights of way all having landscape or vegetative amenities at a level which provides an esthetically pleasing appearance and protects the city’s investment according to an annual maintenance plan.
- Crews will continue to provide assistance to various other city departments on landscape related matters.
- The annual work plan will continue to focus on water conservation at sites which have irrigation systems to reduce water usage through the installation of various water conservation related irrigation equipment and conducting water usage audits at various sites and through the use of native plant materials.
- The city’s vector control program will continue to monitor and treat various sites for the abatement of mosquitos and other various pests and continue its cooperative efforts with both the state and county departments of health.
- Staff will continue to work with the community and surrounding jurisdictions to prevent and abate graffiti and related vandalism and continue to work with the Police Department to help apprehend and prosecute those involved with these crimes.
- Crews will work toward improvements to the city’s “Integrated Pest Management Plan” in an effort to reduce pesticide use.
- Efforts will be made to expand the cities adopt a road program with both resident and business volunteers.
- Efforts will be made to re-landscape some areas to reduce the amount of grass areas to help reduce water consumption and staff time needed to maintain these sites.

Performance Measures:	FY2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Estimated number of landscape activities completed within one week	521	627	800	800
Number of facilities treated for mosquito control	3,028	3,028	3,008	3,031
Estimated number of graffiti cases abated	731	587	2,000	1,500

Performance Outcomes and Program Trends:

Grounds surrounding city facilities, developed and undeveloped property, and street right-of-ways are maintained to a satisfactory level. Activities include mowing, fertilizing, vegetation and insect control and meeting City Code requirements. Requests for service include investigation and correction of issues related to city maintained landscapes and new private development.

Landscape service levels provide acceptable maintenance for the preservation and enhancement of city landscapes and rights-of-way. Efforts to establish higher standards for the maintenance of properties owned by other public entities within the city remain a goal. Improvement of undeveloped street right-of-way and other undeveloped properties the city owns has increased the need for formal landscape care. Efforts will continue to be made during the FY 20-21 to improve the efficiency of city irrigation systems reducing the amount of water consumed reducing overall expenditures.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0703 ENGINEERING SERVICES	PROGRAM MANAGER: GEOFF HUNSAKER

MISSION STATEMENT:

To provide timely and high quality engineering services for the operation, replacement and expansion of the public transportation and traffic systems (including street lighting); and for potable water, sanitary sewer, storm drainage systems infrastructure.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	8.10	8.10	6.10	6.10	0.00
PERSONNEL SERVICES	\$897,526	\$1,040,446	\$936,890	\$898,004	\$0
MATERIALS & SERVICES	32,018	33,174	79,255	37,690	0
CAPITAL OUTLAY	24,230	21,797	0	0	0
TRANSFERS	25,459	26,149	34,025	36,152	0
CONTINGENCY	0	0	37,378	40,942	0
TOTAL	\$979,233	\$1,121,566	\$1,087,548	\$1,012,788	\$0

Program Goal:

The purpose of the Engineering Services program is to deliver high quality project management, engineering, CADD design, land surveying, and administrative support services in support of implementing the Capital Improvement Plan and to provide technical support/advice to the Public Works Department and Community Development Department.

Program Objective:

Within Engineering Services there are various disciplines and functions: capital projects engineering and infrastructure planning, land surveying and legal descriptions; CADD services to produce engineering drawings, specifications, and other technical drawings; and clerical support services. Engineering services supports many of the physical development items in the Community Visioning Plan especially the following:

- *Community Vision Action #46: Strategically widen roads, add signals and turn lanes*
- *Community Vision Action #47: Implement solutions to reduce traffic congestion*
- *Community Vision Action #48: Install safe sidewalks and pedestrian lighting citywide*
- *Community Vision Action #49: Create safe routes to schools*
- *Community Vision Action #50: Expand paths and trails and connect to major destinations*
- *Community Vision Action #51: Install or improve crosswalks citywide*
- *Community Vision Action #53: Install bikeways along major commuter routes*
- *Community Vision Action #54: Upgrade trails to include lighting & better connectivity*
- *Community Vision Action #79: Enhance stormwater treatment facilities and processes*
- *Community Vision Action #88: Connect parks and green spaces with trails/bike routes*
- *Community Vision Action #99: Improve pedestrian connections in neighborhoods*

Progress on FY 2019-20 Action Plan:

Engineering Services continues to provide in-house survey, design, drafting and project management for a variety of capital improvement projects. In addition, Engineering Services manages multiple engineering consultants and contractors also working on city capital improvement projects.

FY 2020-21 Action Plan:

Thirteen (13) of the 22 projects listed below are expected to be designed in-house, with some tasks outsourced as needed. The design of nine (9) projects is expected to be fully outsourced **.

- Allen Blvd/92nd Ave Share Use Path Connection (CIP 3112) **
- Laurelwood Ave (Scholls Ferry Rd to Apple Way) Sidewalk (CIP 3113) **
- Westgate/Cedar Hills/Dawson Intersection Realignment (CIP 3321) **

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0703 ENGINEERING SERVICES	PROGRAM MANAGER: GEOFF HUNSAKER

- Millikan Way Extension (Watson Ave to Lombard Ave) MSTIP3E (CIP 3327) **
- Western Ave (Beaverton Hillsdale Hwy to Allen Blvd) (CIP 3328) **
- Hocken Ave Widening Improvement (CIP 3408) **
- Hall Blvd (Ridgecrest Dr – Hwy 217) Overlay (CIP 3416) **
- Canyon Rd Streetscape Improvements (CIP 3519) **
- Lisa Ln (141st to Bonnie Brae) Waterline Replacement (CIP 4124)
- 22nd St (Dale to Hall) Waterline Replacement (CIP 4136)
- Nimbus North (Hall to Denney Commerce Center) Waterline Improvements (CIP 4169A)
- Chestnut Pl (Oak-Elm) Waterline Replacement (CIP 4188)
- SW Wilson Ct (Kimberly to Hart) Waterline Replacement (CIP 4198)
- Washington Ave (5th to 7th) Waterline Replacement (CIP 4117B)
- Fiber on 125th Ave (Longhorn Ln to Scholls Ferry Road) (CIP 5205)
- Hall and Sabin Crossing Improvement (CIP 5206)
- Beard Rd and 151st Crossing Improvement (CIP 5207)
- Bonnie Brae (Murray Blvd to Wilson Ave) Traffic Calming (CIP 5208)
- Barlow Rd (Murray Blvd to Menlo Dr) Traffic Calming (CIP 5209)
- Quiet Zones (CIP 5210) **
- McKay Subdivision (Rollingwood) Utility Replacement (CIP 6096)
- Utility Rehabilitation at Dover Ln Near Oleson Rd (Dover South) (CIP 8098A)

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Projected/Revised	Proposed
Number of CIP projects	52	60	68	74
Number of large CIP projects completed (large projects are more than \$100,000)	13	15	20	25
Average days to complete construction drawings for large CIP projects	120	120	120	120
Number of small CIP projects completed (small projects are less than \$100,000)	2	2	2	4
Average days to complete construction drawings for small CIP projects	75	60	60	60
Time required to complete as-built drawings	6 mos.	4 mos.	4 mos.	4 mos.

Program Outcomes and Program Trends:

In FY 2020-21 staff will continue to adjust the balance between the work accomplished by staff versus the work accomplished by private consultants in order to complete the most projects within available funding. There are 13 project managers (12 in Engineering and 1 in Public Works) that are responsible for the three phases of construction: design, acquisition of right of way, and construction. In any fiscal year, a project may have some or all of the phases under way. A project manager can reasonably handle 3-4 projects per year in addition to other staff responsibilities resulting in a total project work load of approximately 50 projects per year. City staff will accomplish approximately 18 percent of the design and survey work (13 of 74 projects). The remainder of the work (82%) will be by consultant.

Design work by City staff equates to approximately 7 projects per Computer Aided Drafting and Design (CADD) designer. The remainder will be accomplished by a contract with private engineering firms. Of the 74 projects proposed for FY 2020-21, staff anticipates that 33 of the projects (or 45 percent) will be constructed or under construction. Of these 33 projects, staff anticipates that four (12%) will be constructed by city forces and the remainder by contract with private construction firms. The four in-house constructed projects are related to traffic calming, signal improvements and pedestrian crossing improvements and are less than \$100,000 each.

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0703 ENGINEERING SERVICES	PROGRAM MANAGER: GEOFF HUNSAKER

In FY 2020-21 there is not sufficient staff to keep all 74 capital improvement projects moving at the optimal pace. Project managers will need to take on approximately 5 projects each, which will likely result in the delay of some projects. In addition, the following points need to be stated:

- The increase in the state and county transportation funding will be sufficient to maintain a Pavement Condition Index (PCI) of 72 for Arterials and Collectors and a PCI of 77 for Minor collectors and Local streets; however, the additional funding will **not** be sufficient to maintain streets in the condition stated above and fund ADA ramp improvements as well as Sidewalk Gap filling projects.
- Funding from Metro, State and Federal grants has all but disappeared. The last State or Federal grant was received in 2013. In addition, larger funding matches by the City are needed to have a competitive project proposal.
- Street funding for roadway, sidewalk, path, traffic calming, signals and ADA ramps will continue to draw down the Street Fund contingency and make it difficult, if not impossible, to schedule and implement an Arterial Overlay program. Since 2006 the City has completed numerous utility replacement projects in older subdivisions; however, over the last 4 years the number of such projects has declined primarily because of greater priority for improvements in the downtown area, South Cooper Mountain improvements, TVWD withdrawal area improvements, and Willamette Water Supply improvements. In FY 19-20, the City completed two (2) utility replacement projects in older subdivisions and plans to complete three (3) such projects in FY 20-21.
- The number of projects that can be funded and managed continues to be at the upper limit of staff availability. Three project managers (two in Water and one in Transportation) were added in FY 2018-19 and two associates in engineering were added in FY 19-20 which has increased the number of capital projects under design and/or construction; however, it will take 1-2 additional years for the new staff to become fully proficient in how projects are managed in the City. During this time the number of projects will increase, and training of new staff will require time from senior staff. Depending on the expectation for how fast projects need to be completed, additional project engineers and/or project management staff may be needed. It will take several years to determine the best balance of available funding and staff which will result in the most completed projects over a sustained period of time.
- The Engineering Division will strive to develop capital project budgets that are integrated and achievable in the year planned.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER													
	13,265	.10	14,022	.10	14,488	.10	14,576	16,186	14,003	.10	14,003	.10		
068	ENGINEERING ASSOCIATE													
	47,130	1.00	67,747	1.00										
085	PROJECT MANAGER 1													
	72,983	1.00	82,950	1.00	90,244	1.00	70,333	89,967	96,835	1.00	96,835	1.00		
113	ENGINEERING TECH 3													
	157,737	3.00	83,265	1.00	76,265	1.00	54,452	75,944	77,617	1.00	77,617	1.00		
123	ENGINEERING TECH 2													
	71,244	1.00	132,069	2.00	70,545	1.00	55,251	70,537	72,084	1.00	72,084	1.00		
146	SURVEYOR (PLS)													
	76,870	1.00	143,195	2.00	165,113	2.00	96,822	123,700	155,528	2.00	174,779	2.00		
175	PROJECT ENGINEER 2													
	113,917	1.00	140,752	1.00	140,453	1.00	76,557	103,141	131,733	1.00	131,733	1.00		
275	TEMPORARY EMPLOYEES													
	22,764		14,755		44,454		67,839	70,740						
299	PAYROLL TAXES AND FRINGES													
	321,616		361,691		335,328		242,626	290,450	329,999		330,953			

TOTAL CLASS: 05 PERSONNEL SERVICES

	897,526	8.10	1,040,446	8.10	936,890	6.10	678,456	840,665	877,799	6.10	898,004	6.10		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	2,719		2,458		2,500		795	1,200	1,200		1,200			
303	OFFICE FURNITURE & EQUIPMENT													
	2,655		3,091		43,550		647	547	6,000		6,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
	199		1,821		2,965		720	1,500	3,765		2,300			
305	SPECIAL DEPARTMENT SUPPLIES													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	1,480		2,809		3,750		1,018	1,800	3,850		3,850			
307	MEMBERSHIP FEES													
	1,528		410		1,740		1,341	1,520	2,140		2,140			
308	PERIODICALS & SUBSCRIPTIONS													
	61		39		200			50	200		100			
314	OUTSIDE REPRODUCTION EXPENSES													
	429		376		1,000		1,234	1,234	600		600			
316	ADVERTISING, RECORDING & FILING													
	99		83		400		8	100	400		100			
317	COMPUTER EQUIPMENT													
	3,459				3,200			3,400						
318	COMPUTER SOFTWARE													
	175		3,000		1,200		698	700						
321	TRAVEL, TRAINING & SUBSISTENCE													
	2,758		5,585		11,100		8,140	8,200	15,700		12,700			
325	COMMUNITY EVENTS EXPENSE													
	25													
328	MEALS & RELATED EXPENSE													
	315		402		300		279	300	850		500			
361	UNIFORMS & SPECIAL CLOTHING													
	1,254		1,609		1,950		1,391	1,700	2,500		2,500			
371	EQUIPMENT OPER & MAINT EXPENSE													
	3,183		1,085		2,400		1,085	2,400	2,700		2,700			
511	PROFESSIONAL SERVICES													
	11,679		10,406		3,000		2,580	3,000	3,000		3,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	32,018		33,174		79,255		19,936	27,651	42,905		37,690			

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	24,230													
671	EQUIPMENT													
			21,797											
TOTAL CLASS: 15 CAPITAL OUTLAY														
	24,230		21,797											
CLASS: .25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	17,614		16,633		25,872		9,168	25,872	22,647		22,647			
817	TRSFERS TO GARAGE FUND													
	5,010		7,400		5,953		9,630	5,953	11,305		11,305			
818	TRSFERS TO ISD-ALLOCATED													
	2,835		2,116		2,200		1,833	2,200	2,200		2,200			
TOTAL CLASS: 25 TRANSFERS														
	25,459		26,149		34,025		20,631	34,025	36,152		36,152			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996	RESERVE - EQUIPMENT REPLACEMT													
					37,378				40,942		40,942			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					37,378				40,942		40,942			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	979,233	8.10	1,121,566	8.10	1,087,548	6.10	719,023	902,341	997,798	6.10	1,012,788	6.10		

114

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS													
	67,889	1.00	72,800	1.00	81,898	1.00	59,337	76,019	85,210	1.00	85,210	1.00		
053	SENIOR ENGINEER													
	126,337	2.00												
063	PUBLIC WORKS SUPRVISR-ARBORIST													
	59,928	.70	50,210	.70	55,131	.70	44,111	54,210	61,523	.70	58,789	.70		
084	PROJECT ENGINEER 1													
	143,586	1.60												
085	PROJECT MANAGER 1													
	18,166	1.00												
112	PUBLIC WORKS MANAGER 3													
	33,405	.30	36,129	.30	37,325	.30	29,032	36,675	38,138	.30	38,138	.30		
119	ENG. CONST. INSPECTOR LEAD													
	61,173	1.00												
123	ENGINEERING TECH 2													
	177,609	3.00												
124	ENGINEERING CONST INSPECTOR													
	227,702	4.00												
143	SENIOR FIELD INSPECTOR - ENG													
	18,513	1.00												
166	LANDSCAPE TECHNICIAN													
	365,328	7.00	329,162	6.00	340,711	6.00	269,424	338,601	357,724	6.00	357,724	6.00		
170	PUBLIC WORKS LEAD													
			50,103	1.00	66,618	1.00	52,729	65,260	72,391	1.00	72,391	1.00		
188	INVENTORY CONTROL TECHNICIAN													
	15,822	.25												
215	UTILITY WORKER													
	67,995	2.00	71,623	2.00	85,880	2.00	60,241	78,131	88,479	2.00	88,479	2.00		
221	SUPPORT SPECIALIST 2													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	32,256	1.00												
225	PERMIT TECHNICIAN													
	31,858	1.00												
274	SEASONAL WORKFORCE													
	56,514		46,302		70,000		47,875	69,500	72,000		72,000			
275	TEMPORARY EMPLOYEES													
	759													
299	PAYROLL TAXES AND FRINGES													
	878,100		425,963		483,553		356,844	440,023	475,833		475,772			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	2,382,940	26.85	1,082,292	11.00	1,221,116	11.00	919,593	1,158,419	1,251,298	11.00	1,248,503	11.00		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	823													
303	OFFICE FURNITURE & EQUIPMENT													
	5,756													
304	DEPARTMENT EQUIPMENT EXPENSE													
	11,320		8,125		10,000		8,322	9,400	12,750		9,750			
305	SPECIAL DEPARTMENT SUPPLIES													
	3,835		2,662		3,000		2,979	3,000	3,000		3,000			
307	MEMBERSHIP FEES													
	2,876		733		1,500		987	1,000	1,500		1,500			
317	COMPUTER EQUIPMENT													
	18,653				1,200			960	820		820			
318	COMPUTER SOFTWARE													
	60													
321	TRAVEL, TRAINING & SUBSISTENCE													
	14,075		5,043		5,000		4,545	4,800	5,000		5,000			
328	MEALS & RELATED EXPENSE													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	203		293		200		194	180	200		200			
351	UTILITIES EXPENSE													
	133,667		143,470		150,000		96,360	150,000	150,000		150,000			
361	UNIFORMS & SPECIAL CLOTHING													
	11,244		3,364		7,500		5,319	6,800	6,800		6,800			
372	ROLLING STOCK & EQUIPMENT UNDER \$10K													
					13,820		13,856	13,856						
382	GROUNDS MAINTENANCE													
	8,059		9,950		10,000		10,066	10,000	12,000		12,000			
419	CHEMICAL & LABORATORY SUPPLIES													
	14,851		13,820		16,000		15,825	16,000	18,500		18,500			
420	LANDSCAPE MAINTENANCE													
	71,780		91,207		72,000		70,425	72,000	75,000		75,000			
421	STREET FURNITURE EXPENSE													
	7,390		4,125		7,000		7,278	6,380	7,000		7,000			
423	GRAFFITI REMOVAL EXPENSE													
	4,075		3,740		5,000		1,076	3,850	4,500		4,500			
424	CITY PARK FACILITY MAINT EXP													
	19,297		20,096		20,000		2,787	18,000	62,000		62,000			
425	DUMPING EXPENSES													
	13,657		20,928		16,000		15,535	16,000	20,000		20,000			
436	THE ROUND PLAZA MAINT EXPENSE													
	6,553		18,583		20,000		25,567	27,000	22,000		22,000			
450	SNRA TREE REPLANTING EXPENSE													
					50,000		416	416	50,000		50,000			
461	SPECIAL EXPENSE													
	58		693		150			80	150		150			
511	PROFESSIONAL SERVICES													
	177,463		2,753		35,000		28,891	35,000	40,000		40,000			
551	RENTS AND LEASES													
	1,697		2,901		2,500		2,469	2,459	2,500		2,500			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 10 MATERIALS & SERVICES

	527,392		352,486		445,870		312,897	397,181	493,720		490,720			
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CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

	117,262		81,442		39,000		39,529	39,529	93,970		41,700			
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670 ROLLING STOCK

					44,826		43,781	43,781	34,275		34,275			
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TOTAL CLASS: 15 CAPITAL OUTLAY

	117,262		81,442		83,826		83,310	83,310	128,245		75,975			
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CLASS: 25 TRANSFERS

804 TRSFR - OPERATIONS ADMIN

	184,263		166,888		151,616		126,347	151,616	185,578		162,466			
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817 TRSFRS TO GARAGE FUND

	131,969		127,810		121,250		67,977	121,250	135,926		135,926			
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TOTAL CLASS: 25 TRANSFERS

	316,232		294,698		272,866		194,324	272,866	321,504		298,392			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

972 RESERVE - OPERATIONS FACILITY REPLACMT

					70,597				141,110		141,110			
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990 RESERVE - TREE PRESERVATION

					105,878				55,678		77,262			
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996 RESERVE - EQUIPMENT REPLACEMT

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					187,675				180,440		180,440			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					364,150				377,228		398,812			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	3,343,826	26.85	1,810,918	11.00	2,387,828	11.00	1,510,124	1,911,776	2,571,995	11.00	2,512,402	11.00		

**CAPITAL DEVELOPMENT - ENGINEERING
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
46	PRINCIPAL ENGINEER	0.10	0.10					0.10
68	ENGINEERING ASSOCIATE	1.00	0.00					0.00
85	PROJECT MANAGER 1	1.00	1.00					1.00
113	ENGINEERING TECH 3	1.00	1.00					1.00
123	ENGINEERING TECH 2	2.00	1.00					1.00
146	SURVEYOR (PLS)	2.00	2.00					2.00
175	PROJECT ENGINEER 2	1.00	1.00					1.00
	Total	8.10	6.10	0.00	0.00	0.00	0.00	6.10

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
46	PRINCIPAL ENGINEER	0.10					0.10
68	ENGINEERING ASSOCIATE	0.00					0.00
85	PROJECT MANAGER 1	1.00					1.00
113	ENGINEERING TECH 3	1.00					1.00
123	ENGINEERING TECH 2	1.00					1.00
146	SURVEYOR (PLS)	2.00					2.00
175	PROJECT ENGINEER 2	1.00					1.00
	Total	6.10	0.00	0.00	0.00	0.00	6.10

**PUBLIC WORKS
(GENERAL FUND)
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
49	PROG COORDINATOR -PUBLIC WORKS	1.00	1.00					1.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.70	0.70					0.70
112	PUBLIC WORKS MANAGER 3	0.30	0.30					0.30
166	LANDSCAPE TECHNICIAN	6.00	6.00					6.00
170	PUBLIC WORKS LEAD	1.00	1.00					1.00
215	UTILITY WORKER	2.00	2.00					2.00
	Total	11.00	11.00	0.00	0.00	0.00	0.00	11.00

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
49	PROG COORDINATOR -PUBLIC WORKS	1.00					1.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.70					0.70
112	PUBLIC WORKS MANAGER 3	0.30					0.30
166	LANDSCAPE TECHNICIAN	6.00					6.00
170	PUBLIC WORKS LEAD	1.00					1.00
215	UTILITY WORKER	2.00					2.00
	Total	11.00	0.00	0.00	0.00	0.00	11.00

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS												
	67,889	1.00	72,800	1.00	81,898	1.00	76,019	85,210	1.00	85,210	1.00		
063	PUBLIC WORKS SUPRVISR-ARBORIST												
	59,928	.70	50,210	.70	55,131	.70	54,210	61,523	.70	58,789	.70		
112	PUBLIC WORKS MANAGER 3												
	33,405	.30	36,129	.30	37,325	.30	36,675	38,138	.30	38,138	.30		
166	LANDSCAPE TECHNICIAN												
	365,328	7.00	329,162	6.00	340,711	6.00	338,601	357,724	6.00	357,724	6.00		
170	PUBLIC WORKS LEAD												
			50,103	1.00	66,618	1.00	65,260	72,391	1.00	72,391	1.00		
188	INVENTORY CONTROL TECHNICIAN												
	15,822	.25											
215	UTILITY WORKER												
	67,995	2.00	71,623	2.00	85,880	2.00	78,131	88,479	2.00	88,479	2.00		
274	SEASONAL WORKFORCE												
	56,514		46,302		70,000		69,500	72,000		72,000			
299	PAYROLL TAXES AND FRINGES												
	427,546		425,963		483,553		440,023	475,833		475,772			

