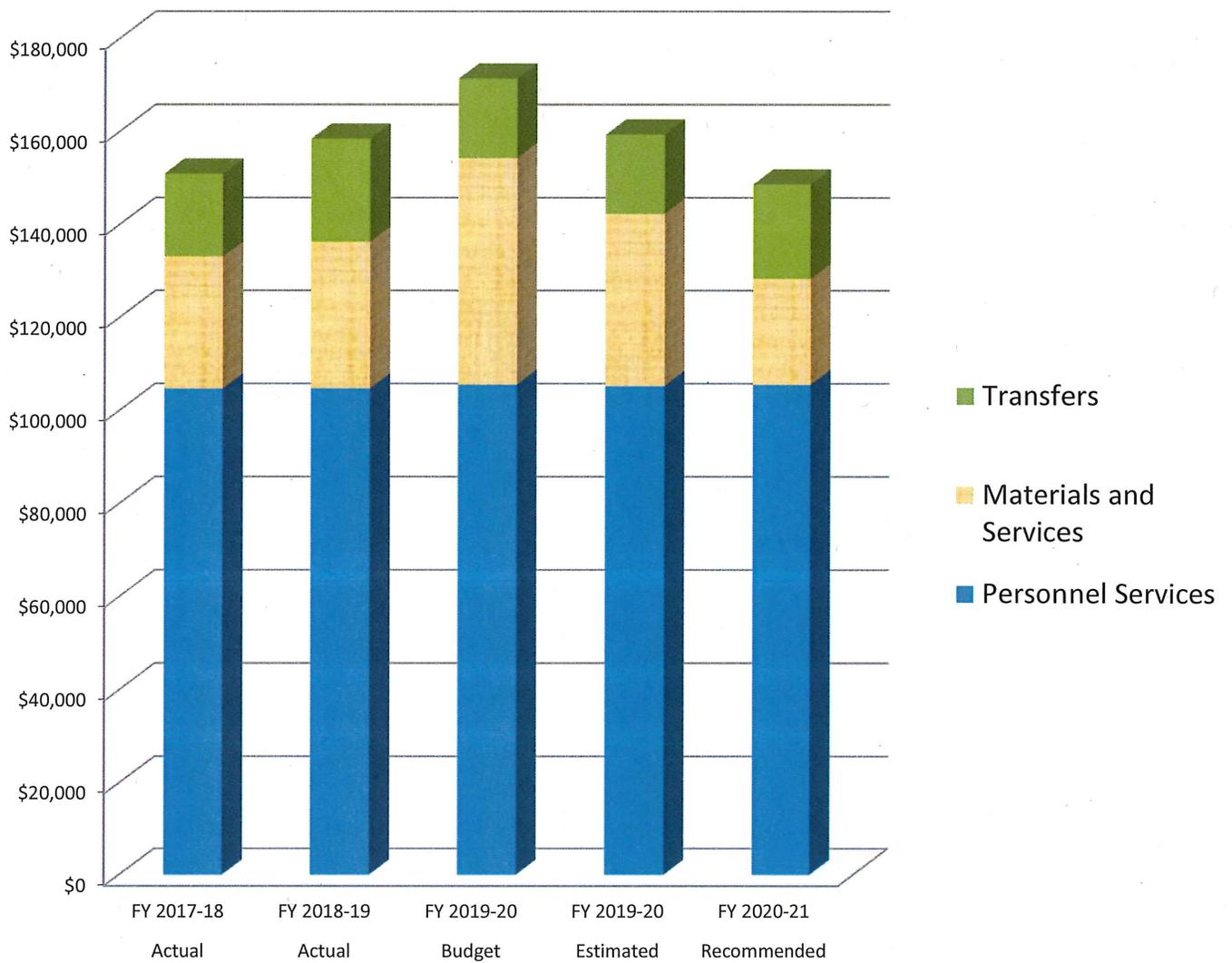


GENERAL FUND
CITY COUNCIL
RECOMMENDED FY 20-21



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 Council - 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	\$104,646	\$104,656	\$105,468	\$105,186	\$105,468	0.00%
Materials and Services	28,382	31,523	48,760	37,030	22,760	-53.32%
Transfers	17,809	22,176	17,076	17,076	20,337	19.10%
TOTAL	\$150,837	\$158,355	\$171,304	\$159,292	\$148,565	
FTE's	-	-	-	-	-	

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

Personnel services:

No Significant Change

Materials and services:

FY 2020-21 reflects a decrease of \$21K by moving boards and commissions expenses to the Mayor's department.

Transfers:

FY 2020-21 increase reflects a decrease in charges paid to Reprographics

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

FUND: 001 GENERAL	DEPARTMENT: CITY COUNCIL
PROGRAM: 0511 POLICY DEVELOPMENT	COUNCIL PRESIDENT: LAURA MITCHELL

MISSION STATEMENT:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
PERSONNEL SERVICES	\$104,646	\$104,656	\$105,468	\$105,468	\$0
MATERIALS & SERVICES	28,382	31,523	48,760	22,760	0
CAPITAL OUTLAY					
TRANSFERS	17,809	22,176	17,076	20,337	0
TOTAL	\$150,837	\$158,355	\$171,304	\$148,565	\$0

Services & Trends:

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

Budget Highlights:

Monitor the budget to provide critical and essential services to all of Beaverton's residents and businesses; at the same time ensuring that the City complies with all Federal, State, Metro Region, and County requirements to maintain a healthy and safe city. The Council budget includes no program funding. Outside of periodic performance audits, this budget consists of funding for Council activities only.

Program Objectives (services provided):

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

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

Program Objectives link to the Diversity Equity and Inclusion Plan:

- **PE5 Reflective Government:** The city actively works to shape policymaking and advisory boards to reflect the racial/ethnic diversity of the community.
- **CP4 Equity Framework:** The city uses a framework of equity to guide policy decisions and resource allocation.

Other objectives include:

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

Progress on FY 2019-20 Action Plan:

- Responsibly managed the City finances.
- Raised awareness of Beaverton's assets and aspirations within the broader community and increased engagement with the community, City staff and partners through our Community Vision implementation efforts and the 2016 Vision update.
- Developed specific ways that the city can encourage housing that is "affordable,".

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

FUND: 001 GENERAL	DEPARTMENT: CITY COUNCIL
PROGRAM: 0511 POLICY DEVELOPMENT	COUNCIL PRESIDENT: LAURA MITCHELL

- Finalized street camping rules and worked with community partners to provide related support services programs.
- Publicized services already available to prevent homelessness and promote recovery and support.
- Worked to create a sidewalk fund for sidewalk construction projects.
- Supported the implementation of elements of the City's Active Transportation Plan
- Took a leadership role in convening regional partners to address regional issues of homelessness, annexation, and strategic land acquisitions.
- Furthered the work to create "Purple Pipe" in the South Cooper Mountain area to use non-potable water for irrigation.
- Supported diversity, equity, and inclusion in city programs, activities and services..

FY 2020-2021 Action Plan:

The City Council, working with the Mayor, identified the following priorities for the upcoming year.

- 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 (i.e., 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.

Requirements:

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

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

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

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Projected	Proposed
Number of Regular Council Meetings	30	45	45/42	45
Number of Work Sessions/Joint Meetings with other government entities*	6	36	10/32	15
Number of City Council Round Tables	10	7	10/9	10
Resolutions Adopted		New measure	72	65
Ordinances Enacted		New measure	28	25
Agenda Bills Considered		New measure	335	320

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

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

OBJ	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

003 COUNCILOR	96,000		96,000		96,000		80,000	96,000	96,000		96,000			
299 PAYROLL TAXES AND FRINGES	8,646		8,656		9,468		7,685	9,186	9,468		9,468			
TOTAL CLASS: 05 PERSONNEL SERVICES	104,646		104,656		105,468		87,685	105,186	105,468		105,468			

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	240		143		100			50	100		100			
317 COMPUTER EQUIPMENT			895											
321 TRAVEL, TRAINING & SUBSISTENCE	5,942		7,604		15,200		3,285	4,000	15,200		11,500			
328 MEALS & RELATED EXPENSE	759		666		2,400		587	600	2,400		1,500			
341 COMMUNICATIONS EXPENSE	857		1,373		1,980		1,140	1,980	1,980		1,980			
342 DATA COMMUNICATION EXPENSE					480				480		480			
461 SPECIAL EXPENSE					6,000		7,800	7,800	6,000		6,000			
523 BOARDS & COMMISSIONS EXPENSES	20,584		20,842		22,600		20,983	22,600	1,200		1,200			
TOTAL CLASS: 10 MATERIALS & SERVICES	28,382		31,523		48,760		33,795	37,030	27,360		22,760			

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

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
	17,809		22,176		17,076		12,754	17,076	20,337		20,337			
TOTAL CLASS: 25 TRANSFERS														
	17,809		22,176		17,076		12,754	17,076	20,337		20,337			
TOTAL DEPARTMENT: 05 CITY COUNCIL														
	150,837		158,355		171,304		134,234	159,292	153,165		148,565			

645

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

003	COUNCILOR	96,000	96,000	96,000	96,000	96,000	96,000	96,000		96,000			
299	PAYROLL TAXES AND FRINGES	8,646	8,656	9,468	9,186	9,468	9,468						

TOTAL CLASS: 05 PERSONNEL SERVICES

		104,646	104,656	105,468	105,186	105,468	105,468						
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	240	143	100	50	100	100						
317	COMPUTER EQUIPMENT		895										
321	TRAVEL, TRAINING & SUBSISTENCE	5,942	7,604	15,200	4,000	15,200	11,500						
328	MEALS & RELATED EXPENSE	759	666	2,400	600	2,400	1,500						
341	COMMUNICATIONS EXPENSE	857	1,373	1,980	1,980	1,980	1,980						
342	DATA COMMUNICATION EXPENSE			480		480	480						
461	SPECIAL EXPENSE			6,000	7,800	6,000	6,000						
523	BOARDS & COMMISSIONS EXPENSES	20,584	20,842	22,600	22,600	1,200	1,200						

TOTAL CLASS: 10 MATERIALS & SERVICES

		28,382	31,523	48,760	37,030	27,360	22,760						
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	17,809	22,176	17,076	17,076	20,337	20,337						
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

003 COUNCILOR

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

301 OFFICE EXPENSE
 MISCELLANEOUS OFFICE SUPPLIES \$100

317 COMPUTER EQUIPMENT

321 TRAVEL, TRAINING & SUBSISTENCE
 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.

328 MEALS & RELATED EXPENSE
 REFRESHMENTS AT SELECTED COUNCIL MEETINGS \$500
 COUNCIL DINNER MEETINGS WITH INTERGOVERNMENTAL AGENCIES (METRO, COUNTY COMMISSION,
 & LEGISLATIVE, AND CONGRESSIONAL DELEGATION) \$500
 COUNCIL RETREAT \$500

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

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

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

523 BOARDS & COMMISSIONS EXPENSES
 ANNUAL BOARDS AND COMMISSIONS DINNER (MOVE TO EVENTS 001-10-0527-523)
 BUDGET COMMITTEE MEETINGS \$1,200

816 TRSFRS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$20,337

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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: 25 TRANSFERS

	17,809		22,176		17,076		17,076		20,337		20,337		
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TOTAL PROGRAM: 0511 POLICY DEVELOPMENT

	150,837		158,355		171,304		159,292		153,165		148,565		
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TOTAL DEPARTMENT: 05 CITY COUNCIL

	150,837		158,355		171,304		159,292		153,165		148,565		
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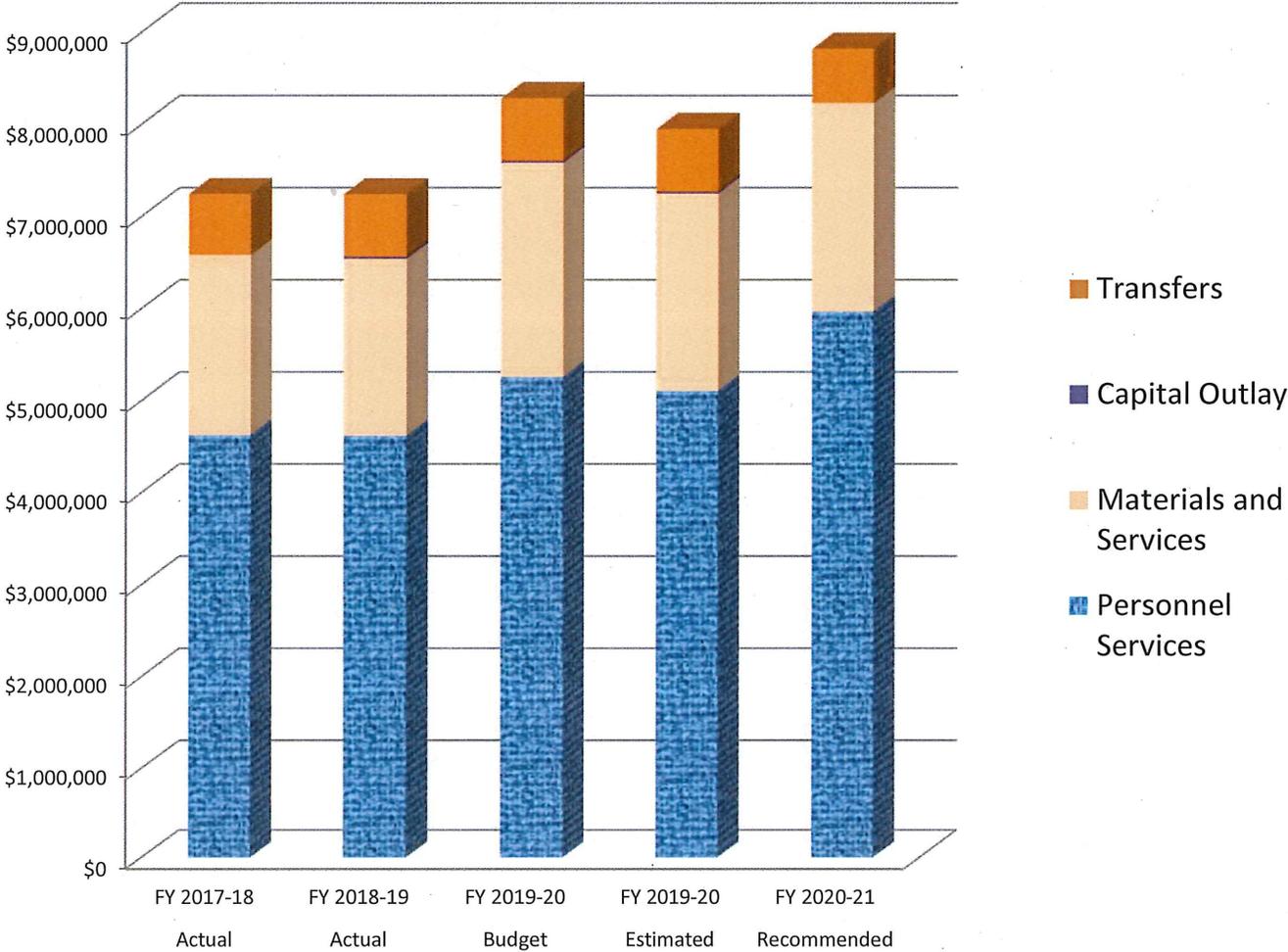
City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**GENERAL FUND
MAYOR'S OFFICE
RECOMMENDED FY 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: **Mayor'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	\$4,620,086	\$4,612,897	\$5,251,192	\$5,099,717	\$5,961,776	13.53%
Materials and Services	1,954,830	1,921,679	2,324,761	2,142,743	2,261,800	-2.71%
Capital Outlay	-	25,126	22,051	22,051	-	-100.00%
Transfers	663,140	675,835	679,141	679,141	589,838	-13.15%
SUB-TOTAL	\$7,238,056	\$7,235,537	\$8,277,145	\$7,943,652	\$8,813,414	
Reserve for equip.			97,182		117,472	
TOTAL	\$7,238,056	\$7,235,537	\$8,374,327	\$7,943,652	\$8,930,886	
FTE's	47.48	43.23	41.23		44.23	

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

Personnel services:

FY 2019-20 reflects an increase of 3.0 FTE by moving the web development team from ISD Fund. The Recommended 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:

No Significant Change

Capital outlay:

FY 2019-20 reflects a decrease due to no request for the fiscal year

Transfers:

FY 2020-21 decrease reflects a decrease in charges paid to ISD Fund as Web Development Team moves under Mayor's office.

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

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

MISSION STATEMENT:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	42.73	43.73	45.23	44.23	0.00
PERSONNEL SERVICES	\$4,645,162	\$4,969,235	\$5,689,324	\$5,961,776	\$0
MATERIALS & SERVICES	1,887,896	1,959,134	2,382,455	2,261,800	0
CAPITAL OUTLAY	0	25,126	22,051	0	0
TRANSFERS	651,641	675,233	679,141	589,838	0
CONTINGENCY	0	0	97,182	117,472	0
TOTAL	\$7,184,699	\$7,628,728	\$8,870,153	\$8,930,886	\$0

Services and Trends:

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

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

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

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed
Mayor's Budget Cost Per Capita	\$74.40	\$78.65	\$90.28	\$89.53
Mayor's Budget as Percent of Total Budget	5.055%	4.525%	3.474%	2.666%

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

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

Program Goals:

As the city's Chief Executive, the Mayor provides organizational leadership leveraging positive management and conservative fiscal responsibility to create effective policy development and implementation. The Mayor's Administration provides focus and leadership for the advancement of work on the community vision, sustainability, homelessness awareness, cultural inclusion, arts and other important efforts. The Mayor's Office leads the city in developing highly effective, innovative programs, policies and strategies to address current and future needs of the city.

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$401,134	\$512,593	\$547,971	\$491,355	\$0
MATERIALS & SERVICES	68,105	252,995	257,538	264,350	0
CAPITAL OUTLAY					
TRANSFERS	2,199	3,198	2,202	2,323	0
TOTAL	\$471,438	\$768,786	\$807,711	\$758,028	\$0

Program Objectives (services provided):

The Mayor's Office Administration is focused on creating a more transparent and accessible city government, providing accurate and timely information to Beaverton residents, fostering opportunities for public engagement, facilitating interaction with residents, city staff and elected officials.

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

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

Program Objectives link to the Diversity Equity and Inclusion Plan:

The Mayor's Office Administration provides leadership and support for the entire DEI Plan. Specific target areas directly supported by this program include:

- **PE5 Reflective Government:** The city actively works to shape policymaking and advisory boards to reflect the racial/ethnic diversity of the community.
- **CP4 Equity Framework:** The city uses a framework of equity to guide policy decisions and resource allocation.
- **CB5 Welcoming City:** Actively promote Beaverton's identity as a welcoming city and support relationship-building between immigrants and U.S.-born community members.

Other key objectives include:

- Provide executive level oversight on the City's sustainability efforts.
- Increase the percentage of residents who regard the value of city services for taxes paid as excellent or good.
- Be proactive on legislative issues important to the City and the region at the state and federal level.
- Offset City funding resources on projects by pursuing grant funding at the state and federal level.
- Welcome and facilitate the addition of unincorporated areas on a voluntary basis.

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

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

Progress on FY 2019-20 Action Plan:

- Continued to support the Visioning Advisory Committee's efforts to oversee implementation of the Beaverton Community Vision plan.
- Maintained Beaverton's *Open for Business* reputation by building strong relationships with the local business and development community.
- Fostered and maintained local investments to help stimulate the local economy.
- Engaged with the community along Allen Blvd. to explore the changes in the area as further development occurs, including the opening of the Public Safety Center in spring 2020.
- Continued and expanded the marketing, public information, fundraising and community support elements of the Patricia Reser Center for the Arts.
- Supported the update of the Diversity, Equity and Inclusion Plan and implementation its accompanying actions.
- Continued to coordinate efforts with partner organizations to support affordable housing options including the implementation of the Metro Housing Bond and programs to support families and individuals experiencing housing insecurity.
- Continued to pursue State and Federal funding sources for major community projects.
- Maintained existing relationships with strategic partners, associations, and special districts.
- Continued efforts to market and enhance the city's brand as a friendly, responsive and welcoming city.

FY 2020-21 Action Plan:

- Provide support and leadership for the Beaverton Climate Action Plan, adopted by City Council in November 2019.
- Begin work to update the Beaverton Community Vision plan with the Visioning Advisory Board.
- Maintain Beaverton's *Open for Business* reputation by building strong relationships with the local business and development community.
- Foster and maintain local investments to help stimulate the local economy.
- Support public information, fundraising and awareness of the Patricia Reser Center for the Arts, currently under construction.
- Support implementation of the Diversity, Equity, and Inclusion Plan as adopted by City Council in October 2019.
- Continue to coordinate efforts with partner organizations to support affordable housing options including the implementation of the Metro Housing Bond and programs to support families and individuals experiencing housing insecurity.
- Continue to pursue State and Federal funding sources for major community projects.
- Maintain existing relationships with strategic partners, associations, and special districts.

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Revised	Proposed
Number of City & intergovernmental activities:				
Council/Staff Updates & Briefings	26	22	26 / 25	25
Number of Bills Tracked in State Legislature	296	41	300 / 65	300
Amount of testimony or support materials created for federal, state, county or local hearings. ***	5	42	40 / 15	40

Moved media contacts measure to 0522 Mayors Program Admin, as the Media Information Officer is now housed in that budget

***We believe the numbers in the last two categories have been flipped (i.e., the bigger numbers should reflect legislative long sessions, and smaller numbers should be in short sessions.)

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

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

Program Goal:

Assist the Mayor, and staff in the deliberation and implementation of their respective goals and priorities. Coordinate Department Head strategic planning and assist in the implementation of the administration's day-to-day work plan. Oversee the activities of the department and make decisions regarding policies, programs, personnel and budgets.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	5.00	5.00	0.00
PERSONNEL SERVICES	\$440,112	\$467,309	\$740,984	\$890,068	\$0
MATERIALS & SERVICES	217,072	40,702	114,462	101,520	0
CAPITAL OUTLAY					
TRANSFERS	112,530	123,031	131,697	4,064	0
TOTAL	\$769,714	\$631,042	\$987,143	\$995,652	\$0

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

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

- **Vision Action Item #34** Adopt measures to reduce and prevent homelessness (Action #34)

Program Objectives link to the Diversity Equity and Inclusion Plan:

The Mayor's Office Director Program provides leadership and support for the entire DEI Plan. Specific target areas directly supported by this program include:

- **PE1 Communications:** City communications celebrate and reflect Beaverton's diversity, promote a welcoming culture and are accessible to all.
- **CP4 Equity Framework:** The city uses a framework of equity to guide policy decisions and resource allocation.
- **HL1:** The city works to meet the immediate needs of people experiencing homelessness through collaborative community partnerships and a culturally-responsive, trauma-informed approach.
- **CB2 Cultural celebration:** Promote the celebration and sharing of culture through programming and events open to the public.
- **CB3 Acknowledgement of diversity in public spaces:** The city supports inclusion by recognizing the contributions of communities of color and our shared history in public spaces.

FY 2019-20 Highlights:

- Assisted the Mayor in implementation of 2019 City Council priorities.
- Assisted the Mayor in implementation of 2019 Department priorities.
- Supported Departments in the day-to-day operations of the City.
- Supported Departments in public engagement efforts for major city projects and programs.
- Oversaw the operations and delivery of program services for the Mayor's Office Department.
- Oversaw Capital Campaign and management efforts for the Patricia Reser Center for the Arts.

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

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

- Provided executive support for city's activities related to addressing homelessness.
- Provided executive support for review and planning of city facilities, including the completion of a Condition Use Survey.
- Supported internal and external Diversity, Equity and Inclusion (DEI) efforts, including the update of the city DEI Plan adopted by City Council in October 2019.