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,094,427	11.25	1,082,292	11.00	1,221,116	11.00	1,158,419	1,251,298	11.00	1,248,503	11.00		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	11,093		8,125		10,000		9,400	12,750		9,750			
305	SPECIAL DEPARTMENT SUPPLIES												
	2,133		2,662		3,000		3,000	3,000		3,000			
307	MEMBERSHIP FEES												
	990		733		1,500		1,000	1,500		1,500			
317	COMPUTER EQUIPMENT												
					1,200		960	820		820			
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,024		5,043		5,000		4,800	5,000		5,000			
328	MEALS & RELATED EXPENSE												
			293		200		180	200		200			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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049	PROG COORDINATOR -PUBLIC WORKS FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.	
063	PUBLIC WORKS SUPRVISR-ARBORIST THE POSITION ALLOCATED: 70% 001-85-0772 AND 30% 101-85-0775. FY 2019-20 REFLECTS 98 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
112	PUBLIC WORKS MANAGER 3 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND. FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
166	LANDSCAPE TECHNICIAN FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD. FY 2020-21 REFLECTS 280 HRS PTO CASH-IN.	
170	PUBLIC WORKS LEAD FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD. FY 2020-21 REFLECTS 120 PTO CASH-IN.	
188	INVENTORY CONTROL TECHNICIAN FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.	
215	UTILITY WORKER FY 2019-20 REFLECTS 69 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
274	SEASONAL WORKFORCE INCLUDES FUNDING FOR SEASONAL WORKFORCE FOR FLOWER BASKET PROGRAM AND SEASONAL LEAF REMOVAL AND MOWING PROGRAM.	
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 REPLACEMENT EQUIPMENT AND SMALL POWER EQUIPMENT ASSOCIATED WITH LANDSCAPE MAINTENANCE. \$9,750	
305	SPECIAL DEPARTMENT SUPPLIES MISCELLANEOUS HAND TOOLS RELATED TO LANDSCAPE MAINTENANCE AND CONSTRUCTION, VECTOR CONTROL, AND GRAFFITI ABATEMENT PROGRAMS. \$3,000	
307	MEMBERSHIP FEES PESTICIDE APPLICATOR LICENSE RENEWAL (ANNUAL FEE) MEMBERSHIP IN COMMUNITY TREES MEMBERSHIP IN THE OREGON VECTOR CONTROL ASSOCIATION \$1,500	
317	COMPUTER EQUIPMENT IPAD FOR FIELD INVENTORY \$820	
321	TRAVEL, TRAINING & SUBSISTENCE TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES. \$5,000	
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH OVERTIME AFTER HOURS WORK PER UNION CONTRACT, CREW MEETINGS \$200	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
351	UTILITIES EXPENSE												
	133,667		143,470		150,000		150,000	150,000		150,000		150,000	
361	UNIFORMS & SPECIAL CLOTHING												
	9,267		3,364		7,500		6,800	6,800		6,800		6,800	
372	ROLLING STOCK & EQUIPMENT UNDER \$10K												
					13,820		13,856						
382	GROUNDS MAINTENANCE												
	8,059		9,950		10,000		10,000	12,000		12,000		12,000	
419	CHEMICAL & LABORATORY SUPPLIES												
	14,851		13,820		16,000		16,000	18,500		18,500		18,500	
420	LANDSCAPE MAINTENANCE												
	71,780		91,207		72,000		72,000	75,000		75,000		75,000	
421	STREET FURNITURE EXPENSE												
	7,390		4,125		7,000		6,380	7,000		7,000		7,000	
423	GRAFFITI REMOVAL EXPENSE												
	4,075		3,740		5,000		3,850	4,500		4,500		4,500	
424	CITY PARK FACILITY MAINT EXP												
	19,297		20,096		20,000		18,000	62,000		62,000		62,000	
425	DUMPING EXPENSES												
	13,657		20,928		16,000		16,000	20,000		20,000		20,000	
436	THE ROUND PLAZA MAINT EXPENSE												
	6,553		18,583		20,000		27,000	22,000		22,000		22,000	
450	SNRA TREE REPLANTING EXPENSE												
					50,000		416	50,000		50,000		50,000	
461	SPECIAL EXPENSE												
	58		693		150		80	150		150		150	
511	PROFESSIONAL SERVICES												
	32,762		2,753		35,000		35,000	40,000		40,000		40,000	
551	RENTS AND LEASES												
	1,697		2,901		2,500		2,459	2,500		2,500		2,500	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	342,353		352,486		445,870		397,181	493,720		490,720		490,720	
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	38,667		80,165		39,000		39,529	93,970		41,700		41,700	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
351	UTILITIES EXPENSE WATER SERVICE TO CITY LANDSCAPES ELECTRICAL SERVICES TO CITY LANDSCAPES GARBAGE COLLECTION SERVICE ON STREET R.O.W. AND OTHER VARIOUS CITY OWNED SITES	\$150,000
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND SPECIAL SAFETY EQUIPMENT PER UNION CONTRACT.	\$6,800
372	ROLLING STOCK & EQUIPMENT UNDER \$10K NO APPROPRIATION REQUIRED FY. 20/21	
382	GROUNDS MAINTENANCE LAWN AND SHRUB FERTILIZER, BARKDUST, REPLACEMENT PLANTS, IRRIGATION REPAIR PARTS ON CITY FACILITY GROUNDS.	\$12,000
419	CHEMICAL & LABORATORY SUPPLIES MISCELLANEOUS LAWN AND SHRUB CARE, VEGETATION CONTROL AND VECTOR CONTROL CHEMICALS	\$18,500
420	LANDSCAPE MAINTENANCE IRRIGATION REPAIR SUPPLIES, REPLACEMENT PLANT MATERIAL FOR STREET RIGHT-OF-WAY LANDSCAPES, REPLACEMENT PLANT MATERIAL FOR DOWNTOWN FLOWER BASKETS	\$75,000
421	STREET FURNITURE EXPENSE STREET FURNITURE (BENCHES, DRINKING FOUNTAINS) REPLACEMENT AND ADDITIONS	\$7,000
423	GRAFFITI REMOVAL EXPENSE SUPPLIES RELATED TO CLEANUP AND ABATEMENT OF GRAFFITI	\$4,500
424	CITY PARK FACILITY MAINT EXP ANNUAL FOUNTAIN PERMIT AND EXPENDITURES RELATED TO MAINTENANCE, REPAIRS, AND IMPROVEMENTS TO CITY PARK. REPLACEMENT OF EXISTING SWING SET	\$20,000 \$42,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL.	\$20,000
436	THE ROUND PLAZA MAINT EXPENSE MISCELLANEOUS REPAIRS AND SUPPLIES FOR THE PUBLIC PLAZAS AT THE ROUND. ELECTRICAL/WATER USAGE FY. INCREASE DUE TO REPAIR NEEDED TO FOUNTAIN AND REPLACE FENCE	\$22,000
450	SNRA TREE REPLANTING EXPENSE UTILIZATION OF TREE MITIGATION IN-LIEU FUNDS COLLECTED FROM DEVELOPERS WHEN SIGNIFICANT GROVES ARE ELIMINATED DUE TO DEVELOPMENT REMOVAL OF INVASIVE TREE SPECIES AND REPLACEMENT OF NATIVE TREES IN SIGNIFICANT GROVES THROUGHOUT THE CITY.	\$50,000
461	SPECIAL EXPENSE COMMERCIAL DRIVER LICENSES RENEWALS	\$150
511	PROFESSIONAL SERVICES INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS TREE REMOVALS AND LAWN AERATION	\$40,000
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL	\$2,500
641	VEHICLES REPLACEMENT OF 2-664, 2008 CHEVROLET COLORADO WITH FORD F-150 CREW CAB 4WD (COSTS INCLUDE VEHICLE, SETUP ITEMS, SAFETY LIGHTING, AND LICENSING) (NOT AVAILBLE IN EV)	\$41,700

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED			2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	
670	ROLLING STOCK				44,826		43,781	34,275			34,275			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	38,667		80,165		83,826		83,310	128,245			75,975			
CLASS: 25 TRANSFERS														
804	TRSFER - OPERATIONS ADMIN				151,616		151,616	185,578			162,466			
	161,384		166,888											
817	TRSFERS TO GARAGE FUND				121,250		121,250	135,926			135,926			
	101,959		112,893											
TOTAL CLASS: 25 TRANSFERS														
	263,343		279,781		272,866		272,866	321,504			298,392			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
972	RESERVE - OPERATIONS FACILITY REPLACMT				70,597			141,110			141,110			
990	RESERVE - TREE PRESERVATION				105,878			55,678			77,262			
996	RESERVE - EQUIPMENT REPLACMT				187,675			180,440			180,440			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					364,150			377,228			398,812			
TOTAL PROGRAM: 0772 LANDSCAPE MAINTENANCE														
	1,738,790	11.25	1,794,724	11.00	2,387,828	11.00	1,911,776	2,571,995	11.00	2,512,402	11.00			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	3,343,826	26.85	1,810,918	11.00	2,387,828	11.00	1,911,776	2,571,995	11.00	2,512,402	11.00			
TOTAL FUND: 001 GENERAL FUND														
	64,471,134	350.83	67,941,780	357.08	84,539,557	373.65	75,009,974	85,202,690	377.38	89,047,212	377.38			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

670 ROLLING STOCK
 REPLACEMENT OF 5-401, 1991 SAMACK LANDSCAPE DUTY TRAILER WITH FELLING LANDSCAPE TRAILER (COST INCLUDES TRAILER, SETUP ITEMS, AND LICENSING) \$13,325
 ADDITIONAL EQUIPMENT- BARRETO E30SGB STUMP GRINDER (COST INCLUDES EQUIPMENT, CUTTING HEADS AND TITLE) \$20,950
 (NOT AVAILABLE IN EV)

804 TRSFR - OPERATIONS ADMIN
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND \$162,466

817 TRSFRS TO GARAGE FUND
 ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE AND REPLACEMENT) PROVIDED \$135,926 BY THE GARAGE FUND

972 RESERVE - OPERATIONS FACILITY REPLACMT
 IN FY 2019-20, CITY ESTABLISHED A RESERVE TO BEGIN ACCUMULATING FUNDS FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX (\$500,000 PER YEAR) \$1,000,000 ACCUMULATED BALANCE IS ALLOCATED BASED UPON FTE COUNTS IN DEPARTMENT 85.
 GENERAL FUND \$141,110
 STREET FUND \$265,157
 WATER FUND \$243,734
 SEWER FUND \$130,461
 STORM DRAIN FUND \$219,538
 \$141,110

990 RESERVE - TREE PRESERVATION
 RESERVE FOR SPECIFIC TREE PLANTING PROJECTS AS AUTHORIZED FOR HABITAT OR AESTHETIC PURPOSES. IN-LIEU FEES PAID BY THE PROPERTY OWNERS WHO REMOVE SIGNIFICANT TREES FOR THE MITIGATION OF THE TREES REMOVED (COUNCIL RESOLUTION NO. 3681)
 USE OF THIS FUNDS IS BUDGETED IN 001-85-0772-450

996 RESERVE - EQUIPMENT REPLACMT
 RESERVE FOR VEHICLE REPLACEMENT \$180,440

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER	13,265	.10	14,022	.10	14,488	.10	16,186	14,003	.10	14,003	.10
068	ENGINEERING ASSOCIATE	47,130	1.00	67,747	1.00							
085	PROJECT MANAGER 1	72,983	1.00	82,950	1.00	90,244	1.00	89,967	96,835	1.00	96,835	1.00
113	ENGINEERING TECH 3	157,737	3.00	83,265	1.00	76,265	1.00	75,944	77,617	1.00	77,617	1.00
123	ENGINEERING TECH 2	71,244	1.00	132,069	2.00	70,545	1.00	70,537	72,084	1.00	72,084	1.00
146	SURVEYOR (PLS)	76,870	1.00	143,195	2.00	165,113	2.00	123,700	155,528	2.00	174,779	2.00
175	PROJECT ENGINEER 2	113,917	1.00	140,752	1.00	140,453	1.00	103,141	131,733	1.00	131,733	1.00
275	TEMPORARY EMPLOYEES	22,764		14,755		44,454		70,740				
299	PAYROLL TAXES AND FRINGES	321,616		361,691		335,328		290,450	329,999		330,953	

TOTAL CLASS: 05 PERSONNEL SERVICES

897,526	8.10	1,040,446	8.10	936,890	6.10	840,665	877,799	6.10	898,004	6.10
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	2,719		2,458		2,500		1,200	1,200		1,200	
303	OFFICE FURNITURE & EQUIPMENT	2,655		3,091		43,550		547	6,000		6,000	
304	DEPARTMENT EQUIPMENT EXPENSE	199		1,821		2,965		1,500	3,765		2,300	
305	SPECIAL DEPARTMENT SUPPLIES	1,480		2,809		3,750		1,800	3,850		3,850	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 046 PRINCIPAL ENGINEER
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 /
 AND .10 FTE 001-72-0703.
 FY 2019-20 REFLECTS 380 HRS PTO CASH-IN.
 - 068 ENGINEERING ASSOCIATE
 FY 2019-20 REFLECTS POSITION'S ALLOCATION CHANGING FROM 100% IN GENERAL FUND (001-72-0703)
 TO 50/50 IN SEWER AND STORM FUNDS (502-72-0740 / 513-72-0740)
 - 085 PROJECT MANAGER 1
 - 113 ENGINEERING TECH 3
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ET3 POSITION TO ET2.
 - 123 ENGINEERING TECH 2
 FY 2018-19 REFLECTS RECLASSIFICATION OF 1 FTE ET3 POSITION TO ET2.
 FY 2019-20 REFLECTS 1 FTE ET2 TRANSFERRED FROM THE GENERAL FUND - ENGINEERING TO
 50 / 25 / 25 IN WATER FUND / SEWER FUND / STORM DRAIN FUND - ENTERPRISE MGMT PROGRAM.
 - 146 SURVEYOR (PLS)
 FY 2020-21 REFLECTS AN INCREASE DUE TO SURVEYOR POSITION'S SALARY GRADE BEING INCREASED
 FROM SALARY GRADE 10S TO 1103S.
 - 175 PROJECT ENGINEER 2
 FY 19-20 REFLECTS INCREASE DUE TO THE INCUMBENT RETIRING JULY1, 2019, AND RETURNING TO
 WORK 1040 HOURS TO COMPLETE CIP PROJECTS THAT ARE IN CONSTRUCTION.
 - 275 TEMPORARY EMPLOYEES
 RETIRED EMPLOYEES RETURNING TO INSPECT PROJECTS.
 - 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 \$1,200
 - 303 OFFICE FURNITURE & EQUIPMENT
 OFFICE CHAIR REPLACEMENT (2) \$1,200
 SIT-STAND DESK (2) \$900
 MONITOR ARMS FOR SIT STAND DESKS (2) \$700
 REPLACE EQUIPMENT FOR TECHS \$1,200
 PUBLIC WORKS DIRECTOR OFFICE FURNITURE \$2,000
 - 304 DEPARTMENT EQUIPMENT EXPENSE
 REPLACEMENT SURVEYING STAKES, INSPECTION SPECIAL EQUIPMENT AND SUPPLIES \$1,500
 REPLACEMENT FOR ENGINEERING HP PRINTER \$800
 - 305 SPECIAL DEPARTMENT SUPPLIES
 BENCHMARKS, MONUMENTS AND SURVEYING SUPPLIES \$2,750
 PAPER FOR WIDE FORMAT PLOTTERS \$500
 SPECIAL ENGINEERING SUPPLIES (PAINT, SCALES, TAPE MEASURES) \$600

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES												
	1,528		410		1,740		1,520	2,140		2,140			
308	PERIODICALS & SUBSCRIPTIONS												
	61		39		200		50	200		200		100	
314	OUTSIDE REPRODUCTION EXPENSES												
	429		376		1,000		1,234	600		600		600	
316	ADVERTISING, RECORDING & FILING												
	99		83		400		100	400		400		100	
317	COMPUTER EQUIPMENT												
	3,459				3,200		3,400						
318	COMPUTER SOFTWARE												
	175		3,000		1,200		700						
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,758		5,585		11,100		8,200	15,700		12,700		12,700	
325	COMMUNITY EVENTS EXPENSE												
	25												
328	MEALS & RELATED EXPENSE												
	315		402		300		300	850		500		500	
361	UNIFORMS & SPECIAL CLOTHING												
	1,254		1,609		1,950		1,700	2,500		2,500		2,500	
371	EQUIPMENT OPER & MAINT EXPENSE												
	3,183		1,085		2,400		2,400	2,700		2,700		2,700	
511	PROFESSIONAL SERVICES												
	11,679		10,406		3,000		3,000	3,000		3,000		3,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	32,018		33,174		79,255		27,651	42,905		37,690			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	24,230												
671	EQUIPMENT												
			21,797										
TOTAL CLASS: 15 CAPITAL OUTLAY													
	24,230		21,797										

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 307 MEMBERSHIP FEES
 - 1 - PROFESSIONAL ENGINEER (GH) \$200
 - 2 - PROFESSIONAL LAND SURVEYOR REGISTRATION (CN, PLS) \$260
 - 2 - PLSO MEMBERSHIP (CN, PLS) \$480
 - 1 - ASCE MEMBERSHIP (GH) \$300
 - 2 - APWA MEMBERSHIP (AL, GH) \$200
 - 2 - AWWA MEMBERSHIP (AL, GH) \$480
 - 1 - NSPE MEMBERSHIP (GH) \$220
- 308 PERIODICALS & SUBSCRIPTIONS
 - TECHNICAL AND PROFESSIONAL JOURNALS, DESIGN MANUALS, TECHNICAL SOFTWARE REFERENCE MATERIALS, NEWSPAPER NOTICES FOR PLAN CODE AMENDMENTS \$100
- 314 OUTSIDE REPRODUCTION EXPENSES
 - ENGINEERING-RELATED PUBLICATION EXPENSES \$600
- 316 ADVERTISING, RECORDING & FILING
 - RECORD OF SURVEY EXPENSES \$100
- 317 COMPUTER EQUIPMENT
 - NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
 - 6 - TRAVEL & TRAINING EXPENSES FOR TRAINING (WB, GJ, AL, CN, GH, PLS) \$4,200
 - 3 - AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900
 - 6 - CIVIL 3D TRAINING (WB, GJ, AL, CN, GH, PLS) \$2,000
 - 2 - AWWA, APWA CONFERENCES (AL, GH) \$2,000
 - 6 - TRAINING AND CERTIFICATION (MUNICIPAL FORUMS, ODOT, CESCL, OSU SHORT COURSES) \$3,600
- 325 COMMUNITY EVENTS EXPENSE
- 328 MEALS & RELATED EXPENSE
 - INTERJURISDICTIONAL & PROFESSIONAL ASSOCIATION MEETINGS- MEALS & PARKING STAFF MEETING AND TEAM BUILDING \$500
- 361 UNIFORMS & SPECIAL CLOTHING
 - 6 - CLOTHING (\$150 PER EMPLOYEE), RAINGEAR, FOOTWEAR, JACKETS \$1,500
 - 6 - HARD HATS, VESTS & MISC SAFETY EQUIPMENT/GEAR \$1,000
(EMPLOYEES: WB, GH, AL, CN, GH, PLS)
- 371 EQUIPMENT OPER & MAINT EXPENSE
 - ANNUAL MAINTENANCE PLAN FOR WIDE FORMAT PRINTER/SCANNER \$1,500
 - ANNUAL MAINTENANCE AND RECALIBRATION OF SURVEY INSTRUMENTS \$1,200
- 511 PROFESSIONAL SERVICES
 - ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000

641 VEHICLES

671 EQUIPMENT

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	17,614		16,633		25,872		25,872	22,647		22,647			
817	TRSFERS TO GARAGE FUND												
	5,010		7,400		5,953		5,953	11,305		11,305			
818	TRSFERS TO ISD-ALLOCATED												
	2,835		2,116		2,200		2,200	2,200		2,200			
TOTAL CLASS: 25 TRANSFERS													
	25,459		26,149		34,025		34,025	36,152		36,152			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					37,378			40,942		40,942			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					37,378			40,942		40,942			
TOTAL PROGRAM: 0703 ENGINEERING MGMT SERVICES													
	979,233	8.10	1,121,566	8.10	1,087,548	6.10	902,341	997,798	6.10	1,012,788	6.10		
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	979,233	8.10	1,121,566	8.10	1,087,548	6.10	902,341	997,798	6.10	1,012,788	6.10		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,647
- 817 TRSFERS TO GARAGE FUND
GARAGE TRANSFER \$11,305
- 818 TRSFERS TO ISD-ALLOCATED
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND
ENGINEERING SOFTWARE UPGRADES \$2,200

- 996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR SURVEY EQUIPMENT REPLACEMENT \$40,942

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-85	PUBLIC WORKS - OPERATIONS											
001-85-0772-05-049	PROG COORDINATOR -PUBLIC	1.00	2,098			75,749			270	76,019	50,455	126,474
001-85-0772-05-063	PUBLIC WORKS SUPRVISR-ARBORIST	0.70	1,536	7		53,856	354			54,210	36,759	90,969
001-85-0772-05-112	PUBLIC WORKS MANAGER 3	0.30	653			36,677				36,675	19,269	55,944
001-85-0772-05-166	LANDSCAPE TECHNICIAN	6.00	12,593	21		333,201	780		4,620	338,601	215,399	554,000
001-85-0772-05-170	PUBLIC WORKS LEAD	1.00	2,098	30		63,698	1,292		270	65,260	53,282	118,542
001-85-0772-05-215	UTILITY WORKER	2.00	4,094			77,591			540	78,131	54,629	132,760
001-85-0772-05-274	SEASONAL WORKFORCE		3,652	143		65,649	3,842		9	69,500	10,230	79,730
	LANDSCAPE MAINTENANCE	11.00	26,724	201		706,421	6,268		5,709	718,396	440,023	1,158,419
	**** DEPARTMENT TOTAL ****	11.00	26,724	201		706,421	6,268		5,709	718,396	440,023	1,158,419

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PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-85	PUBLIC WORKS - OPERATIONS											
001-85-0772-05-049	PROG COORDINATOR -PUBLIC	1.00	2,128	110		78,828	6,112		270	85,210	54,186	139,396
001-85-0772-05-063	PUBLIC WORKS SUPRVISR-ARBORIST	0.70	1,547	7		58,398	391			58,789	40,247	99,036
001-85-0772-05-112	PUBLIC WORKS MANAGER 3	0.30	664			38,138				38,138	20,346	58,484
001-85-0772-05-166	LANDSCAPE TECHNICIAN	6.00	12,808	80		350,352	3,352		4,020	357,724	228,692	586,416
001-85-0772-05-170	PUBLIC WORKS LEAD	1.00	2,208			72,041			350	72,391	57,423	129,814
001-85-0772-05-215	UTILITY WORKER	2.00	4,256			87,939			540	88,479	68,708	157,187
001-85-0772-05-274	SEASONAL WORKFORCE		4,006			71,988			12	72,000	6,170	78,170
	LANDSCAPE MAINTENANCE	11.00	27,617	197		757,684	9,855		5,192	772,731	475,772	1,248,503
	**** DEPARTMENT TOTAL ****	11.00	27,617	197		757,684	9,855		5,192	772,731	475,772	1,248,503

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ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-72	CAPITAL DEVELOPMNT-ENGINEERING											
001-72-0703-05-046	PRINCIPAL ENGINEER	0.10	248			16,185				16,186	7,922	24,108
001-72-0703-05-085	PROJECT MANAGER 1	1.00	2,096			89,967				89,967	60,577	150,544
001-72-0703-05-113	ENGINEERING TECH 3	1.00	2,096			75,674			270	75,944	36,574	112,518
001-72-0703-05-123	ENGINEERING TECH 2	1.00	2,096			70,267			270	70,537	33,233	103,770
001-72-0703-05-146	SURVEYOR (PLS)	2.00	3,223	16		122,587	873		240	123,700	74,785	198,485
001-72-0703-05-175	PROJECT ENGINEER 2	1.00	1,812			103,141				103,141	58,024	161,165
001-72-0703-05-275	TEMPORARY EMPLOYEES		1,278			70,740				70,740	19,335	90,075
	ENGINEERING MGMT SERVICES	6.10	12,849	16		548,561	873		780	550,215	290,450	840,665
	**** DEPARTMENT TOTAL ****	6.10	12,849	16		548,561	873		780	550,215	290,450	840,665

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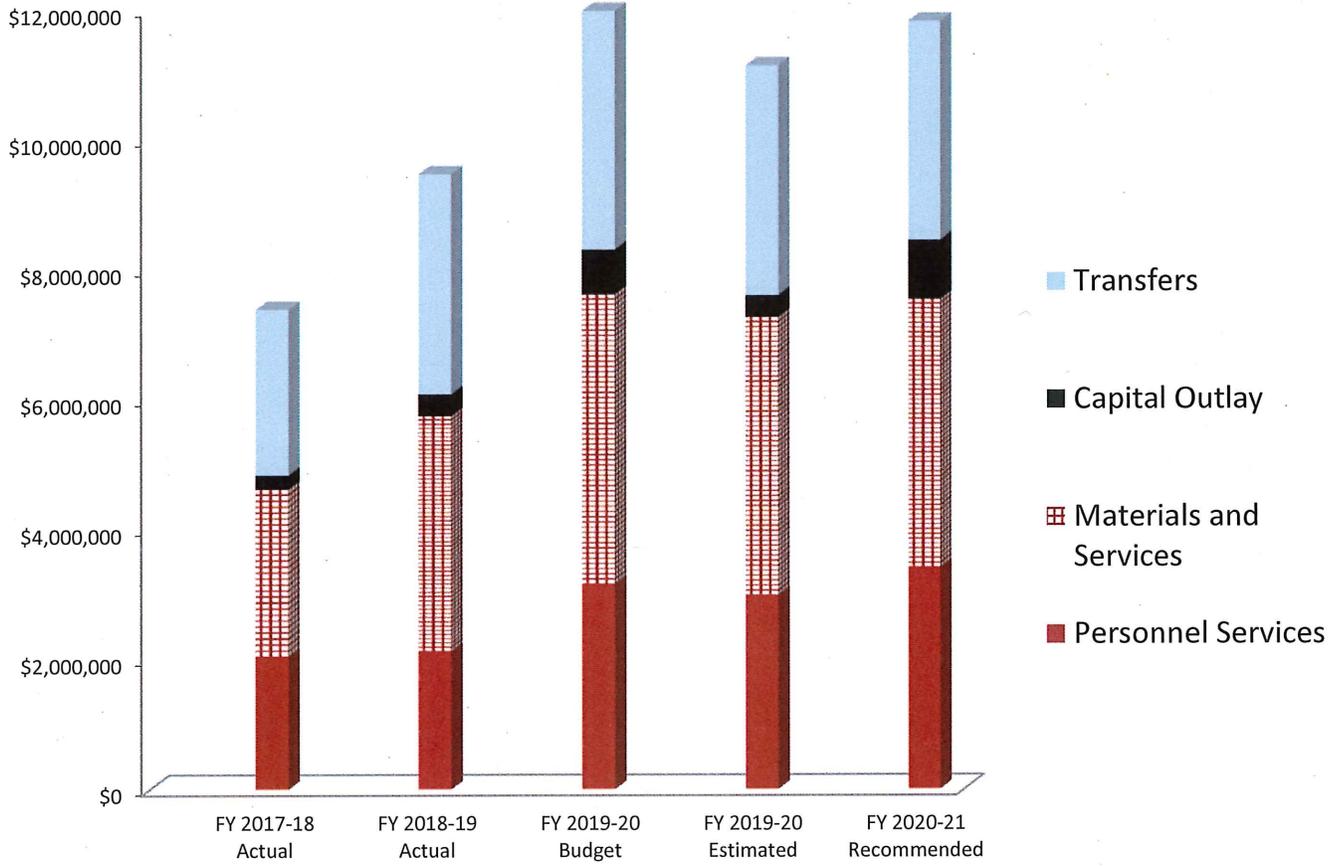
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-72	CAPITAL DEVELOPMNT-ENGINEERING											
001-72-0703-05-046	PRINCIPAL ENGINEER	0.10	209			14,004				14,003	7,492	21,495
001-72-0703-05-085	PROJECT MANAGER 1	1.00	2,088			96,835				96,835	62,556	159,391
001-72-0703-05-113	ENGINEERING TECH 3	1.00	2,088			77,347			270	77,617	37,755	115,372
001-72-0703-05-123	ENGINEERING TECH 2	1.00	2,088			71,814			270	72,084	34,460	106,544
001-72-0703-05-146	SURVEYOR (PLS)	2.00	4,176			155,528			19,251	174,779	115,307	290,086
001-72-0703-05-175	PROJECT ENGINEER 2	1.00	2,088			131,733				131,733	73,383	205,116
001-72-0703-05-275	TEMPORARY EMPLOYEES											0
	ENGINEERING MGMT SERVICES	6.10	12,737			547,261			19,791	567,051	330,953	898,004
	**** DEPARTMENT TOTAL ****	6.10	12,737			547,261			19,791	567,051	330,953	898,004