FY 2020-21 Priorities:

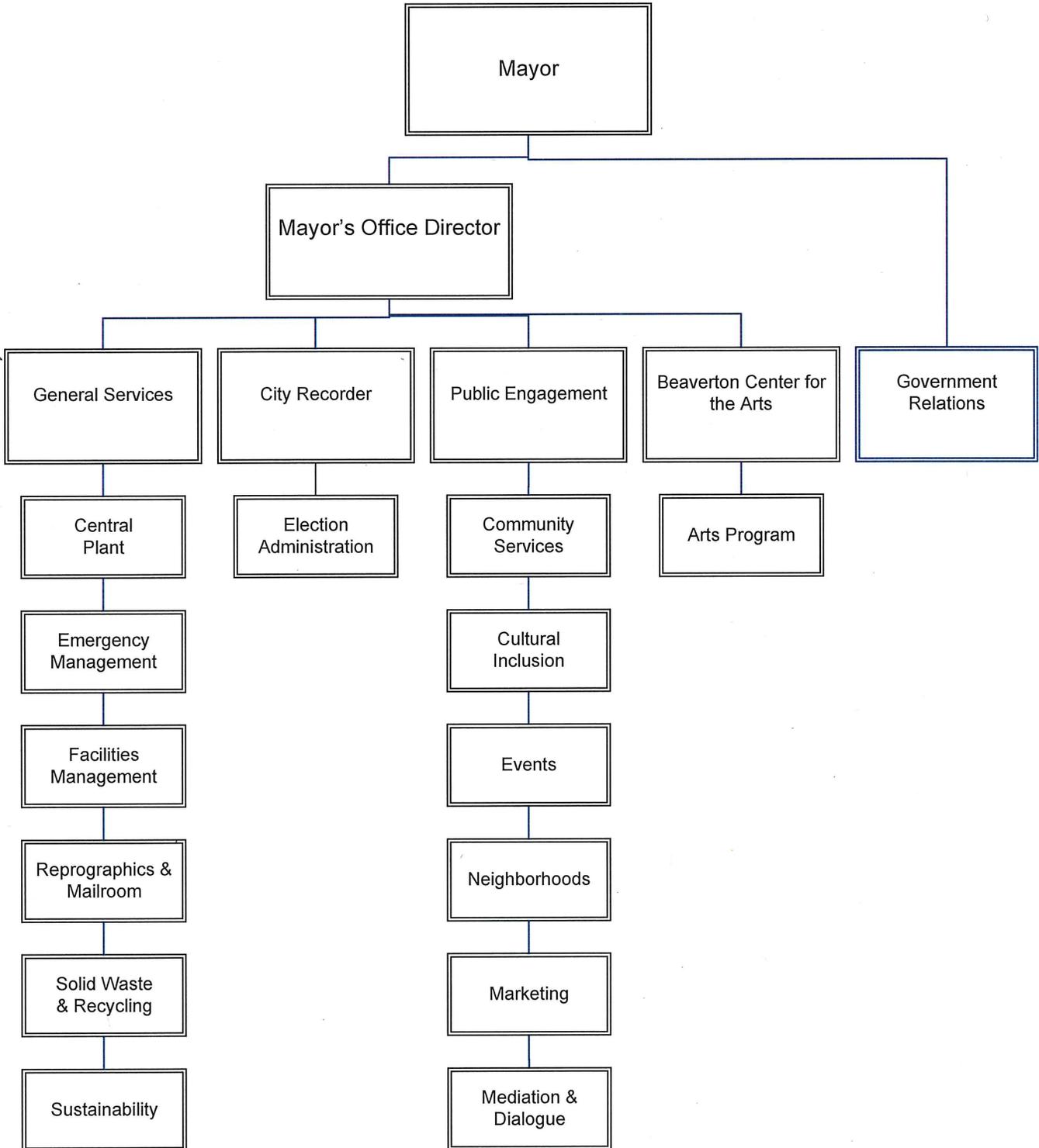
- Assist the Mayor in implementation of 2020 City Council priorities.
- Assist the Mayor in implementation of 2020 Department priorities.
- Support Departments in the day-to-day operations of the City.
- Support Departments in public engagement efforts for major city projects and programs.
- Oversee the operations and delivery of program services for the Mayor's Office Department.
- Provide executive support for implementation of the Beaverton Climate Action Plan.
- Provide executive support for implementation of the Diversity, Equity, and Inclusion Plan.
- Provide executive support for City's activities related to addressing homelessness.
- Provide executive support for review and planning of city facilities.
- Support public information, fundraising and awareness of the Patricia Reser Center for the Arts, currently under construction.
- Respond to and provide proactive communication with internal and external stakeholders, including the media.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of resident volunteers contributing hours to assist with various programs in the Mayor's Office Department	3,900	3,900	4,000 / 6,833	5,500
Number of testimonies or support materials created for federal, state, county or local hearings (in addition to Mayor's Administration 0521 efforts)	25	8	12 / 2	10
Media Contacts (moved from 0521)	161	150	150 / 159	170

*Community services =60
 Mediation = 950
 Events/Neighborhoods: 823
 Emergency Mgt= 5000 hours

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

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



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

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

Program Goal:

To manage the funding necessary to maintain and hold the city's building assets to a high level of standards resulting in pleasant facilities for occupants and residents who visit the buildings. This program ensures that all city-utilized sites are accessible, safe, clean and energy-efficient. This program also manages the city's leases and handles tenant matters in city-owned or city-leased properties.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.00	6.00	6.00	5.00	0.00
PERSONNEL SERVICES	\$682,354	\$627,731	\$736,095	\$656,157	\$0
MATERIALS & SERVICES	21,690	15,950	16,504	40,569	0
CAPITAL OUTLAY					
TRANSFERS	14,203	19,575	16,381	23,410	0
CONTINGENCY	0	0	97,182	117,472	0
TOTAL	\$718,247	\$663,256	\$866,162	\$837,608	\$0

Program Objective:

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

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

Interaction with other departments and programs is a key function of this program. This year, a priority of this program will be working with the various stake holders on the move to the new Public Safety Center, ongoing planning for the Patricia Reser Center for the Arts and planning for the vacated space projects in Griffith.

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

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

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

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

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

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

CITY-OWNED BUILDING INVENTORY

Facility	Building Age (yrs.)	Approx. Sq. Ft.	Insured Value (property & contents)
Main Library	19	69,500	\$47,446,554
The Beaverton Building	16	107,000	\$26,837,945
Griffith Park Building	35	74,750	\$22,314,340
Public Works/Operations Center	40	31,689	\$6,238,434
Sorrento Pump Station	68	4,754	\$5,096,188
Sexton Mountain Reservoir	24	960	\$17,279,710
Community Center	29	9,274	\$1,536,222
House at 12470 SW Fifth Street	30	1,812	\$255,056
Daycare Center on Longhorn Lane	32	7,227	\$1,227,432

CITY-LEASED BUILDINGS/ PROPERTY INVENTORY

Facility Name/Purpose	Original Lease Date	Lease Term Remaining	Cost per Month	Approx. Sq. Ft.
Harvest Court Storage Facility/Police Evidence	May 2003	0	\$1,900	13,800
Beaverton Library @ Murray Scholls*	Dec 2009	6 years	\$21,916	11,707

FY 2020-21 Action Plan:

- Supported the Public Safety Center construction and move-in effort culminating, spring of 2020.
- Developing and evaluating plans for the Griffith Drive Building and Community Center as part of the larger Facility Master Plan effort
- Supporting the construction efforts for the Patricia Reser Center for the Arts, attending construction meetings and Central Plant connections
- Centralized city HVAC, door access, cameras, fire alarm panels, panic buttons, after hours call-outs and emergency response efforts with ABM taking over the library HVAC function, ASG on the security systems, and creating the facilities pager carrier call-out list
- Standardize city furniture packages and develop replacement schedule for aging/unsafe furnishings

FY 2021-22 Action Plan:

- Complete the facilities condition survey work and implement the preventative maintenance program highlighted
- Oversee the Facilities Master Plan work, highlighting the future of all City Owned facilities over the next 20 years
- Complete the first year occupancy of the new Public Safety Center, including all of the warranty work
- Support construction of the PRCA, Creekside Garage, and Central Plant connections
- Solidify and begin implementation of the facilities business case and staffing plan recommendations

Performance Measures:

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted / Revised	FY 2020-21 Proposed
Number of requests received through the city facility work request system (Facility Dude)	1,225	1,355	1,486	1,565
Number of after-hour call-outs for emergency facility repairs or maintenance per year?	9	10	12	15
Preventative Maintenance Work Orders Created	New Measure	136	136	300
Preventative Maintenance Work Orders completed on time	New Measure	133	133	300

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

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

FY 2019-20 PROPOSED, BUDGETED & COMPLETED

BUILDING	PROJECT	
Beaverton Bldg.	Repaint Walls around elevator plus new carpet- \$10,000	On-Going
	Ambient noise reduction pilot program- \$15,000	Complete
	Purchase Furniture upgrades Conference rooms- \$15,000	Complete
	Upgrades to Evoko room management system- \$17,000	Roll-Over
	Glass marker Boards- \$15,000	Complete
Branch Library	Install Security Camera system- \$15,000	Complete
	Replace Book Drop and Additional Signage- \$4,500	Complete
Griffith Bldg.	ADA compliance restrooms- \$15,000	Roll-Over
	Replace HVAC units- \$25,000	Complete
Library	Replace pavers in front- \$25,000	Deferred
	Replace vertical blinds A and B -\$4,640	Complete
	One additional security camera- \$2,500	Complete
	Technology/infrastructure monitor- \$3,000	Complete
	Select phases of space study- \$83,000	Roll-Over
Public Works	Unforeseen projects- \$20,000	Complete
	Patch Parking lot- \$1,500	Complete

FY 2020-21 PROPOSED

BUILDING	PROJECT	PROPOSED
Beaverton Bldg.	Front Vestibule	\$75,000
	Conference furniture improvements	\$15,000
	Art maintenance fund	\$5,000
	Water intrusion detection	\$7,500
	Total Re-Roof	\$213,750
	HR Remodel	\$64,500
Community Center	Restroom re-hab	\$8,500
	Noise abatement Sycamore room	\$6,500
	Kitchen equipment/flooring	\$2,500
	Common area carpet replacement	\$10,000
	Roof/Gutter phase II	\$75,000
	Mini-blinds	\$5,000
	HVAC unit replacement	\$20,000
Griffith Bldg.	Repair two HVAC units	\$13,000
	Outside gate repairs	\$7,500
	Front atrium security warning system	\$75,000
	Relocations	\$18,000
	Fall protection rails	\$3,850
	F/A Panel/system update	\$78,000
	ADA restroom	\$15,000
ADA counters	\$18,000	

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

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

Library	Main stair carpet	\$8,300
	Space planning projects	\$83,000
	Paver replacement	\$145,000
	Expansion joint sealing	\$3,500
	LED exterior parking lights	\$9,450
	Water fill stations	\$2,500
	F/S dry system testing	\$2,500
	Front entrance ADA storefront	\$49,300
	East parking lot	\$5,500
	DDC front end conversion to Reliable controls	\$21,300
	DDC VAV controllers Reliable	\$72,195
Public Works	Fire department connection FDC	\$19,500
	A and B garage door F/S system	\$18,300
	F/S camera	\$2,800
	Fall protection rails	\$3,850
	Parking patch	\$4,800
	Building A interior work	\$7,850
TOTAL PROJECTS		\$1,196,245

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL FUND	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0525 WEB MANAGEMENT	PROGRAM MANAGER: ELZBIETA CRAIG

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.50	2.50	3.00	3.00	0.00
PERSONNEL SERVICES	\$331,690	\$356,338	\$438,132	\$403,015	\$0
MATERIALS & SERVICES	35,716	37,455	57,694	40,044	0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$367,406	\$393,793	\$495,826	\$443,059	\$0

Program Objective:

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

Progress on FY 2019-20 Action Plan:

- Intranet Redesign and Upgrade on new SharePoint Platform – in progress (multi-year project)
- Rebuilding various public applications in our government public cloud – in progress (multi-year project)
- Language compatibility on websites and databases/Designing for Translation – in progress
- HR JAQ Application – in progress
- HR Certificates / Licenses Application – in progress
- Rebates applications and CIP project – completed
- Web, database and security infrastructure upgrade - completed
- Database and web application migration - completed
- Building in Beaverton site upgrade - completed
- Summer Reading application for Library - completed
- Emergency Management Intranet site – completed
- Boards and Commissions sites - completed
- Center for Mediation and Dialog training applications - completed
- Street of Trees and Tree Guide website – foundation completed - ongoing
- Fixing application vulnerability reported by McAfee TrustedSite - ongoing

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 001 GENERAL FUND	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0525 WEB MANAGEMENT	PROGRAM MANAGER: ELZBIETA CRAIG

- Social Media maintenance and support - ongoing
- Quality Control / Analytics / Siteimprove / ADA compliance - ongoing

FY 2020-21 Action Plan:

- Intranet Redesign and Upgrade on new SharePoint Platform (multi-year project)
- Rebuilding various public applications in our government public cloud (multi-year project)
- BURA applications
- Various sites redesign projects (Economic Development, Recycling, CDD, etc....)
- HR JAQ Application
- HR Certificates / Licenses Application
- CivicPlus and SharePoicontract
- SharePoint contract
- Center for Mediation and Dialog training applications upgrades
- Mobile friendly responsive design for public web applications – ongoing
- Fixing application vulnerability reported by McAfee TrustedSite - ongoing
- Social Media maintenance and support - ongoing
- Quality Control / Analytics / Siteimprove – ongoing
- Language compatibility on websites and databases/Designing for Translation - ongoing
- ADA compliance review and upgrade - ongoing

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Revised	Proposed
Number of times the City's Web pages are visited annually	4,972,993	6,018,983	4,980,000 / 6,150,000	6,200,000
Number of requests / Hours spent on:				
Application Development and Upgrades				688 / 2,597
Websites: Public and Intranets				778 / 2,474
Quality Assurance / Accessibility / Security / Web Infrastructure / Other				324 / 791

Performance Outcomes and Program Trends:

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

Use of the City's public websites has been stable throughout 2019. There is a steady increase of users accessing our websites using mobile devices. Quality Assurance score for all the websites and applications is over 98%. This score measures content quality and freshness, security and user experience.

Trends in the Web Management Program include bringing the websites to the level of providing complete, comprehensive online services to residents 24 hours a day, 7 days a week, in a "Virtual City Hall" atmosphere. This trend involves taking advantage of existing data services currently available only inside City Hall and providing secure online access to that data, as well as building new data services in our government public cloud systems. Examples of this kind of service include online forms and applications allowing users to register for training and request or apply for various services.

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	2.00	2.00	0.00
PERSONNEL SERVICES	\$348,486	\$251,857	\$218,435	\$232,384	\$0
MATERIALS & SERVICES	116,572	107,503	115,075	117,149	0
CAPITAL OUTLAY					
TRANSFERS	39,599	33,073	16,514	17,420	0
TOTAL	\$504,657	\$392,433	\$350,024	\$366,953	\$0

Program Objectives (services provided):

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

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

Program Objectives Link to the Beaverton Community Vision Action Plan:

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

Progress on FY 2019-20 Action Plan:

- **Diversity Advisory Board (DAB) and Human Rights Advisory Commission** – Cultivated healthy and engaged boards to inform the work of the Cultural Inclusion program and city leadership on issues of diversity, equity, inclusion, and human rights. Supported board committees to build connections with relevant staff and advise on major city projects. Compiled city report for DAB monitoring of the Diversity, Equity, and Inclusion Plan and acted as project manager for the fifth annual Beaverton Night Markets.
- **Organizational Development on Diversity, Equity, and Inclusion (DEI)** – Facilitated adoption and launch of the DEI Plan 2019 Update. Provided staff training, coordinated with each department to identify relevant goals, and provided direction for incorporation into FY21 budgets. Facilitated the work of the cross-departmental Internal Equity Team and other professional development opportunities for staff on DEI topics. Provided technical assistance for equity projects initiated in other city departments.
- **Language Access** – Fulfilled translation and interpretation requests from all city departments and maintained necessary equipment and contracts. Conducted staff trainings and advised on the use of language assistance tools for city communications and activities. Supported efforts to improve accessibility and engagement with English Language Learners. Worked to expand public awareness of city materials and services in other languages.

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

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

- **Leadership Development & Public Engagement** – Supported outreach and recruitment of underrepresented communities for volunteer roles, workforce opportunities, and community engagement on major city projects. Completed an RFP process to contract with a community partner to continue the Beaverton Organizing and Leadership Development (BOLD) Program and hosted the eighth cohort of the program. Developed new strategic partnerships and relationships in local immigrant and refugee communities and other communities of color.
- **Welcoming Beaverton** – Promoted and increased engagement in Beaverton's welcoming city initiative through communications, official messaging, collaborative events, and quarterly partner gatherings. Convened the fifth annual Beaverton Welcoming Week. Increased the reach of welcoming activities throughout the year and across more areas of the city through a new grant fund to support community-led projects outside the scope of Welcoming Week.

FY 2020-21 Action Plan:

- **Support the work of key advisory boards** – Continue to provide support and strategic direction to the Diversity Advisory Board (DAB) and Human Rights Advisory Commission (HRAC). Cultivate healthy and engaged boards to inform the work of the Cultural Inclusion program, city staff and leadership on issues of diversity, equity, inclusion, and human rights. Act as project manager for the Beaverton Night Markets and explore related business development opportunities (DEI Plan EE2.5). Support DAB to further advocacy on place naming (DEI Plan CB3.1-3.2).
- **Organizational Development on Diversity, Equity, and Inclusion (DEI)** – Monitor and support implementation of the DEI Plan 2019 Update. Continue to facilitate the work of the cross-departmental Internal Equity Team and other professional development opportunities for staff on DEI (DEI Plan CP3.4). Continue to provide technical assistance on equity projects across departments. Adapt and share an equity lens toolkit for staff when proposing major new policies, programs and budget requests (DEI Plan CP4.3). Support research and development of a more inclusive cultural history of Beaverton (DEI Plan CB3.3-3.4).
- **Language Access** – Continue to act as a clearinghouse for translation and interpretation requests from all city departments and maintain necessary equipment and contracts (DEI Plan PE1.2 & 2.1). Continue to provide staff trainings and advise on best practices for language access in city communications and activities. Continue to improve engagement with English Language Learners and expand awareness of language assistance to access city services.
- **Leadership Development & Public Engagement** – Continue to support outreach and recruitment of underrepresented communities for volunteer roles, workforce opportunities, and community engagement on major city projects. Continue to deepen the impact of the Beaverton Organizing and Leadership Development (BOLD) Program with the ninth cohort of the program. Develop new strategic partnerships and relationships in local immigrant and refugee communities and other communities of color (DEI Plan PE2.2).
- **Welcoming Beaverton** – Continue to promote and increase engagement in Beaverton's welcoming city initiative through communications, official messaging, collaborative events, and quarterly partner gatherings. Convene the sixth annual Beaverton Welcoming Week. Continue to increase the reach of welcoming activities throughout the year and across more areas of the city through increased grant funding and support to community partners (DEI Plan CB5.4).

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

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

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of translation requests fulfilled annually for city print materials (DEI Plan PE1.2)	N/A	90	90 / 82	85
Number of interpretation requests fulfilled annually for city events and activities (DEI Plan PE2.1)	N/A	27	40 / 38	42
Number of graduates from the BOLD Program to date (DEI Plan PE4.1)	N/A	142	163 / 159	177
Number of BOLD graduates that have served on City of Beaverton boards and commissions (DEI Plan PE5.1)	N/A	21	24 / 23	25
Number of partner organizations and agencies actively engaged in Welcoming Beaverton activities (i.e. hosted a Welcoming Week event and/or regularly attends quarterly Welcoming Beaverton Partner Gatherings) (DEI Plan CB5.3)	N/A	30	34 / 42	45
Number of attendees for staff trainings, workshops, meetings on DEI (DEI Plan CP3.2-3.3)	650	256	250 / 268	275

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

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

Program Goals:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.00	2.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$188,355	\$188,928	\$284,909	\$365,814	\$0
MATERIALS & SERVICES	197,644	204,154	199,893	194,548	0
CAPITAL OUTLAY					
TRANSFERS	117,919	120,665	136,518	141,689	0
TOTAL	\$503,918	\$513,747	\$621,320	\$702,051	\$0

Program Objectives (services provided):

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

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

Community Events in 2019:

- State of the City | Jan 2019 | Attendance 273
- Beaverton Volunteer Fair | May 2019 | Attendance 265
- Picnic in the Park | Jun 2019 | Attendance 792
- 4th of July | Jul 2019 | Attendance 2063
- Two Night Markets | Jul, Aug 2019 | Attendance 15,260 | Vendors 51
- Flicks by the Fountain movie night presentation | Aug 2019 | Attendance 617
- The 62nd annual Beaverton Celebration Parade | Sep 2019 | Attendance 5,106 | Participating Groups 88
- Bike Beaverton | Sep 2019 | Attendance 360
- Beaverton International Celebration in partnership with THPRD | Sep 2019 | Attendance 138
- Beaverton Half Marathon | Sept 2019 | Runners 900
- Tree Lighting Ceremony | Dec 2019 | Attendance 1281

18 Internal Service Events coordinated and assisted with in FY 19–20:

- 1 Community Shakespeare Festival
- 1 Sidewalk Construction Project Celebration Event
- 1 National Night Out
- 5 Ribbon Cuttings
- 1 Land Use Summit

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

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

- 1 Hispanic Chamber Networking Event
- 1 Grounbreaking
- 1 Statute Dedication
- 1 Community Forum
- 1 Boards & Commissions Dinner
- 3 Art Events
- 1 B-SOBR Graduation

FY 2020-21 Action Plan:

The following events will be presented in FY '20-21:

- 4th of July event in partnership with THPRD
- Two Beaverton Night Markets
- Beaverton Half Marathon in partnership with RunWithPaula Events
- Picnic & A Movie in the Park
- 63rd Annual Beaverton Celebration Parade
- Tree Lighting
- State of the City Address
- Beaverton Volunteer Fair
- Bike Beaverton

The Events team strives to expand event programming that reflects the community through the Visioning Action Items and Diversity, Equity, and Inclusion Plan.

Collaborate with local non-profit and community groups to promote volunteerism, civic engagement, youth development, and outreach through the Beaverton Volunteer Fair (DEI Plan PE 2.2, PE 3.2, EE 1.4). Support development and foster business opportunities and certifications for emerging and minority owned businesses through the Beaverton Night Market (DEI Plan CP2.3, CP 2.5, CP 2.6, EE 2.5). Provide experiences for the community to highlight, celebrate, and interact with Beaverton's cultural diversity through the Beaverton International Celebration and assistance with Welcoming Week events (CB2.1, CB5.1, CB5.4). Create opportunities for city and partner programs to engage the public in conversations about topics including diversity, allyship, and common ground through the Picnic & A Movie event (CB5.2).

Performance Measures:	FY 2018 - 19 Actual	FY 2019 - 20 Budgeted/Revised	FY 2020 - 21 Proposed
Number of overall public activities or events participated in, supported or organized by the program:	45	25 / 39	40
Attendance at program lead events:	31,046	29,000 / 26,155	31,000
Number of community volunteers assisting with events: No longer tracking this performance measure for 2021*	293	250 / 336	*
Number of hours of internal services provided by the events program staff	379	250 / 946	1,040

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

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

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.00	2.00	2.00	2.00	0.00
PERSONNEL SERVICES	\$93,886	\$172,066	\$189,873	\$210,371	\$0
MATERIALS & SERVICES	655,939	658,688	701,235	732,452	0
CAPITAL OUTLAY					
TRANSFERS	1,158	1,908	1,101	2,323	0
TOTAL	\$750,983	\$832,662	\$892,209	\$945,146	\$0

Program Objectives (services provided):

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

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

Program Objectives Link to Beaverton Community Vision Plan:

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

Progress on FY 2019-20 Action Plan:

- **Support the Social Services Funding Committee (SSFC)** – Supported a healthy and engaged board to provide recommendations to City Council on how to distribute the city's social service funds.
- **Manage the city's Social Services Grants** – Facilitated a competitive grant process, provided orientation and 1-on-1 support to new organizations on how to be successful in the application process. Offered capacity-building workshops to strengthen the skills of local nonprofit organizations, including training on serving people experiencing homelessness, using a racial equity lens, and trauma-informed care. Tracked and reported on grant outcomes, coordinated site visits, collected grantee reports and processed payments to disburse funds.
- **Coordinate city response to homelessness** – Funded and supported the following through collaborative community partnerships: 1) year-round transitional housing for families with children experiencing homelessness, and 2) emergency shelter during winter months for adults experiencing homelessness. Supported partners with recruitment, training, and coordination of volunteers, coordination of facility needs, public engagement and outreach, and contract management. Managed contract for an outreach worker based at the library and provided periodic referrals for community members in need of resources to meet basic needs. Managed the annual Point-in-Time Count for Beaverton, including the launch of an app to collect survey data. Launched the Safe Parking Pilot Program to offer a

CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES

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

safe and legal place to park for people living in their vehicles. Continued to support projects of other city departments related to social services and homelessness.

- **Support programming for low-income residents** – Partnered to provide free tax preparation and filing services to low-income residents of Beaverton, with an emphasis on the Earned Income Tax Credit (EITC), a proven strategy to reduce the wealth gap. Expanded services to include financial literacy training, low-income tax law support, and three workshops on saving and budgeting.

FY 2020-21 Action Plan:

- **Support the Social Services Funding Committee (SSFC)** – Continue to support a healthy and engaged board to provide recommendations to City Council on how to distribute the city's social service funds.
- **Manage the city's Social Services Grants** – Facilitate a competitive grant process, providing orientation and 1-on-1 support to new organizations on how to be successful in the application process. Offer capacity-building workshops to strengthen the skills of local nonprofit organizations (DEI Plan CP3.3). Track and report on grant outcomes, coordinate site visits, collect grantee reports and process payments to disburse funds.
- **Coordinate city response to homelessness** – Fund and support the following through collaborative community partnerships: 1) year round transitional housing for families with children experiencing homelessness, and 2) emergency shelter during winter months for adults experiencing homelessness (DEI Plan HL1). Support partners with recruitment, training, and coordination of volunteers, coordination of facility needs, public engagement and outreach, and contract management. Manage contract for outreach worker based at the library and provide periodic referrals for community members in need of resources to meet basic needs (DEI Plan HL1.3). Manage the annual Point-in-Time Count for Beaverton (DEI Plan HL1.8). Manage and expand the Safe Parking Program to offer a safe and legal place to park for people living in their vehicles (DEI Plan HL1.4). Continue to support projects of other city departments and collaborative community initiatives related to social services and homelessness.
- **Support programming for low-income residents** – Partner to provide free tax preparation and filing services to low-income residents of Beaverton, with an emphasis on the Earned Income Tax Credit (EITC), a proven strategy to reduce the wealth gap. Support financial literacy training and workshops. (DEI Plan EE3.1, 3.2 & 3.3)

Performance Measures:

Workload Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of Participants in Social Service Funding Training and Workshops (DEI Plan CP3.3)	50	120	120 / 200	120
Total refunds in dollars from tax assistance program that are received by the Beaverton community	\$2.1 million	\$2.1 million	\$2.1 million / \$2.1 million	\$2.1 million
Total taxpayers receiving the Earned Income Tax Credit at the Beaverton tax assistance site (DEI Plan HL3.2)	450	500	500 / 500	500
Total number of individuals served by the Beaverton Severe Weather Shelter	600	600	600 / 600	600

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

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

Workload Measures (continued):	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Total number of volunteers supporting operations at the Beaverton Severe Weather Shelter	N/A	60	70 / 60	70
Total number of contacts by the outreach worker at the library with members of the public to respond to social service needs (DEI Plan HL1.3)	N/A	90	180 / 180	180

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$329,494	\$345,066	\$355,079	\$366,102	\$0
MATERIALS & SERVICES	73,182	60,105	94,060	87,155	0
CAPITAL OUTLAY					
TRANSFERS	19,348	16,029	17,615	18,582	0
TOTAL	\$422,024	\$421,200	\$466,754	\$471,839	\$0

Program Objective (services provided):

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

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

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

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FISCAL YEAR 2020-21 BUDGET

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

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

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

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

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

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

- Administering and maintaining the City's web-based Room Reservation System to schedule room use for certain rooms in city buildings.

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Projected/Revised	Proposed
Number of Resolutions Processed (CC & BURA)	63	65	55 / 55	55
Number of Ordinances Processed (CC)	21	30	25 / 25	25
Number of Agenda Bills Processed (CC & BURA)	274	240	240 / 280	280
Number of City Council and BURA Meetings available on Granicus Web Stream	44	45	45 / 51	45
Number of electronic communications to candidates, elected officials and residents regarding election issues	125	185	150 / 150	150
Cost to process each election ballot	\$43	\$43	\$43	\$43
Cost of Printing One Voters' Pamphlet:	\$6,000	\$6,778	\$6,000 / \$7,500	\$7,000
o May 2020 Primary Election (Council and Charter Amendment)	Primary	General	Primary	General
Room reservation requests processed	-----	4,000	4,000	4,000

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0537 MARKETING & COMMUNICATIONS	PROGRAM MANAGER: NICOLE WALTERS

Program Goal: To administer the overall strategic marketing of the city by creating, communicating, delivering, and exchanging services and/or promotions that have value to residents, visitors and businesses resulting in elevation of the city's overall profile within the region and beyond. The Marketing Program ensures appropriately scaled marketing strategies in accordance with city priorities and annual budget.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.00	4.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$382,632	\$417,991	\$382,899	\$327,320	\$0
MATERIALS & SERVICES	134,757	150,910	127,925	122,963	0
CAPITAL OUTLAY					
TRANSFERS	141,233	148,750	132,115	139,367	0
TOTAL	\$658,622	\$717,651	\$642,939	\$589,650	\$0

Program Objectives (services provided):

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

Program Objectives link to the Community Vision:

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

Program Objectives link to the Diversity, Equity, and Inclusion Plan:

- Public Engagement
 - **Communications:** *Celebrate and reflect Beaverton's diversity, promote welcoming and access for all.*
 - **Indicators PE1.1, PE 1.3, PE 1.5**
 - **Outreach & engagement:** *Build relationships to reduce barriers, increase trust and promote civic engagement.*
 - **Indicators PE2.2**
- Community Building & Inclusion
 - **Cultural celebration:** *Promote the celebration and sharing of culture through community events.*
 - **Indicators CB2.1**
 - **Welcoming city:** *Promote Beaverton as a welcoming city and support cross-cultural relationship building.*
 - **Indicators CB5.1**

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

FUND: 001 GENERAL	DEPARTMENT: MAYOR'S OFFICE
PROGRAM: 0537 MARKETING & COMMUNICATIONS	PROGRAM MANAGER: NICOLE WALTERS

Progress on 2019-20 Action Plan:

- Provided marketing and communications support to key city initiatives including promotion for the grand opening of the Public Safety Center, 3rd annual Beaverton Restaurant Week supporting Beaverton's designation as the premiere restaurant destination on the Westside; awareness campaign for Oregon's single use plastic ban and launch of the city's first Climate Action Plan; 5th annual Beaverton Night Market with spin-off of first winter Night Market Bazaar featuring emerging ethnic craft vendors; 2020 Census regional promotion of City Library as Census Assistance Center.
- Grew city's presence and expanded stakeholder dialogue with launch of daily social media posting campaign, Your Art Moment resulting in 118% in engagement and 43% increase in followers on Instagram; added #WelcomingWednesday hashtag to showcase Diversity, Equity, and Inclusion activity; continued to utilize nationally trending topics to increase impressions of city-related content.
- Continued centralized services to improve consistency of core brand messaging with enhancement of citywide editorial calendar; development of marketing service request procedures to ensure appropriately scaled marketing strategies; established on-going weekly marketing consultation for the benefit of staff to brainstorm marketing strategies to help meet project goals.

FY 2020-21 Action Plan:

- Provide marketing and communications to advance key city initiatives and elevate community awareness related to major city programs, projects, and initiatives.
- Respond proactively to changing trends and continue to adopt emerging digital engagement practices to grow city's presence and expand dialogue with stakeholders through multiple channels. Focus on enhancing the city website's visitor experience in coordination with Web Management Team and enhancing social media activities through performance management. Develop steps to create electronic version of Your City newsletter distributed in English and Spanish.
- Continue centralized services to improve consistency of core brand messaging based on the values of friendly, active and responsive with refinement of marketing services, enhanced branding training. Complete update of city's identity standards and style manual to reflect evolving city identity and marketing needs.

Performance Measures:

	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of Your City newsletter issues *Special Issue on Climate FY20, PRCA FY21	6	6 / 7*	7*
Number of advertising campaigns promoting city programs and projects * No longer tracking – wrapped into marketing strategic service support	34	50 / *	NA
Number of social media engagements/interactions gained from posted content	63,795	100,000 / 97,717	100,000
Number of trainings/meetings conducted to help city staff/volunteers with marketing, branding, social media, etc.	11	8 / 12	18
Number of city department projects provided marketing strategic service support	250	200 / 150	200

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$42,613	\$10,100	\$46,415	\$0	\$0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$42,613	\$10,100	\$46,415	\$0	\$0

Program Objectives:

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

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

Progress on FY 2019-20 Action Plan:

- Maintained three Homeland Security grant awards including a State Homeland Security Program (SHSP) Grant and two Urban Area Security Initiative (UASI) Grants. The UASI grants were cooperative awards shared with other Citizen Corps programs in Washington County. The grant funds are being used for the procurement of Moulage kits and Moulage training, CERT equipment, and a BPD security camera system. We plan to have all funds expended for these grants by the end of this fiscal year.

FY 2020-21 Action Plan:

- Coordinate with Beaverton Police Department, Public Works Department and Information Services Division to identify potential projects, including cyber security, eligible for Homeland Security Grant funding and participate in the countywide grant application process to apply for grant funds under the State Homeland Security Grant programs and regional grant application process to apply for grant funds under the Urban Area Security Initiative program (UASI). Grant funds are contingent on availability of federal funding.
- Manage grants in accordance with approved grant agreements.

Performance Measures

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

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$385,944	\$406,720	\$434,734	\$461,137	\$0
MATERIALS & SERVICES	81,011	161,557	110,141	101,157	0
CAPITAL OUTLAY	0	0	22,051	0	0
TRANSFERS	29,580	31,153	31,211	31,679	0
TOTAL	\$496,535	\$599,430	\$598,137	\$593,973	\$0

Program Objectives (services provided):

The Emergency Management Program supports on-going efforts to prepare the city for disasters and major emergencies. The specific program objectives for FY 2020-21 include:

- Recruit, train and maintain an increasing cadre of well trained volunteers capable of assisting the Emergency Management Program in all four phases of emergency management.
- Develop and conduct training and exercises, and update plans and procedures to maintain the City's compliance with state and federal requirements.
- Monitor developing conditions or incidents which may affect the city and may require implementation of the Continuity of Operations Plan (COOP), the Emergency Operations Plan (EOP) which would include a partial or full activation of the Emergency Operations Center (EOC), and provide advice to the Mayor and Incident Commander during emergency operations.
- Assist employees and community members in preparing for and surviving disasters through training, exercises, drills, and public education articles, brochures, and activities. Continue work on increasing the diversity of preparedness outreach activities to reach underserved populations.
- Participate in the Washington County Emergency Management Cooperative (EMC), the Regional Domestic Preparedness Organization (RDPO) and with other agencies, groups, jurisdictions, and committees, on a local, regional and national basis, to coordinate and integrate emergency preparedness and response activities and plans, and to foster cooperative relationships.

Progress on FY 2019-20 Action Plan:

- This fiscal year we have already had more than 52 volunteer activities with over 2,200 volunteer hours. There have been increases in activities at the CERT geographic team level and with the Communications Group.
- The Communications Group has been facilitating regular trainings for volunteers on how to use their Ham radios as well as hosting Ham radio licensing classes. CERT conducts monthly trainings for their members, as well as other program volunteers, and coordinates various activities and meetings. An additional four CERT members completed FEMA's CERT Instructor Training Course and can now assist in the teaching of the Basic CERT Classes. Seventy-nine new CERT members graduated in 2019.
- We are in the middle of planning our move to the new Public Safety Building. A large amount of volunteer and staff time has already gone into ensuring a viable plan for all the EOC radios and antennas that will be installed so that they don't interfere with each other.
- In addition to the preparedness information sent out through the city newsletter and social media, we have had over a dozen public education activities so far this fiscal year including presentations at two elementary schools. We also supported one Listos class and three Teen CERT classes.
- One IMT training and two tabletop exercise for City staff have been conducted so far this year. Other trainings and exercises, including the annual EOC exercise, are pending updates to plans and procedures relevant to operating out

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

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

of the new building. Beaverton CERT members participated in the annual Regional CERT Disaster Exercise and are now working on Beaverton CERT's annual May Day Exercise. The Communications Group has begun the planning for their participation in annual ARES Amateur Radio Field Day Exercise.

- We are in the process of completing a comprehensive emergency communications plan. This plan will help us identify and prioritize or existing and future communications capabilities and needs.
- Continued incorporation of ADA requirements into plans, procedures, and public education materials.
- Participated in EMC including support of the annual work plan, revision of the Take 5 series of preparedness flyers. Currently participating on workgroups developing the county-wide Mass Care and Commodity Distribution Points Plans. Program Staff currently chairs the County's Citizen Corps Council which is the umbrella organization for volunteer programs including CERT, Medical Reserve Corps and Neighborhood Watch.
- Participated in the RDPO coordinating on regional activities including Citizen Corps/CERT, Mass Care and Sheltering, inclusion of people with access and functional needs into emergency plans and procedures, mass prophylaxis distribution, debris management, and recovery. Program staff chaired the RDPO Steering Committee and the Citizen Corps Working Group.

FY 2020-21 Action Plan:

- Continue to expand volunteer involvement in Emergency Management.
- Update plans and procedures impacted by the relocation to the new building and train and exercise those changes to validate them.
- Maintain and expand response and recovery capabilities through training, exercises and drills.
- Grow redundant and resilient emergency communications capabilities and resources.
- Continue participation in EMC including support of the annual work plan.
- Maintain active involvement and leadership in the RDPO.
- Maintain support for and provide alternative CERT and preparedness training.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
GRANT MANAGEMENT				
Comparison – Number of grant awards being managed in the fiscal year and the total amount of the grant awards.	5:\$217,669	5:\$151,524	3:\$150,000 / 4:\$148,450	3:\$150,000
EXERCISES – Number of exercises including table top exercises:	10	9	9 / 9	9
RESPONSE AND RECOVERY - Number of incidents requiring EOC activation, CERT Mobilization, or an IMT	1	0	0	0
EMPLOYEE TRAINING:				
Number of employee training activities	32	30	30 / 32	30
PUBLIC EDUCATION/PREPAREDNESS:				
Number of public presentations made	60	78	70 / 70	70
Number of activities including meetings, events and training	140	146	150 / 150	150
Number of volunteer hours invested including meetings, events and training		5,200	5,000 / 5,000	5,000
Number of active and reserve volunteers (CERT, MYN, Amateur Radio)		717	800 / 800	800

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

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

Program goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.63	3.63	3.63	3.63	0.00
PERSONNEL SERVICES	\$367,893	\$387,256	\$410,465	\$450,607	\$0
MATERIALS & SERVICES	28,471	21,257	31,060	35,879	0
CAPITAL OUTLAY					
TRANSFERS	5,298	5,751	4,404	8,130	0
TOTAL	\$401,662	\$414,264	\$445,929	\$494,616	\$0

Program Objectives (services provided):

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

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

Programs:

- Community Mediation: This program includes conflict resolution assistance related to disputes with landlord/tenants, neighbor to neighbor, business/consumer, workplace, home owner associations, and manufactured dwellings. Services include mediation, conflict coaching, facilitation, and conflict resolution education.
- Second Home: A community partnership with the Beaverton School District and Ecumenical Ministries of Oregon connects homeless high school students who are committed to graduating from high school with people willing to share their homes. Mediators facilitate rental contracts and house rules discussion, and mediate between participants as needed.
- Oregon Foreclosure Avoidance: A program of the Oregon Department of justice, utilizes specially trained facilitators to conduct face-to-face resolution conferences between borrowers and lenders with the goal of avoiding home foreclosure. The program is designed to help people stay in their homes, or, if that is not possible, explore non-retention alternatives to foreclosure. CMD serves residents of Washington, Clatsop, Columbia and Tillamook Counties.
- Restorative Dialogue: A collaborative program of the Washington County Juvenile Department and the CMD, provides trained facilitators to help juvenile offenders and crime victims meet face-to-face to discuss impact of the harm, meaningful accountability, and agreements to repair the harm.
- Metro Homeshare: A community partnership with Ecumenical Ministries of Oregon, City of Tigard, City of Hillsboro, WA County. This program connects low income home seekers with home providers who are willing to rent a room at low-cost, with the possibility of work exchange as a portion of the rent. Mediators facilitate rental contracts and house rules discussion, and mediate between participants as needed.

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

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

Services:

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

Program Objectives link to the Community Vision:

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

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

Program Objectives link to the Diversity Equity and Inclusion Plan:

The Center for Mediation and Dialogue supports the Beaverton DEI plan goal PE2 - Outreach & Engagement: “The city works to build proactive, long-term relationships with historically underrepresented communities with the goal of reducing barriers, increasing trust and promoting civic engagement,” along with these action items:

- **PE2.1** - The number of interpreters scheduled for city events and activities increases each year.
- **PE2.3** - The number of public meetings and events sponsored by the city in neighborhoods and non-city buildings increases.

Progress on FY 2019-20 Action Plan:

- Supported Beaverton Committee on Aging and Beaverton Library partnership with Death Café project
- Continued to provide high-quality conflict resolution and restorative justice trainings to volunteers, city staff, and general public
- Developed an equity lens to community mediation program utilizing GARE toolkit
- Trained and mentored volunteers to provide mediation and facilitation services to the community
- Made progress in formalizing and clarifying role as internal service provider to other city departments and programs
- Made progress in strategically aligning goals and services with other Public Engagement programs
- Implemented Metro Homeshare program in Beaverton and Washington County. Program launched in July 2019 and has actively been building a pool of home providers, conducting outreach, and establishing a presence in WA County.
- Maintained connections to state-wide leadership organizations in conflict resolution and restorative justice. Held leadership roles with the Restorative Justice Coalition of Oregon, and Resolution Oregon.
- Launched Community Dialogue series
- Conducted focus groups and targeted trainings for Homeowners Associations and Manufactured Dwelling communities

FY 2020- 2021 Action Plan:

- Pilot “Peacebuilding Grant Program”
- Continue Community Dialogue facilitations
- Explore Community Peacebuilder pilot project
- Provide high-quality conflict resolution and restorative justice trainings to volunteers, city staff, and general public

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

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

- Increase community mediation caseload
- Implement recommendation from equity lens process
- Train and mentor volunteers to provide mediation and facilitation services to the community
- Work with the Juvenile Department to increase the number of restorative dialogue referrals and identify ways to expand the program.
- Continue to support Metro Homeshare, Second Home and Oregon Foreclosure Avoidance programs.
- Maintain connections to state-wide leadership organizations in conflict resolution and restorative justice.

Performance Measures:

	FY 2018-19 Actual	FY 2019-20 Budgeted/Projected	FY 2020-21 Proposed
<u>Mediation Services:</u>			
Number of cases	488	500	500
Number of people trained in conflict resolution and mediation	749	750	750
Total number of people served through direct service and trainings	2,000	2,000	2,000
<u>Resident-Customer Satisfaction Levels:</u>			
Percentage of people satisfied with services provided by the Mediation Program	90%	90%	90%
Average score of people feeling use of mediation was productive (4 point scale)	3.5	3.5	3.5
Number of Volunteer Hours Contributed:	962	950	950

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.00	1.00	1.00	1.00	0.00
PERSONNEL SERVICES	\$30,569	\$84,557	\$86,179	\$169,843	\$0
MATERIALS & SERVICES	43,743	48,439	254,433	116,000	0
CAPITAL OUTLAY					
TRANSFERS	3,531	5,018	3,303	5,807	0
TOTAL	\$77,843	\$138,014	\$343,915	\$291,650	\$0

Program Objectives (services provided):

Beaverton has long been committed to being a sustainable community – both within the city's internal operations and community-wide. The Sustainability Program seeks to build on that commitment by finding innovative solutions that equally protect our natural environment, bolster our local economy and ensure equal access to resources and services for our residents. The program's principal goals are to implement and support the Beaverton Climate Action Plan (BCAP), adopted by the City Council:

- **COMMUNITY TARGET:** 100% reduction of greenhouse gas emissions by 2050 (from 2013 baseline year), which is an average of 3% annually.
- **CITY OPERATIONS TARGET:** 50% fossil fuel reduction from 2009 baseline and carbon neutral by 2030.
- **KEY STRATEGIES:**
 - Prepare for climate impacts in the community and on city services and operations, including increased population due to climate migration and displacement
 - Ensure that equity is prioritized to address the needs of low-income populations and people of color
 - Educate city staff, volunteers and community about local climate impacts and mitigation and adaptation efforts
 - Support regional, state, national and international climate policy and actions, including placing a price on carbon.

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

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

Progress on FY 2019-20 Action Plan:

- The BCAP, adopted by the City Council on November 12, 2019, will serve as a framework for program, city and community actions.
- Partnered with local non-profit organization to implement a residential weatherization and energy efficiency program for low income residents.
- Facilitated a collaborative effort with the Public Works and Finance Departments for city participation in the Green Future Impact program by Portland General Electric which will provide renewable power generated in Oregon for city operations beginning in 2021. (BCAP #20)
- Initiated the development of a Fleet Electrification Strategic Plan for the city, which will be completed in late 2020.

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

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

- Began participation in the Energy Trust of Oregon's Strategic Energy Management program – a series of educational workshops and trainings to strategically manage energy used in city operations. Sustainability, facilities and communications staff will participate over the 14-month duration of the program.
- Aided Public Works staff in seeking options to escalate the transition of city streetlights to LED.
- Started outreach and engagement with city departments, divisions and programs on climate impacts in our area and the city's planned climate actions.
- Collaborated with Human Resources to reclassify the Sustainability Program Coordinator position to Sustainability Analyst and conducted a recruitment to fill the vacant position.
- Continued to monitor and seek ways to increase efficiency in city operations by implementing sustainability practices and monitoring city facilities, assets, and utilities.
- Continued plans to utilize the existing Recycle at Work program to enhance sustainability goals in the community.