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STREET FUND SUMMARY RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	Street Fund - Summary					% Change
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	Budgeted Vs. Recommended
Personnel Services	\$2,068,694	\$2,154,633	\$3,182,464	\$3,011,466	\$3,435,915	7.96%
Materials and Services	2,572,160	3,611,432	4,450,267	4,268,153	4,120,075	-7.42%
Capital Outlay	212,263	329,989	683,055	334,641	902,450	32.12%
Transfers	2,548,798	3,381,851	3,664,326	3,527,007	3,361,923	-8.25%
SUB-TOTAL	<u>\$7,401,915</u>	<u>\$9,477,905</u>	<u>\$11,980,112</u>	<u>\$11,141,267</u>	<u>\$11,820,363</u>	
Contingency			2,460,081		1,066,707	
Reserve for Trees			82,315		91,065	
Reserve - Ops Facility			132,657		265,157	
Reserve for equip.			787,161		790,032	
TOTAL	<u>\$7,401,915</u>	<u>\$9,477,905</u>	<u>\$15,442,326</u>	<u>\$11,141,267</u>	<u>\$14,033,324</u>	
FTE's	<u>19.15</u>	<u>19.90</u>	<u>24.80</u>	<u></u>	<u>25.30</u>	

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

Personnel services:

FY 2020-21 reflects an increase of 0.5 FTE consisting of a Public Works Supervisor. Recommended Budget also includes step increases, COLA increases for SEIU and management at 2.60%. Also reflects medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

No significant change

Capital outlay:

FY 2020-21 increase reflects purchasing additional replacement vehicles compared to FY 2019-20. Including a 12YD dump truck \$198K, Caterpillar Loader \$25K,

Transfers:

No significant change

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: CHAD LYNN	

MISSION STATEMENT:

To provide streets and roads that are maintained to a high standard, free of hazards, pavement failures and other defects. Use a pavement management system to identify streets and roads in need of rehabilitation at an appropriate time to minimize costs and to maximize pavement life.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	21.45	22.20	24.80	25.30	0.00
PERSONNEL SERVICES	\$2,287,797	\$2,328,599	\$3,182,464	\$3,435,915	\$0
MATERIALS & SERVICES	3,380,760	4,392,027	4,450,267	4,120,075	0
CAPITAL OUTLAY	212,263	329,989	683,055	902,450	0
TRANSFERS	2,654,037	4,040,080	3,664,326	3,361,923	0
CONTINGENCY	0	0	3,462,214	2,212,961	0
TOTAL	\$8,534,857	\$11,090,695	\$15,442,326	\$14,033,324	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$4,065,327	\$4,003,729	\$4,311,594	\$3,492,411	\$0
Right-of-Way Fee Allocation	1,767,431	1,538,629	1,515,732	1,865,013	0
State Gas Tax	6,163,141	7,064,234	7,387,000	6,463,000	0
County Vehicle Registration Fees	0	1,613,353	1,590,000	1,700,000	0
County 1 Cent Gas Tax	351,778	350,710	363,000	316,000	0
Miscellaneous	190,908	214,986	275,000	196,900	0
Transfers from other funds	0	616,649	0	0	0

Services and Trends:

The state motor fuels tax is apportioned by the State of Oregon and expenditures are governed by the provision of Article IX, Section 3 of the Oregon Constitution. Expenditures are restricted to construction and maintenance of streets, roads and highways. Bicycle path construction and maintenance is also funded from these fuel tax and vehicle registration revenues.

The base state gas tax rate increased in 2011 from 24 cents per gallon to 30 cents. The current county gas tax is 1 cent per gallon and is distributed by the county based upon a per capita basis. The city doesn't impose its own gas tax, vehicle registration fee or street utility fee.

In 2017 the Oregon Legislature passed HB 2017 which increases vehicle registration fees and the state gas tax by 4 cents per gallon starting Jan 1, 2018. There will be an additional 2 cents per gallon in 2020, 2022 and 2024. Beaverton was forecasted to receive an additional \$644,700 in 2018 and \$1.40 million in FY 18-19. By 2027 Beaverton's share is expected to increase to about \$3 million annually. Additionally, a new Washington County vehicle registration fee is anticipated to generate for Beaverton an additional \$1.59 million annually in FY 2018-19 and FY 2019-20. The projections appear accurate.

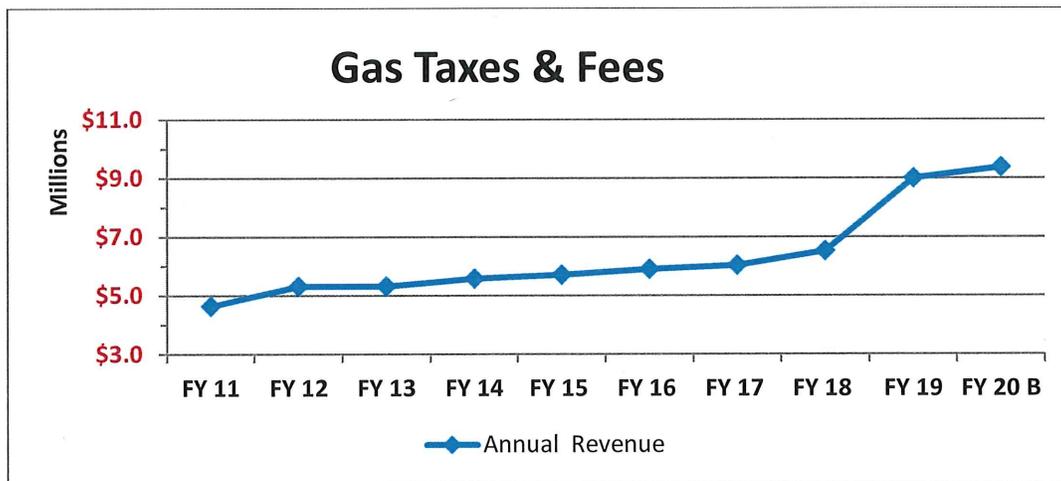
CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: CHAD LYNN	

Here is a summary of those revenue projections:

Table 2. Forecast of Beaverton's Share of New State and County Revenue				
<i>Revenue Source</i>	<i>FY 2017-18</i> (\$)	<i>FY 2018-19</i> (\$)	<i>FY 2026-27</i> (\$)	<i>Annual Average</i> <i>2018-2027</i> (\$)
State Transportation Package (House Bill 2017)	644,700 <i>(partial year)</i>	1,401,800	3,043,500	2,000,385
Washington County Vehicle Registration Fee	-	1,590,000	3,450,000	2,410,000
TOTAL	644,700	2,991,800	6,493,500	4,410,385

This graph illustrates the changes in Motor Vehicle Tax and Fee Revenue in the past 10 years. The values for FY 18-19 are actual data and 19-20 are budgeted values:



Starting in FY 19-20, the Street Lighting program now appears in the Street Fund. Instead of receiving an allocation of property tax dollars, the program is supported by a transfer of ROW Fees from the General Fund.

Street maintenance and the entire transportation system receive significant attention from the Mayor and City Council on behalf of Beaverton residents. The Transportation Planning division budget in the Community Development Department also addresses some of these priorities. These are the priorities expressed by the Mayor and City Council that are addressed in the Street Fund budget:

- 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.
- Ensure that sidewalk projects and similar public improvements benefit different areas of the city.
- Publicize the city's transportation enhancements.
- Revise and update as needed the city's utilities undergrounding policies

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0735 TRAFFIC & TRANSPORTATION	PROGRAM MANAGER: JABRA KHASHO

Program Goal:

To provide safe and efficient traffic flow and enhance bicycle and pedestrian travel, neighborhood livability, and economic vitality.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.53	3.53	4.13	4.13	0.00
PERSONNEL SERVICES	\$393,600	\$419,129	\$642,064	\$696,807	\$0
MATERIALS & SERVICES	26,132	26,215	27,955	59,850	0
CAPITAL OUTLAY					
TRANSFERS	137,385	127,780	139,376	140,082	0
CONTINGENCY	0	0	22,932	26,153	0
TOTAL	\$557,117	\$573,124	\$832,327	\$922,892	\$0

Program Objective:

The Traffic & Transportation program staff maintains and updates signal timing and progression plans on the city traffic signals, including coordination with Oregon Department of Transportation (ODOT) and Washington County Land Use and Transportation (LUT) on signals under their jurisdictions. They also investigate safety and capacity deficiencies and prepare plans to address those deficiencies including new signals, signal modifications, street lighting and traffic calming.

In response to public requests for new traffic control devices and revised signal installations, staff investigates, analyzes, and designs appropriate solutions which are presented to the Traffic Commission for review. Staff also designs striping plans for street overlay projects, reviews and assists in developing traffic control plans for construction projects, reviews the street and traffic elements of site development plans and administers the Transportation Development Tax Program.

Work in this program supports the Beaverton Community Vision Plan:

- *Community Vision Action #46: Strategically widen roads, add signals and turn lanes*
- *Community Vision Action #47: Implement solutions to reduce highway, road congestion*
- *Community Vision Action # 51: Install or improve crosswalks citywide*
- *Community Vision Action #52: Use signals and traffic calming to improve safety*
- *Community Vision Action # 66: Implement parking management strategies*

Performance Measures:

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Proposed
Signal Timing				
Traffic signals maintained by City	126	128	128	129
Percentage of signal timings reviewed annually (target is 20% to 25%)	25%	25%	25%	25%
Flashing beacons at intersections	4	4	4	4
Advance flashing beacons (school zones, pedestrian crossings, radar speed signs, etc.)	69	78	89	96

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0735 TRAFFIC & TRANSPORTATION	PROGRAM MANAGER: JABRA KHASHO

Performance Measures (continued):	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Proposed
Signs and Markings				
Number of traffic issues initiated	139	104	110	110
Number of traffic issues resolved	115	89	100	110
Issues resolved as a percentage of issues initiated	83%	86%	100%	100%

Progress on FY 2019-20 Action Plan:

- Completed the design and construction of a mid-block pedestrian crossing with a pedestrian beacon on Denney Road at the Fanno Creek Trail Head, 173rd Avenue north of 1703rd Drive and Barrows Road at the west end of Barrows Park.
- Expanded the City’ fiber optic network by completing the design and begin construction for the installation of fiber optic on Barrows Road and Murray Boulevard from Menlor lane to Scholls Ferry Road.
- Revised signal timing on Murray Boulevard between TV Highway and Farmington Road.
- Developed a traffic calming plans for Sexton Mountain Drive between Murry Blvd. and 155th Avenue and completed construction.
- Develop traffic calming plans for Bonnie Brae between Murray Blvd. and Menlo Dr. and on Barlow Rd. between Murray Blvd. and Wilson Ave. through neighborhood meetings and resident’s participation and consensus in selecting traffic calming devices.
- Neighborhood concerns have been addressed by residents participating in problem identification, consensus building, and the design and location of parking restrictions, striping modifications, traffic calming devices, and other improvements through the Traffic Commission process.
- Reviewed traffic control plans submitted by contractors for private development and work within the City’s Right-of-Way.
- Reviewed street and traffic elements for site development plans.
- Developed traffic control plans for city construction and maintenance activities.
- Designed striping and traffic signal detection plans for the overlay projects.
- Provide support for the Transportation Planning division including safe routes to schools and the transportation system plan.
- Coordinated and complete an IGA with Washington County and Oregon Department of Transportation (ODOT) to obtain funding through the Metropolitan Transportation Improvement Program (MTIP) and begin the design of an adaptive traffic signal system on Scholls Ferry Rd. between Hall Blvd. and Roy Rogers Rd. and on Hall Blvd. between Greenway and Scholls ferry Rd.
- Coordinated with ODOT and selected a consultant to design safety improvements on Allen Blvd from Murray Blvd. to Western Ave., Hall Blvd. at Cedar Hills Blvd. and Hall Blvd. at Nimbus Avenue. The project is funded through the Statewide Transportation Improvement Program (STIP).

FY 2020-21 Action Plan:

- Review and revise signal timing throughout the City within available staff capacity.
- Address neighborhood concerns by involving residents in problem identification, consensus building, and the design and location of parking restrictions, striping modifications, traffic calming devices, and other improvements.
- New requests for traffic calming projects and signals continue to arise and are addressed through the Traffic Commission’s process, with final approval by the City Council.
- Develop and implement traffic calming plans for neighborhoods that qualify for the Traffic Calming Program.
- Review and assist in developing traffic control plans for construction projects.
- Design striping and traffic signal detection plans for the overlay projects.
- Review street and traffic elements for site development plans.
- Design street lighting plans as requested by Operations and perform lighting analysis for LED conversion.
- Design and install crosswalks and pedestrian beacons at two locations as identified in the Active Transportation plan.

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0735 TRAFFIC & TRANSPORTATION	PROGRAM MANAGER: JABRA KHASHO

- Complete the installation of fiber optic on Barrows Road and Murray Boulevard from Menlor lane to Scholls Ferry Rd.
- Complete the design and installation of fiber optic on 125th Avenue between Longhorn Dr. and Scholls ferry Rd.
- Continue to work with Washington County and ODOT to complete the design, construction and deployment of the adaptive traffic signal system on Scholls Ferry between Hall Boulevard and Roy Rogers Road.
- Complete the design and construction of the safety improvements on Allen Blvd from Murray Blvd. to Western Ave., Hall Blvd. at Cedar Hills and Hall Blvd. at Nimbus Avenue.
- Provide support to the Community Development Department on transportation related issues including the deployment of small cell technology (5G), the transportation system plan update and the planning of the Urban Reserve area.

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

Program Objective:

To perform maintenance activities and complete repairs including complete reconstruction efforts to provide safe and well maintained streets and roads. Street construction/reconstruction and traffic management projects are funded primarily through transfers to the Capital Projects Fund (310).

Improvements to the transportation system are funded in accordance with City Council direction and priority responding to growth, safety, pedestrian, and bicycle needs. Projects include street widening, bikeway improvements, new sidewalk installation, safety improvements, speed table installations and curb extensions (Public Safety).

Program Goal:

Street Maintenance Section will create a 10 year Arterial Overlay program and secure funding for future multi-million dollar Arterial Overlay's (Stewardship). Continue our ADA program to construct ADA-compliant sidewalk ramps for the overlays and expand to areas of need, requests and high traffic areas in order to achieve full accessibility throughout the city (Transportation).

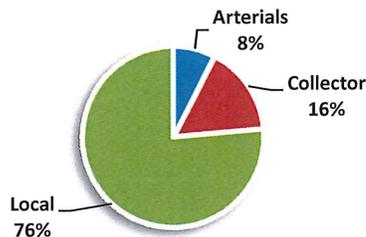
REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.82	6.67	8.67	9.17	0.00
PERSONNEL SERVICES	\$681,231	\$623,115	\$970,973	\$1,076,851	\$0
MATERIALS & SERVICES	2,216,088	3,275,143	3,076,090	2,712,900	0
CAPITAL OUTLAY	161,338	7,470	39,000	223,600	0
TRANSFERS	2,357,537	3,171,419	3,386,489	3,028,600	0
CONTINGENCY	0	0	3,356,967	2,083,881	0
TOTAL	\$5,416,194	\$7,077,147	\$10,829,519	\$9,125,832	\$0

Maintenance is accomplished through pavement surface patching, sealing pavement cracks to prevent water infiltration, and replacing deteriorated sections of city-maintained sidewalks. Major resurfacing projects such as asphalt overlays are prioritized through the pavement management system software. Most street reconstruction and new surface overlay work is completed by city staff. Future arterial overlays will be constructed through contract. Bridge inspections and repairs are completed as required by law. Traffic calming devices are constructed by request from the Transportation Engineer.

STREET INVENTORY SUMMARY

Category of Street Types	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Arterials (miles)	17.1	17.1	17.5	17.5
Collectors (miles)	36.7	36.7	36.0	36.0
Local (miles)	<u>168.2</u>	<u>168.2</u>	<u>170.4</u>	<u>170.4</u>
Total	222.0 miles	222.0 miles	223.9 miles	223.9 miles

2018/19 STREET MILEAGE INVENTORY



**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

The city's Comprehensive Plan defines the functional classifications of the various streets. Arterial streets primarily carry through traffic and support the freeway system. Collector streets link major areas of the city and connect to the arterial system. Local streets provide access to adjacent properties and neighborhoods.

CONDITION CATEGORY	PCI RANGE
Good	70-100
Fair	50-69
Poor	25-49
Very Poor	0-24

The City uses a Pavement Condition Index (PCI) in order to prioritize both maintenance needs as well reconstruction projects. In FY 2018-19, we contracted inspections utilizing a new video process. This process removes the human error providing more consistent information:

o 2019 Overall Network Pavement Condition Index 75

NETWORK PAVEMENT CONDITION INDEX

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Overall Network PCI	77	76	77	75

BRIDGE AND PEDESTRIAN PATH INVENTORY SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Bridges	19	19	19	19
Concrete Box Culverts	16	17**	14***	14
Foot Bridges	9*	9	9	9
Pedestrian Paths (lineal feet)	27,981	27,981	29,399	29,399

* Foot Bridge added as part of the Crescent Connection CIP 3407, Crescent Path addition.

** Weir Road culvert added as part of Summer Falls subdivision.

***Some small culverts reclassified during Accreditation and CityWorks data entry.

BRIDGE CONDITION ASSESSMENT

Type	Excellent	Good	Fair	Poor	Total
Bridges	9	4	5	1	19
Concrete Culverts	3	5	6	0	14
Foot Bridges	<u>6</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>9</u>
Total	18	11	12	1	42

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed
Program Objective:				
Number of miles of streets requiring preventive maintenance	7.6	5.4	7.0	6.0
Number of bridges, box culverts, and foot bridges requiring Inspection.	21	25	21	21
Lineal feet of pedestrian paths requiring maintenance.	2,200	2,200	4,000	3,000

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

Progress on FY 2019-20 Action Plan:

Street maintenance worked to coordinate capital projects with street overlay needs. Capital projects scheduled for FY 19/20 that were coordinated with street overlay work:

- Menlo Dr. (Allen to Fairmont) Sidewalk (CIP 3106A) - *complete*
- Settler Way Waterline Replacement, Phase II (4118B) - *complete*
- Jenkins Road & Walker Waterline Improvements -(CIP 4128A) - *complete*
- Twenty one bridges and box culverts will be inspected per ODOT requirements - *complete*
- Traffic Enhancement Projects as identified by the Traffic Engineer –
173rd RRFB, Sexton Mountain Traffic Calming - *in progress*
- Sellwood Subdivision Utility Replacement (CIP6095) - *in progress*
- Denny Road MUP - *In progress*
- Hall Blvd Fiber Connection (3413) - *complete*
- Taralynn Ave Waterline Replacement (CIP 4120) – *Spring Const.*
- Denney Road / Rollingwoods Drive Utility Improvements (4109) - *complete*

To increase *Public Safety*, the Public Works Department invested in additional winter storm equipment. This includes an additional small dump, small plow and a small hopper (3 yd.). This increases the city’s response time and coverage. To *reduce emissions*, engines have been converted to hydraulic pumps powered by the trucks hydraulic system. The hydraulic system increases reliability, increases efficiency, increases safety and eliminates gas emissions.

The overlay action plan was vetted through the revised CIP process in order to get community input on work in the neighborhoods.

FY 2020-21 Action Plan:

Our Transportation priorities are to operate a proactive street maintenance program by improving our sidewalk, pedestrian and bike path infrastructure in a cost effective manner. This year’s action plan will continue to coordinate capital projects with street overlay needs:

- Dover Lane Storm Drainage Improvements (CIP 8098A/B)
- Traffic Enhancement Projects as identified by the Traffic Engineer
- Twenty one bridges and box culverts will be inspected per ODOT requirements
- Westgate/Cedar Hills/Dawson Intersection Realignment (3321)
- Hocken Ave RR- Canyon St Improvement (3408)
- Western Ave (Allen Blvd – BH Hwy) Improvement (CIP 3328) – *postponed*

In FY 20/21 we plan to add additional ADA ramps to areas that are not required by the overlays but determined by public need. This will also improve public safety. ADA ramp construction is now identified in a specific line item account in the Street Fund, account 101-85-7032-449.

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Revised	Proposed
Square feet of asphalt street repairs	238,914	100,000	150,000 / 166,959	60,000
Miles of overlays completed	4.3	5.6	7.0 / 4.6	6.0
Percent of overlays completed compared to total street miles	1.9%	2.5%	3.1% / 2.0%	2.7%
Number of sidewalk ramps installed	297	230	225 / 210	220
Number of bridge, box culvert, and foot bridge inspections completed	21	21	21 / 21	21
Lineal feet of pedestrian path repairs completed	1,920	1,000	4,000 / 2,500	3,000

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0732 STREET MAINTENANCE	PROGRAM MANAGER: MARK OLSON

Performance Outcomes and Program Trends:

Street overlay activities will continue to be coordinated with utility CIP projects, ADA, and permit requirements to best utilize utility funds. Starting in 20/21, we will change our methodology of street inspections to having the full 224 center line mile system rated every 4 years. We will have our complete street system evaluated in one year instead of over multiple years and use industry wide accepted arterials and residential deterioration rates to adjust our PCIs. We found that the multiple year inspections can have inventory overlaps and omissions. Cost savings is also realized with a single year contract.

The amount of overlay work needed to maintain our PCI needs to be planned and scheduled over multiple years now that additional funding has been identified and approved by the legislature. Streets currently in need of an overlay exceed available funds; therefore, crack sealing, slurry seals and deep patching will be used to extend the life of the pavement. Major arterial or collector overlays should be done every 2-3 years as fund balances allow and will have a line item account in the Street fund, 101-85-0732-456.

The PCI report from IMS states that the city needs to spend about \$2.9 million annually (\$1.7 million for arterials/collectors and about \$1.2 million for residential streets) to maintain the PCI at its current level of 75. This past year PW spent \$1,200,000 on street overlays (all residential). To meet the requirements of the Federal laws for ADA ramps, PW will now need to spend about \$1.2 million per year just to keep up with residential overlays. There is a need to contribute \$1.8 million annually to fund major arterial overlays in the next few years. Additional funding will also be directed to CIP projects for sidewalks and ADA ramp

The FY 20/21 budget proposed addition of a Supervisor to oversee the Street and Construction crews to allow the Leads to work in the field with the crews. The Supervisor would work with other departments to schedule, organize and to work out the details prior to getting the crews involved. The Supervisor would eliminate the need for Leads spend many hours in the office ordering materials, supplies, calling for locates, researching equipment, Cityworks ELM and attending meetings with engineers and managers for upcoming projects. The Leads are needed in the field running the daily maintenance and major projects such as overlays.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0733 TRAFFIC MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Program Goal:

To complete periodic inspections and perform timely maintenance on traffic signal systems in a manner that will provide highly reliable and safe traffic control at signalized intersections, pedestrian crosswalks and school zones. Install and maintain a high quality signage system that meets all requirements for regulatory and informational signs.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.40	6.30	6.30	6.30	0.00
PERSONNEL SERVICES	\$705,823	\$781,902	\$892,803	\$916,944	\$0
MATERIALS & SERVICES	273,160	262,981	389,738	384,175	0
CAPITAL OUTLAY	50,925	322,519	170,855	178,850	0
TRANSFERS	27,326	43,128	32,526	47,837	0
TOTAL	\$1,057,234	\$1,410,530	\$1,485,922	\$1,527,806	\$0

Program Objectives

The major roles of this program help to implement Beaverton Community Vision Goal Areas related to transportation.