FY 2020-21 Action Plan:

- Continue cross-departmental outreach, education and engagement about climate impacts in Beaverton and our mitigation and adaptation efforts.
- Continue outreach, education and engagement with key partners and community groups about climate impacts and the BCAP.
- Update the 2014 sustainability goals for city operations, incorporating BCAP actions and strategies.
- A Fleet Electrification Strategic Plan will be completed in late 2020 to inform future charging infrastructure needs prior to the beginning of the FY21-22 budget process. (BCAP #45)
- Explore opportunities to increase availability of renewable power to the community. (BCAP #18 & 19)
- Work with Oregon Department of Energy and Earth Advantage regarding a home energy score program (BCAP #28)
- Develop a deconstruction and salvage policy (BCAP #13)
- Renew Home Weatherization partnership with Community Action for additional year (BCAP #25)
- Complete work with Finance Department staff to develop recommendations for sustainable purchasing guidelines.
- Public launch of the Beaverton Climate Challenge to engage with Beaverton households to educate and measure household level sustainability actions through technology/online options.
- Continue to develop and enhance working relationships with other city departments to promote the integration of sustainable practices throughout city operations.
- Seek out opportunities for Beaverton to be a leader in the region, state and nation for implementing sustainable actions, as well as researching and model program successes in other communities.
- Maintain city commitment to the existing sustainability networks such as Urban Sustainability Director's Network and ICLEI (Local Governments for Sustainability).
- Maintain and enhance partnerships and relationships with other government agencies and efforts to promote sustainable communities.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected/Revised	FY 2020-21 Proposed
Electricity city facilities kW*	8,893,458	8,893,458	8,893,000 / 893,000	900,000
Target reduction in carbon emissions*	2.7%	3%	3.5% / 3%	3%
Electric vehicle charging stations	28	28	34 / 32	32
Renewable energy sourced for city operations	100%	100%	100% / 100%	100%

*Measured for calendar year not fiscal year.

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	4.60	4.60	4.60	4.60	0.00
PERSONNEL SERVICES	\$331,775	\$408,607	\$466,802	\$507,467	\$0
MATERIALS & SERVICES	69,320	79,145	129,240	141,070	0
CAPITAL OUTLAY	0	25,126	0	0	0
TRANSFERS	49,269	45,477	47,910	53,935	0
TOTAL	\$450,364	\$558,355	\$643,952	\$702,472	\$0

Program Objectives (services provided):

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

- Promote sustainability throughout the collection system, by seeking to maximize efficiency, equity and economic vitality, improve worker safety and reduce environmental and human health impacts over the life cycle of materials.
- Reduce the amount of solid waste generated, as measured on a per capita basis.
- Increase the recycling recovery rate.
- Establish rates, which are fair to the public, the franchisee, and the City.

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

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

Progress on FY 2019-20 Action Plan:

- Collaborated with other local governments, Metro and Oregon Department of Environmental Quality to identify solutions and inform decisions due to the international recycling market changes and its impact on our local programs.
- Participated in regional and state efforts to improve local recycling streams by reducing contamination. The efforts this fiscal year included such tools as the *Your City* newsletter, the annual *Every Day is Recycling Day* citywide mailer, and the the regional Recycle or Not campaign.
- Adopted a mandatory commercial food scraps policy, requiring food generating businesses to separate their food scraps from other waste for collection, which will be implemented in three phases from March 2020 through September 2023.
- Developed a draft city ordinance to restrict the distribution of single-use checkout bags then shifted to supporting the state legislature's bill which ultimately passed leading to a statewide restriction of single-use checkout bags.
- Completed a scope of work to begin exploring options for a single-use item policy.
- Completed a scope of work to complete a food strategy plan that includes wasted food reduction, residential compost, commercial food scraps collection and donation.
- Continued the Eat Smart, Waste Less campaign (in conjunction with Clackamas and Washington Counties and the City of Gresham) to reduce the amount of wasted food in homes.

FY 2020-21 Action Plan:

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

- Program staff will continue work on improving recycling infrastructure.
- Implement a cross-departmental pilot project with CDD to improve waste storage enclosures within the Allen Blvd District Plan zone.
- Identify potential single-use item strategies or policies to reduce waste.

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

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

- Complete and begin implementation of a food system strategic plan.
- Continue to work on reducing recycling contamination by utilizing the region's Recycle or Not campaign.
- Explore alternatives for managing the community garden program.
- Expand the scope of the Recycle at Work program to include broader sustainability and climate topics.
- Participate in the U.S. Department of Energy's Better Buildings Waste Reduction project.
- Develop and implement a pilot program to improve the collection of bulky waste materials at multifamily locations.
- Continue participation in state and regional workgroups to develop implementation plans for the *Materials Management in Oregon: 2050 Vision and Framework for Action* of the Oregon Department of Environmental Quality and Metro's 2030 *Regional Waste Plan*.
- Develop and implement a quarterly Recycling & Sustainability electronic newsletter.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Regional wasteshed recovery rate (a statewide change in calculation methodology resulted in an updated goal number)	50%	50%	50% / 50%	50%
Number of contacts for residential, multifamily, Recycle at Work and organics programs	1,319	2,800	2,500 / 2,000	2,500
Commercial organics outreach contacts/visits	260	475	400	300
Number of program resources distributed (tote bags, brochures, flyers, posters, etc.)	4,958	15,000	14,000 / 11,000	15,000

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

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

Program Goal:

The Neighborhood & Public Involvement Program supports the Beaverton community by providing accessible and equitable outreach and engagement to all. Staff works hard to meet people where they are; to build strong neighborhoods and improve the quality of life for every resident; and to ensure that a healthy relationship exists between the city government and the people they serve.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$330,838	\$342,216	\$396,767	\$430,136	\$0
MATERIALS & SERVICES	102,061	110,174	126,780	166,944	0
CAPITAL OUTLAY					
TRANSFERS	115,774	121,605	138,170	141,109	0
TOTAL	\$548,673	\$573,995	\$661,717	\$738,189	\$0

Program Objective (services provided):

The Neighborhood & Public Involvement Program supports the community's vision through the facilitation of public engagement activities and community building opportunities. Using the City's Visioning Action Plan, the Diversity, Equity and Inclusion Plan, and the Climate Action Plan as the basis for program planning, the Neighborhood & Public Involvement Program serves both the people of Beaverton and the departments within the city. The Program oversees the 11 Neighborhood Association Committees (NACs) and the associated Matching Grant Program; administers support to the city's 16 Boards and Commissions through recruitment, trainings, and program development; consults staff as an internal service provider on public participation; and works directly with volunteers across the city to achieve measurable results in community enhancement.

The Neighborhood Program supports the Community Vision and its accompanying Action Plan. Specific target areas directly supported by this program include:

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

Program Objectives linked to the Beaverton Community Vision Action Plan, the Diversity, Equity and Inclusion Plan and the Climate Action Plan:

- Visioning Goal #5 – *Expand outreach to underrepresented populations*
- Visioning Goal #10 – *Organize community clean-up days in neighborhoods*
- Visioning Goal #12 – *Involve neighborhoods in improvement planning*
- Visioning Goal #13 – *Use art, murals and landscaping to beautify Beaverton*
- Visioning Goal #15 – *Continue City festivals and hold events in neighborhoods*
- Visioning Goal #25 – *Expand community involvement in schools*
- Diversity, Equity and Inclusion Plan PE2.3 – *The number of public meetings and events sponsored by the city in neighborhoods and non-city buildings increases*
- Diversity, Equity and Inclusion Plan PE2.4 – *NACs are trained and supported on increasing participation by underrepresented communities*
- Climate Action Plan Goal #69: *Enhance street tree strategy to increase water retention, mitigate heat island effect through increased urban canopy*
- Climate Action Plan Goal #70 – *Expand Backyard Habitat program*

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

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

Progress on FY 2019-20 Action Plan Highlights

Neighborhoods

NACs provide a variety of services to their respective neighborhoods and enhance livability through community building, service projects and community events. Volunteers contribute thousands of hours of their time to the city, building leadership skills and city knowledge through the process.

- Partnered with Public Works to provide leaf-cleanups in neighborhoods throughout Beaverton. As a result, Public Works collected 4,000 cubic yards of leaves, and 5,000 pounds of food.
- Multiple NACs hosted Rock-the-Block style events, including park restorations, tree plantings and Adopt-the-Roundabout and Adopt-the-Road.
- The Neighborhood Program worked with Engineering to increase awareness for traffic calming opportunities in two neighborhoods.
- NACs hosted 35 developers to address concerns with new development in their neighborhoods during the initial planning stages, and 40 city presentations on upcoming city projects and plans including the PRCA, Willamette Water Supply, Cooper Mtn. Planning and the Allen Blvd project.
- Multiple NACs were involved with their local schools, hosting Fun Runs, book drives and a 3D printer project.
- All 11 Neighborhood Association Committees hosted their monthly meetings at non-city buildings throughout the city. NACs hosted 12 community events, service projects or community building activities outside the downtown core in their respective neighborhoods.

The Neighborhood Program's Matching Grants distributed to Beaverton NACs in 2019/2020 made possible:

- Highland NAC hosted three "Backyard Habitat" workshops to educate residents about the new program.
- NACs sponsored three artists to participate in the inaugural "Beaverton Chalk Art Festival", where 7,000 attendees spent two days watching dozens of artists create art including, chalk art, performance art and music.
- NACs supported free theatre on the library lawn, installation of artist designed signs in downtown and the installation of two Peace Poles.
- Highland NAC planted dozens of trees in the neighborhood to address issues of water retention and tree canopy loss. The plantings included street trees, yard trees and trees on public property.
- Volunteers from the Neighbors Southwest NAC and Public Works rehabilitated a city owned water quality facility by installing new native plants, reducing long term rehabilitation and labor cost in the process.
- Sexton Mountain and South Beaverton NACs hosted movie nights with a total of 875 attendees.
- The Vose NAC held their annual picnic with 230 neighbors, continuing to expand its outreach opportunities to underrepresented populations in their neighborhood.

Boards and Commissions

- The Beaverton Committee for Community Involvement (BCCI), with Neighborhood Program support, partnered with the Community Development Department (CDD) to host a Land Use Summit featuring staff from multiple local jurisdictions to learn about the planning and development process in Beaverton.
- BCCI, with Neighborhood Program support, hosted the Primary Voters' Forum at Beaverton High School to educate voters about candidates and ballot measures.
- The Neighborhood Program sponsored two neighborhood leaders and two Board and Commission members to participate in "Leadership Beaverton".

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

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

Public Engagement Consultation

As the city's primary public participation professionals, Neighborhood Program personnel partnered with city staff to achieve several successful community outreach efforts in 2019/2020.

- The Neighborhood Program worked with CDD to solicit neighborhood feedback on the Housing Options Plan, Downtown Design Project (phase two), Public Safety Center Planning and Construction and the Allen Blvd District Plan.

FY 2020-21 Action Plan Priorities

The Neighborhood Program will continue to partner with departments within the city to help ensure that community members have clear, accurate, and timely information about city services, events, plans, and decision-making practices they need. In addition, the Neighborhood Program will develop and improve opportunities for community involvement and engagement. The Program will also work to implement the City's Vision Targets, Diversity, Equity and Inclusion Plan and the Climate Action Plan

- Visioning Action Item #10 – *Organize Community clean-up days in neighborhoods*
 - Staff will work with Public Works to maintain and enhance water qualities facilities through volunteer opportunities at work party days throughout the city and market the leaf drop-off service.
 - Staff will continue to encourage the use of Matching Grant dollars for community clean-ups.
- Visioning Action Item #12 – *Involve neighborhoods in improvement planning*
 - NACs will host developers for their required Neighborhood Review meetings.
 - NACs will host speakers on city initiatives, plans and procedures to encourage resident participation.
 - Staff will develop a speaker resource list of city staff that can present at the request of neighborhoods on their area of expertise, increasing awareness of city services to the residents.
- Visioning Action Item #15 - *Continue City Festivals and hold events in neighborhoods*
 - Expand Matching Grant dollars for neighborhood-focused events throughout the city, and offer staff support to the planning and execution of the events.
- Visioning Action Item #25 - *Expand community involvement in schools*
 - Expand Matching Grant dollars for neighborhoods to partner with local schools on reading, art and events programming.
- Climate Action Plan Goal #60 – *Explore Options to Reduce Employee Commutes*
 - As a pilot program, Neighborhood Program staff will telecommute twice monthly to reduce greenhouse gas emissions from commuting to and from work.
- Climate Action Plan Goal #69: *Enhance street tree strategy to increase water retention, mitigate heat island effect through increased urban canopy*
 - Staff will encourage neighborhoods to use the Matching Grant program to hold tree planting, mulching and street tree educational opportunities.
- Climate Action Plan Goal #70 – *Expand Backyard Habitat program*
 - Staff will market Backyard Habitat program through electronic media.
 - Staff will continue hosting learning series for interested residents on the program, best practices and how to improve their habitat.
- Diversity, Equity and Inclusion Plan PE2.3 – *The number of public meetings and events sponsored by the city in neighborhoods and non-city buildings increases*
 - Staff will investigate meeting rooms throughout the city to hold NAC Leadership meetings, trainings and events in non-city buildings.
- Diversity, Equity and Inclusion Plan PE4.4 *The City Sponsors leaders from diverse backgrounds to complete the Beaverton Area Chamber's "Leadership Beaverton" program*

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

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

- Staff will market scholarship opportunities to BOLD graduates, as well as current NAC and Board and Commission members.
- Diversity, Equity and Inclusion Plan PE2.4 *NACs are trained and supported on increasing participation by underrepresented communities.*
 - Offer a specific training for NAC leaders on increasing participation by underrepresented communities

Performance Measures:

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/ Revised	FY 2020-21 Proposed
Number of NAC & BCCI meetings and that received assistance	126	133	132	132
Number of training, educational and other program sponsored events/activities	34	40	40	40
Neighborhood Matching Grant dollars leveraged	\$65,000	\$66,000	\$66,000 / \$80,000	\$88,000
Volunteer hours contributed to activities sponsored by the Program	11,800	14,140	13,000	14,300
Total value of volunteer hours (current value is \$25.43 per hour.) Source: independentsector.org/volunteer_time)	\$224,471	\$245,000	\$245,000 / \$245,000	\$250,000
Attendance at Program led events	5,000	6,500	5,000 / 9,000	5,500
Community Notifications: Facebook Impressions, Notify Me emails, Nextdoor Impressions, postal mail, Friday Updates	-	-	207,000 / 200,000	200,000
Number of community partnerships leveraged with neighborhood projects	-	-	40 / 90	44
Number of public involvement opportunities through land use and community/city initiatives presentations	-	-	80 / 60	60

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'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

002 MAYOR

	189,926	1.00	198,394	1.00	193,543	1.00	163,657	197,095	190,530	1.00	190,530	1.00		
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013 MEDIA & COMMUNICATIONS OFFICER

					43,353	1.00	21,317	39,592	83,572	1.00	83,572	1.00		
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016 GOVERNMENT RELATIONS MANAGER

			101,923	1.00	108,170	1.00	45,960	45,960	106,492	1.00	62,019	1.00		
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017 MAYORS OFFICE DIRECTOR

			146,453	1.00	161,929	1.00	130,391	164,963	170,528	1.00	170,528	1.00		
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050 ASST DIRECTOR - GENERAL SERV.

	116,864	1.00	121,211	1.00	127,518	1.00	101,373	127,510	130,347	1.00	130,347	1.00		
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052 EMERGENCY MANAGER

	89,674	1.00	91,699	1.00	94,760	1.00	74,138	94,757	96,851	1.00	96,851	1.00		
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054 PUBLIC ENGAGEMENT MANAGER

	116,338	1.00	36,901	1.00	100,458	1.00	89,878	115,346	123,263	1.00	123,263	1.00		
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058 DEPUTY CITY RECORDER

	69,427	1.00	70,985	1.00	71,701	1.00	60,100	76,886	78,359	1.00	78,359	1.00		
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060 CITY RECORDER

	83,231	1.00	85,111	1.00	89,625	1.00	68,812	87,947	89,891	1.00	89,891	1.00		
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064 PROPERTY & FACILITIES MANAGER

	114,305	1.00	83,141	1.00	108,691	1.00	84,823	108,664	112,017	1.00	112,017	1.00		
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066 CHIEF ADMINISTRATIVE OFFICER

	139,408	1.00												
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077 PROGRAM MANAGER

	405,832	5.00	341,030	4.00	356,219	4.00	285,515	375,513	465,940	5.00	465,940	5.00		
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078 ADMINISTRATIVE ASSISTANT

			43,230	1.00	62,674	1.00	52,476	61,798	67,541	1.00	67,541	1.00		
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080 SENIOR PROGRAM MANAGER

	64,633	.60	66,093	.60	68,274	.60	52,712	69,527	71,073	.60	71,073	.60		
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095 MANAGEMENT ANALYST

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'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
	75,187	1.00	76,972	1.00	81,696	1.00	46,475	62,592	79,186	1.00	79,186	1.00		
106	WEB MANAGER													
									110,193	1.00	110,193	1.00		
110	PUBLIC INFORMATION COORDINATOR													
	137,716	2.00	151,435	2.00	121,191	1.00	106,767	121,755	81,415	1.00	81,415	1.00		
156	FACILITIES MAINTENANCE LEAD													
	77,062	1.00	77,494	1.00										
185	FACILITIES MAINT TECH													
	233,892	4.00	242,075	4.00	259,295	4.00	209,022	256,285	260,214	4.00	201,200	3.00		
186	PROGRAM COORDINATOR													
	344,465	7.00	440,318	7.00	485,082	7.00	380,271	475,279	585,492	8.00	515,545	7.00		
189	WEB ANALYST													
									89,891	1.00	89,891	1.00		
197	EVENTS COORDINATOR													
	55,511	1.00	59,201	1.00	68,940	1.00	48,996	66,911	74,707	1.00	74,707	1.00		
204	EXECUTIVE ASSISTANT													
	95,720	1.00												
210	EMERGENCY MANAGEMENT OFFICER													
	77,319	1.00	79,066	1.00	81,696	1.00	63,925	81,698	83,501	1.00	83,501	1.00		
214	EMERG MGMT PROGRAM SPECIALIST													
	66,496	1.00	67,348	1.00	70,275	1.00	54,982	71,072	73,878	1.00	73,878	1.00		
221	SUPPORT SPECIALIST 2													
	350,988	8.63	414,064	8.63	461,864	8.63	351,722	443,226	445,994	7.63	445,994	7.63		
237	CODE COMPLIANCE OFFICER													
	135,996	2.00												
274	SEASONAL WORKFORCE													
	33,598		19,108											
275	TEMPORARY EMPLOYEES													
	52,935		30,925		37,910		75,032	80,268	99,553		99,553			
292	FACILITIES SUPERVISOR													
					91,101	1.00	74,171	87,190	96,905	1.00	96,905	1.00		

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'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
294	PROJECT SPECIALIST													
											60,884	1.00		
297	SUSTAINABILITY ANALYST													
					29,232	1.00			89,503	1.00	89,503	1.00		
299	PAYROLL TAXES AND FRINGES													
	1,493,563		1,568,720		1,875,995		1,435,472	1,787,883	2,197,258		2,117,490			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	4,620,086	43.23	4,612,897	41.23	5,251,192	42.23	4,077,987	5,099,717	6,154,094	45.23	5,961,776	44.23		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	3,105		3,121		4,050		4,135	4,672	4,400		4,400			
303	OFFICE FURNITURE & EQUIPMENT													
	1,774		973		5,330		1,225	1,931	4,250		1,750			
304	DEPARTMENT EQUIPMENT EXPENSE													
	9,840		107,225		51,584		29,502	31,943	32,886		15,126			
305	SPECIAL DEPARTMENT SUPPLIES													
	1,454		1,657		3,050		684	800	3,495		3,495			
307	MEMBERSHIP FEES													
	19,937		21,264		27,725		20,809	24,915	28,415		28,415			
308	PERIODICALS & SUBSCRIPTIONS													
	916		2,996		4,842		4,040	4,292	3,266		3,216			
316	ADVERTISING, RECORDING & FILING													
	64,799		65,352		67,591		65,511	61,191	67,236		66,236			
317	COMPUTER EQUIPMENT													
	10,920		10,580		4,689		4,202	4,440	27,653		13,105			
318	COMPUTER SOFTWARE													
	5,741		28,813		4,006		2,947	4,947	4,750		4,750			
321	TRAVEL, TRAINING & SUBSISTENCE													
	85,816		90,124		97,930		47,340	49,347	99,350		96,350			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'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
325	COMMUNITY EVENTS EXPENSE													
	196,991		192,624		191,125		186,985	189,025	216,650		172,550			
328	MEALS & RELATED EXPENSE													
	23,875		24,088		25,600		15,554	17,639	29,025		28,675			
329	PUBLIC MEETING BROADCAST EXP													
	60,395		54,904		80,000		116,301	113,720	74,025		74,025			
330	MILEAGE REIMBURSEMENT													
	1,152		1,302		1,740		602	1,350	2,140		2,140			
334	ENERGY EFFICIENCY GRANTS (EECBG)													
					80,013		80,013	80,013						
341	COMMUNICATIONS EXPENSE													
	13,945		15,336		16,860		11,210	16,010	18,989		18,989			
342	DATA COMMUNICATION EXPENSE													
	2,879		2,400		2,880		1,800	2,880	2,880		2,880			
355	CERT PROGRAM EXPENSE													
	55,515		16,915		31,465		12,852	19,275	15,100		15,100			
361	UNIFORMS & SPECIAL CLOTHING													
	100				500		1,019	1,019	1,000		1,000			
377	PUBLIC RELATIONS EXPENSE													
	14,055		14,490		16,150		10,563	14,450	13,450		13,450			
381	BUILDING EXPENSE													
	33													
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS													
	200,310		202,000		205,905		206,089	206,089	209,475		274,313			
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS													
	123,497		112,250		112,000		82,362	109,000	40,000		40,000			
412	ELECTRIC AUTO CHG STATION EXP													
	1,662		2,737		18,000		1,623	10,000	69,000		4,000			
440	RECYCLING OUTREACH EXPENSE													
			38,082		72,540		44,216	50,000	106,600		83,600			
461	SPECIAL EXPENSE													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'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
	149,801		138,113		284,900		164,711	223,888	360,949		268,624			
474	SISTER CITIES EXPENSE													
	11,072				13,350		697	697	13,350		8,000			
475	EMERG. INCIDENT ACTIVATION EXP													
					10,000		108,993	100,000	10,000		10,000			
481	OTHER EXPENSES													
	1,811		500		2,000		1,046	2,000	2,160		2,160			
511	PROFESSIONAL SERVICES													
	585,825		569,973		683,420		550,875	591,420	863,450		757,250			
523	BOARDS & COMMISSIONS EXPENSES													
	35,053		31,304		31,298		18,596	31,298	54,938		54,938			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
	254,398		159,775		160,424		160,331	160,594	159,823		159,823			
531	COVID19 BUS ASSISTANCE PRGM EXP													
536	MAINTENANCE CONTRACTS													
	3,934		4,119		3,759		239	3,759	28,740		28,740			
551	RENTS AND LEASES													
	14,225		8,662		10,035		8,838	10,139	4,700		4,700			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,954,830		1,921,679		2,324,761		1,965,910	2,142,743	2,572,145		2,261,800			
CLASS: 15 CAPITAL OUTLAY														
641	VEHICLES													
			25,126											
670	ROLLING STOCK													
					22,051		22,051	22,051						
TOTAL CLASS: 15 CAPITAL OUTLAY														
			25,126		22,051		22,051	22,051						

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'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: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND													
	520,739		518,911		519,649		238,017	519,649	547,012		547,012			
817	TRSFERS TO GARAGE FUND													
	33,057		37,228		29,446		24,825	29,446	43,280		42,826			
818	TRSFERS TO ISD-ALLOCATED													
	109,344		119,696		130,046		108,372	130,046						

TOTAL CLASS: 25 TRANSFERS

	663,140		675,835		679,141		371,214	679,141	590,292		589,838			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

996	RESERVE - EQUIPMENT REPLACEMT													
					97,182				117,472		117,472			

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					97,182				117,472		117,472			
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TOTAL DEPARTMENT: 10 MAYOR'S OFFICE

	7,238,056	43.23	7,235,537	41.23	8,374,327	42.23	6,437,162	7,943,652	9,434,003	45.23	8,930,886	44.23		
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**MAYOR'S OFFICE
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
2	MAYOR	1.00	1.00					1.00
13	MEDIA & COMMUNICATIONS OFFICER	0.00	1.00					1.00
16	GOVERNMENT RELATIONS MANAGER	1.00	1.00					1.00
17	MAYORS OFFICE DIRECTOR	1.00	1.00					1.00
50	ASST DIRECTOR - GENERAL SERV.	1.00	1.00					1.00
52	EMERGENCY MANAGER	1.00	1.00					1.00
54	PUBLIC ENGAGEMENT MANAGER	1.00	1.00					1.00
58	DEPUTY CITY RECORDER	1.00	1.00					1.00
60	CITY RECORDER	1.00	1.00					1.00
64	PROPERTY & FACILITIES MANAGER	1.00	1.00					1.00
77	PROGRAM MANAGER	4.00	4.00					4.00
78	ADMINISTRATIVE ASSISTANT	1.00	1.00					1.00
80	SENIOR PROGRAM MANAGER	0.60	0.60					0.60
95	MANAGEMENT ANALYST	1.00	1.00					1.00
106	WEB MANAGER	0.00	0.00					0.00
110	PUBLIC INFORMATION COORDINATOR	2.00	1.00					1.00
156	FACILITIES MAINTENANCE LEAD	1.00	0.00					0.00
185	FACILITIES MAINT TECH	4.00	4.00					4.00
186	PROGRAM COORDINATOR	7.00	7.00					7.00
189	WEB ANALYST	0.00	0.00					0.00
197	EVENTS COORDINATOR	1.00	1.00					1.00
210	EMERGENCY MANAGEMENT OFFICER	1.00	1.00					1.00
214	EMERG MGMT PROGRAM SPECIALIST	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	8.63	8.63					8.63
292	FACILITIES SUPERVISOR	0.00	1.00					1.00
294	PROJECT SPECIALIST	0.00	0.00					0.00
297	SUSTAINABILITY ANALYST	0.00	1.00					1.00
	Total	41.23	42.23	0.00	0.00	0.00	0.00	42.23

**MAYOR'S OFFICE
FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
2	MAYOR	1.00					1.00
13	MEDIA & COMMUNICATIONS OFFICER	1.00					1.00
16	GOVERNMENT RELATIONS MANAGER	1.00					1.00
17	MAYORS OFFICE DIRECTOR	1.00					1.00
50	ASST DIRECTOR - GENERAL SERV.	1.00					1.00
52	EMERGENCY MANAGER	1.00					1.00
54	PUBLIC ENGAGEMENT MANAGER	1.00					1.00
58	DEPUTY CITY RECORDER	1.00					1.00
60	CITY RECORDER	1.00					1.00
64	PROPERTY & FACILITIES MANAGER	1.00					1.00
77	PROGRAM MANAGER	4.00			1.00 ^d		5.00
78	ADMINISTRATIVE ASSISTANT	1.00					1.00
80	SENIOR PROGRAM MANAGER	0.60					0.60
95	MANAGEMENT ANALYST	1.00					1.00
106	WEB MANAGER	0.00		1.00 ^a			1.00
110	PUBLIC INFORMATION COORDINATOR	1.00					1.00
156	FACILITIES MAINTENANCE LEAD	0.00					0.00
185	FACILITIES MAINT TECH	4.00		(1.00) ^b			3.00
186	PROGRAM COORDINATOR	7.00					7.00
189	WEB ANALYST	0.00		1.00 ^a			1.00
197	EVENTS COORDINATOR	1.00					1.00
210	EMERGENCY MANAGEMENT OFFICER	1.00					1.00
214	EMERG MGMT PROGRAM SPECIALIST	1.00					1.00
221	SUPPORT SPECIALIST 2	8.63		1.00 ^a	(2.00) ^{c, d}		7.63
292	FACILITIES SUPERVISOR	1.00					1.00
294	PROJECT SPECIALIST	0.00			1.00 ^c		1.00
297	SUSTAINABILITY ANALYST	1.00					1.00
	Total	42.23	0.00	2.00	0.00	0.00	44.23

- ^a FY 2020-21 reflects the Web Management division transferring from the Information Systems Fund to the General Fund in the Mayor's Office.
- ^b FY 2020-21 reflects a Facilities Maintenance Technician transferring from the General Fund - Building Maintenance Services Program to the Library Fund's new Building Operations and Maintenance Program.
- ^c FY 2020-21 proposes reclassification of a Support Specialist position to a Project Specialist position in the Cultural Inclusion program.
- ^d FY 2020-21 proposes reclassification of a Support Specialist position to a Program Manager in the Events program.

BP WORKSHEET & JUSTIFICATION

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

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

002 MAYOR
 189,926 1.00 198,394 1.00 193,543 1.00 197,095 190,530 1.00 190,530 1.00

016 GOVERNMENT RELATIONS MANAGER
 101,923 1.00 108,170 1.00 45,960 106,492 1.00 62,019 1.00

095 MANAGEMENT ANALYST
 76,972 1.00 81,696 1.00 62,592 79,186 1.00 79,186 1.00

204 EXECUTIVE ASSISTANT
 95,720 1.00

275 TEMPORARY EMPLOYEES
 21,471

299 PAYROLL TAXES AND FRINGES
 115,488 135,304 164,562 133,180 186,969 159,620

TOTAL CLASS: 05 PERSONNEL SERVICES

401,134 2.00 512,593 3.00 547,971 3.00 460,298 563,177 3.00 491,355 3.00

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE
 494 26 100 500 250 250

307 MEMBERSHIP FEES
 4,969 7,355 8,240 8,240 9,240 9,240

308 PERIODICALS & SUBSCRIPTIONS
 2,021 2,000 2,000

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 002 MAYOR
 AMENDMENT NUMBER 8 REDUCED THE MAYOR'S BASE SALARY TO\$185,000. THE PROPOSED BUDGET'S
 BASE SALARY WAS \$185,598 AND THE TOTAL SALARY AND WAGES BUDGETED WAS\$194,168 CONSISTED OF
 \$185,598 BASE SALARY
 \$ 1,428 ADDED 16 HOURS DUE TO FY 2019-20 HAVING 262 PAID DAYS VS 260 STANDARD YEAR
 \$ 7,142 BUDGETED CASH OUT OF 80 HOURS OF PTO
 NEW BASE SALARY AT \$185,000 THE ADOPTED BUDGET'S SALARY AND WAGES IS\$193,543 COMPRISED OF
 \$185,000 BASE SALARY
 \$ 1,424 ADDED 16 HOURS DUE TO FY 2019-20 HAVING 262 PAID DAYS VS 260 STANDARD YEAR
 \$ 7,119 BUDGETED CASH OUT OF 80 HOURS OF PTO
 FY 2019-20 REFLECTS 120 HRS PTO CASH-IN.
- 016 GOVERNMENT RELATIONS MANAGER
 FY 18-19 ESTABLISHES A NEW GOVERNMENT RELATIONS MANAGER POSITION.
- 095 MANAGEMENT ANALYST
 FY 18-19 REFLECTS TRANSFERRING 1 FTE MANAGEMENT ANALYST POSITION WITHIN THE MAYOR'S
 OFFICE PROGRAMS FROM 0522 TO 0521.
- 204 EXECUTIVE ASSISTANT
 INCUMBANT IN THE POSITION IS ASSIGNED TO THE NEW GOVERNEMENT RELATIONS MANAGER POSITION.
 FY 18-19 REFLECTS VACANT EXECUTIVE ASSISTANT POSITION BEING ELIMINATED.
- 275 TEMPORARY EMPLOYEES
 MARKETING, PUBLIC INFORMATION, FUNDRAISING, AND COMMUNITY SUPPORT ELEMENTS OF THE
 BEAVERTON ARTS AND CULTURE CENTER PROJECT.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY
 TOTALS 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 \$250
- 307 MEMBERSHIP FEES
 OREGON MAYORS ASSOCIATION \$200
 BEAVERTON ROTARY \$230
 WASHINGTON COUNTY PUBLIC AFFAIRS FORUM \$50
 ARBOR DAY FOUNDATION \$20
 BEAVERTON ARTS FOUNDATION \$1,000
 OREGON LEAGUE OF MINORITY VOTERS \$1,500
 CHAMBER OF COMMERCE \$2,000
 WESTSIDE ECONOMIC ALLIANCE \$900
 JAPAN AMERICA SOCIETY OF OREGON (JASO) \$400
 CITY CLUB OF PORTLAND \$175
 WORLD AFFAIRS COUNCIL OF OREGON \$500
 UNIVERSITY OF WISCONSIN MAYOR'S INNOVATION PROJECT \$2,000
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) FOR MGT ANALYSTS \$175
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP FOR MGT ANALYSTS \$90
- 308 PERIODICALS & SUBSCRIPTIONS
 OREGON LEGISLATURE BILL TRACKING SERVICE FOR 2019 & 2020 LEGISLATIVE SESSIONS
 NO NEW EXPENSE UNTIL FY 20/21 \$2,000

BP WORKSHEET & JUSTIFICATION

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

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	23,098		35,941		24,700		15,000	26,700		24,700			
328	MEALS & RELATED EXPENSE												
	2,915		3,872		2,900		2,900	2,900		2,900			
341	COMMUNICATIONS EXPENSE												
	1,172		1,686		2,100		1,500	2,100		2,100			
342	DATA COMMUNICATION EXPENSE												
	64												
461	SPECIAL EXPENSE												
			365		500		500	5,500		8,000			
474	SISTER CITIES EXPENSE												
	11,072				13,350		697	13,350		8,000			
481	OTHER EXPENSES												
	1,811		500		2,000		2,000	2,160		2,160			
511	PROFESSIONAL SERVICES												
			183,618		185,000		205,000	205,000		205,000			
523	BOARDS & COMMISSIONS EXPENSES												
	22,510		17,611		18,648		18,648						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	68,105		252,995		257,538		254,985	269,200		264,350			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,199		3,198		2,202		2,202	2,323		2,323			
TOTAL CLASS: 25 TRANSFERS													
	2,199		3,198		2,202		2,202	2,323		2,323			
TOTAL PROGRAM: 0521 MAYOR'S ADMINISTRATION													
	471,438	2.00	768,786	3.00	807,711	3.00	717,485	834,700	3.00	758,028	3.00		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
 - TRAVEL: NLC CONFERENCES – CONGRESS OF CITIES AND CONGRESSIONAL CITY CONFERENCE \$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
- 328 MEALS & RELATED EXPENSE
 - WASH CO AND METRO MANAGERS MTGS, INTERGOVERNMENTAL AND REGIONAL MTGS \$2,000
 - WASH COUNTY MAYOR'S MONTHLY MEETING, LOCAL MEETINGS AND CONFERENCES \$900
- 341 COMMUNICATIONS EXPENSE
 - CELL PHONE CHARGES FOR 2 STAFF AT \$100 PER MONTH \$1,200
 - CELL PHONE CHARGES FOR 1 STAFF @ \$50/MONTH (MANAGEMENT ANALYST) \$600
 - COMMUNICATION EXPENSES FOR OUT OF NETWORK CHARGES \$300
- 342 DATA COMMUNICATION EXPENSE
 - NO APPROPRIATION REQUEST THIS YEAR
- 461 SPECIAL EXPENSE
 - CITY'S ANNUAL SPONSORSHIP OF SOLVE \$5,000
 - OTHER ORGANIZATION SPONSORSHIP REQUESTS \$2,500
 - CITY LOGO AND BRANDED ITEMS \$500
- 474 SISTER CITIES EXPENSE
 - SISTER CITIES VISITING DELEGATIONS EXPENSES AND TRAVEL EXPENSES FOR SISTER CITY EXCHANGES \$8,000
- 481 OTHER EXPENSES
 - ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE:
 - INCLUDES DEPTS. 001-10, 107-20, 601-25 (54 FTE @ \$40/EA) \$2,160
- 511 PROFESSIONAL SERVICES
 - FY 2018-19 REFLECTS MOVING THE FOLLOWING EXPENSES FROM PROGRAM 0522 TO PROGRAM 0521
 - FEDERAL REPRESENTATION \$95,000
 - STATE LEGISLATIVE MATTERS \$90,000
 - GOVERNMENT AFFAIRS CONSULTING \$20,000
- 523 BOARDS & COMMISSIONS EXPENSES
 - FOR FY 2020-21 THE MAYOR'S YOUTH ADVISORY BOARDS EXPENSES HAVE BEEN MOVED TO PROGRAM 0527 EVENTS

- 816 TRSFERS TO REPROGRAPHICS FUND
 - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,323

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

013	MEDIA & COMMUNICATIONS OFFICER				43,353	1.00	39,592	83,572	1.00	83,572	1.00		
017	MAYORS OFFICE DIRECTOR												
			146,453	1.00	161,929	1.00	164,963	170,528	1.00	170,528	1.00		
050	ASST DIRECTOR - GENERAL SERV.												
			116,864	1.00	121,211	1.00	127,518	130,347	1.00	130,347	1.00		
054	PUBLIC ENGAGEMENT MANAGER												
					100,458	1.00	115,346	123,263	1.00	123,263	1.00		
066	CHIEF ADMINISTRATIVE OFFICER												
			139,408	1.00									
078	ADMINISTRATIVE ASSISTANT												
			43,230	1.00	62,674	1.00	61,798	67,541	1.00	67,541	1.00		
095	MANAGEMENT ANALYST												
			75,187	1.00									
299	PAYROLL TAXES AND FRINGES												
			108,653		156,415		245,052	268,840		314,817		314,817	

TOTAL CLASS: 05 PERSONNEL SERVICES

	440,112	3.00	467,309	3.00	740,984	5.00	778,049	890,068	5.00	890,068	5.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
			169		467		500	500		500		500	
304	DEPARTMENT EQUIPMENT EXPENSE												
					1,473								
307	MEMBERSHIP FEES												
			386	220	1,820		40	1,820		1,820		1,820	
308	PERIODICALS & SUBSCRIPTIONS												
					350			50					
316	ADVERTISING, RECORDING & FILING												
			643	49	1,000		1,000	1,000		1,000		1,000	
317	COMPUTER EQUIPMENT												
					1,329		2,129	2,100					
318	COMPUTER SOFTWARE												
					313		313						

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 013 MEDIA & COMMUNICATIONS OFFICER
 FY 2019-20 REFLECTS MID-YEAR ELIMINATION OF 1 FTE PUBLIC INFO COORDINATOR POSITION AND CREATING A 1 FTE MEDIA & COMMUNICATIONS OFFICER IN PROGRAM 0522.
 - 017 MAYORS OFFICE DIRECTOR
 FY 2018-19 REFLECTS A NEW 1 FTE MAYORS OFFICE DIRECTOR POSITION
 - 050 ASST DIRECTOR - GENERAL SERV.
 FY 2019-20 AND FY 2020-21 REFLECT 120 HRS PTO CASH-IN.
 - 054 PUBLIC ENGAGEMENT MANAGER
 FY 2019-20 REFLECTS THE PUBLIC ENGAGEMENT MANAGER POSITION TRANSFERRING FROM 001-10-0526 TO 001-10-0522 (WAS PREVIOUSLY CALLED STRATEGIC INITIATIVES & COMMUNICATIONS MANAGER).
 - 066 CHIEF ADMINISTRATIVE OFFICER
 FY 2018-19 REFLECTS THE CAO POSITION ELIMINATED AND A NEW MAYORS OFFICE DIRECTOR POSITION CREATED.
 - 078 ADMINISTRATIVE ASSISTANT
 - 095 MANAGEMENT ANALYST
 FY 18-19 REFLECTS TRANSFERRING 1 FTE MANAGEMENT ANALYST POSITION WITHIN THE MAYOR'S OFFICE PROGRAMS FROM 0522 TO 0521.
 - 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
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- 301 OFFICE EXPENSE
 MISCELLANEOUS OFFICE SUPPLIES \$500
 - 304 DEPARTMENT EQUIPMENT EXPENSE
 NO APPROPRIATION REQUESTED
 - 307 MEMBERSHIP FEES
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) FOR DIRECTOR \$1,250
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP FOR DIRECTOR \$350
 ELGL MEMBERSHIP FOR CITY \$220
 - 308 PERIODICALS & SUBSCRIPTIONS
 - 316 ADVERTISING, RECORDING & FILING
 NOTICES FOR MEETINGS, HEARINGS, ADVERTISING AND PROMOTIONAL EVENTS \$1,000
 - 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
 - 318 COMPUTER SOFTWARE
 ADOBE ACROBAT PRO

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	22,111		13,403		13,450		5,084	13,450		13,450		13,450	
325	COMMUNITY EVENTS EXPENSE												
	60												
328	MEALS & RELATED EXPENSE												
	3,877		3,815		4,000		4,000	4,000		4,000		4,000	
330	MILEAGE REIMBURSEMENT												
	325		140		300		150	150		150		150	
341	COMMUNICATIONS EXPENSE												
	955		1,165		1,800		1,600	1,800		1,800		1,800	
461	SPECIAL EXPENSE												
	7,147		2,320		3,800		1,500	3,800		3,800		3,800	
511	PROFESSIONAL SERVICES												
	181,399		16,008		85,000		18,000	140,000		75,000		75,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	217,072		40,702		114,462		33,974	166,570		101,520		101,520	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	3,186		3,335		1,651		1,651	4,064		4,064		4,064	
818	TRSFERS TO ISD-ALLOCATED												
	109,344		119,696		130,046		130,046						
TOTAL CLASS: 25 TRANSFERS													
	112,530		123,031		131,697		131,697	4,064		4,064		4,064	
TOTAL PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN													
	769,714	3.00	631,042	3.00	987,143	5.00	943,720	1,060,702	5.00	995,652	5.00	995,652	5.00

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

321	TRAVEL, TRAINING & SUBSISTENCE SEMINARS, CONFERENCES, LOC, CEO FOR CITIES OR NLC \$7,950 DEPARTMENT HEAD RETREAT \$5,500
325	COMMUNITY EVENTS EXPENSE NO APPROPRIATION REQUESTED
328	MEALS & RELATED EXPENSE LOCAL MEETINGS, LUNCHEONS, CONFERENCES, 1:1, SPECIAL MEETINGS AND EVENTS, \$4,000 (INCREASE REFLECTS ALL STAFF MEETING AND COUNCIL BRIEFING REFRESHMENTS)
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING EXPENSES AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$150
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF @ \$50/MONTH \$1,800
461	SPECIAL EXPENSE WESTSIDE ECONOMIC ALLIANCE BREAKFAST SPONSOR \$1,500 ELGL EVENT SPONSORSHIP \$1,500 LEADERSHIP BEAVERTON- 1 STAFF \$800
511	PROFESSIONAL SERVICES FY 2018-19 REFLECTS MOVING FEDERAL REPRESENTATION (\$95,000) AND STATE LEGISLATIVE MATTERS (\$80,000) FROM 0522 TO 0521 MAYORS ADMINISTRATION PROGRAM CHAMBER OF COMMERCE LEADERSHIP BEAVERTON PROGRAM \$10,000 ADDITIONAL CONSULTING FEES FOR SPECIAL PROJECTS \$15,000 CULTURAL HISTORY OF BEAVERTON AND TITLE VI ANALYSIS & COMPLIANCE PLANNING \$50,000

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$4,064
818	TRSFERS TO ISD-ALLOCATED ALLOCATION FOR MATRIXED BUSINESS ANALYST PROGRAMMER POSITION THIS POSITION'S SUPPORT WAS COMPLETED IN FY 2019-20

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

064	PROPERTY & FACILITIES MANAGER												
	114,305	1.00	83,141	1.00	108,691	1.00	108,664	112,017	1.00	112,017	1.00		
156	FACILITIES MAINTENANCE LEAD												
	77,062	1.00	77,494	1.00									
185	FACILITIES MAINT TECH												
	233,892	4.00	242,075	4.00	259,295	4.00	256,285	260,214	4.00	201,200	3.00		
292	FACILITIES SUPERVISOR												
					91,101	1.00	87,190	96,905	1.00	96,905	1.00		
299	PAYROLL TAXES AND FRINGES												
	257,095		225,021		277,008		274,513	297,408		246,035			

TOTAL CLASS: 05 PERSONNEL SERVICES

	682,354	6.00	627,731	6.00	736,095	6.00	726,652	766,544	6.00	656,157	5.00		
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES												
	1,300		1,071		1,200		500	1,200		1,200			
307	MEMBERSHIP FEES												
	1,750		1,750		1,750		1,750	1,750		1,750			
317	COMPUTER EQUIPMENT												
								2,919		2,919			
330	MILEAGE REIMBURSEMENT												
	721		747		600		600	1,000		1,000			
341	COMMUNICATIONS EXPENSE												
	3,185		3,173		3,600		3,600	4,200		4,200			
361	UNIFORMS & SPECIAL CLOTHING												
	100				500		1,019	1,000		1,000			
381	BUILDING EXPENSE												
	33												
536	MAINTENANCE CONTRACTS												
	3,695		3,880		3,519		3,519	28,500		28,500			
551	RENTS AND LEASES												
	10,906		5,329		5,335		5,439						

TOTAL CLASS: 10 MATERIALS & SERVICES

	21,690		15,950		16,504		16,427	40,569		40,569			
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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064	PROPERTY & FACILITIES MANAGER	
156	FACILITIES MAINTENANCE LEAD FY 19-20 REFLECTS THE RECLASSIFICATION OF THE FACILITIES MAINT. LEAD POSITION TO FACILITIES SUPERVISOR POSITION.	
185	FACILITIES MAINT TECH FY 2020-21 REFLECTS 120 HRS PTO CASH-IN. FY 2020-21 REFLECTS 1 FTE FACILITIES MAINT TECH TRANSFERRING TO THE LIBRARY BUILDING OPERATIONS AND MAINTENANCE PROGRAM 0560.	
292	FACILITIES SUPERVISOR FY 19-20 REFLECTS THE RECLASSIFICATION OF THE FACILITIES MAINT. LEAD POSITION TO FACILITIES SUPERVISOR POSITION. 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	
305	SPECIAL DEPARTMENT SUPPLIES HARDWARE & SMALL TOOLS \$300 NAMEPLATES \$600 SIGNAGE \$300	
307	MEMBERSHIP FEES BOMA ANNUAL DUES \$1,750 (BOMA PREVIOUSLY FUNDED BY 001-13-0007-307)	
317	COMPUTER EQUIPMENT REPLACEMENT LAPTOP FOR S2 SECURITY SYSTEM \$2,119 LOW END LAPTOP \$800	
330	MILEAGE REIMBURSEMENT FACILITY MANAGER AND ONE FACILITY TECH APPROVED TO DRIVE PERSONAL VEHICLES \$1,000	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 7 STAFF \$4,200	
361	UNIFORMS & SPECIAL CLOTHING CITY LOGO SHIRTS, RAINGEAR AND BOOTS FOR FACILITIES TECHS AND LEAD \$1,000	
381	BUILDING EXPENSE STARTING FY 2015-16 EXPENSES FOR GRIFFITH PARK BUILDING MOVED TO 001-13-0003-350	
536	MAINTENANCE CONTRACTS ANNUAL RENEWAL FEE FOR FACILITY WORK ORDER SYSTEM \$28,500	
551	RENTS AND LEASES PORTION OF HARVEST COURT LEASE. DECREASE IN FY 2018-19 DUE TO PORTION OF SPACE GIVEN TO POLICE FOR EVIDENCE (POLICE WILL BE CHARGED THE ADDITIONAL SPACE)	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0450 BUILDING MAINTENANCE 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	TRSFRS TO REPROGRAPHICS FUND												
	908		1,143		550		550	2,903		2,903			
817	TRSFRS TO GARAGE FUND												
	13,295		18,432		15,831		15,831	20,507		20,507			
TOTAL CLASS: 25 TRANSFERS													
	14,203		19,575		16,381		16,381	23,410		23,410			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACEMT												
					97,182			117,472		117,472			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					97,182			117,472		117,472			
TOTAL PROGRAM: 0450 BUILDING MAINTENANCE SERVICES													
	718,247	6.00	663,256	6.00	866,162	6.00	759,460	947,995	6.00	837,608	5.00		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,903

817 TRSFERS TO GARAGE FUND
ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND \$20,507

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR VEHICLE REPLACEMENT \$117,472

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0525 WEB MANAGEMENT

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													
106	WEB MANAGER							110,193	1.00	110,193	1.00		
189	WEB ANALYST							89,891	1.00	89,891	1.00		
221	SUPPORT SPECIALIST 2							58,353	1.00	58,353	1.00		
299	PAYROLL TAXES AND FRINGES							144,578		144,578			
TOTAL CLASS: 05 PERSONNEL SERVICES								403,015	3.00	403,015	3.00		
CLASS: 10 MATERIALS & SERVICES													
301	OFFICE EXPENSE							300		300			
307	MEMBERSHIP FEES							400		400			
317	COMPUTER EQUIPMENT							200		200			
318	COMPUTER SOFTWARE							2,700		2,700			
321	TRAVEL, TRAINING & SUBSISTENCE							6,000		6,000			
341	COMMUNICATIONS EXPENSE							444		444			
511	PROFESSIONAL SERVICES							65,000		30,000			
TOTAL CLASS: 10 MATERIALS & SERVICES								75,044		40,044			
TOTAL PROGRAM: 0525 WEB MANAGEMENT								478,059	3.00	443,059	3.00		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0525 WEB MANAGEMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

106 WEB MANAGER
 FY 2020-21 REFLECTS THE WEB PROGRAM TRANSFERRING FROM ISD DEPARTMENT TO THE MAYOR'S OFFICE
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.