Goal Area: Improve Mobility

- Target: Improve traffic flow and maintain a first-class road system
#45: Continue proactive street maintenance and repair, #46: Strategically widen roads, add signals and turn lanes and #47: Implement solutions to reduce highway, road congestion.
- Target: Make Beaverton pedestrian and bicycle friendly
#48: Add pedestrian lighting citywide, #49: Create safe routes to schools, #51: Install or improve crosswalks citywide, #52: Use signals and traffic-calming to improve safety, #53: Install bikeways along major commuter routes, #54: Upgrade trails to include lighting and better connectivity and #55: Produce updated bike route maps.

Goal Area: Create a Vibrant Downtown

- Target: Create a recognizable, vibrant, walkable mixed use downtown.
#65: Create pedestrian-friendly zones and #66: Implement parking management strategies.

Goal Area: Enhance Livability

- Target: Be a national leader in sustainable practices and programs
#80: Expand the use of alternative energy sources, “through use of solar powered pedestrian signals”.

INVENTORY SUMMARY

Types of Traffic Devices	FY 2018-19	FY 2019-20	FY 2020-21
Traffic Signals	126	127	128
Flashing Beacons at Intersections, Pedestrian Crossings & School Zones	78	91	98
<u>Street Signs:</u>			
Regulatory Signs	6,226	6,324	9,412
Warning Signs	4,752	4,766	2,905
Guide Signs	5,287	5,329	5,849
Informative Signs	1,766	1,775	639
<u>Street Markings:*</u>			
a) Thermoplastic	17.7 miles	15.1 miles	12.6 miles
b) Dura Line	<u>132.9 miles</u>	<u>135.5 miles</u>	<u>138.0 miles</u>
Total Miles Maintained	150.6 miles	150.6 miles	150.6 miles

Note: The traffic signal system is maintained by the city, however, 64 signals are owned by the city, 31 by the state and 33 by the county.

* As new roads are constructed or overlaid, the type of striping materials used will convert to either Duraline or Thermoplastic, resulting in the elimination of buttoning and painted lines.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0733 TRAFFIC MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

CONDITION ASSESSMENT

Rating	Traffic Signals	Flashing Beacons	Regulatory Signs	Warning Signs	Guide Signs	Informative Signs
Very Good	124	87	5,399	3,514	3,349	1,326
Good	4	8	605	1,127	1,838	400
Fair	0	1	232	111	100	40
Poor	0	0	0	0	0	0
Very Poor	0	0	0	0	0	0
Total	128	96	6,236	4,752	5,287	1,766

Program Objective:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed
Number of traffic signals and school flashers requiring annual maintenance and inspections	199	204	218	226
Number of street name and regulatory signs requiring annual inspection	17,997	18,031	18,031	18,805

Progress on FY 2019-20 Action Plan:

During FY 19-20 work continued in the area of fiber optic installation as inter-connect for the city's traffic signals. Work was completed on SW Hall Blvd from SW Canyon Rd. to SW Cedar Hills Blvd. and along SW Hall Blvd from SW Allen Blvd. to SW Cascade Ave. These installations were some of the final legs to have connected all of the city's traffic signals using a centralized system for communication as well as linking both county and state signals the city maintains to our system for improved coordination and communications. Work continued to be performed in the area of asset inventory and mapping for traffic signs, signals as well as the city's roadway striping network. Crews continued to provide annual preventative maintenance to all traffic signals as well as traffic signs and roadway striping as well as installing new devices requested through the city's traffic engineering group and the traffic commission. Three new pedestrian signals were constructed during this year located at S.W. Denney Rd. @ Fanno Creek trail crossing, N.W. 173 Ave. @ Autumn Ridge Park and S.W. Barrows Rd. @ Barrows Park.

FY 2020-21 Action Plan:

During FY 20-21 work will continue in the area of fiber optic installation as inter-connect for the city's traffic signals. Work will be completed along S.W. Murray Blvd. from S.W. Scholls Ferry Rd. to S.W. Barrows Rd. and along S.W. Barrows Rd. from S.W. Murray Blvd. to S.W. Scholls Ferry Rd. This will be the final phase of this work inter-connecting all city signals to a centralized system. Crews will install two new pedestrian signals located at the locations of S.W. Hall Blvd. at S.W. Sabin St. and S.W. Beard Rd. at S.W. 151st Ave. for improved pedestrian safety. Work will continue to be performed in the area of asset inventory and mapping as well as providing preventative maintenance to all traffic signals, street signs and traffic roadway markings as well as installing new devices requested through the city's traffic engineering group and the traffic commission.

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0733 TRAFFIC MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of traffic signal inspections completed per quarter.	50.5	51.0	54.0	56.0
Percent of traffic signals inspected per quarter (target is 25%).	25%	25%	25%	25%
Number of street name and regulatory signs repaired, replaced, or newly installed.	1,796	1,118	1,800	1,800

Performance Outcomes and Program Trends:

Traffic signals will be maintained to a standard that minimizes technical problems that result in any signal reverting to the failsafe or flashing mode. Failed traffic signal lamps will be replaced as soon as possible but always within 24 hours. Traffic signs and markings on newly annexed streets will be improved to city standards as needed. Work will continue to install fiber optic cable to interconnect the city's signal system as well as the signals that the city maintains for the county and ODOT.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0775 URBAN FORESTRY	PROGRAM MANAGER: STEVE BRENNAN

Program Goal:

To keep Beaverton tree friendly consistent with the Beaverton Community Vision. Provide care and maintenance for the City’s urban forest that enhances the health of the existing resources and encourages conservation and preservation. Increase the inventory of trees in the urban forest by managing the Development Tree Program, by encouraging partnerships with community based groups to complete tree planting projects and by planting trees in suitable locations.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.40	3.40	3.40	3.40	0.00
PERSONNEL SERVICES	\$288,040	\$330,487	\$383,606	\$379,090	\$0
MATERIALS & SERVICES	56,780	47,093	75,350	80,100	0
CAPITAL OUTLAY	0	0	223,500	0	0
TRANSFERS	26,550	39,524	31,662	38,920	0
CONTINGENCY	0	0	82,315	91,065	0
TOTAL	\$371,370	\$417,104	\$796,433	\$589,175	\$0

Program Objective:

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
To provide professional arboriculture consulting to citizens and staff on the care and maintenance of trees by providing a 48 hours response time to all tree information and service requests.	641 requests	1,000 requests	1,000 requests	1,040 requests
Number of trees for which the City provides professional care (i.e., pruning, insect disease control, fertilization).	7,118	7,149	7,169	7,224
Number of trees pruned in the right of way wide as part of City-wide clearance pruning on a four year cycle.	29,952	30,324	30,475	30,795

Performance Outcomes and Program Trends:

Urban forestry service provides a balanced level of maintenance and arboriculture advice for the preservation and enhancement of City-owned trees and the City’s urban forest. The success of the Urban Forestry program has resulted in the City’s selection as a “Tree City USA” for twenty three consecutive years, receiving a distinguished “Community Partner Award” for 2016 through Friends of Trees as well as receiving accreditation of the City’s forestry program through the Society of Municipal Arborists. In 2019 The City earned a Tree cities of the world recognition meeting the five standards outlined.

The work in this program supports the Beaverton Community Vision Goal “Improve Mobility” by accomplishing Action #48 *Install Safe Sidewalks* and Council Priority to “Maintain a Pedestrian Focus”. The staff assists residents and businesses with sidewalk repair issues due to tree damage through proper arboriculture advice and by the ongoing cooperative efforts between the City and Portland General Electric for the removal of trees causing damage to both agencies’ infrastructure as well as replacement of trees with the appropriate species planted within the right of way leaving a more attractive appearance.

Progress on FY 2020-21 Action Plan:

During FY 20-21 crews continued to maintain the city’s urban forest through its annual work plan. Continued efforts were made to educate the community, developers and business community about proper tree planting, maintenance, and health practices. Crews continued providing assistance to other City departments and surrounding jurisdictions related to urban forestry. Crews

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0775 URBAN FORESTRY	PROGRAM MANAGER: STEVE BRENNAN

continue to add to a city wide street tree inventory. Successful application was made to the Oregon Department of Forestry for designation as “Tree City USA” for the 26th year along with receiving our 16th growth award. This growth award was centered on increased publication of educational materials and published articles related to tree care and the use of native plant materials, cooperative contracting and purchasing and increased wildlife habitat. The City was also nominated for and received the “Oregon Urban and Community Forestry Award” for outstanding accomplishment and leadership in promoting and protecting our community forest and improving the quality of life in Oregon. Other aspects of this award included a partnership with Portland General Electric replacing trees which interfered with their overhead electrical distribution lines and development of construction standards for working around trees in the right of way which is in a pamphlet form to be handed out for sidewalk repair contractors.

FY 2020-21 Action Plan:

During FY 20-21, crews will continue to maintain the city’s urban forest at an acceptable level through its annual work plan and through continued efforts to educate the community, business, and developers on proper tree care, maintenance and preservation practices. Crews will continue to provide assistance to other City departments and surrounding jurisdictions related to urban forestry. Efforts will continue in developing accurate inventories and maps of city maintained trees along with other items utilizing asset management software which will enable the city to again obtain the designations of “Tree City USA”, continued accreditation of the program through the Society of Municipal Arborists, “Tree Cities of the world” recognition, and Meet goals of the American Public Works Association “APWA”. Efforts will continue in the area of tree planting through projects coordinated with the community, private development and involvement of “Friends of Trees”.

Additionally the crew will spend about \$15,000 from funds contributed by developers who can’t otherwise meet tree replacement requirements in various locations around the community. The payments-in-lieu appear in the program’s budget in the account “Reserve Development Trees” (#101-85-0775-982).

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Percent of tree inventory maintained or inspected per year.	90%	90%	90%	90%
Number of calls received for arboriculture advice.	821	1,000	1,000	1,040
Number of calls responded to in field for advice or corrective action.	583	1,000	1,000	1,040
Number of trees pruned or inspected annually 25 % of total inventory in Right of way.	7,488	7,581	7,619	7,698

Condition assessment:

CITY MAINTAINED TREES

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Excellent	3,328	3,359	3,379	3,908
Good	2,902	2,902	2,902	2,932
Fair	796	796	796	796
Poor	<u>92</u>	<u>92</u>	<u>92</u>	<u>62</u>
Total	7,118	7,149	7,169	7,698

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0811 STREET LIGHTING & MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

MISSION STATEMENT:

To provide safe and consistent street lighting for streets in the City that meets the needs of the community and the City's standards for lighting. Improve energy efficiency and help control the cost of power for streetlights by selecting lighting fixtures and lamps that are designed to reduce energy consumption building a sustainable system. The primary source of revenue in this fund is from gasoline taxes.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.30	2.30	2.30	2.30	0.00
PERSONNEL SERVICES	\$219,103	\$173,966	\$293,018	\$366,223	\$0
MATERIALS & SERVICES	808,600	780,595	881,134	883,050	0
CAPITAL OUTLAY	0	0	249,700	500,000	0
TRANSFERS	105,239	658,229	74,273	106,484	0
CONTINGENCY	0	0	0	11,862	0
TOTAL	\$1,132,942	\$1,612,790	\$1,498,125	\$1,867,619	\$0

Services and Trends:

In the FY 19-20 budget this activity becomes a program within the Street Fund. Since 1949, street lighting was supported by an allocation of property tax revenue. A policy change requested by the City Council directed staff to change the funding source from property taxes to receiving an allocation of ROW Fees from the General Fund. This creates a better alignment between the fees paid by utility companies using the streets and other rights-of-way (ROW) and the services and functions of the street system. In FY 18-19, the program was supported by an allocation of approximately \$1,180,000 in property taxes. In the proposed budget for FY 19-20, an allocation of \$1,215,732 in ROW fees will be transferred to the Street Fund instead. The City Council will be asked to transfer the ending fund balance of the Street Lighting Fund to the Street Fund and then terminate the Street Lighting Fund.

The City has three Street Light Systems:

Option A: Under the Option A street light units/system, the light fixture, the pole (either a light pole or power pole) and the electrical cabling are all owned and maintained by PGE. The rate that the city pays for this system includes a pole charge, energy charge, and a maintenance charge.

Option B: Under the Option B street light units/system, the light fixture and the pole (either a light pole or power pole) is owned by the City, but the electrical cabling is owned by PGE. PGE provides the maintenance on these units/system. The rate that the city pays for this system includes an energy charge and a maintenance charge.

Option C: Under the Option C street light units/system, the entire asset comprised of the light fixture, the pole (either a light pole or power pole) and the electrical cabling is owned and maintained solely by the City. The rate that the city pays for this system is an energy charge.

STREET LIGHT SYSTEMS

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Option A: Light fixtures mounted on existing power poles, which are owned and maintained by PGE.	2,641	2,637	2,613	2,586
Option B: Light fixtures mounted on various poles, which are maintained by PGE and owned by the City.	306	308	264	305
Option C: Light fixtures mounted on poles, which are owned and maintained by the City.	4,243	4,376	4,623	4,545
Total:	7,190	7,321	7,500	7,436

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 101 STREET	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0811 STREET LIGHTING & MAINTENANCE	PROGRAM MANAGER: STEVE BRENNAN

Performance Outcomes and Program Trends:

Staff in the Street Lighting section will continue a program to replace old worn wiring and inefficient streetlight fixtures in the City as opportunities and funding are available. These efforts will help to stabilize costs and provide a reliable and efficient system. Since the energy consumption of streetlights represents a significant expense for the city, efficiency testing of new LED and induction streetlight lamps and other technologies will continue as they evolve and new products become available.

Progress on FY 2019-20 Action Plan:

During FY19-20, crews continued to maintain the city’s street lighting system through preventative maintenance, replacement of worn out equipment or equipment destroyed in vehicular accidents as well as responding to reported outages for repair. The crews continued to evaluate roadways and pathways which currently do not have lighting or lack adequate light levels and have created a priority list of new lights to be installed. Crews continued to retrofit existing high pressure sodium fixtures with new LED fixtures improving the efficiency of the cities lighting system. Several styles of LED street lighting fixtures were field tested, allowing staff to evaluate performance for recommended changes to the city’s engineering design manual as this technology continues to improve. Efforts continued to develop and maintain the cities current lighting system mapping and inventory for efficient maintenance of these lights.

FY 2020-21 Action Plan:

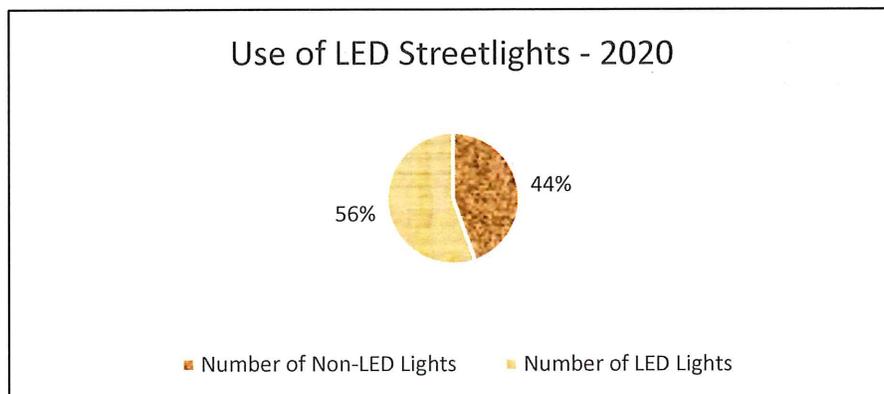
During FY20-21, crews will continue to maintain the city’s street light system through preventative maintenance, replacement of worn out equipment, equipment destroyed in vehicular accidents as well as responding to outages for repair within 48 hours. Crews will continue to focus efforts on projects that replace old worn and out dated lighting with energy efficient LED technology.

Efforts will continue to inventory and map all street lights added to the cities systems utilizing asset management software resulting in improved maintenance response to these assets as outages and other problems are reported. Continued effort will be made to enhance the city’s street light system where no lighting exists or light levels are sub-standard as funding is available.

Efforts will be made during this fiscal year to continue with retrofitting existing lights from high pressure sodium to advanced LED lighting technology for a cost efficient system. The work plan for this fiscal year is to focus on retrofitting approximately half of the remainder inventory of lights to LED.

We are beginning to see a downward trend in lower costs per light due to conversion of fixtures. The payback for LED light is approximately 11 years but the maintenance time and the less frequent need to change bulbs is perhaps just as significant as power savings.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of City-owned streetlights repaired based on reported outage and damage.	428	550	550	550
Number of City-owned “Option C” streetlights maintained and repaired according to a preventative scheduled maintenance program.	1,184	915	1,000	1,000



BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-3,780,729		-3,661,795		-4,311,594		-4,311,594	-4,311,594	-3,935,806		-3,492,411			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-3,780,729		-3,661,795		-4,311,594		-4,311,594	-4,311,594	-3,935,806		-3,492,411			
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CLASS: 10 TAXES

309 ROW FEE - ALLOCATION FROM GF

	-600,000		-300,000		-1,515,732		-1,263,110	-1,515,732	-1,865,013		-1,865,013			
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TOTAL CLASS: 10 TAXES

	-600,000		-300,000		-1,515,732		-1,263,110	-1,515,732	-1,865,013		-1,865,013			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

323 STATE GASOLINE TAX

	-6,163,141		-7,064,234		-7,387,000		-4,733,534	-6,463,000	-7,125,000		-6,463,000			
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329 OTHER INTERGOVERNMENTAL REV

					-25,000			-25,000						
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560 COUNTY VEHICLE REGISTRATION FEES

			-1,613,353		-1,590,000		-1,145,296	-1,682,352	-1,700,000		-1,700,000			
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561 COUNTY 1 CENT GAS TAX

	-351,778		-350,710		-363,000		-259,756	-316,000	-350,000		-316,000			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-6,514,919		-9,028,297		-9,365,000		-6,138,586	-8,486,352	-9,175,000		-8,479,000			
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

	-863		-17,312		-61,000		-2,203	-61,000						
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384 INVESTMENT INTEREST EARNINGS

	-51,095		-86,716		-94,000		-65,700	-94,000	-74,200		-51,900			
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389 MISCELLANEOUS REVENUES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-22,721		-4,870		-10,000		-9,380	-10,000						
398	SRVS PROVIDED TO OTHER FUNDS													
	-15						-77,464	-70,000	-70,000		-70,000			
399	REIMBURSEMENTS - OTHER													
	-88,548		-71,482		-85,000		-66,816	-85,000	-75,000		-75,000			
757	MED/LIFE INS PREM REFUND DISTRIBUTION													
	-4,821		-2,380											
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-168,063		-182,760		-250,000		-221,563	-320,000	-219,200		-196,900			
CLASS: 40 INTERFUND TRANSFERS/LOANS														
411	TRSFERS FROM GENERAL FUND													
			-544,014											
416	TRSFERS FROM CAPITAL PROJECTS FUND													
			-72,635											
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
			-616,649											
TOTAL DEPARTMENT: 03 REVENUE														
	-11,063,711		-13,789,501		-15,442,326		-11,934,853	-14,633,678	-15,195,019		-14,033,324			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

051 CITY ENGINEER

	41,612	.33	43,755	.33	45,215	.33	43,738	35,820	40,250	.33	40,250	.33		
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084 PROJECT ENGINEER 1

	120,411	1.30	124,705	2.30	292,587	3.10	224,313	288,683	315,214	3.10	313,544	3.10		
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099 CITY TRANSPORTATION ENGINEER

	86,921	.70	90,530	.70	91,826	.70	72,578	91,817	93,861	.70	93,861	.70		
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124 ENGINEERING CONST INSPECTOR

	12,414	.20	13,319	.20										
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276 YOUTH ENHANCEMENT WORKFORCE

	8,392		11,419		10,000		12,332	15,000	15,000		15,000			
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299 PAYROLL TAXES AND FRINGES

	123,850		135,401		202,436		155,935	201,430	235,164		234,152			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	393,600	2.53	419,129	3.53	642,064	4.13	508,896	632,750	699,489	4.13	696,807	4.13		
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CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT

					100			50	200		200			
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304 DEPARTMENT EQUIPMENT EXPENSE

	750		912		1,200		484	1,100	26,500		26,500			
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305 SPECIAL DEPARTMENT SUPPLIES

	709		726		1,000		344	700	1,000		1,000			
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307 MEMBERSHIP FEES

	5,424		6,770		8,705		7,349	7,700	8,100		8,100			
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308 PERIODICALS & SUBSCRIPTIONS

	500		356		500			400	500		500			
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316 ADVERTISING, RECORDING & FILING

	356		392		500		344	500	600		600			
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317 COMPUTER EQUIPMENT

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			2,258											
318	COMPUTER SOFTWARE													
	6,208													
321	TRAVEL, TRAINING & SUBSISTENCE													
	1,875		2,840		4,000		2,868	3,600	6,000		6,000			
328	MEALS & RELATED EXPENSE													
					100		41	100	100		100			
361	UNIFORMS & SPECIAL CLOTHING													
	480		439		850		319	600	850		850			
461	SPECIAL EXPENSE													
			870		800		518	750	800		800			
511	PROFESSIONAL SERVICES													
	9,830		10,652		10,000			5,000	15,000		15,000			
523	BOARDS & COMMISSIONS EXPENSES													
					200			100	200		200			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	26,132		26,215		27,955		12,267	20,600	59,850		59,850			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	4,811		5,032		4,954		3,225	4,954	5,226		5,226			
817	TRSFERS TO GARAGE FUND													
	8,723		13,194		10,388		7,860	10,388	15,056		15,056			
818	TRSFERS TO ISD-ALLOCATED													
	80,443		90,874		108,466		90,388	108,466	103,193		105,890			
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
	18,626		9,313		8,803		7,336	8,803	13,910		13,910			
836	TRSFER TO GF, BVTN BLDG DEBT SVC													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	24,782		9,367		6,765		5,638	10,446	3,681					
TOTAL CLASS: 25 TRANSFERS														
	137,385		127,780		139,376		114,447	143,057	141,066		140,082			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996 RESERVE - EQUIPMENT REPLACEMT														
					22,932				26,153		26,153			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					22,932				26,153		26,153			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	557,117	2.53	573,124	3.53	832,327	4.13	635,610	796,407	926,558	4.13	922,892	4.13		

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049 PROG COORDINATOR -PUBLIC WORKS

					47,974	1.00	43,934	59,576	79,633	1.00	79,633	1.00		
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057 PUBLIC WORKS SUPERVISOR

											34,373	.50		
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063 PUBLIC WORKS SUPRVISR-ARBORIST

	25,684	.30	21,519	.30	23,625	.30	18,904	23,232	26,366	.30	25,195	.30		
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070 TRAF STREET LIGHTING SUPERVISOR

											86,638	1.00		
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085 PROJECT MANAGER 1

					74,859	1.00	57,876	75,100	81,018	1.00	81,018	1.00		
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101 ELECTRICIAN

											229,029	3.00		
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112 PUBLIC WORKS MANAGER 3

	73,484	.74	81,254	.74	121,641	1.04	94,762	120,086	126,109	1.04	126,109	1.04		
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126 TRAFFIC SIGNAL MAINT TECH

	97,594	1.50	96,464	1.50	220,461	3.00	123,913	164,248	221,007	3.00	40,987			
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132 SIGN AND MARKING LEAD

	74,642	1.00	79,521	1.00	81,356	1.00	69,861	83,996	86,508	1.00	82,952	1.00		
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164 ARBORIST TECHNICIAN

	101,601	2.00	110,219	2.00	128,113	2.00	94,058	118,215	129,481	2.00	124,110	2.00		
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166 LANDSCAPE TECHNICIAN

	47,121	1.00	48,602	1.00	55,869	1.00	35,865	46,217	50,596	1.00	50,596	1.00		
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170 PUBLIC WORKS LEAD

	21,242	.33	19,809	.33	23,405	.33	20,898	26,137	25,973	.33	25,973	.33		
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176 PUBLIC WORKS EQUIPMNT OPERATOR

	115,520	2.00	106,089	2.00	127,252	2.00	95,942	116,348	122,192	2.00	122,192	2.00		
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177 PUBLIC WORKS TECHNICIAN

	222,884	4.00	197,719	4.00	231,391	4.00	162,551	207,552	229,485	4.00	272,381	5.00		
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188 INVENTORY CONTROL TECHNICIAN