189 WEB ANALYST
 FY 2020-21 REFLECTS THE WEB PROGRAM TRANSFERRING FROM ISD DEPARTMENT TO THE MAYOR'S OFFICE

221 SUPPORT SPECIALIST 2
 FY 2020-21 REFLECTS THE WEB PROGRAM TRANSFERRING FROM ISD DEPARTMENT TO THE MAYOR'S OFFICE

299 PAYROLL TAXES AND FRINGES

301 OFFICE EXPENSE
 OFFICE EXPENSES \$300

307 MEMBERSHIP FEES
 2 - NATIONAL ASSOCIATION OF GOVERNMENT WEB PROFESSIONALS MEMBERSHIPS \$400

317 COMPUTER EQUIPMENT
 LARGE IPHONE FOR WEB MANAGER \$200

318 COMPUTER SOFTWARE
 ADOBE CREATIVE CLOUD (X3) \$2,700

321 TRAVEL, TRAINING & SUBSISTENCE
 IT TRAINING FOR 3 WEB MANAGEMENT EMPLOYEES (3 TRAININGS AND 1 PLURALSIGHT LICENSE) \$6,000

341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 1 STAFF DEDICATED TO WEB MANAGEMENT AT \$37 PER MONTH \$444

511 PROFESSIONAL SERVICES
 SHAREPOINT CONSULTANCY FOR EXISTING SP PLATFORM (2013) \$15,000
 CIVICPLUS CMS UPGRADES, FORM CENTER AND NEW FEATURES \$15,000

BP WORKSHEET & JUSTIFICATION

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

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

104	BUSINESS ANALYST PROGRAMMER		91,699	1.00	94,760	1.00	94,757						
106	WEB MANAGER		100,346	1.00	104,463	1.00	107,794	1.00	107,839				
189	WEB ANALYST		127,047	1.50	44,906	.50	87,948	1.00	85,388				
299	PAYROLL TAXES AND FRINGES		104,297		115,270		147,630		162,151				

TOTAL CLASS: 05 PERSONNEL SERVICES

	331,690	2.50	356,338	2.50	438,132	3.00	450,135						
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES						350		350				
321	TRAVEL, TRAINING & SUBSISTENCE		2,500				3,000		3,000				
341	COMMUNICATIONS EXPENSE		434	434			444		444				
511	PROFESSIONAL SERVICES		32,782	37,021			53,900		45,000				

TOTAL CLASS: 10 MATERIALS & SERVICES

	35,716		37,455		57,694		48,794						
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TOTAL PROGRAM: 0525 WEB MANAGEMENT

	367,406	2.50	393,793	2.50	495,826	3.00	498,929						
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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

104	BUSINESS ANALYST PROGRAMMER FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER. FY 2020-21 REFLECTS POSITION TRANSFERRING WITHIN THE ISD FUND FROM PROGRAM 0525 TO 0711.
106	WEB MANAGER POSITION FOR MANAGING DESIGN, DEVELOPMENT AND PROGRAMMING PROCESS FOR CITY WEB SITES, WEB APPLICATIONS AND ADMINISTRATION OF WEB SERVERS AND DATABASES
189	WEB ANALYST POSITION FOR DESIGNING, DEVELOPING AND PROGRAMMING WEB SITES AND WEB APPLICATIONS. FY 10-11 THROUGH FY 18-19 REFLECT LIMITED DURATION .5 FTE WEB ANALYST POSITION. FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER. FY 19-20 REFLECTS .50 FTE ADDED TO THE WEB ANALYST POSITION TO CREATE A FULLTIME POSITION.
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
307	MEMBERSHIP FEES 2 - NATIONAL ASSOCIATION OF GOVERNMENT WEB PROFESSIONALS MEMBERSHIPS
321	TRAVEL, TRAINING & SUBSISTENCE IT TRAINING FOR WEB SERVICES EMPLOYEES
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 1 STAFF DEDICATED TO WEB SERVICES AT \$37 PER MONTH
511	PROFESSIONAL SERVICES 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 CONSULTANCY

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

054	PUBLIC ENGAGEMENT MANAGER												
	116,338	1.00	36,901	1.00									
077	PROGRAM MANAGER												
	78,204	1.00	82,358	1.00	85,935	1.00	87,866	92,248	1.00	92,248	1.00		
186	PROGRAM COORDINATOR												
								65,669	1.00				
221	SUPPORT SPECIALIST 2												
	40,071	1.00	54,523	1.00	58,045	1.00	57,804						
294	PROJECT SPECIALIST												
										60,884	1.00		
299	PAYROLL TAXES AND FRINGES												
	113,873		78,075		74,455		74,439	79,936		79,252			

TOTAL CLASS: 05 PERSONNEL SERVICES

	348,486	3.00	251,857	3.00	218,435	2.00	220,109	237,853	2.00	232,384	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
			18		50		47	50		50			
303	OFFICE FURNITURE & EQUIPMENT												
			375		450		502						
307	MEMBERSHIP FEES												
	1,050		680		2,400		2,100	2,000		2,000			
317	COMPUTER EQUIPMENT												
	1,216		872					3,528		2,199			
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,624		4,968		6,675		3,437	6,200		6,200			
325	COMMUNITY EVENTS EXPENSE												
	4,318		3,321		6,500		4,400	4,400		4,400			
328	MEALS & RELATED EXPENSE												
	801		450		1,000		500	1,000		800			
341	COMMUNICATIONS EXPENSE												
	1,491		1,711		1,200		1,200	1,200		1,200			

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 054 PUBLIC ENGAGEMENT MANAGER
 FY 2018-19 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
 FY 2019-20 REFLECTS POS. MOVED TO 001-10-0522-054 AND RENAMED PUBLIC ENGAGEMENT MANAGER
- 077 PROGRAM MANAGER
- 186 PROGRAM COORDINATOR
 FY 2020-21 REFLECTS PROPOSED RECLASS OF 1 FTE SS2 POSITION TO 1 FTE PROGRAM COORDINATOR.
 FY 2020-21 REFLECTS RECOMMENDED RECLASS TO BE A PROJECT SPECIALIST INSTEAD OF PROG COORD.
- 221 SUPPORT SPECIALIST 2
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE SS2 POSITION TO 1 FTE PROJECT SPECIALIST
- 294 PROJECT SPECIALIST
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE SS2 POSITION TO 1 FTE PROJECT SPECIALIST
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 OFFICE SUPPLIES \$50
- 303 OFFICE FURNITURE & EQUIPMENT
- 307 MEMBERSHIP FEES
 HISPANIC METROPOLITAN CHAMBER OF COMMERCE \$500
 CULTURALLY-SPECIFIC COMMUNITY-BASED ORGANIZATION MEMBERSHIPS \$300
 WELCOMING AMERICA \$200
 GOVERNMENT ALLIANCE ON RACE AND EQUITY \$1,000
- 317 COMPUTER EQUIPMENT
 LAPTOP AND DOCKING STATION \$2,199
- 321 TRAVEL, TRAINING & SUBSISTENCE
 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
- 325 COMMUNITY EVENTS EXPENSE
 NATIONAL WELCOMING WEEK EVENTS \$2,000
 DIVERSITY, EQUITY, & INCLUSION PLAN EVENTS \$1,500
 COMMUNITY FORUMS/MEETINGS ON EMERGING TOPICS RELATED TO EQUITY AND INCLUSION \$500
 CHILDCARE EXPENSES \$400
- 328 MEALS & RELATED EXPENSE
 PARTNER AND COMMUNITY MEETINGS \$800
- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 2 STAFF @ \$50 PER MONTH PER PHONE \$1,200

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
377	PUBLIC RELATIONS EXPENSE												
	1,300		2,575		1,500		1,000	1,500		1,500		1,500	
461	SPECIAL EXPENSE												
	19,610		19,569		27,700		23,500	30,700		30,700		30,700	
511	PROFESSIONAL SERVICES												
	78,395		68,200		64,000		58,000	64,500		64,500		64,500	
523	BOARDS & COMMISSIONS EXPENSES												
	2,767		4,764		3,600		3,600	3,600		3,600		3,600	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	116,572		107,503		115,075		98,286	118,678		118,678		117,149	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	39,599		33,073		16,514		16,514	17,420		17,420		17,420	
TOTAL CLASS: 25 TRANSFERS													
	39,599		33,073		16,514		16,514	17,420		17,420		17,420	
TOTAL PROGRAM: 0526 CULTURAL INCLUSION													
	504,657	3.00	392,433	3.00	350,024	2.00	334,909	373,951	2.00	366,953	2.00	366,953	2.00

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

377 PUBLIC RELATIONS EXPENSE
 CULTURALLY SPECIFIC MEDIA OUTREACH TO UNDERREPRESENTED POPULATIONS \$1,500

461 SPECIAL EXPENSE
 HISPANIC METROPOLITAN CHAMBER OF COMMERCE ANNUAL EVENT SPONSORSHIP \$1,500
 CENTRO CULTURAL OF WASHINGTON COUNTY ANNUAL EVENT SPONSORSHIP \$2,500
 VIRGINIA GARCIA ANNUAL EVENT SPONSORSHIP \$2,500
 ADELANTE MUJERES ANNUAL EVENT SPONSORSHIP \$2,500
 MUSLIM EDUCATIONAL TRUST ANNUAL EVENT SPONSORSHIP \$2,500
 UNITE OREGON ANNUAL EVENT SPONSORSHIP \$1,000
 COALITION OF COMMUNITIES OF COLOR ANNUAL EVENT SPONSORSHIP \$1,000
 TONGA DAY ANNUAL EVENT SPONSORSHIP \$1,200
 MLK JR DAY WASHINGTON COUNTY ANNUAL EVENT SPONSORSHIP \$1,000
 SPONSORSHIP AT COMMUNITY PARTNER EVENTS \$2,000
 MINI-GRANTS FOR PARTNER-LED BEAVERTON WELCOMING WEEK EVENTS \$7,000
 GRANTS FOR YEAR-ROUND WELCOMING AND INCLUSION COMMUNITY PROJECTS \$6,000

511 PROFESSIONAL SERVICES
 BOLD EMERGING LEADERS TRAINING \$25,500
 FOREIGN LANGUAGE TRANSLATION SERVICES \$25,000
 FOREIGN LANGUAGE INTERPRETATION PROFESSIONAL SERVICES \$5,000
 CULTURAL RESPONSIVENESS STAFF TRAINING \$3,000
 CULTURAL RESPONSIVENESS PROFESSIONAL SERVICES \$6,000

523 BOARDS & COMMISSIONS EXPENSES
 DIVERSITY ADVISORY BOARD EXPENSES \$1,800
 HUMAN RIGHTS ADVISORY COMMISSION EXPENSES \$1,800

816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$17,420

BP WORKSHEET & JUSTIFICATION

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

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

077	PROGRAM MANAGER							14,104	88,558	1.00	88,558	1.00	
197	EVENTS COORDINATOR												
	55,511	1.00	59,201	1.00	68,940	1.00	66,911	74,707	1.00	74,707	1.00		
221	SUPPORT SPECIALIST 2												
	47,072	1.00	49,357	1.00	104,075	2.00	85,750	64,752	1.00	64,752	1.00		
274	SEASONAL WORKFORCE												
	33,598		19,108										
299	PAYROLL TAXES AND FRINGES												
	52,174		61,262		111,894		91,216	137,797		137,797			

TOTAL CLASS: 05 PERSONNEL SERVICES

	188,355	2.00	188,928	2.00	284,909	3.00	257,981	365,814	3.00	365,814	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	52		43		50		50	50		50			
303	OFFICE FURNITURE & EQUIPMENT												
					2,600		29	1,000		1,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
			7,750					9,000					
307	MEMBERSHIP FEES												
	3,035		3,042		3,300		3,300	3,500		3,500			
316	ADVERTISING, RECORDING & FILING												
	1,704		1,215		1,500		500	1,500		500			
318	COMPUTER SOFTWARE												
			313		313								
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,568		3,925		5,855		5,538	1,500		1,500			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO A PROGRAM MANAGER POSITION.
- 197 EVENTS COORDINATOR
- 221 SUPPORT SPECIALIST 2
 FY19-20 REFLECTS RESTRUCTURING TWO TEMP POSITIONS TO CREATE AN ADDITIONAL SS POSITION TO PROVIDE YEAR ROUND EVENT SUPPORT.
 FY 2020-21 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO A PROGRAM MANAGER POSITION.
- 274 SEASONAL WORKFORCE
 2 SEASONAL STAFF FOR ALL EVENTS (FULL TIME FROM APRIL1 THROUGH OCTOBER 31).
 SEE ACCOUNT 325 FOR LIST OF EVENTS.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 EVENTS OFFICE SUPPLIES \$50
- 303 OFFICE FURNITURE & EQUIPMENT
 CHAIR FOR STAFF \$1,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 307 MEMBERSHIP FEES
 AMERICAN SOCIETY OF COMPOSERS AUTHORS AND PUBLISHERS \$1,000
 BROADCAST MUSIC, INC. \$900
 SEASAC MUSIC LICENSES \$1,600
- 316 ADVERTISING, RECORDING & FILING
 PROMOTIONAL ITEMS FOR OUTREACH AND MARKETING OF EVENTS \$500
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
 DIVERSITY TRAINING FOR 3 STAFF \$375
 PROJECT MANAGEMENT TRAINING FOR 3 STAFF \$1,125

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
325	COMMUNITY EVENTS EXPENSE												
	177,798		174,236		171,475		171,475	196,600		152,500			
330	MILEAGE REIMBURSEMENT												
	21		156		200		100	250		250			
341	COMMUNICATIONS EXPENSE												
	957		434		600		600	600		600			
461	SPECIAL EXPENSE												
	12,509		13,040		14,000		16,000	16,000		16,000			
523	BOARDS & COMMISSIONS EXPENSES												
								18,648		18,648			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	197,644		204,154		199,893		197,592	248,648		194,548			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	117,919		120,665		136,518		136,518	141,689		141,689			
TOTAL CLASS: 25 TRANSFERS													
	117,919		120,665		136,518		136,518	141,689		141,689			
TOTAL PROGRAM: 0527 EVENTS													
	503,918	2.00	513,747	2.00	621,320	3.00	592,091	756,151	3.00	702,051	3.00		
TOTAL DEPARTMENT: 10 MAYOR'S OFFICE													
	503,918	2.00	513,747	2.00	621,320	3.00	592,091	756,151	3.00	702,051	3.00		
TOTAL FUND: 001 GENERAL FUND													
	503,918	2.00	513,747	2.00	621,320	3.00	592,091	756,151	3.00	702,051	3.00		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 325 COMMUNITY EVENTS EXPENSE
 - NEW COMBINED EVENT TO REPLACE PICNICS IN THE PARK AND FLICKS BY THE FOUNTAINS\$10,000
 - TREE LIGHTING \$30,000
 - BIKE BEAVERTON \$5,000
 - NIGHT MARKETS (2) \$35,000
 - STATE OF THE CITY ADDRESS\$11,000
 - WELCOMING WEEK EVENT SUPPORT (FORMERLY INT'L CELEBRATION)\$10,000
 - FOURTH OF JULY EVENT \$5,000
 - EVENT SUPPORT FOR CITY DEPARTMENTS\$10,000
 - CELEBRATION PARADE \$28,000
 - BEAVERTON VOLUNTEER FAIR \$2,500
 - PRCA TOPPING OFF EVENT \$6,000
- 330 MILEAGE REIMBURSEMENT
 - REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$250
- 341 COMMUNICATIONS EXPENSE
 - MONTHLY SERVICE FOR 1 CELL PHONE @\$50/MONTH \$600
- 461 SPECIAL EXPENSE
 - PUBLIC STORAGE RENTAL FOR EVENTS SUPPLIES \$9,000
 - EVENT MISC SUPPLIES AND SPECIAL EXPENSES \$3,500
 - BEAVERTON COMMUNITY BAND SPONSORSHIP \$3,500
- 523 BOARDS & COMMISSIONS EXPENSES
 - MAYOR'S YOUTH ADVISORY BOARD EXPENSES (MOVE FROM001-10-0521-523) \$18,648
 - (NLC TRIP FOR BOARD, BOARD MTG EXPENSES, YOUTH SUMMIT, MYAB RETREAT, SNACKS & SUPPLIES

- 816 TRSFERS TO REPROGRAPHICS FUND
 - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$141,689

BP WORKSHEET & JUSTIFICATION

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

186	PROGRAM COORDINATOR												
	61,964	1.00	66,650	1.00	76,321	1.00	74,401	80,438	1.00	80,438	1.00		
221	SUPPORT SPECIALIST 2												
	1,536		44,794	1.00	51,843	1.00	51,389	55,655	1.00	55,655	1.00		
299	PAYROLL TAXES AND FRINGES												
	30,386		60,622		61,709		70,193	74,278		74,278			

TOTAL CLASS: 05 PERSONNEL SERVICES

	93,886	1.00	172,066	2.00	189,873	2.00	195,983	210,371	2.00	210,371	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
		24			50		75	50		50			
303	OFFICE FURNITURE & EQUIPMENT												
					300		300						
307	MEMBERSHIP FEES												
	300		300		300		300						
318	COMPUTER SOFTWARE												
		2,000					2,000	2,000		2,000			
321	TRAVEL, TRAINING & SUBSISTENCE												
	218		205		1,900		1,535	1,200		1,200			
325	COMMUNITY EVENTS EXPENSE									2,500		2,500	
341	COMMUNICATIONS EXPENSE												
	550		623		600		600	1,200		1,200			
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS												
	200,310		202,000		205,905		206,089	209,475		274,313			
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS												
	123,497		112,250		112,000		109,000	40,000		40,000			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

186	PROGRAM COORDINATOR
221	SUPPORT SPECIALIST 2 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM PROGRAM 0537 TO PROGRAM 0529.
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE OFFICE SUPPLIES \$50
303	OFFICE FURNITURE & EQUIPMENT
307	MEMBERSHIP FEES
318	COMPUTER SOFTWARE ZOOMGRANTS \$2,000
321	TRAVEL, TRAINING & SUBSISTENCE OREGON COALITION ON HOUSING AND HOMELESSNESS ANNUAL CONFERENCE \$1,200
325	COMMUNITY EVENTS EXPENSE NONPROFIT CAPACITY BUILDING TRAININGS (MOVED FROM LINE 321) \$1,500 ANNUAL POINT IN TIME HOMELESS COUNT EXPENSES (MOVED FROM LINE 391) \$1,000
341	COMMUNICATIONS EXPENSE MONTHLY SERVICE FOR 2 CELL PHONES @\$50/MONTH PER PHONE \$1,200
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS FUNDING FOR SOCIAL SERVICES AT \$2.75 PER CAPITA ON FY 2020-21 POPULATION ESTIMATE (99,750) \$274,313
391	COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS VISION ACTION NETWORK \$10,000 CITY RESIDENT HOMELESSNESS ASSISTANCE \$10,000 WASHINGTON COUNTY HOMELESS CONNECT \$3,500 HOMEPLATE SPONSORSHIP \$3,000 COMMUNITY ACTION GALA & LUNCHEON \$3,000 BRIDGE MEADOWS SPONSORSHIP \$3,000 MISC. CONTRIBUTIONS OF SUPPORT \$2,500 SCHOOL SUPPLY DRIVE SPONSORSHIP \$2,500 ANNUAL TOY DRIVE PARTNER SPONSORSHIP \$500 SHOWER VAN PILOT PROJECT \$2,000 FAMILY JUSTICE CENTER FUNDING MOVED TO THE POLICE COMMUNITY SERVICES (001-60-0625-461) FY2020-21 REFLECTS MOVING UTILITY BILL ASSISTANCE TO THE WATER, SEWER, AND STORM FUNDS

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 10 MAYOR'S OFFICE
 PROGRAM: 0529 COMMUNITY 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
461	SPECIAL EXPENSE												
	5,388		12,079		26,375		26,375	40,214		40,214			
511	PROFESSIONAL SERVICES												
	95,000		193,467		217,500		217,500	219,500		234,500			
523	BOARDS & COMMISSIONS EXPENSES												
	796		1,123		1,500		1,500	1,500		1,500			
525	PMTS TO OTHER GOVERNMENT AGENCIES												
	229,880		134,617		134,805		134,975	134,975		134,975			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	655,939		658,688		701,235		700,249	652,614		732,452			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	1,158		1,908		1,101		1,101	2,323		2,323			
TOTAL CLASS: 25 TRANSFERS													
	1,158		1,908		1,101		1,101	2,323		2,323			
TOTAL PROGRAM: 0529 COMMUNITY SERVICES													
	750,983	1.00	832,662	2.00	892,209	2.00	897,333	865,308	2.00	945,146	2.00		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

461	SPECIAL EXPENSE OPERATIONAL EXPENSES FOR HOSTING FAMILY PROMISES\$2,000 OPERATIONAL EXPENSES FOR SEVERE WEATHER SHELTER\$2,000 SPONSORSHIP AT COMMUNITY PARTNER EVENTSS\$2,000 SAFE PARKING PROGRAM SITE AND OPERATIONAL EXPENSES FOR2 SITES (POD STORAGE, PORTABLE RESTROOMS, ETC,)\$34,214
511	PROFESSIONAL SERVICES 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
523	BOARDS & COMMISSIONS EXPENSES SOCIAL SERVICES FUNDING COMMITTEE EXPENSES \$1,500
525	PMTS TO OTHER GOVERNMENT AGENCIES WASHINGTON COUNTY MUSEUM OPERATIONS (\$.10 PER CAPITA) \$9,975 PCC FUTURE CONNECT PROGRAM \$125,000
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,323