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	15,820	.25												
211	TRAFFIC SIGNAL MAINT LEAD													
	47,373	.50	48,268	.50	109,772	1.00	95,867	114,372	100,037	1.00	20,497			
215	UTILITY WORKER													
	37,410	1.00	40,571	1.00	45,879	1.00	34,537	44,439	50,336	1.00	8,158			
216	SUPERVISING ELECTRICIAN													
	67,571	1.00	89,698	1.00	109,746	1.00	71,415	89,084	102,609	1.00	100,972	1.00		
246	SIGN AND MARKING TECH 2													
	62,617	1.00	64,658	1.00	70,315	1.00	54,479	68,605	74,839	1.00	71,000	1.00		
274	SEASONAL WORKFORCE													
	78,256		95,808		141,500		68,515	139,000	142,000		142,000			
275	TEMPORARY EMPLOYEES													
	1,511						13,916	7,878						
299	PAYROLL TAXES AND FRINGES													
	584,764		635,305		927,242		692,057	874,631	972,074		1,015,295			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	1,675,094	16.62	1,735,504	16.37	2,540,400	20.67	1,849,350	2,378,716	2,620,263	20.67	2,739,108	21.17		
CLASS: 10 MATERIALS & SERVICES														
303	OFFICE FURNITURE & EQUIPMENT													
											1,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
	16,028		12,941		37,600		34,775	35,550	37,500		37,500			
305	SPECIAL DEPARTMENT SUPPLIES													
	14,808		13,004		14,000		13,995	13,500	14,800		14,800			
307	MEMBERSHIP FEES													
	1,428		1,406		2,300		655	770	2,150		2,150			
308	PERIODICALS & SUBSCRIPTIONS													
					300		302	302	325		325			
317	COMPUTER EQUIPMENT													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	3,419				4,523		2,868	2,860			2,000			
321	TRAVEL, TRAINING & SUBSISTENCE													
	12,271		14,257		15,800		14,098	15,954	21,400		21,400			
328	MEALS & RELATED EXPENSE													
			88		250		121	175	250		250			
335	PEDESTRIAN PATH MAINTENANCE													
	65,800				50,000		37,713	30,000	30,000		30,000			
338	HISTORIC/SIGNIFICANT TREE PRES													
	1,000		950		1,000			1,000	1,000		1,000			
341	COMMUNICATIONS EXPENSE													
	5,020				1,000				1,000					
351	UTILITIES EXPENSE													
	73,105		67,660		75,000		46,935	75,000	76,000		76,000			
361	UNIFORMS & SPECIAL CLOTHING													
	12,468		8,032		19,550		8,224	18,750	21,100		21,100			
371	EQUIPMENT OPER & MAINT EXPENSE													
	42,230		34,839		39,000		30,869	33,749	30,000		30,000			
401	CITY TRAFFIC SIGNAL MAINT													
	80,058		85,941		95,000		95,177	90,000	92,500		92,500			
403	NEW DEVICE INSTALLATION													
	18,640		19,407		20,000		19,793	18,000	25,000		25,000			
404	TRAFFIC MARKINGS (STREET)													
	49,295		47,909		89,638		29,488	86,638	50,000		50,000			
405	TRAFFIC SIGNS													
	21,982		24,120		30,000		37,850	40,000	50,000		50,000			
407	DEVELOPMENT TREE PROGRAM													
	5,775		660		15,000		10,760	15,000	20,000		20,000			
408	ST PEDESTRIAN LIGHT MAINT													
					104,834		63,051	104,000	104,000		104,000			
420	LANDSCAPE MAINTENANCE													
	8,935		9,859		10,000		9,343	9,500	10,000		10,000			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
422	STREET RECONSTRUCTION EXPENSE													
	1,817,372		1,802,586		1,250,000		1,246,469	1,250,000	1,250,000		1,250,000			
425	DUMPING EXPENSES													
	16,806		7,292		14,000		6,391	14,000	14,000		14,000			
426	UNIMPROVED (STREET MATERIALS)													
	963				1,500		999	1,500	1,500		1,500			
427	IMPROVED (STREET MATERIALS)													
	156,319		311,383		260,000		200,371	225,000	260,000		220,000			
430	BRIDGE MAINTENANCE													
	9,974		9,245		10,000			5,000	10,000		10,000			
449	ADA RAMPS RETROFIT EXPENSE													
			1,032,452		1,397,317		1,108,890	1,200,000	1,200,000		1,050,000			
451	CITY STREET LIGHTING													
					744,000		486,816	744,000	744,000		744,000			
456	ARTERIAL RECONSTRUCTION EXPENSE													
							99,201	110,000	1,330,000		30,000			
461	SPECIAL EXPENSE													
	1,060		959		700		575	660	700		700			
511	PROFESSIONAL SERVICES													
	101,809		78,191		112,000		52,211	100,583	207,000		137,000			
551	RENTS AND LEASES													
	9,463		2,036		8,000		1,936	6,062	14,000		14,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	2,546,028		3,585,217		4,422,312		3,659,876	4,247,553	5,618,225		4,060,225			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
	105,549		167,945		249,000		241,419	247,500						
670	ROLLING STOCK													
					25,965		19,476	26,226	432,600		234,100			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
671	EQUIPMENT													
	91,815		26,469						18,350		18,350			
681	IMPROVEMENTS													
	14,899		135,575		408,090		60,915	60,915	399,700		650,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
	212,263		329,989		683,055		321,810	334,641	850,650		902,450			
CLASS: 25 TRANSFERS														
801	TRSFR TO GENERAL FD - OVERHEAD													
	345,899		333,549		408,260		340,217	408,260	464,306		464,306			
802	TRSFR TO GENERAL FD-ACCOUNTING													
	7,500													
803	TRSFR TO GENERAL FD-LANDSCAPE													
	1,074,880		1,121,160		1,182,800		985,667	1,182,800	1,195,222		1,167,804			
804	TRSFR - OPERATIONS ADMIN													
	255,059		274,274		284,899		237,416	284,899	348,718		312,673			
805	TRSFR TO G/F BLDG MAINT													
	15,484		11,704		13,099		10,916	13,099	16,275		16,275			
808	TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)													
	15,189		16,469		16,297		13,581	16,297	17,127		17,209			
814	TRSFRS TO CAPITAL PROJ. FUND													
	111,183		1,064,476		1,058,464		258,820	913,464	717,594		717,594			
815	TRSFRS TO CAPITAL DEV. FUND													
	234,955		3,733		106,000		9,386	110,000						
817	TRSFRS TO GARAGE FUND													
	198,504		275,946		255,679		146,612	255,679	326,528		326,528			
819	TRSFRS TO INSURANCE FUND													
	152,760		152,760		199,452		166,210	199,452	199,452		199,452			
TOTAL CLASS: 25 TRANSFERS														
	2,411,413		3,254,071		3,524,950		2,168,825	3,383,950	3,285,222		3,221,841			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

972 RESERVE - OPERATIONS FACILITY REPLACMT

					132,657				265,157		265,157			
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982 RESERVE - DEVELOPMENT TREES

					82,315				91,065		91,065			
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991 CONTINGENCY - UNRESERVED

					2,460,081				774,000		1,066,707			
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996 RESERVE - EQUIPMENT REPLACMT

					764,229				763,879		763,879			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					3,439,282				1,894,101		2,186,808			
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TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

	6,844,798	16.62	8,904,781	16.37	14,609,999	20.67	7,999,861	10,344,860	14,268,461	20.67	13,110,432	21.17		
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**STREET FUND
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
49	PROG COORDINATOR -PUBLIC WORKS	0.00	1.00					1.00
51	CITY ENGINEER	0.33	0.33					0.33
57	PUBLIC WORKS SUPERVISOR	0.00	0.00					0.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.30	0.30					0.30
70	TRAF STREET LIGHTING SUPERVISOR	0.00	0.00					0.00
84	PROJECT ENGINEER 1	2.30	3.10					3.10
85	PROJECT MANAGER 1	0.00	1.00					1.00
99	CITY TRANSPORTATION ENGINEER	0.70	0.70					0.70
101	ELECTRICIAN	0.00	0.00					0.00
112	PUBLIC WORKS MANAGER 3	0.74	1.04					1.04
124	ENGINEERING CONST INSPECTOR	0.20	0.00					0.00
126	TRAFFIC SIGNAL MAINT TECH	1.50	3.00					3.00
132	SIGN AND MARKING LEAD	1.00	1.00					1.00
164	ARBORIST TECHNICIAN	2.00	2.00					2.00
166	LANDSCAPE TECHNICIAN	1.00	1.00					1.00
170	PUBLIC WORKS LEAD	0.33	0.33					0.33
176	PUBLIC WORKS EQUIPMNT OPERATOR	2.00	2.00					2.00
177	PUBLIC WORKS TECHNICIAN	4.00	4.00					4.00
211	TRAFFIC SIGNAL MAINT LEAD	0.50	1.00					1.00
215	UTILITY WORKER	1.00	1.00					1.00
216	SUPERVISING ELECTRICIAN	1.00	1.00					1.00
246	SIGN AND MARKING TECH 2	1.00	1.00					1.00
	Total	19.90	24.80	0.00	0.00	0.00	0.00	24.80

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
49	PROG COORDINATOR -PUBLIC WORKS	1.00					1.00
51	CITY ENGINEER	0.33					0.33
57	PUBLIC WORKS SUPERVISOR	0.00	0.50 ^a				0.50
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.30					0.30
70	TRAF STREET LIGHTING SUPERVISOR	0.00			1.00 ^b		1.00
84	PROJECT ENGINEER 1	3.10					3.10
85	PROJECT MANAGER 1	1.00					1.00
99	CITY TRANSPORTATION ENGINEER	0.70					0.70
101	ELECTRICIAN	0.00			3.00 ^c		3.00
112	PUBLIC WORKS MANAGER 3	1.04					1.04
124	ENGINEERING CONST INSPECTOR	0.00					0.00
126	TRAFFIC SIGNAL MAINT TECH	3.00			(3.00) ^c		0.00
132	SIGN AND MARKING LEAD	1.00					1.00
164	ARBORIST TECHNICIAN	2.00					2.00
166	LANDSCAPE TECHNICIAN	1.00					1.00
170	PUBLIC WORKS LEAD	0.33					0.33
176	PUBLIC WORKS EQUIPMNT OPERATOR	2.00					2.00
177	PUBLIC WORKS TECHNICIAN	4.00			1.00 ^d		5.00
211	TRAFFIC SIGNAL MAINT LEAD	1.00			(1.00) ^b		0.00
215	UTILITY WORKER	1.00			(1.00) ^d		0.00
216	SUPERVISING ELECTRICIAN	1.00					1.00
246	SIGN AND MARKING TECH 2	1.00					1.00
	Total	24.80	0.50	0.00	0.00	0.00	25.30

- ^a FY 2020-21 proposes a new 1 FTE Public Works Supervisor position allocated 50% in Street Fund - Street Maintenance program, 25% in Sewer Fund - Sewer System Maintenance program, and 25% in Storm Drain Fund - Storm Drain Maintenance program.
- ^b FY 2020-21 reflects reclassification of a Traffic Signal Maintenance Lead position to a Traffic Street Lighting Supervisor.
- ^c FY 2020-21 reflects reclassification of a Utility Worker position to Public Works Technician.
- ^d FY 2020-21 reflects reclassification of the Traffic Signal Maintenance Technician positions to Electricians.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		3,780,729		3,661,795		4,311,594		4,311,594		3,935,806			3,492,411

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		3,780,729		3,661,795		4,311,594		4,311,594		3,935,806			3,492,411
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CLASS: 10 TAXES

309	ROW FEE - ALLOCATION FROM GF												
		600,000		300,000		1,515,732		1,515,732		1,865,013			1,865,013

TOTAL CLASS: 10 TAXES

		600,000		300,000		1,515,732		1,515,732		1,865,013			1,865,013
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CLASS: 15 INTERGOVERNMENTAL REVENUE

323	STATE GASOLINE TAX												
		6,163,141		7,064,234		7,387,000		6,463,000		7,125,000			6,463,000

329	OTHER INTERGOVERNMENTAL REV					25,000		25,000					
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560	COUNTY VEHICLE REGISTRATION FEES												
				1,613,353		1,590,000		1,682,352		1,700,000			1,700,000

561	COUNTY 1 CENT GAS TAX												
		351,778		350,710		363,000		316,000		350,000			316,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		6,514,919		9,028,297		9,365,000		8,486,352		9,175,000			8,479,000
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY OR BURA PROPERTY												
		863		17,312		61,000		61,000					

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

309 ROW FEE - ALLOCATION FROM GF

RIGHT OF WAY FEES ALLOCATED TO THE STREET FUND TO ASSIST WITH STREET OVERLAYS \$600,000
 BEGINNING FY 2019-20 THE STREET LIGHTING FUND WAS MERGED INTO THE STREET FUND AND THE
 FUNDING SOURCE OF PROPERTY TAXES WAS REPLACED WITH WITH RIGHT OF WAY FEE REVENUE
 ALLOCATED FROM THE GENERAL FUND \$1,265,013

323 STATE GASOLINE TAX

PER CAPITA DISTRIBUTION BASED UPON POPULATION:
 THE FIRST DISTRIBUTION IS BASED UPON THE 24 CENT GAS TAX RATE OF WHICH APPROXIMATELY
 15.67% IS DISTRIBUTED TO CITIES BASED UPON BEAVERTON'S POPULATION IN RELATION TO THE
 POPULATION IN ALL INCORPORATED CITIES.
 THE SECOND DISTRIBUTION IS BASED UPON AN ADDITIONAL 6 CENT GAS TAX THAT BECAME EFFECTIVE
 JANUARY 1, 2011 OF WHICH 20% IS DISTRIBUTED TO CITIES BASED UPON PER CAPITA POPULATION
 THE THIRD DISTRIBUTION IS BASED UPON AN ADDITIONAL 4 CENT GAS TAX THAT BECAME EFFECTIVE
 JANUARY 1, 2018 OF WHICH 20% IS ALSO DISTRIBUTED TO CITIES BASED UPON PER CAPITA
 POPULATION. THE GAS TAX RATE WILL INCREASE AN ADDITIONAL 2 CENTS EACH ON
 JANUARY 1, 2020; JANUARY 1, 2022; AND JANUARY 1, 2024.
 FY 2019-20 ESTIMATE REFLECTS A 38% REDUCTION IN GAS TAXES FOR APRIL MAY AND JUNE DUE TO
 COVID-19 "STAY AT HOME" AND DRIVING LESS". ESTIMATED REDUCED REVENUES OF \$662,000
 FROM THE PREVIOUS ESTIMATE OF \$7,125,000 FOR A REVISED ESTIMATE OF \$6,463,000 FY 2020-21 BASED ON 38%
 REDUCTION IN REVENUES THROUGH SEPTEMBER 2020 \$6,463,000

329 OTHER INTERGOVERNMENTAL REV

FY 2019-20 REFLECTS REIMBURSEMENT FROM ODOT FOR 105TH AVE PEDESTRIAN & BIKE IMPROVEMENT
 PROJECT (101-85-0733-404)

560 COUNTY VEHICLE REGISTRATION FEES

CITY'S PORTION OF THE NEW COUNTY VEHICLE REGISTRATION FEE THAT BECAME EFFECTIVE
 JULY 1 2018. THE REGISTRATION FEES ARE ALLOCATED ON A PER CAPITA BASIS. BEAVERTON'S PORTION OF THE
 PROPOSED REVENUE WAS PROVIDED BY WASHINGTON COUNTY. \$1,700,000

561 COUNTY 1 CENT GAS TAX

BEGINNING FY 2017-18 A NEW OBJECT CODE WAS ESTABLISHED TO ACCOUNT FOR COUNTY ONE (1) CENT
 GAS TAX
 FY 2019-20 AND FY 2020-21 REVENUES REDUCED FROM \$350,000 TO \$316,000 DUE TO 38%
 REDUCTION IN TRAFFIC VOLUMES STATE WIDE AND CORRESPONDING GAS TAX REVENUES FOR LAST
 LAST 3 MONTHS OF FY 2019-20 AND FIRST 3 MONTHS OF FY 2020-21 \$316,000

382 SALE OF CITY OR BURA PROPERTY

SALE OF SURPLUS EQUIPMENT
 SALE OF VEHICLE 6-630 BUCKET/CHIP TRUCK

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
384	INVESTMENT INTEREST EARNINGS												
	51,095		86,716		94,000		94,000	74,200		51,900			
389	MISCELLANEOUS REVENUES												
	22,721		4,870		10,000		10,000						
398	SRVS PROVIDED TO OTHER FUNDS												
	15						70,000	70,000		70,000			
399	REIMBURSEMENTS - OTHER												
	88,548		71,482		85,000		85,000	75,000		75,000			
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	4,821		2,380										
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	168,063		182,760		250,000		320,000	219,200		196,900			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
			544,014										
416	TRSFERS FROM CAPITAL PROJECTS FUND												
			72,635										
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
			616,649										
TOTAL PROGRAM: 0000 UNRESTRICTED													
	11,063,711		13,789,501		15,442,326		14,633,678	15,195,019		14,033,324			
TOTAL DEPARTMENT: 03 REVENUE													
	11,063,711		13,789,501		15,442,326		14,633,678	15,195,019		14,033,324			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$51,900
389	MISCELLANEOUS REVENUES	REIMBURSEMENT FOR DAMAGES TO CITY PROPERTY
398	SRVS PROVIDED TO OTHER FUNDS	REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE CAPITAL PROJECT CONSTRUCTION SERVICES. \$70,000
399	REIMBURSEMENTS - OTHER	REIMBURSEMENTS ARE BASED UPON: TRAFFIC SIGNAL MAINTENANCE REIMBURSEMENT FROM ODOT \$30,000 TRAFFIC SIGNAL MAINTENANCE REIMBURSEMENT FROM WASHINGTON COUNTY \$15,000 FEE FOR NEW DEVELOPMENT TREES AT \$200 EACH (\$80 FOR TREE STOCK \$50 FOR PLANTING AND \$70 TO COVER MAINTENANCE OF TREES FOR TWO YEARS) \$30,000
757	MED/LIFE INS PREM REFUND DISTRIBUTION	MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

416 TRSFERS FROM CAPITAL PROJECTS FUND

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

051	CITY ENGINEER												
	41,612	.33	43,755	.33	45,215	.33	35,820	40,250	.33	40,250	.33		
084	PROJECT ENGINEER 1												
	120,411	1.30	124,705	2.30	292,587	3.10	288,683	315,214	3.10	313,544	3.10		
099	CITY TRANSPORTATION ENGINEER												
	86,921	.70	90,530	.70	91,826	.70	91,817	93,861	.70	93,861	.70		
124	ENGINEERING CONST INSPECTOR												
	12,414	.20	13,319	.20									
276	YOUTH ENHANCEMENT WORKFORCE												
	8,392		11,419		10,000		15,000	15,000		15,000			
299	PAYROLL TAXES AND FRINGES												
	123,850		135,401		202,436		201,430	235,164		234,152			

TOTAL CLASS: 05 PERSONNEL SERVICES

	393,600	2.53	419,129	3.53	642,064	4.13	632,750	699,489	4.13	696,807	4.13		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												
					100		50	200		200			
304	DEPARTMENT EQUIPMENT EXPENSE												
	750		912		1,200		1,100	26,500		26,500			
305	SPECIAL DEPARTMENT SUPPLIES												
	709		726		1,000		700	1,000		1,000			
307	MEMBERSHIP FEES												
	5,424		6,770		8,705		7,700	8,100		8,100			
308	PERIODICALS & SUBSCRIPTIONS												
	500		356		500		400	500		500			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 051 CITY ENGINEER
 CITY ENGINEER POSITION IS ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-073

- 084 PROJECT ENGINEER 1
 ONE PROJECT ENGINEER 1 POSITION IS ALLOCATED: 10% 101-72-0735, 60% 001-70-0701, 10% 501-72-0740, 10% 502-72-0740, AND 10% 513-72-0740, FY 2018-19 REFLECTS A NEW 1 FTE PROJECT ENGINEER 1 POSITION TO MANAGE THE SIDEWALK IMPROVEMENT PROGRAM. FY 2019-20 REFLECTS 1 FTE PROJECT ENGR 1 POSITION BEING REALLOCATED FROM 20/40/40 IN STREET FUND / WATER FUND / STORM DRAIN FUND TO 100% IN STREET FUND PROGRAM 0735.

- 099 CITY TRANSPORTATION ENGINEER
 POSITION ALLOCATION IS 30% TIF/TTD 114-72-0669 AND 70% STREET FUND 101-72-0735 FY 2019-20 AND FY 2020-21 REFLECT 80 HRS PTO CASH-IN.

- 124 ENGINEERING CONST INSPECTOR
 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735 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)

- 276 YOUTH ENHANCEMENT WORKFORCE
 STUDENTS TO ASSIST WITH TRAFFIC COUNTS.

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

- 303 OFFICE FURNITURE & EQUIPMENT
 REPLACEMENT OF OFFICE EQUIPMENT \$200

- 304 DEPARTMENT EQUIPMENT EXPENSE
 EQUIPMENT FOR TRAFFIC SURVEYS AND PRE-MARKING. REPLACE 10 OUT OF 20 OLD TRAFFIC COUNTERS. \$25,000
 ROAD TUBES AND ANCHORS \$1,000
 TRAFFIC COUNTERS REPAIR \$500

- 305 SPECIAL DEPARTMENT SUPPLIES
 PUBLIC NOTICE MATERIALS, DISPLAYS FOR PUBLIC MEETINGS AND OTHER GRAPHIC MATERIALS
 SAFETY SUPPLIES FOR SUMMER INTERNS (GLASSES, GLOVES, VESTS, ETC)
 MISC TOOLS AND SUPPLIES \$1,000

- 307 MEMBERSHIP FEES
 LICENSE RENEWAL FOR 3 PROFESSIONAL ENGINEERS (\$200 EA) \$600
 INSTITUTE OF TRANSPORTATION ENGINEERS \$350
 LEAGUE OF OREGON CITIES TRANSPORTATION PROGRAM \$6,500
 ALLIANCE FOR COMMUNITY TRAFFIC SAFETY \$100
 AMERICAN SOCIETY OF CIVIL ENGINEERS \$250
 AMERICAN WATERWORKS ASSOCIATION \$300

- 308 PERIODICALS & SUBSCRIPTIONS
 UPDATES FOR AMERICAN ASSOCIATION STATE HIGHWAY TRANSPORTATION OFFICIALS \$500

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
316	ADVERTISING,RECORDING & FILING												
	356		392		500		500	600		600			
317	COMPUTER EQUIPMENT												
			2,258										
318	COMPUTER SOFTWARE												
	6,208												
321	TRAVEL,TRAINING & SUBSISTENCE												
	1,875		2,840		4,000		3,600	6,000		6,000			
328	MEALS & RELATED EXPENSE												
					100		100	100		100			
361	UNIFORMS & SPECIAL CLOTHING												
	480		439		850		600	850		850			
461	SPECIAL EXPENSE												
			870		800		750	800		800			
511	PROFESSIONAL SERVICES												
	9,830		10,652		10,000		5,000	15,000		15,000			
523	BOARDS & COMMISSIONS EXPENSES												
					200		100	200		200			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	26,132		26,215		27,955		20,600	59,850		59,850			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	4,811		5,032		4,954		4,954	5,226		5,226			
817	TRSFERS TO GARAGE FUND												
	8,723		13,194		10,388		10,388	15,056		15,056			
818	TRSFERS TO ISD-ALLOCATED												
	80,443		90,874		108,466		108,466	103,193		105,890			
835	TRSFER TO GF, BVTN BLDG OPERATIONS												
	18,626		9,313		8,803		8,803	13,910		13,910			
836	TRSFER TO GF, BVTN BLDG DEBT SVC												
	24,782		9,367		6,765		10,446	3,681					
TOTAL CLASS: 25 TRANSFERS													
	137,385		127,780		139,376		143,057	141,066		140,082			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					22,932			26,153		26,153			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					22,932			26,153		26,153			
TOTAL PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT													
	557,117	2.53	573,124	3.53	832,327	4.13	796,407	926,558	4.13	922,892	4.13		

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 316 ADVERTISING,RECORDING & FILING
 TRAFFIC COMMISSION ADVERTISING, NOTICES, ETC. \$600
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
- 321 TRAVEL,TRAINING & SUBSISTENCE
 TRAINING FEES AND TRAVEL RELATED TO TRAINING & PE, 1 TRANSPORTATION ENG)\$4,000
 TRAVEL & TRAINING FOR POJ ENGINEER POSITION IN ENGINEERING CAPITAL IMPROVEMENTS\$2,000
- 328 MEALS & RELATED EXPENSE
 LOCAL ENGINEERING MEETINGS AND CONFERENCES; PARKING EXPENSES \$100
- 361 UNIFORMS & SPECIAL CLOTHING
 5 - RAINGEAR, VESTS, HARDHATS, GLASSES, FOOTWEAR, AND SAFETY EQUIPMENT. (\$150EA) \$750
 2 - VESTS & SAFETY ITEMS FOR STUDENT INTERNS \$100
- 461 SPECIAL EXPENSE
 FACILITY USE FEES FOR NEIGHBORHOOD MEETINGS \$800
- 511 PROFESSIONAL SERVICES
 TRAFFIC STUDIES, TRAFFIC DATA COLLECTION AND TRANSPORTATION PLANNING \$15,000
- 523 BOARDS & COMMISSIONS EXPENSES
 REFRESHMENTS AND SUPPLIES FOR TRAFFIC COMMISSION MEETINGS AND EVENTS \$200

- 816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$5,226
- 817 TRSFERS TO GARAGE FUND
 ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND \$15,056
- 818 TRSFERS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUNDS\$88,690
 SOFTWARE MAINTENANCE COSTS \$15,000
 ENGINEERING SOFTWARE UPGRADES \$2,200
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS
 BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$13,910
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC
 BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION
 THE SPECIAL REVENUE BONDS WILL BE PAID OFF IN FY2019-20

- 996 RESERVE - EQUIPMENT REPLACEMT
 RESERVE FOR EQUIPMENT REPLACEMENT \$26,153

BP WORKSHEET & JUSTIFICATION

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	557,117	2.53	573,124	3.53	832,327	4.13	796,407	926,558	4.13	922,892	4.13		

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS				47,974	1.00	59,576	79,633	1.00	79,633	1.00		
057	PUBLIC WORKS SUPERVISOR									34,373	.50		
085	PROJECT MANAGER 1				74,859	1.00	75,100	81,018	1.00	81,018	1.00		
112	PUBLIC WORKS MANAGER 3												
	28,944	.34	33,081	.34	34,555	.34	34,506	37,086	.34	37,086	.34		
170	PUBLIC WORKS LEAD												
	21,242	.33	19,809	.33	23,405	.33	26,137	25,973	.33	25,973	.33		
176	PUBLIC WORKS EQUIPMNT OPERATOR												
	115,520	2.00	106,089	2.00	127,252	2.00	116,348	122,192	2.00	122,192	2.00		
177	PUBLIC WORKS TECHNICIAN												
	222,884	4.00	197,719	4.00	231,391	4.00	207,552	229,485	4.00	229,485	4.00		
188	INVENTORY CONTROL TECHNICIAN												
	9,492	.15											
274	SEASONAL WORKFORCE												
	42,438		34,500		60,000		60,000	60,000		60,000			
299	PAYROLL TAXES AND FRINGES												
	240,711		231,917		371,537		341,918	378,876		407,091			

TOTAL CLASS: 05 PERSONNEL SERVICES

	681,231	6.82	623,115	6.67	970,973	8.67	921,137	1,014,263	8.67	1,076,851	9.17		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											1,000	
304	DEPARTMENT EQUIPMENT EXPENSE												
	7,981		7,526		3,600		3,000	13,500		13,500			
305	SPECIAL DEPARTMENT SUPPLIES												
	9,526		8,813		7,000		7,000	7,800		7,800			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049 PROG COORDINATOR -PUBLIC WORKS
 FY 19-20 REFLECTS A NEW 1 FTE PROGRAM COORD - PUBLIC WORKS POSITION.
- 057 PUBLIC WORKS SUPERVISOR
- 085 PROJECT MANAGER 1
 FY 2019-20 REFLECTS A PROJECT MANAGER POSITION TRANSFERRING FROM THE PUBLIC WORKS ADMIN FUND (605) TO THE STREET FUND (101)
- 112 PUBLIC WORKS MANAGER 3
 POSITION FUNDED 34% STREET FUND, 33% STORM DRAIN FUND, AND 33% SEWER FUND.
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 170 PUBLIC WORKS LEAD
 WITH NEW STORM/SEWER CONST. LEAD, THIS WILL BE%100 STREET FUND
 FY 2019-20 REFLECTS 184 HRS PTO CASH-IN.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
- 177 PUBLIC WORKS TECHNICIAN
 FY 2019-20 REFLECTS 247 HRS PTO CASH-IN.
- 188 INVENTORY CONTROL TECHNICIAN
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.
- 274 SEASONAL WORKFORCE
 SEASONAL HELP NEEDED FOR CRACK SEALING AND PAVING PREPARATION AND CLEANUP.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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
 FOR NEW PUBLIC WORKS SUPERVISOR POSITION: OFFICE FURNITURE AND EQUIPMENT \$1,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
 HEATED HOSE FOR CIMLINE 230 CRACK SEALER 27-502 \$3,800
 3KW GENERATOR \$2,200
 ROTO-HAMMER DRILL \$500
 SURVEY EQUIPMENT FOR ADA PROGRAM \$6,000
 TOOLS STORAGE CABONET \$1,000
- 305 SPECIAL DEPARTMENT SUPPLIES
 CONES, SIGNS, STANDS, PAINT \$1,000
 RAKES, SHOVELS, CONCRETE TOOLS & MISC PAVING SUPPLIES \$1,500
 CONCRETE/ASPHALT SAW BLADES \$1,500
 SIDEWALK GRINDER REPLACEMENT TEETH \$800
 LUMBER, STAKES, PLASTIC & TARPS \$1,000
 OTHER SUPPLIES \$2,000

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
317	COMPUTER EQUIPMENT												
	1,963				4,523		2,860					2,000	
321	TRAVEL, TRAINING & SUBSISTENCE												
	4,305		4,604		5,200		5,200	7,400				7,400	
335	PEDESTRIAN PATH MAINTENANCE												
	65,800				50,000		30,000	30,000				30,000	
361	UNIFORMS & SPECIAL CLOTHING												
	5,278		3,777		5,850		5,850	8,100				8,100	
371	EQUIPMENT OPER & MAINT EXPENSE												
	42,230		34,839		30,000		25,000	30,000				30,000	
422	STREET RECONSTRUCTION EXPENSE												
	1,817,372		1,802,586		1,250,000		1,250,000	1,250,000				1,250,000	
425	DUMPING EXPENSES												
	9,736		6,680		6,000		6,000	6,000				6,000	
426	UNIMPROVED (STREET MATERIALS)												
	963				1,500		1,500	1,500				1,500	
427	IMPROVED (STREET MATERIALS)												
	156,319		311,383		260,000		225,000	260,000				220,000	
430	BRIDGE MAINTENANCE												
	9,974		9,245		10,000		5,000	10,000				10,000	
449	ADA RAMPS RETROFIT EXPENSE												
			1,032,452		1,397,317		1,200,000	1,200,000				1,050,000	
456	ARTERIAL RECONSTRUCTION EXPENSE												
							110,000	1,330,000				30,000	
461	SPECIAL EXPENSE												
	1,060		959		600		575	600				600	
511	PROFESSIONAL SERVICES												
	76,354		51,758		42,000		35,000	107,000				37,000	
551	RENTS AND LEASES												
	7,227		521		2,500		2,000	8,000				8,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
317	COMPUTER EQUIPMENT FOR NEW PUBLIC WORKS SUPERVISOR POSITION: COMPUTER EQUIPMENT \$2,000	
321	TRAVEL, TRAINING & SUBSISTENCE 4 - APWA - CONFERENCE BEND 3 NIGHT STAY (REGISTRATION \$350 & T&S \$450 EACH) \$3,200 5 - NW PAVEMENT MGMT ASSOC REGISTRATION REGISTRATIONS \$1,000 4 - APWA - CONFERENCE NEWPORT REGISTRATION \$350 & T&S \$450 EACH) \$3,200	
335	PEDESTRIAN PATH MAINTENANCE ASPHALT REPAIRS AND OVERLAYS \$25,000 PATH FENCING, SEAL COATING, ASPHALT AND CONCRETE MATERIALS FOR SURFACE MAINTENANCE \$5,000	
361	UNIFORMS & SPECIAL CLOTHING 9 EMPLOYEES AT \$900 EACH \$8,100 RAIN GEAR, SAFETY GLASSES, HARD HATS, GLOVES AND BOOTS,	
371	EQUIPMENT OPER & MAINT EXPENSE PAVER REPAIRS AND OVERHAUL - CAT AP655D PAVER, DELAYS REPLACEMENT \$30,000	
422	STREET RECONSTRUCTION EXPENSE ESTIMATED GENERAL OVERLAYS FOR FY 2020-21 \$1,200,000 CONCRETE STREET REPAIRS \$50,000 THIS YEAR ADA RAMP RETROFIT FOR COMPLIANCE MOVED TO ACCT 449 ADA RAMP RETROFIT EXPENSE	
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL \$6,000	
426	UNIMPROVED (STREET MATERIALS) MATERIALS NEEDED FOR MAINTENANCE AND REPAIR OF UNIMPROVED STREETS \$1,500 (ASPHALT PRODUCTS & ROCK)	
427	IMPROVED (STREET MATERIALS) MATERIALS NEEDED FOR MAINTENANCE OF IMPROVED STREETS \$50,000 INLAYS FOR OVERLAY PREPARATION (BASED ON \$1.2 MILLION IN 422) \$160,000 CRACK SEALING \$10,000	
430	BRIDGE MAINTENANCE BRIDGE MAINTENANCE: CONCRETE, ROCK, WOOD, PAINT, AND RELATED MATERIALS \$10,000 (7 BOX CULVERTS & 16 BRIDGES)	
449	ADA RAMPS RETROFIT EXPENSE RETROFIT ADA RAMPS FOR COMPLIANCE; FY 20/21 (220 @ APPROX. \$5500 EA) FOR A VALUE OF \$1.2 MILLION. WITH GAS TAX REVENUE REDUCED BY 38% FOR THE LAST 3 MONTHS OF FY 2019-20 AND THE FIRST 3 MONTHS OF FY 2020-21 THE APPROPRIATION IS BEING REDUCED BY \$200,000 \$1,000,000 SIDEWALK REPAIRS IN DOWNTOWN \$50,000	
456	ARTERIAL RECONSTRUCTION EXPENSE MULTI YEAR PROCESS, ART. OVERLAY EVERY 3-4 YR DEPENDING ON ART. AND FUNDS 20/21 ARTERIAL OVERLAY- HALL BLVD- RIDGECREST TO CITY LIMITS BEFORE RR TRACKS ORIGINALLY PROPOSED AT \$1.3 MILLION FOR FY 2020-21 HAS BEEN DELAYED DUE TO COVID-19 "STAY AND HOME" AND THEREFORE DRIVING LESS 20/21 GEODESIGN AND PAVEMENT ANALYSIS FOR CEDAR HILL, MILLIKAN ART. OVERLAY 23/24 \$30,000	
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSES AND RENEWAL \$600	
511	PROFESSIONAL SERVICES BRIDGE AND PATH INSPECTIONS APPROX 22 NBI AND NON-NBI BRIDGES/CULVERTS \$25,000 CONTRACTED BRIDGE MAINTENANCE WORK IDENTIFIED IN THE INSPECTIONS \$10,000 MISCELLANEOUS WORK, I.E. PORTABLE RESTROOM SERVICING, COVERALL CLEANING \$2,000	
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL NIGHT PAVING- LIGHT TOWERS, BALLOON LIGHT ROLLER 3-5 TON, COMPRESSOR RENTING EXCAVATOR FOR NARROW PED PATH PROJECTS \$8,000	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	2,216,088		3,275,143		3,076,090		2,913,985	4,269,900		2,712,900			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	69,523				25,500		25,500						
670	ROLLING STOCK												
					13,500		13,500	422,100		223,600			
671	EQUIPMENT												
	91,815		7,470										
TOTAL CLASS: 15 CAPITAL OUTLAY													
	161,338		7,470		39,000		39,000	422,100		223,600			
CLASS: 25 TRANSFERS													
801	TRSFR TO GENERAL FD - OVERHEAD												
	345,899		333,549		361,933		361,933	421,556		421,556			
802	TRSFR TO GENERAL FD-ACCOUNTING												
	7,500												
803	TRSFR TO GENERAL FD-LANDSCAPE												
	1,074,880		1,121,160		1,182,800		1,182,800	1,195,222		1,167,804			
804	TRSFR - OPERATIONS ADMIN												
	255,059		270,649		284,899		284,899	309,915		278,703			
805	TRSFR TO G/F BLDG MAINT												
	15,484		11,704		13,099		13,099	16,275		16,275			
808	TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)												
	15,189		16,469		16,297		16,297	17,127		17,209			
814	TRSFRS TO CAPITAL PROJ. FUND												
	111,183		1,064,476		1,058,464		913,464	717,594		717,594			
815	TRSFRS TO CAPITAL DEV. FUND												
	234,955		3,733		106,000		110,000						
817	TRSFRS TO GARAGE FUND												
	144,628		196,919		172,047		172,047	218,509		218,509			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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641	VEHICLES NO VEHICLES FOR 20/21	
670	ROLLING STOCK ADDITIONAL 2020 908M CATERPILLER LOADER (WILL REMOVE HELDOVER BACKHOE 6-507 COST SPLIT 50% STORM, 25% STREET, 25% WATER \$25,100 (NOT APPROPRIATE/ AVAILABLE AS EV) REPLACEMENT OF 2-506, 2006 INTERNATIONAL 12YD DUMP TRUCK WITH LIKE TYPE UNIT (COST INCLUDES CHASSIS, DUMP BODY, SAFETY LIGHTING, SETUP ITEMS AND LICENSING)\$198,500 (NOT APPROPRIATE/ AVAILABLE AS EV)	
671	EQUIPMENT NO EQUIPMENT FOR 20/21	
801	TRSFER TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND. 14.59% OF FY19-20 BUDGETED PERSONNEL SERVICES EXPENDITURES \$421,556	
802	TRSFER TO GENERAL FD-ACCOUNTING ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND. BEGINNING IN FY 2018-19 THIS ALLOCATION WAS INCLUDED IN THE GENERAL OVERHEAD ALLOCATION IN ACCOUNT801	
803	TRSFER TO GENERAL FD-LANDSCAPE ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND FOR MAINTAINING LANDSCAPES IN THE STREET RIGHT OF WAYS. \$1,167,804	
804	TRSFER - OPERATIONS ADMIN ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND \$278,703	
805	TRSFER TO G/F BLDG MAINT ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$16,275	
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19) ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES \$17,209	
814	TRSFERS TO CAPITAL PROJ. FUND FY 2019-20 PROJECTS 3106 MENLO DR \$84,000 3112 SIDEWALK - ALLEN 92ND TO SCHOLLS \$132,500 3113 SIDEWALK - LAURELWOOD AVE\$70,000 3143 ACTIVE TRANSPORTATION PROJECTS\$70,000 3189 ANNUAL TRAFFIC CALMING \$20,000 3410 DENNEY RD MUP \$441,964 3413 CITYWIDE FIBER CONNECTIONS \$95,000 FY 2020-21 PROJECTS 3112 SIDEWALK -ALLEN 92ND TO SCHOLLS \$200,000 3113 SIDEWALK - LAURELWOOD AVE\$118,500 3143 ACTIVE TRANSPORTATION PROJECTS\$60,000 3189 TRAFFIC CALMING PROJECTS \$54,094 3413 CITYWIDE FIBER PROJECTS \$150,000 3519 CANYON RD INTERSECTION IMPROVEMENTS \$135,000	
815	TRSFERS TO CAPITAL DEV. FUND 3519 CANYON RD INTERSECTION IMPROVEMENTS \$110000	
817	TRSFERS TO GARAGE FUND ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE). \$218,509	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
819	TRSFERS TO INSURANCE FUND												
	152,760		152,760		190,950		190,950	190,950		190,950			
TOTAL CLASS: 25 TRANSFERS													
	2,357,537		3,171,419		3,386,489		3,245,489	3,087,148		3,028,600			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
972	RESERVE - OPERATIONS FACILITY REPLACMT												
					132,657			265,157		265,157			
991	CONTINGENCY - UNRESERVED												
					2,460,081			774,000		1,066,707			
996	RESERVE - EQUIPMENT REPLACMT												
					764,229			752,017		752,017			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					3,356,967			1,791,174		2,083,881			
TOTAL PROGRAM: 0732 STREET MAINTENANCE													
	5,416,194	6.82	7,077,147	6.67	10,829,519	8.67	7,119,611	10,584,585	8.67	9,125,832	9.17		

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0732 STREET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

819 TRSFRS TO INSURANCE FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$190,950

972 RESERVE - OPERATIONS FACILITY REPLACMT
 IN FY 2019-20, CITY ESTABLISHED A RESERVE TO BEGIN ACCUMULATING FUNDS
 FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX (\$500,000 PER YEAR)
 \$1,000,000 ACCUMULATED BALANCE IS ALLOCATED BASED UPON FTE COUNTS IN DEPARTMENT 85.
 GENERAL FUND \$141,110
 STREET FUND \$265,157
 WATER FUND \$243,734
 SEWER FUND \$130,461
 \$265,157

991 CONTINGENCY - UNRESERVED
 STREET FUND CONTINGENCY

996 RESERVE - EQUIPMENT REPLACMT
 RESERVE FOR STREET FUND VEHICLES \$752,017

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

070	TRAF STREET LIGHTING SUPERVISOR									43,318	.50		
101	ELECTRICIAN									115,477	1.50		
112	PUBLIC WORKS MANAGER 3												
	33,405	.30	36,129	.30	37,323	.30	36,677	38,151	.30	38,151	.30		
126	TRAFFIC SIGNAL MAINT TECH												
	97,594	1.50	96,464	1.50	123,819	1.50	110,168	116,722	1.50	22,005			
132	SIGN AND MARKING LEAD												
	74,642	1.00	79,521	1.00	81,356	1.00	83,996	86,508	1.00	82,952	1.00		
177	PUBLIC WORKS TECHNICIAN												
										42,896	1.00		
188	INVENTORY CONTROL TECHNICIAN												
	6,328	.10											
211	TRAFFIC SIGNAL MAINT LEAD												
	47,373	.50	48,268	.50	54,880	.50	57,184	50,014	.50	10,248			
215	UTILITY WORKER												
	37,410	1.00	40,571	1.00	45,879	1.00	44,439	50,336	1.00	8,158			
216	SUPERVISING ELECTRICIAN												
	67,571	1.00	89,698	1.00	109,746	1.00	89,084	102,609	1.00	100,972	1.00		
246	SIGN AND MARKING TECH 2												
	62,617	1.00	64,658	1.00	70,315	1.00	68,605	74,839	1.00	71,000	1.00		
274	SEASONAL WORKFORCE												
	26,763		42,052		49,500		48,000	49,000		49,000			
275	TEMPORARY EMPLOYEES												
							7,878						
299	PAYROLL TAXES AND FRINGES												
	252,120		284,541		319,985		315,583	326,093		332,767			

TOTAL CLASS: 05 PERSONNEL SERVICES

705,823	6.40	781,902	6.30	892,803	6.30	861,614	894,272	6.30	916,944	6.30
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BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
070	TRAF STREET LIGHTING SUPERVISOR FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINT LEAD TO TRAFFIC STREET LIGHTING SUPERVISOR EFFECTIVE 9/1/2020.	
101	ELECTRICIAN FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINTENANCE TECH POSITION TO ELECTRICIAN EFFECTIVE 9/1/2020.	
112	PUBLIC WORKS MANAGER 3 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND. FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
126	TRAFFIC SIGNAL MAINT TECH FY 2019-20 REFLECTS 15 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 40 HRS PTO CASH-IN. FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINTENANCE TECH POSITION TO ELECTRICIAN EFFECTIVE 9/1/2020.	
132	SIGN AND MARKING LEAD FY 2019-20 REFLECTS 199 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
177	PUBLIC WORKS TECHNICIAN FY 2020-21 REFLECTS RECLASSIFICATION OF UTILITY WORKER POSITION TO PUBLIC WORKS TECHNICIAN EFFECTIVE 9/1/2020.	
188	INVENTORY CONTROL TECHNICIAN FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.	
211	TRAFFIC SIGNAL MAINT LEAD FY 2019-20 REFLECTS 635 HRS PTO CASH-IN FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINT LEAD TO TRAFFIC STREET LIGHTING SUPERVISOR EFFECTIVE 9/1/2020.	
215	UTILITY WORKER FY 2020-21 REFLECTS RECLASSIFICATION OF UTILITY WORKER POSITION TO PUBLIC WORKS TECHNICIAN EFFECTIVE 9/1/2020.	
216	SUPERVISING ELECTRICIAN FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
246	SIGN AND MARKING TECH 2 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
274	SEASONAL WORKFORCE SEASONAL HELP NEEDED TO ASSIST WITH PAVEMENT MARKING MAINTENANCE	
275	TEMPORARY EMPLOYEES NO APPROPRIATION REQUESTED	
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 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	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	3,864		2,367		29,000		28,000	18,750		18,750			
305	SPECIAL DEPARTMENT SUPPLIES												
	2,489		829		3,000		2,500	3,000		3,000			
307	MEMBERSHIP FEES												
	200		100		500		300	500		500			
308	PERIODICALS & SUBSCRIPTIONS												
					300		302	325		325			
317	COMPUTER EQUIPMENT												
	1,456												
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,958		2,554		2,500		3,504	3,800		3,800			
328	MEALS & RELATED EXPENSE												
			88		200		125	200		200			
341	COMMUNICATIONS EXPENSE												
	5,020				1,000			1,000					
351	UTILITIES EXPENSE												
	73,105		67,660		75,000		75,000	76,000		76,000			
361	UNIFORMS & SPECIAL CLOTHING												
	5,793		3,411		7,500		7,200	7,000		7,000			
371	EQUIPMENT OPER & MAINT EXPENSE												
					9,000		8,749						
401	CITY TRAFFIC SIGNAL MAINT												
	80,058		85,941		95,000		90,000	92,500		92,500			
403	NEW DEVICE INSTALLATION												
	18,640		19,407		20,000		18,000	25,000		25,000			
404	TRAFFIC MARKINGS (STREET)												
	49,295		47,909		89,638		86,638	50,000		50,000			
405	TRAFFIC SIGNS												
	21,982		24,120		30,000		40,000	50,000		50,000			
461	SPECIAL EXPENSE												
					100		85	100		100			
511	PROFESSIONAL SERVICES												
	7,669		8,489		25,000		23,000	55,000		55,000			
551	RENTS AND LEASES												
	631		106		2,000		1,000	2,000		2,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

	273,160		262,981		389,738		384,403	385,175		384,175			
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BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
304	DEPARTMENT EQUIPMENT EXPENSE REPLACEMENT/NEW POWER TOOLS ASSOCIATED WITH TRAFFIC SIGNAL AND SIGN MAINTENANCE \$10,250 54" VINYL SIGN CUTTER WITH TANGENTIAL CUTTING HEAD \$8,500	
305	SPECIAL DEPARTMENT SUPPLIES MISCELLANEOUS SMALL TOOLS AND SUPPLIES ASSOCIATED WITH TRAFFIC SIGNAL AND SIGN MAINTENANCE \$3,000	
307	MEMBERSHIP FEES INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION (IMSA) MEMBERSHIP RENEWALS AND ELECTRICAL LICENSE RENEWALS \$500	
308	PERIODICALS & SUBSCRIPTIONS ELECTRICAL CODE BOOKS AND REFERENCE MANUALS \$325	
317	COMPUTER EQUIPMENT NO APPROPRIATIONS REQUESTED	
321	TRAVEL, TRAINING & SUBSISTENCE TRAINING ASSOCIATED WITH FIBER OPTICS, TRAFFIC SIGNALS, MUTCD, O.D.O.T. TRAFFIC SIGNALS ELECTRICAL CODE CLASSES IMSA CERTIFICATIONS \$3,800	
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH OVERTIME WORK AND AFTER HOURS CALL OUTS PER UNION CONTRACT. CREW MEETINGS \$200	
341	COMMUNICATIONS EXPENSE	
351	UTILITIES EXPENSE ENERGY COSTS ASSOCIATED WITH TRAFFIC SIGNAL DEVICES \$76,000	
361	UNIFORMS & SPECIAL CLOTHING RAINGEAR, CLOTHING, FOOTWEAR AND SAFETY EQUIPMENT PER UNION CONTRACT. \$7,000	
371	EQUIPMENT OPER & MAINT EXPENSE NO APPROPRIATION REQUIRED F/Y 20-21	
401	CITY TRAFFIC SIGNAL MAINT MISCELLANEOUS TRAFFIC SIGNAL CONTROLLERS, LIGHTS AND VIDEO DETECTION EQUIPMENT REPLACEMENTS AND UPGRADES, FLASHING BEACONS AT INTERSECTIONS AND SCHOOL ZONES \$92,500	
403	NEW DEVICE INSTALLATION TRAFFIC SIGN/STRIPING INSTALLATION REQUESTED THROUGH THE TRAFFIC COMMISSION INCLUDING RECTANGULAR RAPID FLASHING BEACONS \$25,000	
404	TRAFFIC MARKINGS (STREET) PAINT, THERMOPLASTIC AND RAISED PAVEMENT MARKERS FOR MAINTENANCE \$50,000	
405	TRAFFIC SIGNS SIGNS, MATERIALS, SHEETING, POSTS AND FEDERAL MANDATE FOR REPLACEMENT OF EXISTING STREETNAME SIGNS TO NEW STANDARDS THROUGHOUT THE CITY \$50,000	
461	SPECIAL EXPENSE COMMERCIAL DRIVERS LICENSE RENEWAL \$100	
511	PROFESSIONAL SERVICES CONTRACT STRIPING; MISCELLANEOUS CONTRACT ELECTRICAL; ONE CALL FEES; MAINTENANCE FEES ASSOCIATED WITH TRANSUIT TRAFFIC SOFTWARE AND SYDNEY CONTROL AUTOMATED TRAFFIC SOFTWARE (SCATS) ANNUAL MAINTENANCE, MAINTENANCE CONTRACT AMG FIBER TECHNOLOGY INC. \$55,000	
551	RENTS AND LEASES COSTS ASSOCIATED WITH RENTING EQUIPMENT FOR TRAFFIC SIGNAL, STREET MARKING, AND TRAFFIC SIGN INSTALLATION AND MAINTENANCE \$2,000	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	36,026		167,945										
670	ROLLING STOCK												
					12,465		12,726	10,500		10,500			
671	EQUIPMENT												
			18,999					18,350		18,350			
681	IMPROVEMENTS												
	14,899		135,575		158,390		60,915	150,000		150,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	50,925		322,519		170,855		73,641	178,850		178,850			
CLASS: 25 TRANSFERS													
804	TRSFER - OPERATIONS ADMIN												
			3,625										
817	TRSFERS TO GARAGE FUND												
	27,326		39,503		32,526		32,526	47,837		47,837			
TOTAL CLASS: 25 TRANSFERS													
	27,326		43,128		32,526		32,526	47,837		47,837			
TOTAL PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE													
	1,057,234	6.40	1,410,530	6.30	1,485,922	6.30	1,352,184	1,506,134	6.30	1,527,806		6.30	