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

058	DEPUTY CITY RECORDER												
	69,427	1.00	70,985	1.00	71,701	1.00	76,886	78,359	1.00	78,359	1.00		
060	CITY RECORDER												
	83,231	1.00	85,111	1.00	89,625	1.00	87,947	89,891	1.00	89,891	1.00		
221	SUPPORT SPECIALIST 2												
	53,139	1.00	56,896	1.00	59,528	1.00	59,335	60,675	1.00	60,675	1.00		
275	TEMPORARY EMPLOYEES												
	4,460		2,129		1,800								
299	PAYROLL TAXES AND FRINGES												
	119,237		129,945		132,425		129,985	137,177		137,177			

TOTAL CLASS: 05 PERSONNEL SERVICES

	329,494	3.00	345,066	3.00	355,079	3.00	354,153	366,102	3.00	366,102	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	600		461		450		750	450		450			
303	OFFICE FURNITURE & EQUIPMENT												
	565				630		500						
307	MEMBERSHIP FEES												
	400		440		420		420	420		420			
308	PERIODICALS & SUBSCRIPTIONS												
	36		57		60		60	60		60			
316	ADVERTISING, RECORDING & FILING												
	2,838		2,361		2,800		2,000	2,500		2,500			
318	COMPUTER SOFTWARE												
	59												
321	TRAVEL, TRAINING & SUBSISTENCE												
	1,280		1,259		2,000			2,000		2,000			
328	MEALS & RELATED EXPENSE												
					100			100		100			
329	PUBLIC MEETING BROADCAST EXP												
	60,395		54,904		80,000		113,720	74,025		74,025			
341	COMMUNICATIONS EXPENSE												
	231		623		600		550	600		600			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

058 DEPUTY CITY RECORDER

060 CITY RECORDER

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES
 COVERAGE FOR VACATION AND MEDICAL LEAVE

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

301 OFFICE EXPENSE
 MISCELLANEOUS OFFICE SUPPLIES \$450

303 OFFICE FURNITURE & EQUIPMENT
 NO APPROPRIATION REQUESTED

307 MEMBERSHIP FEES
 OREGON ASSOCIATION OF MUNICIPAL RECORDERS (2 @ \$60) \$120
 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (1 @ \$200; 1 @ \$100) \$300

308 PERIODICALS & SUBSCRIPTIONS
 OREGON BLUE BOOK AND VALLEY TIMES SUBSCRIPTION \$60

316 ADVERTISING, RECORDING & FILING
 LEGAL ADVERTISING FOR LIQUOR LICENSES, AND MISC. \$2,500

318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE
 OREGON ASSOCIATION OF MUNICIPAL RECORDERS REGIONAL CONFERENCE \$500
 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS CONFERENCE \$1,500

328 MEALS & RELATED EXPENSE
 MISC. MEALS/PARKING FOR TRAINING SESSION (NOT COVERED IN REGISTRATION) \$100

329 PUBLIC MEETING BROADCAST EXP
 GRANICUS MONTHLY MANAGED SERVICE CHARGES FOR BROADCASTING, VOTING SYSTEM, MINUTES MAKER AND CLOSED CAPTIONS FOR CITY COUNCIL, PLANNING COMM & BURA \$36,750
 TVCTV PRODUCTION STAFF FOR PLANNING COMM, BURA & TRAFFIC COMM MEETINGS \$10,000
 CLOSED CAPTIONING FOR CITY COUNCIL, PLANNING COMM, BURA & TRAFFIC COMM MEETINGS \$19,950
 ANNUAL ICAP SUPPORT - CAPTIONING SERVICE \$825
 REPLACEMENT CLOSED CAPTION ENCODER (END OF LIFE) \$6,500

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

BP WORKSHEET & JUSTIFICATION

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

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
511	PROFESSIONAL SERVICES												
	6,778				7,000		7,000	7,000		7,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	73,182		60,105		94,060		125,000	87,155		87,155			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	19,348		16,029		17,615		17,615	18,582		18,582			
TOTAL CLASS: 25 TRANSFERS													
	19,348		16,029		17,615		17,615	18,582		18,582			
TOTAL PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN													
	422,024	3.00	421,200	3.00	466,754	3.00	496,768	471,839	3.00	471,839	3.00		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES
VOTERS PAMPHLET (1) MAY 2020 PRIMARY ELECTION \$7,000

816 TRSFRS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$18,582

BP WORKSHEET & JUSTIFICATION

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

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

077	PROGRAM MANAGER												
	72,412	1.00	77,730	1.00	84,544	1.00	84,338	90,768	1.00	90,768	1.00		
110	PUBLIC INFORMATION COORDINATOR												
	137,716	2.00	151,435	2.00	121,191	1.00	121,755	81,415	1.00	81,415	1.00		
221	SUPPORT SPECIALIST 2												
	58,725	2.00	51,407	1.00	56,156	1.00	56,073	58,341	1.00	58,341	1.00		
299	PAYROLL TAXES AND FRINGES												
	113,779		137,419		121,008		120,077	96,796		96,796			

TOTAL CLASS: 05 PERSONNEL SERVICES

	382,632	5.00	417,991	4.00	382,899	3.00	382,243	327,320	3.00	327,320	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	63				50		50	50		50			
303	OFFICE FURNITURE & EQUIPMENT												
					600		600						
307	MEMBERSHIP FEES												
	605				400		400	400		400			
308	PERIODICALS & SUBSCRIPTIONS												
	606		622		3,682		3,682	606		606			
316	ADVERTISING, RECORDING & FILING												
	49,961		51,633		52,691		52,691	53,236		53,236			
317	COMPUTER EQUIPMENT												
								3,593		2,199			
318	COMPUTER SOFTWARE												
	1,349		26,187		2,840		2,500						
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,230		4,236		6,200		600	5,000		5,000			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 077 PROGRAM MANAGER
- 110 PUBLIC INFORMATION COORDINATOR
 FY 2019-20 REFLECTS MID-YEAR ELIMINATION OF 1 FTE PUBLIC INFO COORDINATOR POSITION AND CREATING A 1 FTE MEDIA & COMMUNICATIONS OFFICER IN PROGRAM 0522.
- 221 SUPPORT SPECIALIST 2
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM PROGRAM 0537 TO PROGRAM 0529.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 MISCELLANEOUS OFFICE SUPPLIES \$50
- 303 OFFICE FURNITURE & EQUIPMENT
 STANDING DESK
- 307 MEMBERSHIP FEES
 3CMA INDIVIDUAL ANNUAL MEMBERSHIP \$400
- 308 PERIODICALS & SUBSCRIPTIONS
 NEWSPAPER AND MAGAZINE SUBSCRIPTIONS \$230
 FLASH ALERT \$376
 MOVE ANNUAL CITYWIDE SUBSCRIPTION TO DIGITAL VALLEY TIMES TO MAYOR ADMIN
- 316 ADVERTISING, RECORDING & FILING
 ALL CITY ADVERTISING (EVENTS, PROGRAMS, PROJECTS, CITY INITIATIVES) \$4,000
 PORTLAND RELOCATION GUIDE \$5,000
 CHAMBER COMMUNITY AND VISITOR GUIDE \$8,736
 SOCIAL MEDIA MISC. ADVERTISING \$2,500
 FY20-21 COMMUNITY NEWSPAPERS COMBINED INTO PROJECT ADVERTISING
 SPECIAL PROJECTS AS NEEDED \$1,000
 BEAVERTON NIGHT MARKET \$10,000
 BEAVERTON RESTAURANT WEEK \$6,000
 WELCOMING WEEK \$6,000
 TREE LIGHTING \$2,500
 ARTS PROGRAM (BAM, TEN TINY DANCES) \$5,000
 SUMMER EVENTS \$2,500
- 317 COMPUTER EQUIPMENT
 LAPTOP AND DOCKING STATION \$2,199
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
 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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
328	MEALS & RELATED EXPENSE												
	43		36		50		50	50		50		50	
341	COMMUNICATIONS EXPENSE												
	434		434		1,332		1,332	1,332		1,332		1,332	
342	DATA COMMUNICATION EXPENSE												
	415				480		480	480		480		480	
377	PUBLIC RELATIONS EXPENSE												
	11,555		11,694		13,450		13,450	11,450		11,450		11,450	
461	SPECIAL EXPENSE												
	3,857		1,455		2,350		2,350	2,360		2,360		2,360	
511	PROFESSIONAL SERVICES												
	60,639		54,613		43,800		43,800	52,000		45,800		45,800	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	134,757		150,910		127,925		121,985	130,557		122,963			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	141,233		148,750		132,115		132,115	139,367		139,367		139,367	
TOTAL CLASS: 25 TRANSFERS													
	141,233		148,750		132,115		132,115	139,367		139,367		139,367	
TOTAL PROGRAM: 0537 PUBLIC INFO MARKETING & COMMUNICATIONS													
	658,622	5.00	717,651	4.00	642,939	3.00	636,343	597,244	3.00	589,650	3.00		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 328 MEALS & RELATED EXPENSE
 MEALS AND RELATED EXPENSES \$50
- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 3 STAFF @ \$37 PER MONTH \$1,332
- 342 DATA COMMUNICATION EXPENSE
 DATA PLAN FOR SOCIAL MEDIA IPAD \$480
- 377 PUBLIC RELATIONS EXPENSE
 ISTOCK PHOTOS (STOCK PHOTOGRAPHY) \$1,200
 STOCK VIDEO AND MUSIC \$200
 CITYWIDE CAMPAIGNS (VIA WORK ORDER REQUESTS) \$10,000
 PHOTO SHARING PLATFORM ANNUAL SUBSCRIPTION \$50
- 461 SPECIAL EXPENSE
 CITY PROMOTIONAL ITEMS \$1,000
 CRITICAL MENTION INC / MEDIA MONITORING \$1,360
- 511 PROFESSIONAL SERVICES
 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

- 816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$139,367

BP WORKSHEET & JUSTIFICATION

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

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

052	EMERGENCY MANAGER												
	89,674	1.00	91,699	1.00	94,760	1.00	94,757	96,851	1.00	96,851	1.00		
210	EMERGENCY MANAGEMENT OFFICER												
	77,319	1.00	79,066	1.00	81,696	1.00	81,698	83,501	1.00	83,501	1.00		
214	EMERG MGMT PROGRAM SPECIALIST												
	66,496	1.00	67,348	1.00	70,275	1.00	71,072	73,878	1.00	73,878	1.00		
275	TEMPORARY EMPLOYEES												
			7,510		7,200		4,374	18,564		18,564			
299	PAYROLL TAXES AND FRINGES												
	152,455		161,097		180,803		179,825	188,343		188,343			

TOTAL CLASS: 05 PERSONNEL SERVICES

	385,944	3.00	406,720	3.00	434,734	3.00	431,726	461,137	3.00	461,137	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	148		199		200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT												
	597												
304	DEPARTMENT EQUIPMENT EXPENSE												
	9,479		98,002		22,544		3,000	23,886		15,126			
305	SPECIAL DEPARTMENT SUPPLIES												
	145		586		1,850		300	2,295		2,295			
307	MEMBERSHIP FEES												
	695		695		695		705	705		705			
317	COMPUTER EQUIPMENT												
	9,092		8,379					12,555		730			
318	COMPUTER SOFTWARE												
								50		50			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

052 EMERGENCY MANAGER
 FOR FY2019 THE EM PROGRAM WILL BE REIMBURSED \$103,947 IN FEDERAL FUNDS UNDER THE EMPG GRANT PROGRAM. THIS IS A 50/50 MATCH GRANT PROGRAM; SO THE GRANT TOTAL IS \$207,894 AND COVERS A MAJOR PORTION OF THE EM PROGRAM SALARY AND BENEFITS.

210 EMERGENCY MANAGEMENT OFFICER

214 EMERG MGMT PROGRAM SPECIALIST

275 TEMPORARY EMPLOYEES
 TO ASSIST IN UPDATING IMT TRAINING PROCEDURES AND EOC PROCEDURES TO MATCH NEW HOMELAND SECURITY STANDARDS

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

301 OFFICE EXPENSE
 PROGRAM OFFICE SUPPLIES \$200

303 OFFICE FURNITURE & EQUIPMENT

304 DEPARTMENT EQUIPMENT EXPENSE
 6 BANK RADIO/BATTERY CHARGER \$426
 RADIO EQUIPMENT UPGRADES \$1,700
 RADIO REPEATER AND ANTENNA \$10,000
 TACTICAL RADIO BRIDGE \$2,000
 SHELVING FOR STORAGE AREAS AT NEW BUILDING \$1,000

305 SPECIAL DEPARTMENT SUPPLIES
 GENERAL SUPPLIES FOR EOC, EXERCISES AND TRAINING \$200
 SUPPLIES FOR MAINTAINING FIXED AND PORTABLE RADIO CAPABILITIES INCLUDING CABLES, CONNECTORS AND PROGRAMMING KITS \$1,500
 GENERAL SUPPLIES FOR COMMUNICATIONS GROUP TRAINING AND ACTIVITIES \$250
 2 ANTI-FATIGUE MATS FOR STANDING DESKS \$95
 TOTES FOR STORING EQUIPMENT, SUPPLIES AND MATERIAL ON SHELVES \$250

307 MEMBERSHIP FEES
 THREE OREGON EMERGENCY MANAGEMENT ASSOCIATION MEMBERSHIPS \$300
 TWO INTERNATIONAL ASSOC. OF EMERGENCY MANAGERS (IAEM) MEMBERSHIPS \$390
 REGION RELAY COUNCIL MEMBERSHIP \$15

317 COMPUTER EQUIPMENT
 DESKTOP PC - RADIO ROOM NON NETWORKED \$730

318 COMPUTER SOFTWARE
 EOC LINUX \$50

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
321	TRAVEL, TRAINING & SUBSISTENCE												
	6,324		6,181		9,500		5,759	8,150		8,150			
325	COMMUNITY EVENTS EXPENSE												
	239		178		250		250	250		250			
328	MEALS & RELATED EXPENSE												
	7,435		6,349		9,300		4,266	11,575		11,575			
330	MILEAGE REIMBURSEMENT												
					250		250	250		250			
341	COMMUNICATIONS EXPENSE												
	3,214		3,320		3,228		3,228	2,513		2,513			
355	CERT PROGRAM EXPENSE												
	12,902		6,815		14,090		10,000	15,100		15,100			
377	PUBLIC RELATIONS EXPENSE												
	1,200		221		1,200			500		500			
461	SPECIAL EXPENSE												
	4,089		5,235		5,175		3,500	9,000		5,175			
475	EMERG. INCIDENT ACTIVATION EXP												
					10,000		100,000	10,000		10,000			
511	PROFESSIONAL SERVICES												
	695				6,000		1,000	3,450		3,450			
525	PMTS TO OTHER GOVERNMENT AGENCIES												
	24,518		25,158		25,619		25,619	24,848		24,848			
536	MAINTENANCE CONTRACTS												
	239		239		240		240	240		240			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	81,011		161,557		110,141		158,317	125,567		101,157			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
321	TRAVEL, TRAINING & SUBSISTENCE NATIONAL LEVEL EM CONFERENCE FOR 2 STAFF \$4,000 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
325	COMMUNITY EVENTS EXPENSE RESOURCES AND SUPPLIES FOR CERT/VOLUNTEER SUPPORT AT SPECIAL EVENTS \$250
328	MEALS & RELATED EXPENSE TABLETOP EXERCISES AND DRILLS (\$525 X 5) \$2,625 EM VOLUNTEER RECOGNITION \$2,800 CERT EVENTS, TRAININGS AND DRILLS \$1,500 CERT MAY DAY EXERCISE \$2,800 EOC EXERCISE \$1,200 IMT TRAINING AND MEETINGS \$400 COMM GROUP EVENTS, DRILLS AND TRAININGS \$250
330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR MEETINGS \$250
341	COMMUNICATIONS EXPENSE IPHONE CHARGES FOR 2 STAFF @ \$50 X 2 X 12 MONTHS \$1,200 COMCAST DEDICATED BUSINESS LINE - EOC WIFI (\$109.35 X 12 = PER MONTH) \$1,313
355	CERT PROGRAM EXPENSE MAP YOUR NEIGHBORHOOD SUPPLIES AND MATERIALS \$500 FALL CERT CLASS \$1,000 SPRING CERT CLASS \$1,000 (2) FIRST AID CERTIFICATION COURSES \$1,100 NAME TAGS FOR PASSPORT SYSTEM \$500 CERT PPE (GIVEN OUT AT CERT BASIC CLASSES) \$2,500 CERT PROMO ITEMS \$1,000 SUPPLIES FOR CERT EXERCISES, TRAINING, AND ACTIVITIES \$2,200 EM VOLUNTEER RECOGNITION GIFT AND MATERIALS \$2,000 SUPPLIES FOR GEO TEAM ACTIVITIES \$300 COMMUNITY NEIGHBORHOOD PREPAREDNESS ACTIVITIES \$3,000
377	PUBLIC RELATIONS EXPENSE CITY EMERGENCY MANAGEMENT PROMOTIONAL ITEMS \$500
461	SPECIAL EXPENSE 72-HOUR KITS FOR NEW REGULAR EMPLOYEES (ESTIMATE \$120 X 75 EMPLOYEES) \$5,175
475	EMERG. INCIDENT ACTIVATION EXP CONTINGENCY FOR POSSIBLE EOC ACTIVATIONS FOR DISASTERS AND MAJOR EMERGENCIES \$10,000
511	PROFESSIONAL SERVICES CONSULTING, SUPPORT, AND MAINTENANCE OF EOC RADIO SYSTEM \$2,000 TECHNICAL TRAINING \$1,000 EMAP \$450
525	PMTS TO OTHER GOVERNMENT AGENCIES FEE FOR EMERGENCY MANAGEMENT CO-OP PAYABLE TO WASHINGTON COUNTY \$17,000 REGIONAL DISASTER PREPAREDNESS ORGANIZATION \$7,848
536	MAINTENANCE CONTRACTS ALARM MONITORING FOR THE EMERGENCY MANAGEMENT OFFICE AT THE COMMUNITY CENTER \$240

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

670 ROLLING STOCK
FY 2019-20 REFLECTED PURCHASING A BARRIER TRANSPORT TRAILER FOR
TRAFFIC CONTROL AT CITY EVENTS

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$20,324

817 TRSFERS TO GARAGE FUND
FUEL AND MAINTENANCE \$11,355

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

304 DEPARTMENT EQUIPMENT EXPENSE
FY18 SHSP GRANT FUNDS HAVE BEEN EXPENDED DURING FY20 IN THE AMOUNT OF \$28,943.20
LEAVING \$96.80 UNEXPENDED FUNDS WHICH WERE RELEASED TO THE STATE.

355 CERT PROGRAM EXPENSE
WE PLAN TO EXPEND ALL FY18 UASI FUNDS (\$7,175) DURING FY20



BP WORKSHEET & JUSTIFICATION

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

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

355	CERT PROGRAM EXPENSE		8,100		10,200		2,100						
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TOTAL CLASS: 10 MATERIALS & SERVICES

			8,100		10,200		2,100						
TOTAL PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS													
			8,100		10,200		2,100						

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

355 CERT PROGRAM EXPENSE
FY17 UASI FUNDS (\$8,099.72 OF THE \$8,100 AWARD WAS EXPENDED DURING FY2018-19.
FY17 SHSP GRANT FUNDS HAVE BEEN EXPENDED (\$2,100)



BP WORKSHEET & JUSTIFICATION

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

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

077	PROGRAM MANAGER												
	107,718	1.00	83,725	1.00	87,362	1.00	89,113	93,803	1.00	93,803	1.00		
186	PROGRAM COORDINATOR												
	123,217	2.00	130,707	2.00	142,703	2.00	128,368	135,295	2.00	135,295	2.00		
221	SUPPORT SPECIALIST 2												
	33,439	.63	34,190	.63	35,998	.63	35,839	36,801	.63	36,801	.63		
275	TEMPORARY EMPLOYEES												
	5,339						15,451	19,060		19,060			
299	PAYROLL TAXES AND FRINGES												
	98,180		138,634		144,402		146,688	165,648		165,648			

TOTAL CLASS: 05 PERSONNEL SERVICES

	367,893	3.63	387,256	3.63	410,465	3.63	415,459	450,607	3.63	450,607	3.63		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	591		934		1,600		1,600	1,500		1,500			
307	MEMBERSHIP FEES												
	445		369		1,110		320	330		330			
308	PERIODICALS & SUBSCRIPTIONS												
	234		296		400		400	400		400			
317	COMPUTER EQUIPMENT												
	612							2,199		2,199			
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,575		5,532		9,000		5,375	9,500		9,500			
328	MEALS & RELATED EXPENSE												
	4,455		5,143		4,500		3,000	4,500		4,500			
330	MILEAGE REIMBURSEMENT												
	38		72		150			150		150			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

077 PROGRAM MANAGER

186 PROGRAM COORDINATOR

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES

POSITION SUPPORTS PROGRAM DEVELOPMENT AND IMPLEMENTATION, COORDINATION OF STAKEHOLDERS, EVALUATION PARAMETER DESIGN, AND RELATIONSHIP BUILDING WITH PARTNER ORGANIZATIONS FOR THE DRC'S PILOT VICTIM-OFFENDER DIALOGUE AND PROBATE MEDIATION PROGRAMS

299 PAYROLL TAXES AND FRINGES

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

301 OFFICE EXPENSE

GENERAL OFFICE SUPPLIES FOR TRAINING, EVENTS AND ADMINISTRATION \$900
 CHILDCARE SUPPLIES \$50
 FACILITATION SUPPLIES \$50
 ADJUSTABLE DESK FOR STAFF \$500

307 MEMBERSHIP FEES

OREGON MEDIATION ASSOCIATION (OMA) \$180
 RJCO (RESTORATIVE JUSTIC COALITION OF OREGON) \$150

308 PERIODICALS & SUBSCRIPTIONS

CONFLICT RESOLUTION BOOKS, TRAINING DVDS, AND OTHER VOLUNTEER EDUCATIONAL MATERIALS \$400

317 COMPUTER EQUIPMENT

LAPTOP AND DOCKING STATION \$2,199

321 TRAVEL, TRAINING & SUBSISTENCE

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 DISPUTES \$1,000
 RESOLUTION CENTERS (OACDRC) AND RESTORATIVE JUSTICE COALITION OF OREGON (RJCO)
 NWJF TRAINING EVENT FOR STAFF & VOLUNTEERS \$1,500
 DIVERSITY CONFERENCE FOR 4 STAFF \$500

328 MEALS & RELATED EXPENSE

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

330 MILEAGE REIMBURSEMENT

MILEAGE REIMBURSEMENT FOR MEETINGS \$150

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
341	COMMUNICATIONS EXPENSE												
								1,200		1,200			
461	SPECIAL EXPENSE												
	1,412		2,084		4,100		2,126	8,100		8,100			
511	PROFESSIONAL SERVICES												
	12,214		5,902		9,000		6,000	7,000		7,000			
523	BOARDS & COMMISSIONS EXPENSES												
	2,895		925		1,200		1,200	1,000		1,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	28,471		21,257		31,060		20,021	35,879		35,879			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	5,298		5,751		4,404		4,404	8,130		8,130			
TOTAL CLASS: 25 TRANSFERS													
	5,298		5,751		4,404		4,404	8,130		8,130			
TOTAL PROGRAM: 0655 CENTER FOR MEDIATION & DIALOGUE													
	401,662	3.63	414,264	3.63	445,929	3.63	439,884	494,616	3.63	494,616	3.63		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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341 COMMUNICATIONS EXPENSE
 2- IPHONE 8'S (FREE) AND 2 COMMUNICATION PLANS @ \$50 PER MONTH EACH FOR PM & PC \$1,200