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 641 VEHICLES
 NO APPROPRIATION REQUIRED FY 20-21
- 670 ROLLING STOCK
 ONE LINE LAZOR ROAD STRIPING APPLICATOR \$10,500
- 671 EQUIPMENT
 ONE LARGE FORMAT INKJET SIGN CUTTER/PRINTER \$18,350
- 681 IMPROVEMENTS
 FIBER OPTIC INSTALLATION ALONG THE MURRAY BLV. EXTENTION AND ALONG SW. BARROWS RD. FOR TRAFFIC SIGNAL COMMUNICATIONS. \$150,000
 \$97,475 CARRIED OVER FROM FY. 19/20

- 804 TRSFR - OPERATIONS ADMIN
- 817 TRSFERS TO GARAGE FUND
 FLEET SERVICES PROVIDED BY THE GARAGE FUND \$47,837

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0775 URBAN FORESTRY

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

063	PUBLIC WORKS SUPRVISR-ARBORIST												
	25,684	.30	21,519	.30	23,625	.30	23,232	26,366	.30	25,195	.30		
112	PUBLIC WORKS MANAGER 3												
	11,135	.10	12,044	.10	12,440	.10	12,226	12,721	.10	12,721	.10		
164	ARBORIST TECHNICIAN												
	101,601	2.00	110,219	2.00	128,113	2.00	118,215	129,481	2.00	124,110	2.00		
166	LANDSCAPE TECHNICIAN												
	47,121	1.00	48,602	1.00	55,869	1.00	46,217	50,596	1.00	50,596	1.00		
274	SEASONAL WORKFORCE												
	9,055		19,256		32,000		31,000	33,000		33,000			
275	TEMPORARY EMPLOYEES												
	1,511												
299	PAYROLL TAXES AND FRINGES												
	91,933		118,847		131,559		124,926	133,869		133,468			

TOTAL CLASS: 05 PERSONNEL SERVICES

	288,040	3.40	330,487	3.40	383,606	3.40	355,816	386,033	3.40	379,090	3.40		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	4,183		3,048		4,000		3,550	4,000		4,000			
305	SPECIAL DEPARTMENT SUPPLIES												
	2,793		3,362		3,500		3,500	3,500		3,500			
307	MEMBERSHIP FEES												
	1,228		1,306		1,500		320	1,350		1,350			
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,008		7,099		7,100		6,500	7,200		7,200			
328	MEALS & RELATED EXPENSE												
					50		50	50		50			
338	HISTORIC/SIGNIFICANT TREE PRES												
	1,000		950		1,000		1,000	1,000		1,000			
361	UNIFORMS & SPECIAL CLOTHING												
	1,397		844		3,200		3,000	3,000		3,000			
407	DEVELOPMENT TREE PROGRAM												
	5,775		660		15,000		15,000	20,000		20,000			
420	LANDSCAPE MAINTENANCE												
	8,935		9,859		10,000		9,500	10,000		10,000			

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0775 URBAN FORESTRY

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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063	PUBLIC WORKS SUPRVISR-ARBORIST POSITION ALLOCATION: 30% IN STREET FUND AND 70% IN GENERAL FUND (001-85-0772-063) FY 2019-20 REFLECTS 98 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
112	PUBLIC WORKS MANAGER 3 POSITION ALLOCATION: 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND. FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
164	ARBORIST TECHNICIAN	
166	LANDSCAPE TECHNICIAN	
274	SEASONAL WORKFORCE	
275	TEMPORARY EMPLOYEES NO APPROPRIATION REQUESTED	
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES	
304	DEPARTMENT EQUIPMENT EXPENSE REPLACEMENT OF POWER EQUIPMENT ASSOCIATED WITH TREE PRUNING, REMOVAL AND CARE. \$4,000	
305	SPECIAL DEPARTMENT SUPPLIES SMALL TOOLS ASSOCIATED WITH TREE PRUNING, REMOVAL AND PLANTING ACTIVITIES \$3,500	
307	MEMBERSHIP FEES PESTICIDE APPLICATORS LICENSES, INTERNATIONAL SOCIETY OF ARBORISTS CERTIFICATIONS AND CHAPTER DUES FOR CITY MEMBERSHIP IN SMA, ARBOR FOUNDATION ANNUAL MEMBERSHIP \$1,350	
321	TRAVEL, TRAINING & SUBSISTENCE REQUIRED TRAINING ASSOCIATED WITH ARBORIST CERTIFICATIONS AND PESTICIDE APPLICATORS LICENSE. \$7,200	
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH OVERTIME AFTER HOURS CALL OUTS PER UNION CONTRACT. CREW MEETINGS \$50	
338	HISTORIC/SIGNIFICANT TREE PRES HISTORIC/SIGNIFICANT TREE PRESERVATION FUNDS \$1,000	
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND ASSOCIATED SAFETY EQUIPMENT REQUIRED PER UNION CONTRACT. \$3,000	
407	DEVELOPMENT TREE PROGRAM 75 NEW DEVELOPMENT TREES: PURCHASED, INSTALLED AND MAINTAINED FOR 1 YEAR @ \$200 PER TREE. \$20,000	
420	LANDSCAPE MAINTENANCE REPLACEMENT AND INFILL TREES AND RELATED MATERIALS ASSOCIATED WITH TREE REMOVAL, PLANTING AND MAINTENANCE. \$10,000	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0775 URBAN FORESTRY

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
425	DUMPING EXPENSES												
	7,070		612		8,000		8,000	8,000		8,000			
511	PROFESSIONAL SERVICES												
	17,786		17,944		20,000		17,583	20,000		20,000			
551	RENTS AND LEASES												
	1,605		1,409		2,000		1,787	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	56,780		47,093		75,350		69,790	80,100		80,100			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
					223,500		222,000						
TOTAL CLASS: 15 CAPITAL OUTLAY													
					223,500		222,000						
CLASS: 25 TRANSFERS													
817	TRSFERS TO GARAGE FUND												
	26,550		39,524		31,662		31,662	38,920		38,920			
TOTAL CLASS: 25 TRANSFERS													
	26,550		39,524		31,662		31,662	38,920		38,920			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
982	RESERVE - DEVELOPMENT TREES												
					82,315			91,065		91,065			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					82,315			91,065		91,065			
TOTAL PROGRAM: 0775 URBAN FORESTRY													
	371,370	3.40	417,104	3.40	796,433	3.40	679,268	596,118	3.40	589,175	3.40		

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
DEPT: 85 PUBLIC WORKS - OPERATIONS
PROGRAM: 0775 URBAN FORESTRY

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 425 DUMPING EXPENSES
 LANDFILL DEBRIS DISPOSAL. \$8,000
- 511 PROFESSIONAL SERVICES
 EMERGENCY TREE REMOVALS; INSECT & DISEASE SPRAYING; FRIENDS OF TREES; PLANTING PROJECTS \$20,000
- 551 RENTS AND LEASES
 MISCELLANEOUS EQUIPMENT RENTAL AND LEASES \$2,000

- 641 VEHICLES
 NO APPROPRIATION REQUIRED F/Y 20/21

- 817 TRSFERS TO GARAGE FUND
 FLEET SERVICES PROVIDED BY THE GARAGE FUND \$38,920

- 982 RESERVE - DEVELOPMENT TREES

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020		2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	

CLASS: 05 PERSONNEL SERVICES

070	TRAF STREET LIGHTING SUPERVISOR										43,320	.50		
101	ELECTRICIAN										113,552	1.50		
112	PUBLIC WORKS MANAGER 3				37,323	.30	36,677	38,151	.30	38,151	.30			
126	TRAFFIC SIGNAL MAINT TECH				96,642	1.50	54,080	104,285	1.50	18,982				
211	TRAFFIC SIGNAL MAINT LEAD				54,892	.50	57,188	50,023	.50	10,249				
299	PAYROLL TAXES AND FRINGES				104,161		92,204	133,236		141,969				

TOTAL CLASS: 05 PERSONNEL SERVICES

					293,018	2.30	240,149	325,695	2.30	366,223	2.30			
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE				1,000		1,000	1,250		1,250				
305	SPECIAL DEPARTMENT SUPPLIES				500		500	500		500				
307	MEMBERSHIP FEES				300		150	300		300				
321	TRAVEL, TRAINING & SUBSISTENCE				1,000		750	3,000		3,000				
361	UNIFORMS & SPECIAL CLOTHING				3,000		2,700	3,000		3,000				
408	ST PEDESTRIAN LIGHT MAINT				104,834		104,000	104,000		104,000				
451	CITY STREET LIGHTING				744,000		744,000	744,000		744,000				
511	PROFESSIONAL SERVICES				25,000		25,000	25,000		25,000				
551	RENTS AND LEASES				1,500		1,275	2,000		2,000				

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 070 TRAF STREET LIGHTING SUPERVISOR
 FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINT LEAD TO TRAFFIC STREET LIGHTING SUPERVISOR EFFECTIVE 9/1/2020.
- 101 ELECTRICIAN
 FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINTENANCE TECH POSITION TO ELECTRICIAN EFFECTIVE 9/1/2020.
- 112 PUBLIC WORKS MANAGER 3
 FY 2019-20 REFLECTS THE STREET LIGHTING FUND TRANSFERRING TO THE STREET FUND.
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 126 TRAFFIC SIGNAL MAINT TECH
 FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINTENANCE TECH POSITION TO ELECTRICIAN EFFECTIVE 9/1/2020.
- 211 TRAFFIC SIGNAL MAINT LEAD
 FY 2019-20 REFLECTS 635 HRS PTO CASH-IN
 FY 2020-21 REFLECTS RECLASSIFICATION OF TRAFFIC SIGNAL MAINT LEAD TO TRAFFIC STREET LIGHTING SUPERVISOR EFFECTIVE 9/1/2020.
- 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
 MISCELLANEOUS TOOLS RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE. \$1,250
- 305 SPECIAL DEPARTMENT SUPPLIES
 MISCELLANEOUS SMALL SUPPLIES RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE \$500
- 307 MEMBERSHIP FEES
 ELECTRICAL LICENSE RENEWAL FEES \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN
 TRAINING ASSOCIATED WITH ONE EMPLOYEE TO TAKE SUPERVISING ELECTRICAL LICENSE EXAM \$3,000
- 361 UNIFORMS & SPECIAL CLOTHING
 CLOTHING, RAINGEAR, FOOTWEAR AND SAFETY RELATED EQUIPMENT PER UNION CONTRACT. \$3,000
- 408 ST PEDESTRIAN LIGHT MAINT
 MAINTENANCE & REPAIR OF STREET - PEDESTRIAN PATH LIGHTING (LAMPS, POLES, CONTROLLERS) \$104,000
- 451 CITY STREET LIGHTING
 ENERGY COSTS AND POLE RENTAL FOR STREET AND PEDESTRIAN PATH LIGHTING ESTIMATED \$744,000 AT \$64,000 PER MONTH. NO ANTICIPATED BILLING INCREASE BY PORTLAND GENERAL ELECTRIC.
- 511 PROFESSIONAL SERVICES
 CONTRACT MISCELLANEOUS ELECTRICAL AND LIGHTING REPAIR WORK NOT ABLE TO BE PERFORMED BY CITY STAFF. UNDERGROUND UTILITY LOCATES, ONE CALL FEES \$10,500 SPLIT WATER, SEWER, STREET LIGHTING, STORM, STREET) \$25,000
- 551 RENTS AND LEASES
 RENTS AND LEASES OF EQUIPMENT USED FOR STREET LIGHTING REPAIR. \$2,000

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 10 MATERIALS & SERVICES													
					881,134		879,375	883,050		883,050			
CLASS: 15 CAPITAL OUTLAY													
681	IMPROVEMENTS				249,700			249,700		500,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
					249,700			249,700		500,000			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD				46,327		46,327	42,750		42,750			
804	TRSFER - OPERATIONS ADMIN							38,803		33,970			
817	TRSFERS TO GARAGE FUND				19,444		19,444	21,262		21,262			
819	TRSFERS TO INSURANCE FUND				8,502		8,502	8,502		8,502			
TOTAL CLASS: 25 TRANSFERS													
					74,273		74,273	111,317		106,484			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT							11,862		11,862			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
								11,862		11,862			
TOTAL PROGRAM: 0811 STREET LIGHTING & MAINTENANCE													
					1,498,125	2.30	1,193,797	1,581,624	2.30	1,867,619	2.30		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	6,844,798	16.62	8,904,781	16.37	14,609,999	20.67	10,344,860	14,268,461	20.67	13,110,432	21.17		
TOTAL FUND: 101 STREET FUND													
	7,401,915	19.15	9,477,905	19.90	15,442,326	24.80	11,141,267	15,195,019	24.80	14,033,324	25.30		

BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND
DEPT: 85 PUBLIC WORKS - OPERATIONS
PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

681 IMPROVEMENTS
FOR CONTINUED RETROFITTING OF EXISTING STREET LIGHTING FROM HIGH PRESSURE
SODIUM TO LED \$500,000

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\$42,750

804 TRSFR - OPERATIONS ADMIN

817 TRSFRS TO GARAGE FUND
FLEET SERVICES PROVIDED BY THE GARAGE FUND \$21,262

819 TRSFRS TO INSURANCE FUND

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR STREET FUND VEHICLES \$11,862

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
101-72	CAPITAL DEVELOPMNT-ENGINEERING											
101-72-0735-05-051	CITY ENGINEER	0.33	563			35,820				35,820	19,417	55,237
101-72-0735-05-084	PROJECT ENGINEER 1	3.10	6,170			288,683				288,683	125,895	414,578
101-72-0735-05-099	CITY TRANSPORTATION ENGINEER	0.70	1,523			91,819				91,817	54,824	146,641
101-72-0735-05-276	YOUTH ENHANCEMENT WORKFORCE		985			14,987			13	15,000	1,294	16,294
	TRAFFIC & TRANSPORTATION MGMT	4.13	9,242			431,309			13	431,320	201,430	632,750
	**** DEPARTMENT TOTAL ****	4.13	9,242			431,309			13	431,320	201,430	632,750

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PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
101-72	CAPITAL DEVELOPMNT-ENGINEERING											
101-72-0735-05-051	CITY ENGINEER	0.33	689			40,250				40,250	23,025	63,275
101-72-0735-05-084	PROJECT ENGINEER 1	3.10	6,438			313,543				313,544	152,505	466,049
101-72-0735-05-099	CITY TRANSPORTATION ENGINEER	0.70	1,518			93,859				93,861	57,319	151,180
101-72-0735-05-276	YOUTH ENHANCEMENT WORKFORCE		1,072			14,987			13	15,000	1,303	16,303
	TRAFFIC & TRANSPORTATION MGMT	4.13	9,716			462,638			13	462,655	234,152	696,807
	**** DEPARTMENT TOTAL ****	4.13	9,716			462,638			13	462,655	234,152	696,807

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ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
101-85	PUBLIC WORKS - OPERATIONS											
101-85-0732-05-049	PROG COORDINATOR -PUBLIC	1.00	1,725			59,306			270	59,576	38,220	97,796
101-85-0732-05-085	PROJECT MANAGER 1	1.00	2,103			75,100				75,100	54,482	129,582
101-85-0732-05-112	PUBLIC WORKS MANAGER 3	0.34	712			34,507				34,506	21,503	56,009
101-85-0732-05-170	PUBLIC WORKS LEAD	0.33	752	17		25,224	826		89	26,137	14,600	40,737
101-85-0732-05-176	PUBLIC WORKS EQUIPMNT	2.00	4,215	233		107,126	8,682		540	116,348	74,532	190,880
101-85-0732-05-177	PUBLIC WORKS TECHNICIAN	4.00	7,860	119		201,764	4,708		1,080	207,552	132,201	339,753
101-85-0732-05-274	SEASONAL WORKFORCE		3,200	77		57,458	2,000		542	60,000	6,380	66,380
	STREET MAINTENANCE	8.67	20,567	446		560,484	16,216		2,521	579,219	341,918	921,137
101-85-0733-05-112	PUBLIC WORKS MANAGER 3	0.30	653			36,677				36,677	19,268	55,945
101-85-0733-05-126	TRAFFIC SIGNAL MAINT TECH	1.50	3,227	40		107,892	1,873		405	110,168	67,533	177,701
101-85-0733-05-132	SIGN AND MARKING LEAD	1.00	2,295	17		82,833	893		270	83,996	61,853	145,849
101-85-0733-05-211	TRAFFIC SIGNAL MAINT LEAD	0.50	1,366			57,051			135	57,184	34,309	91,493
101-85-0733-05-215	UTILITY WORKER	1.00	2,097			44,169			270	44,439	24,291	68,730
101-85-0733-05-216	SUPERVISING ELECTRICIAN	1.00	2,097	20		87,592	1,222		270	89,084	50,118	139,202
101-85-0733-05-246	SIGN AND MARKING TECH 2	1.00	2,178	8		67,961	374		270	68,605	49,381	117,986
101-85-0733-05-274	SEASONAL WORKFORCE		2,657			47,744			256	48,000	6,547	54,547
101-85-0733-05-275	TEMPORARY EMPLOYEES		438			7,878				7,878	2,283	10,161
	TRAFFIC CONTROL & MAINTENANCE	6.30	17,008	85		539,797	4,362		1,876	546,031	315,583	861,614
101-85-0775-05-063	PUBLIC WORKS SUPRVISR-ARBORIST	0.30	658	3		23,081	152			23,232	15,756	38,988
101-85-0775-05-112	PUBLIC WORKS MANAGER 3	0.10	218			12,226				12,226	6,423	18,649
101-85-0775-05-164	ARBORIST TECHNICIAN	2.00	4,325			117,675			540	118,215	67,228	185,443
101-85-0775-05-166	LANDSCAPE TECHNICIAN	1.00	2,098			45,947			270	46,217	32,489	78,706
101-85-0775-05-274	SEASONAL WORKFORCE		1,725			30,991			9	31,000	3,030	34,030

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ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
101-85	PUBLIC WORKS - OPERATIONS											
	URBAN FORESTRY	3.40	9,024	3		229,920	152		819	230,890	124,926	355,816
101-85-0811-05-112	PUBLIC WORKS MANAGER 3	0.30	653			36,677				36,677	19,268	55,945
101-85-0811-05-126	TRAFFIC SIGNAL MAINT TECH	1.50	1,636	40		52,071	1,873		135	54,080	38,621	92,701
101-85-0811-05-211	TRAFFIC SIGNAL MAINT LEAD	0.50	1,366			57,051			135	57,188	34,315	91,503
	STREET LIGHTING & MAINTENANCE	2.30	3,655	40		145,799	1,873		270	147,945	92,204	240,149
	**** DEPARTMENT TOTAL ****	20.67	50,254	574		1,475,999	22,602		5,486	1,504,085	874,631	2,378,716

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PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
101-85	PUBLIC WORKS - OPERATIONS											
101-85-0732-05-049	PROG COORDINATOR -PUBLIC	1.00	2,088	50		76,717	2,646		270	79,633	53,502	133,135
101-85-0732-05-057	PUBLIC WORKS SUPERVISOR	0.50	1,044			34,370				34,373	28,215	62,588
101-85-0732-05-085	PROJECT MANAGER 1	1.00	2,088			81,018				81,018	57,602	138,620
101-85-0732-05-112	PUBLIC WORKS MANAGER 3	0.34	710			37,085				37,086	22,858	59,944
101-85-0732-05-170	PUBLIC WORKS LEAD	0.33	689	17		25,013	873		89	25,973	15,102	41,075
101-85-0732-05-176	PUBLIC WORKS EQUIPMNT	2.00	4,176	180		114,542	7,110		540	122,192	78,680	200,872
101-85-0732-05-177	PUBLIC WORKS TECHNICIAN	4.00	8,352	200		220,563	7,842		1,080	229,485	145,986	375,471
101-85-0732-05-274	SEASONAL WORKFORCE		3,338			59,984			16	60,000	5,146	65,146
	STREET MAINTENANCE	9.17	22,485	447		649,292	18,471		1,995	669,760	407,091	1,076,851
206 101-85-0733-05-070	TRAF STREET LIGHTING	0.50	868			43,319				43,318	26,813	70,131
101-85-0733-05-101	ELECTRICIAN	1.50	2,604	60		111,621	3,858			115,477	63,567	179,044
101-85-0733-05-112	PUBLIC WORKS MANAGER 3	0.30	662			38,148				38,151	20,355	58,506
101-85-0733-05-126	TRAFFIC SIGNAL MAINT TECH		628			21,601			405	22,005	13,092	35,097
101-85-0733-05-132	SIGN AND MARKING LEAD	1.00	2,208	16		81,792	890		270	82,952	64,120	147,072
101-85-0733-05-177	PUBLIC WORKS TECHNICIAN	1.00	1,736	8		42,602	294			42,896	23,143	66,039
101-85-0733-05-211	TRAFFIC SIGNAL MAINT LEAD		236			10,114			135	10,248	6,189	16,437
101-85-0733-05-215	UTILITY WORKER		352			7,888			270	8,158	4,423	12,581
101-85-0733-05-216	SUPERVISING ELECTRICIAN	1.00	2,208	10		94,625	643		5,704	100,972	54,004	154,976
101-85-0733-05-246	SIGN AND MARKING TECH 2	1.00	2,208			70,650			350	71,000	52,855	123,855
101-85-0733-05-274	SEASONAL WORKFORCE		2,726			48,986			14	49,000	4,206	53,206
101-85-0733-05-275	TEMPORARY EMPLOYEES											0
	TRAFFIC CONTROL & MAINTENANCE	6.30	16,436	94		571,345	5,685		7,148	584,177	332,767	916,944
101-85-0775-05-063	PUBLIC WORKS SUPRVISR-ARBORIST	0.30	662	3		25,028	167			25,195	17,252	42,447
101-85-0775-05-112	PUBLIC WORKS MANAGER 3	0.10	221			12,716				12,721	6,786	19,507
101-85-0775-05-164	ARBORIST TECHNICIAN	2.00	4,216			123,570			540	124,110	71,059	195,169

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
101-85	PUBLIC WORKS - OPERATIONS											
101-85-0775-05-166	LANDSCAPE TECHNICIAN	1.00	2,128			50,326			270	50,596	35,538	86,134
101-85-0775-05-274	SEASONAL WORKFORCE		1,836			32,993			7	33,000	2,833	35,833
	URBAN FORESTRY	3.40	9,063	3		244,633	167		817	245,622	133,468	379,090
101-85-0811-05-070	TRAF STREET LIGHTING	0.50	868			43,319				43,320	26,818	70,138
101-85-0811-05-101	ELECTRICIAN	1.50	2,604	30		111,621	1,929			113,552	74,429	187,981
101-85-0811-05-112	PUBLIC WORKS MANAGER 3	0.30	662			38,148				38,151	20,355	58,506
101-85-0811-05-126	TRAFFIC SIGNAL MAINT TECH		588			18,577			405	18,982	14,176	33,158
101-85-0811-05-211	TRAFFIC SIGNAL MAINT LEAD		236			10,114			135	10,249	6,191	16,440
	STREET LIGHTING & MAINTENANCE	2.30	4,958	30		221,778	1,929		540	224,254	141,969	366,223
	**** DEPARTMENT TOTAL ****	21.17	52,943	574		1,687,049	26,253		10,500	1,723,813	1,015,295	2,739,108

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CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:		Transportation System Development Fund					% Change
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	Budgeted Vs. Recommended	
Materials and Services	-	-	580,000.00	580,000	-	-100.00%	
SUB-TOTAL	-	-	580,000	580,000	-		
Contingency - Reserve			242,547		451,247		
TOTAL	-	\$ -	\$ 822,547	\$ 580,000	\$ 451,247		
FTE's	-	-	-	-	-		

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

Materials and Services:

FY 2020-21 reflects no current appropriation requests for the program

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 112 TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE FUND	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS	PROGRAM MANAGER: JABRA KHASHO

Program Goal:

To provide thorough and consistent review of transportation impacts from proposed developments in South Cooper Mountain to ensure that impacts from new development are fairly and reasonably considered. To administer the Transportation Systems Development Charge (TSDC) program in order to develop a transportation system to meet current and future needs. Work in this program supports Community Vision goals and related activities that *“improve mobility”*.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$0	\$0	\$580,000	\$0	\$0
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	242,547	451,247	0
TOTAL	\$0	\$0	\$822,547	\$451,247	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$0	\$595,579	\$607,547	\$242,547	\$0
Supplemental Trans. System Dev. Tax	594,071	0	200,000	200,000	0
Interest on Investments	1,508	11,968	15,000	8,700	0

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/Revised	FY 2020-21 Proposed
Number of land use applications reviewed	2	2	3	2
Number of site development plans reviewed	2	2	3	2
Number of commercial permits processed that require a traffic impact fee assessment	0	0	0	1

Program Objective:

Staff in the Transportation Systems Development Charge (TSDC) program fund review development proposals to identify traffic impacts and assure compliance with city transportation standards and policies. They recommend conditions of approval related to transportation issues and coordinate with county and state transportation staff. In addition, TSDC program staff manage the TSDC fund to ensuring funding for high priority transportation projects through accurate assessments, appropriate credits, timely processing and minimizing appeals.

The TSDC currently only applies to development and projects in the South Cooper Mountain area and is a supplemental source of revenue to the Transportation Development Tax.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 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

			-595,579		-607,547		-607,547	-607,547	-242,547		-242,547			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

			-595,579		-607,547		-607,547	-607,547	-242,547		-242,547			
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CLASS: 20 PERMITS & FEES

610 TRANSP SDC - SO. COOPER MTN

	-594,071				-200,000		-51,534	-200,000	-200,000		-200,000			
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TOTAL CLASS: 20 PERMITS & FEES

	-594,071				-200,000		-51,534	-200,000	-200,000		-200,000			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,508		-11,968		-15,000		-8,760	-15,000	-12,400		-8,700			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-1,508		-11,968		-15,000		-8,760	-15,000	-12,400		-8,700			
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TOTAL DEPARTMENT: 03 REVENUE

	-595,579		-607,547		-822,547		-667,841	-822,547	-454,947		-451,247			
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

525 PMTS TO OTHER GOVERNMENT AGENCIES

					580,000		580,000	580,000						
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TOTAL CLASS: 10 MATERIALS & SERVICES

					580,000		580,000	580,000						
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					242,547				454,947		451,247			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					242,547				454,947		451,247			
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TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

					822,547		580,000	580,000	454,947		451,247			
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City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED		
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	
CLASS: 05 BEGINNING WORKING CAPITAL														
301	BEGINNING WORKING CAPITAL		595,579		607,547		607,547	242,547		242,547				
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
		595,579		607,547		607,547	242,547		242,547					
CLASS: 20 PERMITS & FEES														
610	TRANSP SDC - SO. COOPER MTN		594,071		200,000		200,000	200,000		200,000				
TOTAL CLASS: 20 PERMITS & FEES														
		594,071		200,000		200,000	200,000		200,000					
CLASS: 35 MISCELLANEOUS REVENUES														
384	INVESTMENT INTEREST EARNINGS		1,508		11,968		15,000	15,000		12,400		8,700		
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
		1,508		11,968		15,000	15,000		12,400		8,700			
TOTAL PROGRAM: 0000 UNRESTRICTED														
		595,579		607,547		822,547	822,547		454,947		451,247			
TOTAL DEPARTMENT: 03 REVENUE														
		595,579		607,547		822,547	822,547		454,947		451,247			

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND
DEPT: 03 REVENUE
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

610 TRANSP SDC - SO. COOPER MTN
SUPPLEMENTARY TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE ONLY FOR SOUTH COOPER MOUNTAIN - OFTEN CREDITS EARNED BY DEVELOPERS OFFSET CHARGES \$200,000

384 INVESTMENT INTEREST EARNINGS
FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$8,700

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES													
525	PMTS TO OTHER GOVERNMENT AGENCIES												
					580,000		580,000						
TOTAL CLASS: 10 MATERIALS & SERVICES													
					580,000		580,000						
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					242,547			454,947		451,247			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					242,547			454,947		451,247			
TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS													
					822,547		580,000	454,947		451,247			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
					822,547		580,000	454,947		451,247			
TOTAL FUND: 112 TRANSPORTATION SYSTEMS DEV FUND													
					822,547		580,000	454,947		451,247			

BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

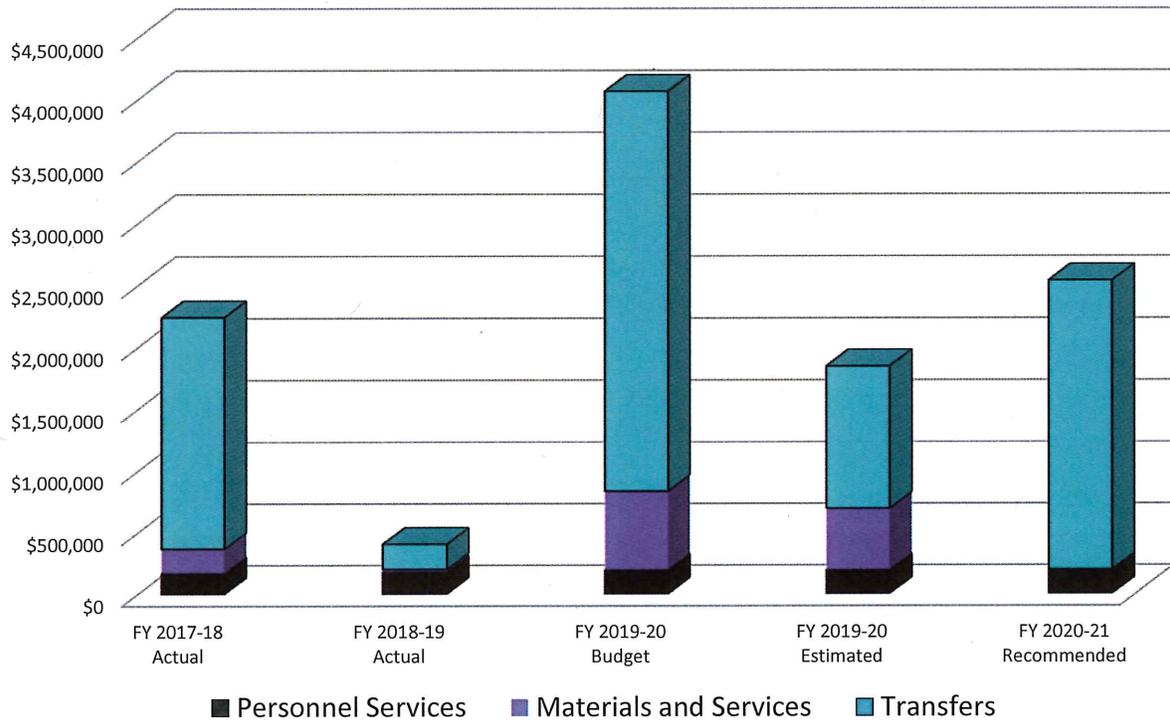
OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

525 PMTS TO OTHER GOVERNMENT AGENCIES
PAYMENTS TO WASHINGTON COUNTY FOR ROAD IMPROVEMENTS

991 CONTINGENCY - UNRESERVED
PLACEHOLDER

TRAFFIC IMPACT / DEVELOPMENT TAX FUND

RECOMMENDED FY 20-21



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	Traffic Impact/Dev Tax Fund					% Change Budgeted Vs. Recommended
	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	
Personnel Services	\$166,317	\$177,167	\$191,079	\$189,342	\$197,018	3.11%
Materials and Services	200,000.00	22,243.00	642,384	503,457	-	-100.00%
Transfers	1,873,996	204,736	3,229,586	1,150,198	2,337,131	-27.63%
SUB-TOTAL	\$2,240,313	\$404,146	\$4,424,122	\$1,842,997	\$2,895,222	
Contingency - Reserve			10,980,582		14,117,932	
Reserves			230,051		43,204	
TOTAL	\$2,240,313	\$404,146	\$15,634,755	\$1,842,997	\$17,056,358	
FTE's	1.30	1.30	1.30		1.30	

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

Personnel services:

FY 2020-21 reflects step increases, COLA increases for SEIU and management at 2.60%. Also reflects medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

FY 2020-21 reflects a reduction in payments to ODOT for the All Roads Transportation Safety (ARTS) program.

Transfers:

FY 2020-21 decrease mainly attributable to a reduction of the Westgate Drive/Cedar Hills realignment project.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 114 TRAFFIC DEVELOPMENT TAX FUND	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS	PROGRAM MANAGER: JABRA KHASHO

Program Goal:

To provide thorough and consistent review of transportation impacts from proposed developments to ensure that impacts from new development are fairly and reasonably considered. To administer the Transportation Development Tax (TDT) program in order to develop a transportation system to meet current and future needs. Work in this program supports Community Vision goals and related activities that *“improve mobility”*.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.30	1.30	1.30	1.30	0.00
PERSONNEL SERVICES	\$166,317	\$177,167	\$191,079	\$197,018	\$0
MATERIALS & SERVICES	200,000	22,243	642,384	0	0
CAPITAL OUTLAY	0	0	361,073	361,073	0
TRANSFERS	1,873,996	204,736	3,229,586	2,337,131	0
CONTINGENCY	0	0	11,210,633	14,161,136	0
TOTAL	\$2,240,313	\$404,146	\$15,634,755	\$17,056,358	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$11,559,192	\$10,242,563	\$13,591,343	\$14,553,446	\$0
Transportation Development Tax	771,845	3,511,973	1,500,000	2,000,000	0
Intergovernmental Revenue	0	0	306,912	306,912	0
Miscellaneous Revenue	151,839	240,953	236,500	196,000	0

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/Revised	FY 2020-21 Proposed
Number of land use applications reviewed	130	120	125	120
Number of site development plans reviewed	25	28	30	30
Number of commercial permits processed that require a traffic impact fee assessment	21	20	25	25

Program Objective:

Staff in the Transportation Development Tax (TDT) program fund review development proposals to identify traffic impacts and assure compliance with city transportation standards and policies. They recommend conditions of approval related to transportation issues and coordinate with county and state transportation staff. In addition, TDT program staff manages the TDT fund to ensure funding for high priority transportation projects through accurate assessments, appropriate credits, timely processing and minimizing appeals.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 114 TRAFFIC DEVELOPMENT TAX FUND	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS	PROGRAM MANAGER: JABRA KHASHO

Progress on FY 2019-20 Action Plan:

- Completed complex development reviews and assessed transportation impacts and required safety and capacity improvements.
- Assessed Transportation Development Tax on developments and issued appropriate credits on constructed conditioned improvements.
- Coordinated with ODOT and Washington County staff on traffic impact analysis requirements and conditions of approval.
- Transportation staff provided technical support and coordinated with the Community Development Department on community and long range plans.
- Utilized the remaining balance of funds collected under the former program called the Transportation Impact Fee program.

FY 2020-21 Action Plan:

- Complete more complex development reviews as available developable sites are smaller in size with many challenges that require very particular conditions of approval.
- Review transportation impacts for an increasing number of developments that are required to construct safety and capacity improvements creditable against Transportation Development Tax assessments. A positive impact of the Transportation Development Tax program is that necessary street improvements are often built at the same time as the development that generates the need for those improvements.
- Respond to increased transportation needs, regulatory compliance, and regional coordination requirements.
- Continue to participate and provide technical support in developing the South Cooper Mountain area and the Urban Reserve area planning.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 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

	-11,559,192		-10,242,563		-13,591,343		-13,591,343	-13,591,343	-14,193,532		-14,553,446			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-11,559,192		-10,242,563		-13,591,343		-13,591,343	-13,591,343	-14,193,532		-14,553,446			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

					-306,912				-306,912		-306,912			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

					-306,912				-306,912		-306,912			
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CLASS: 20 PERMITS & FEES

345 TRANSPORTATION DEVELOPMENT TAX

	-771,845		-3,511,973		-1,500,000		-1,727,955	-2,500,000	-2,000,000		-2,000,000			
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TOTAL CLASS: 20 PERMITS & FEES

	-771,845		-3,511,973		-1,500,000		-1,727,955	-2,500,000	-2,000,000		-2,000,000			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-151,720		-240,953		-236,500		-222,446	-305,100	-280,000		-196,000			
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-119													
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-151,839		-240,953		-236,500		-222,446	-305,100	-280,000		-196,000			
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TOTAL DEPARTMENT: 03 REVENUE

	-12,482,876		-13,995,489		-15,634,755		-15,541,744	-16,396,443	-16,780,444		-17,056,358			
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

099	CITY TRANSPORTATION ENGINEER													
	37,252	.30	38,800	.30	39,352	.30	31,104	39,353	40,223	.30	40,223	.30		
113	ENGINEERING TECH 3													
	67,445	1.00	72,400	1.00	78,106	1.00	59,915	77,027	79,839	1.00	79,839	1.00		
299	PAYROLL TAXES AND FRINGES													
	61,620		65,967		73,621		58,560	72,962	76,956		76,956			

TOTAL CLASS: 05 PERSONNEL SERVICES

	166,317	1.30	177,167	1.30	191,079	1.30	149,579	189,342	197,018	1.30	197,018	1.30		
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CLASS: 10 MATERIALS & SERVICES

445	NON-CIP ENGINEERING EXPENSE													
					16,680		7,485	16,680						
525	PMTS TO OTHER GOVERNMENT AGENCIES													
	200,000		22,243		625,704		517,419	486,777						

TOTAL CLASS: 10 MATERIALS & SERVICES

	200,000		22,243		642,384		524,904	503,457						
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CLASS: 15 CAPITAL OUTLAY

681	IMPROVEMENTS													
					361,073						361,073			

TOTAL CLASS: 15 CAPITAL OUTLAY

					361,073						361,073			
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CLASS: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD													
	22,694		24,156		26,119		21,766	26,119	27,877		27,877			
814	TRSFERS TO CAPITAL PROJ. FUND													
	21,755		28,072		691,153		19,656	228,000	650,000		650,000			
816	TRSFERS TO REPROGRAPHICS FUND													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	539		1,031		550		731	550	1,742		1,742			
818	TRSFERS TO ISD-ALLOCATED													
	7,178		8,004		8,371		6,976	8,371	7,888		8,134			
820	TRSFERS TO CAP PROJ FUND - TDT													
	1,799,908		134,040		2,495,394		132,660	878,000	1,645,000		1,645,000			
835	TRSFER TO GF, BVTN BLDG OPERATIONS													
	9,406		4,703		4,523		3,769	4,523	4,378		4,378			
836	TRSFER TO GF, BVTN BLDG DEBT SVC													
	12,516		4,730		3,476		2,897	4,635	1,159					
TOTAL CLASS: 25 TRANSFERS														
	1,873,996		204,736		3,229,586		188,455	1,150,198	2,338,044		2,337,131			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
975	RESERVE - TIF (PRIOR TO TDT)													
					230,051				43,204		43,204			
991	CONTINGENCY - UNRESERVED													
					10,980,582				14,202,178		14,117,932			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					11,210,633				14,245,382		14,161,136			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	2,240,313	1.30	404,146	1.30	15,634,755	1.30	862,938	1,842,997	16,780,444	1.30	17,056,358	1.30		

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**TRAFFIC IMPACT / DEVELOPMENT TAX FUND
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
99	CITY TRANSPORTATION ENGINEER	0.30	0.30					0.30
113	ENGINEERING TECH 3	1.00	1.00					1.00
	Total	1.30	1.30	0.00	0.00	0.00	0.00	1.30

FY 2020-21 PROPOSED

Code	Position Title	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 20-21
99	CITY TRANSPORTATION ENGINEER	0.30					0.30
113	ENGINEERING TECH 3	1.00					1.00
	Total	1.30	0.00	0.00	0.00	0.00	1.30

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		11,559,192	10,242,563	13,591,343		13,591,343		14,193,532		14,553,446			

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		11,559,192	10,242,563	13,591,343		13,591,343		14,193,532		14,553,446			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL			306,912				306,912		306,912			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

				306,912				306,912		306,912			
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CLASS: 20 PERMITS & FEES

345	TRANSPORTATION DEVELOPMENT TAX			1,500,000		2,500,000		2,000,000		2,000,000			
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TOTAL CLASS: 20 PERMITS & FEES

		771,845	3,511,973	1,500,000		2,500,000		2,000,000		2,000,000			
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS			236,500		305,100		280,000		196,000			
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757 MED/LIFE INS PREM REFUND DISTRIBUTION
 119

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		151,839	240,953	236,500		305,100		280,000		196,000			
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TOTAL PROGRAM: 0000 UNRESTRICTED

		12,482,876	13,995,489	15,634,755		16,396,443		16,780,444		17,056,358			
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TOTAL DEPARTMENT: 03 REVENUE

		12,482,876	13,995,489	15,634,755		16,396,443		16,780,444		17,056,358			
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BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

327 GRANTS - FEDERAL
 ALL ROADS TRANSPORTATION SAFETY (ARTS) PROGRAM ADMINISTERED BY STATE OF OREGON \$306,912
 DEPARTMENT OF TRANSPORTATION (ODOT).

345 TRANSPORTATION DEVELOPMENT TAX
 THE TRANSPORTATION DEVELOPMENT TAX BEGAN IN JULY 2009
 FY 16-17 ESTIMATED IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 460 MULTI FAMILY UNITS AND 17 NEW COMMERCIAL BUILDINGS
 FY 17-18 ESTIMATED IS BASED UPON 75 SINGLE FAMILY RESIDENTIAL UNITS, 400 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 18-19 ESTIMATED IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 19-20 ESTIMATED IS BASED UPON 225 SINGLE FAMILY RESIDENTIAL UNITS, 575 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS
 FY 20-21 ESTIMATED IS BASED UPON XXX SINGLE FAMILY RESIDENTIAL UNITS, XXX MULTI FAMILY UNITS AND XX NEW COMMERCIAL BUILDINGS \$2,000,000

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% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$196,000

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

099	CITY TRANSPORTATION ENGINEER												
	37,252	.30	38,800	.30	39,352	.30	39,353	40,223	.30	40,223	.30		
113	ENGINEERING TECH 3												
	67,445	1.00	72,400	1.00	78,106	1.00	77,027	79,839	1.00	79,839	1.00		
299	PAYROLL TAXES AND FRINGES												
	61,620		65,967		73,621		72,962	76,956		76,956			

TOTAL CLASS: 05 PERSONNEL SERVICES

	166,317	1.30	177,167	1.30	191,079	1.30	189,342	197,018	1.30	197,018	1.30		
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CLASS: 10 MATERIALS & SERVICES

445	NON-CIP ENGINEERING EXPENSE												
					16,680		16,680						
525	PMTS TO OTHER GOVERNMENT AGENCIES												
	200,000		22,243		625,704		486,777						

TOTAL CLASS: 10 MATERIALS & SERVICES

	200,000		22,243		642,384		503,457						
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CLASS: 15 CAPITAL OUTLAY

681	IMPROVEMENTS												
					361,073					361,073			

TOTAL CLASS: 15 CAPITAL OUTLAY

					361,073					361,073			
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CLASS: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD												
	22,694		24,156		26,119		26,119	27,877		27,877			
814	TRSFERS TO CAPITAL PROJ. FUND												
	21,755		28,072		691,153		228,000	650,000		650,000			
816	TRSFERS TO REPROGRAPHICS FUND												
	539		1,031		550		550	1,742		1,742			
818	TRSFERS TO ISD-ALLOCATED												
	7,178		8,004		8,371		8,371	7,888		7,888		8,134	

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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099 CITY TRANSPORTATION ENGINEER
 POSITION ALLOCATION IS 30% TIF/DT 114-72-0669 AND 70% STREET FUND 101-72-0735
 FY 2019-20 AND FY 2020-21 REFLECT 80 HRS PTO CASH-IN.

113 ENGINEERING TECH 3

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

445 NON-CIP ENGINEERING EXPENSE

525 PMTS TO OTHER GOVERNMENT AGENCIES
 FY 17-18: IGA PAYMENT FOR HIGHWAY26 AND CEDAR HILLS SIGNAL IMPROVEMENT
 FY 18-19 AND FY 19-20: ODOT IGA PAYMENT FOR ALL ROADS TRANSPORTATION SAFETY (ARTS)
 PROGRAM FOR THE SYSTEMIC SIGNALS AND ILLUMINATION PROJECT IN BEAVERTON (7.78% MATCH)

681 IMPROVEMENTS
 ALL ROADS TRANSPORTATION SAFETY (ARTS) PROGRAM ADMINISTERED BY STATE OF OREGON
 DEPARTMENT OF TRANSPORTATION (ODOT). IMPROVEMENTS TO EXPAND THE ADOPTIVE
 TRAFFIC SIGNAL SYSTEM AT ALLEN BLVD.
 FEDERAL FUNDS WILL REIMBURSE 85%. \$361,073

801 TRSFR TO GENERAL FD - OVERHEAD
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.
 14.59% OF FY19-20 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$27,877

814 TRSFRS TO CAPITAL PROJ. FUND
 FY 2019-20
 3408 HOCKEN AVE (RR-TV HWY) WIDENING \$228,000
 FY 2020-21
 3408 HOCKEN AVE (RR-TV HWY) WIDENING \$650,000

816 TRSFRS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,742

818 TRSFRS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$8,134

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
820	TRSFERS TO CAP PROJ FUND - TDT												
	1,799,908		134,040		2,495,394		878,000	1,645,000		1,645,000			
835	TRFSR TO GF, BVTN BLDG OPERATIONS												
	9,406		4,703		4,523		4,523	4,378		4,378			
836	TRFSR TO GF, BVTN BLDG DEBT SVC												
	12,516		4,730		3,476		4,635	1,159					
TOTAL CLASS: 25 TRANSFERS													
	1,873,996		204,736		3,229,586		1,150,198	2,338,044		2,337,131			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
975	RESERVE - TIF (PRIOR TO TDT)												
					230,051			43,204		43,204			
991	CONTINGENCY - UNRESERVED												
					10,980,582			14,202,178		14,117,932			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					11,210,633			14,245,382		14,161,136			
TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS													
	2,240,313	1.30	404,146	1.30	15,634,755	1.30	1,842,997	16,780,444	1.30	17,056,358	1.30		
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	2,240,313	1.30	404,146	1.30	15,634,755	1.30	1,842,997	16,780,444	1.30	17,056,358	1.30		
TOTAL FUND: 114 TRAFFIC IMPACT/DEV TAX FUND													
	2,240,313	1.30	404,146	1.30	15,634,755	1.30	1,842,997	16,780,444	1.30	17,056,358	1.30		

BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 820 TRSFERS TO CAP PROJ FUND - TDT
 - FY 2019-20 PROJECTS
 - 3321 WESTGATE DR/CEDAR HILLS BLVD/DAWSON WY INTERSECTION \$763,000
 - 3327 MILLIKAN WAY EXT \$25,000
 - 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT \$90,000
 - FY 2020-21 PROJECTS
 - 3321 WESTGATE DR/CEDAR HILLS BLVD/DAWSON WY INTERSECTION \$1,565,000
 - 3328 WESTERN AVE (BH-ALLEN) \$80,000
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS
 - BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION \$4,378
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC
 - BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION
 - THE BONDS WILL BE PAID OFF IN FY2019-20

- 975 RESERVE - TIF (PRIOR TO TDT)
 - REMAINING TRAFFIC IMPACT FEE (PRIOR TO TRAFFIC DEVELOPMENT TAX) FOR FUTURE CIP PROJECTS
 - CURRENTLY IS A FUNDING SOURCE FOR HOCKEN AVE RAILROAD CROSSING CANYON ROAD PROJECT (\$408)
 - \$43,204
- 991 CONTINGENCY - UNRESERVED

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
114-72	CAPITAL DEVELOPMNT-ENGINEERING											
114-72-0669-05-099	CITY TRANSPORTATION ENGINEER	0.30	653			39,351				39,353	23,496	62,849
114-72-0669-05-113	ENGINEERING TECH 3	1.00	2,096	20		75,674	1,083		270	77,027	49,466	126,493
	TRANSPORTATION IMPROVEMENTS	1.30	2,749	20		115,025	1,083		270	116,380	72,962	189,342
	**** DEPARTMENT TOTAL ****	1.30	2,749	20		115,025	1,083		270	116,380	72,962	189,342

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PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
114-72	CAPITAL DEVELOPMNT-ENGINEERING											
114-72-0669-05-099	CITY TRANSPORTATION ENGINEER	0.30	649			40,223				40,223	24,565	64,788
114-72-0669-05-113	ENGINEERING TECH 3	1.00	2,088	40		77,347	2,222		270	79,839	52,391	132,230
	TRANSPORTATION IMPROVEMENTS	1.30	2,737	40		117,570	2,222		270	120,062	76,956	197,018
	**** DEPARTMENT TOTAL ****	1.30	2,737	40		117,570	2,222		270	120,062	76,956	197,018

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