461 SPECIAL EXPENSE
 OMA EVENT RAFFLE BASKET FOR BEAVERTON DONATION FOR OMA EVENT\$200
 MARKETING \$500
 UNANTICIPATED SPECIAL EXPENSE \$1,000
 NWJF RAFFLE BASKET \$200
 VOLUNTEER APPRECIATION GIFTS \$400
 CHILDCARE FOR TRAININGS AND MEDIATION SESSIONS \$800
 PEACEBUILDING COMMUNITY GRANT \$5,000

511 PROFESSIONAL SERVICES
 ADVANCED MEDIATION TRAININGS\$5,000
 ADVANCED RESTORATIVE JUSTICE TRAININGS\$2,000

523 BOARDS & COMMISSIONS EXPENSES
 SUPPORT FOR BEAVERTON COMMITTEE ON AGING \$1,000

816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$8,130

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

186	PROGRAM COORDINATOR	9,024	1.00	51,902	1.00	4,385		4,383					
275	TEMPORARY EMPLOYEES	15,317							18,564		18,564		
297	SUSTAINABILITY ANALYST					29,232	1.00		89,503	1.00	89,503	1.00	
299	PAYROLL TAXES AND FRINGES	6,228		32,655		52,562		2,830	61,776		61,776		

TOTAL CLASS: 05 PERSONNEL SERVICES

		30,569	1.00	84,557	1.00	86,179	1.00	7,213	169,843	1.00	169,843	1.00	
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES	5,120		5,250		6,220		6,220	6,450		6,450		
321	TRAVEL, TRAINING & SUBSISTENCE	1,972		3,076		5,950		319	5,950		5,950		
328	MEALS & RELATED EXPENSE	33		21		250		28	250		100		
334	ENERGY EFFICIENCY GRANTS (EECBG)					80,013		80,013					
412	ELECTRIC AUTO CHG STATION EXP	1,662		2,737		18,000		10,000	69,000		4,000		
461	SPECIAL EXPENSE	7,105		16,049		119,000		77,537	134,000		70,500		
511	PROFESSIONAL SERVICES	27,851		21,306		25,000			44,000		29,000		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 186 PROGRAM COORDINATOR
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO A SUSTAINABILITY ANALYST POSITION.
- 275 TEMPORARY EMPLOYEES
 TEMPORARY EMPLOYEE TO SUPPORT YEAR 1 IMPLEMENTATION OF CLIMATE ACTION PLAN (1040 HOURS)
- 297 SUSTAINABILITY ANALYST
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO A SUSTAINABILITY ANALYST POSITION.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 307 MEMBERSHIP FEES
 URBAN SUSTAINABILITY DIRECTORS NETWORK (INCREASE DUE TO NEW 2021 MEMBERSHIP RATE) \$2,000
 INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) \$1,200
 SOLAR OREGON \$300
 PARTNERSHIP FOR A SUSTAINABLE WASHINGTON COUNTY (PSWCC) \$2,500
 ASSOCIATION OF CLIMATE CHANGE OFFICERS (ACCO) \$450
- 321 TRAVEL, TRAINING & SUBSISTENCE
 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
- 328 MEALS & RELATED EXPENSE
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL AND INTERJURISDICTIONAL MEETINGS \$100
- 334 ENERGY EFFICIENCY GRANTS (EECBG)
 ROLL FORWARD OF REMAINING EECBG GRANT FUNDS TO BE USED FOR ENERGY EFFICIENCY WEATHERIZATION
- 412 ELECTRIC AUTO CHG STATION EXP
 MAINTENANCE OF E.V. CHARGING STATIONS, ELECTRICITY BILLS AND RELATED EXPENSES \$4,000
- 461 SPECIAL EXPENSE
 INTERNAL CLIMATE PLAN IMPLEMENTATION ACTIONS AND INNOVATIONS \$20,000
 COMMUNITY CLIMATE ACTION PLAN IMPLEMENTATION PROJECT(S) \$10,000
 BEAVERTON CLIMATE CHALLENGE (RESIDENTIAL WEB PLATFORM/TOOL) \$7,000
 PUBLIC EDUCATION, OUTREACH AND WORKSHOPS \$7,500
 EMPLOYEE CLIMATE EDUCATION PROGRAM (TOURS, LUNCH & LEARN, EVENTS, ORIENTATION) \$4,000
 CLIMATE ACTION PLAN RESOURCES, TOOLS, COLLATERAL MATERIALS \$7,000
 CLIMATE ACTION AND EQUITY \$15,000
- 511 PROFESSIONAL SERVICES
 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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

TOTAL CLASS: 10 MATERIALS & SERVICES

	43,743		48,439		254,433		174,117	259,650		116,000			
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CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	3,531		5,018		3,303		3,303	5,807		5,807			
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TOTAL CLASS: 25 TRANSFERS

	3,531		5,018		3,303		3,303	5,807		5,807			
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TOTAL PROGRAM: 0656 SUSTAINABILITY

	77,843	1.00	138,014	1.00	343,915	1.00	184,633	435,300	1.00	291,650	1.00		
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$5,807



City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

080	SENIOR PROGRAM MANAGER												
	64,633	.60	66,093	.60	68,274	.60	69,527	71,073	.60	71,073	.60		
186	PROGRAM COORDINATOR												
	83,317	2.00	118,691	2.00	132,524	2.00	134,152	142,359	2.00	142,359	2.00		
221	SUPPORT SPECIALIST 2												
	67,567	2.00	80,218	2.00	96,219	2.00	97,036	111,417	2.00	111,417	2.00		
275	TEMPORARY EMPLOYEES												
	8,364												
299	PAYROLL TAXES AND FRINGES												
	107,894		143,605		169,785		167,638	182,618		182,618			

TOTAL CLASS: 05 PERSONNEL SERVICES

	331,775	4.60	408,607	4.60	466,802	4.60	468,353	507,467	4.60	507,467	4.60		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	247		203		300		200	300		300			
303	OFFICE FURNITURE & EQUIPMENT												
	612		598		750			750		750			
307	MEMBERSHIP FEES												
	512		523		550		600	600		600			
308	PERIODICALS & SUBSCRIPTIONS												
	40												
317	COMPUTER EQUIPMENT												
					2,120		1,920						
318	COMPUTER SOFTWARE												
	4,333				540		447						
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,164		4,714		5,500		1,500	6,500		5,500			
328	MEALS & RELATED EXPENSE												
	93		165		200		95	200		200			
342	DATA COMMUNICATION EXPENSE												
	1,920		1,920		1,920		1,920	1,920		1,920			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

080 SENIOR PROGRAM MANAGER
 FY 2019-20 AND FY 2020-21 REFLECT 120 HRS PTO CASH-IN.

186 PROGRAM COORDINATOR

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES
 NO FUNDING REQUESTED

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

301 OFFICE EXPENSE
 OFFICE SUPPLIES \$300

303 OFFICE FURNITURE & EQUIPMENT
 REPLACEMENT OFFICE FURNITURE AS NEEDED \$750

307 MEMBERSHIP FEES
 ASSOCIATION OF OREGON RECYCLERS (AOR) MEMBERSHIP RENEWAL (INCREASE DUE TO RENEWAL FEE+) \$300
 SOLID WASTE ASSOCIATION OF NORTH AMERICA (SWANA) \$300

308 PERIODICALS & SUBSCRIPTIONS
 NO APPROPRIATION REQUESTED

317 COMPUTER EQUIPMENT
 NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE
 NO APPROPRIATIONS REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE
 ASSOCIATION OF OREGON RECYCLERS (AOR) ANNUAL CONFERENCE 5 STAFF @ \$900 \$4,500
 OTHER TRAININGS, FORUMS & CONFERENCES (EPA, NRC, SWANA) \$1,000

328 MEALS & RELATED EXPENSE
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL MEETINGS, ETC. \$200

342 DATA COMMUNICATION EXPENSE
 DATA PLAN FOR 4 COMMUNICATION DEVICES AT \$480 EACH \$1,920

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
440	RECYCLING OUTREACH EXPENSE		38,082		72,540		50,000	106,600		83,600			
461	SPECIAL EXPENSE		42,727	13,020	11,000		8,500	32,000		10,000			
511	PROFESSIONAL SERVICES		13,880	16,587	29,120		29,120	33,500		33,500			
551	RENTS AND LEASES		2,792	3,333	4,700		4,700	4,700		4,700			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	69,320		79,145		129,240		99,002	187,070		141,070			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES			25,126									
TOTAL CLASS: 15 CAPITAL OUTLAY													
			25,126										
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND		43,252	35,974	40,735		40,735	42,971		42,971			
817	TRSFERS TO GARAGE FUND		6,017	9,503	7,175		7,175	10,964		10,964			
TOTAL CLASS: 25 TRANSFERS													
	49,269		45,477		47,910		47,910	53,935		53,935			
TOTAL PROGRAM: 0657 RECYCLING													
	450,364	4.60	558,355	4.60	643,952	4.60	615,265	748,472	4.60	702,472	4.60		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

440	RECYCLING OUTREACH EXPENSE RESIDENTIAL RECYCLING OUTREACH/EDUCATION ("EVERY DAY IS RECYCLING DAY")\$13,000 RESIDENTIAL FOOD SYSTEM AND COMPOSTING OUTREACH/EDUCATION\$5,000 "RECYCLE RIGHT" ANTI-CONTAMINATION EDUCATION PROJECT\$10,000 FOOD WASTE REDUCTION OUTREACH PROJECT (EAT SMART, WASTE LESS)\$1,000 ALLEN BLVD DISTRICT ENCLOSURE IMPROVEMENT PILOT (CROSS DEPARTMENTAL PROJECT)\$18,000 MULTIFAMILY RECYCLING EDUCATION, OUTREACH (RESOURCES, TOTE BAGS, SIGNAGE, BULKY WASTE)\$10,000 RECYCLE AT WORK AND COMMERCIAL MARKETING, OUTREACH & CONTAINERS\$7,000 COMMERCIAL COMPOSTING EQUIPMENT AND SUPPLIES (METRO GRANT FUNDED)\$3,600 WASTE REDUCTION OUTREACH \$5,000 MASTER RECYCLER CLASS PROGRAM SUPPORT AND SCHOLARSHIPS \$1,000 MULTIFAMILY BULKY WASTE COLLECTION INNOVATION PILOT PROJECT\$10,000
461	SPECIAL EXPENSE COMMUNITY GARDENS -- GENERAL OPERATIONS, EVENTS, PLANNING AND MAINTENANCE\$2,000 COMMUNITY GARDENS -- WATER \$4,000 COMMUNITY GARDENS -- YARD DEBRIS COLLECTION \$2,500 COMMUNITY GARDENS -- MULCH AND PATHWAY MAINTENANCES\$1,500
511	PROFESSIONAL SERVICES 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
551	RENTS AND LEASES HARVEST COURT STORAGE SPACE FUTURE PROGRAM STORAGE (AFTER HARVEST COURT VACATED)\$4,700
641	VEHICLES
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$42,971
817	TRSFERS TO GARAGE FUND FLEET FUEL AND MAINTENANCE EXPENSES \$10,964

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

077	PROGRAM MANAGER												
	92,260	1.00	97,217	1.00	98,378	1.00	100,092	100,563	1.00	100,563	1.00		
186	PROGRAM COORDINATOR												
	66,943	1.00	72,368	1.00	129,149	2.00	133,975	161,731	2.00	157,453	2.00		
221	SUPPORT SPECIALIST 2												
	49,439	1.00	42,679	1.00									
275	TEMPORARY EMPLOYEES												
	19,455		21,286		28,910		38,972	43,365		43,365			
299	PAYROLL TAXES AND FRINGES												
	102,741		108,666		140,330		128,459	129,117		128,755			

TOTAL CLASS: 05 PERSONNEL SERVICES

	330,838	3.00	342,216	3.00	396,767	3.00	401,498	434,776	3.00	430,136	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	731		746		700		700	700		700			
303	OFFICE FURNITURE & EQUIPMENT												
								2,500					
307	MEMBERSHIP FEES												
	520		640		520		520	800		800			
308	PERIODICALS & SUBSCRIPTIONS												
					350		150	150		150			
316	ADVERTISING, RECORDING & FILING												
	9,653		10,094		9,600		5,000	9,000		9,000			
317	COMPUTER EQUIPMENT												
					440		420	2,659		2,659			
321	TRAVEL, TRAINING & SUBSISTENCE												
	8,171		6,684		7,200		5,200	7,200		7,200			
325	COMMUNITY EVENTS EXPENSE												
	14,576		14,889		12,900		12,900	12,900		12,900			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
 FY 2019-20 REFLECTS 118 HRS PTO CASH-IN AND FY 2020-21 80 HRS PTO CASH-IN.
- 186 PROGRAM COORDINATOR
 FY 19-20 REFLECTS THE RECLASSIFICATION OF SS2 POSITION TO PROGRAM COORDINATOR POSITION.
- 221 SUPPORT SPECIALIST 2
 FY 19-20 REFLECTS THE RECLASSIFICATION OF SS2 POSITION TO PROGRAM COORDINATOR POSITION.
- 275 TEMPORARY EMPLOYEES
 TO HELP WITH NAC EVENTS AND NAC VOLUNTEER ASSISTANCE
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 SUPPLIES FOR NAC EVENTS AND MEETINGS \$700
- 303 OFFICE FURNITURE & EQUIPMENT
- 307 MEMBERSHIP FEES
 INTERNATIONAL ASSOCIATION OF PUBLIC PARTICIPATION PRACTITIONERS (IAP2) (3 MEMBERSHIPS) \$590
 NEIGHBORHOODS USA (NUSA) MEMBERSHIP \$100
 VOLUNTEER ADMINISTRATION ASSOCIATION MEMBERSHIP FOR 2 COORDINATORS \$110
- 308 PERIODICALS & SUBSCRIPTIONS
 SUBSCRIPTIONS AND BOOKS \$150
- 316 ADVERTISING, RECORDING & FILING
 PUBLICITY FOR EVENTS AND ACTIVITIES INCLUDING:
 BOARDS & COMMISSIONS RECRUITMENT \$3,000
 NAC OUTREACH \$1,000
 SOCIAL MEDIA ADVERTISING \$2,000
 NEIGHBORHOOD EVENTS AND PROJECTS \$500
 PUBLIC INVOLVEMENT PROJECTS \$2,500
- 317 COMPUTER EQUIPMENT
 LAPTOP AND DOCKING STATION \$2,199
 MONITORS (X4) \$460
- 321 TRAVEL, TRAINING & SUBSISTENCE
 PUBLIC PARTICIPATION CONFERENCE (IAP2) FOR 3 STAFF \$6,450
 STAFF TRAINING-DIVERSITY TRAINING \$375
 PROJECT MANAGEMENT FOR COORDINATOR \$375
- 325 COMMUNITY EVENTS EXPENSE
 LEAF DROP OFF AND NEIGHBORHOOD CLEAN-UP EXPENSES \$1,800
 NAC MATCHING GRANT PROJECTS EXPENSES \$6,000
 CELEBRATE BEAVERTON PARADE FLOAT AND SUPPLIES \$1,000
 SPRING VOTERS FORUM \$3,100
 HOT COCOA BOOTH AT TREE LIGHTING \$1,000

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
328	MEALS & RELATED EXPENSE												
	3,937		4,237		3,300		2,800	4,450		4,450			
330	MILEAGE REIMBURSEMENT												
	47		187		240		250	340		340			
341	COMMUNICATIONS EXPENSE												
	434		2,167		1,800		1,800	1,800		1,800			
342	DATA COMMUNICATION EXPENSE												
	480		480		480		480	480		480			
461	SPECIAL EXPENSE												
	45,878		52,897		70,900		62,000	79,275		73,775			
511	PROFESSIONAL SERVICES												
	11,022		10,272		12,000		6,000	22,500		22,500			
523	BOARDS & COMMISSIONS EXPENSES												
	6,085		6,881		6,350		6,350	30,190		30,190			
551	RENTS AND LEASES												
	527												
TOTAL CLASS: 10 MATERIALS & SERVICES													
	102,061		110,174		126,780		104,570	174,944		166,944			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	115,774		121,605		138,170		138,170	141,109		141,109			
TOTAL CLASS: 25 TRANSFERS													
	115,774		121,605		138,170		138,170	141,109		141,109			
TOTAL PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.													
	548,673	3.00	573,995	3.00	661,717	3.00	644,238	750,829	3.00	738,189	3.00		
TOTAL DEPARTMENT: 10 MAYOR'S OFFICE													

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

328	MEALS & RELATED EXPENSE NAC LEADERSHIP MEETINGS \$800 LAND USE TRAINING \$300 NEW TRAININGS FOR VOLUNTEER RECRUITMENT & RETENTION \$900 QUARTERLY NAC LEADER CHECK-INS \$600 NAC NETWORKING EVENTS \$250 VOLUNTEER RECOGNITION \$1,600
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR WORK-RELATED ACTIVITIES (NAC MTGS & EVENTS) \$340
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF \$1,800
342	DATA COMMUNICATION EXPENSE DATA PLAN FOR 1 COMMUNICATION DEVICE \$480
461	SPECIAL EXPENSE VOLUNTEER HOUR DISPERSAL FOR NACS \$6,000 NAC MATCHING GRANT PROGRAM \$50,000 SPEAKER FEES FOR NAC TRAININGS \$600 BEAVERTON LOGO WEAR FOR NAC MEMBERS AT CITY-WIDE EVENTS \$1,500 NAC APPEAL \$1,500 RESOURCES FOR SPECIAL ACTIVITIES \$2,500 LEADERSHIP BEAVERTON FOR 5 PEOPLE AT \$775 EACH (MOVED FROM 01-10-0522-461)- ADDING BOLD \$3,875 NAC MEETING ROOM RESERVATIONS-BSD AND THPRD FEES \$3,000 NAC VOLUNTEER APPRECIATION \$300 PUBLIC INVOLVEMENT EXPENSES \$3,000 NAC SIGN TOPPERS \$1,500
511	PROFESSIONAL SERVICES NEIGHBORHOOD EVENT CONSULTANT \$7,500 DIVERSITY TRAINING FOR NAC LEADERS \$6,500 PROFESSIONAL PHOTOGRAPHER FOR NACS \$1,500 STRATEGIC PLANNING/CONSULTANT \$7,000
523	BOARDS & COMMISSIONS EXPENSES NAME BADGES AND MISC. EXPENSES FOR ALL BOARDS \$400 BOARDS & COMMISSIONS MEMBERSHIP TRAINING (3 TRAININGS) \$1,050 BCCI ORIENTATION AND SPECIAL MEETING EXPENSES \$450 BCCI PLANNING MEETINGS - REFRESHMENTS AND SUPPLIES \$750 PHOTOGRAPHER FOR B&C EVENTS AND BOARD MTGS \$2,400 BCCI TSHIRTS \$240 BCCI NOVEMBER DINNER \$350 BCCI SUPPLIES FOR EVENTS \$350 GUEST FEES (MODERATORS) \$200 SPECIAL MEETING AND REFRESHMENTS FOR ALL BOARDS \$400 ANNUAL BOARDS & COMMISSION DINNER (MOVE FROM 001-05-0511-523) \$23,600
551	RENTS AND LEASES
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$141,109

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

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
	7,238,056	43.23	7,235,537	41.23	8,374,327	42.23	7,943,652	9,434,003	45.23	8,930,886	44.23		

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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
001-10	MAYOR'S OFFICE											
001-10-0450-05-064	PROPERTY & FACILITIES MANAGER	1.00	2,096			108,664				108,664	45,199	153,863
001-10-0450-05-185	FACILITIES MAINT TECH	4.00	8,779	125		249,675	5,260		1,350	256,285	176,222	432,507
001-10-0450-05-292	FACILITIES SUPERVISOR	1.00	2,187	70		83,251	3,939			87,190	53,092	140,282
	BUILDING MAINTENANCE SERVICES	6.00	13,062	195		441,590	9,199		1,350	452,139	274,513	726,652
001-10-0521-05-002	MAYOR	1.00	2,216			197,095				197,095	72,630	269,725
001-10-0521-05-016	GOVERNMENT RELATIONS MANAGER	1.00	925			45,960				45,960	18,811	64,771
001-10-0521-05-095	MANAGEMENT ANALYST	1.00	1,771			62,592				62,592	36,828	99,420
001-10-0521-05-275	TEMPORARY EMPLOYEES		432			21,471				21,471	4,911	26,382
	MAYOR'S ADMINISTRATION	3.00	5,344			327,118				327,118	133,180	460,298
764 001-10-0522-05-013	MEDIA & COMMUNICATIONS OFFICER	1.00	1,040			39,592				39,592	28,082	67,674
001-10-0522-05-017	MAYORS OFFICE DIRECTOR	1.00	2,176			164,963				164,963	84,201	249,164
001-10-0522-05-050	ASST DIRECTOR - GENERAL SERV.	1.00	2,216			127,510				127,510	50,845	178,355
001-10-0522-05-054	PUBLIC ENGAGEMENT MANAGER	1.00	2,096			115,346				115,346	60,567	175,913
001-10-0522-05-078	ADMINISTRATIVE ASSISTANT	1.00	2,096			61,798				61,798	45,145	106,943
	MAYORS OFFICE PROGRAMS ADMIN	5.00	9,624			509,209				509,209	268,840	778,049
001-10-0526-05-077	PROGRAM MANAGER	1.00	2,101			87,899			(33)	87,866	47,990	135,856
001-10-0526-05-221	SUPPORT SPECIALIST 2	1.00	2,096	104		53,841	3,963			57,804	26,449	84,253
	CULTURAL INCLUSION	2.00	4,197	104		141,740	3,963		(33)	145,670	74,439	220,109
001-10-0527-05-077	PROGRAM MANAGER	1.00	344			14,104				14,104	9,646	23,750
001-10-0527-05-197	EVENTS COORDINATOR	1.00	2,096	60		64,091	2,820			66,911	37,493	104,404
001-10-0527-05-221	SUPPORT SPECIALIST 2	1.00	3,303	145		80,447	5,303			85,750	44,077	129,827
	EVENTS	3.00	5,743	205		158,642	8,123			166,765	91,216	257,981

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
001-10	MAYOR'S OFFICE											
001-10-0529-05-186	PROGRAM COORDINATOR	1.00	2,096	60		71,362	3,065		(26)	74,401	43,171	117,572
001-10-0529-05-221	SUPPORT SPECIALIST 2	1.00	2,101	65		49,170	2,219			51,389	27,022	78,411
	COMMUNITY SERVICES	2.00	4,197	125		120,532	5,284		(26)	125,790	70,193	195,983
001-10-0531-05-058	DEPUTY CITY RECORDER	1.00	2,096	125		70,585	6,301			76,886	40,474	117,360
001-10-0531-05-060	CITY RECORDER	1.00	2,096			87,947				87,947	46,683	134,630
001-10-0531-05-221	SUPPORT SPECIALIST 2	1.00	2,095			59,335				59,335	42,828	102,163
	CITY RECORDER & ELECTION ADMIN	3.00	6,287	125		217,867	6,301			224,168	129,985	354,153
001-10-0537-05-077	PROGRAM MANAGER	1.00	2,096			84,338				84,338	38,516	122,854
001-10-0537-05-110	PUBLIC INFORMATION COORDINATOR	1.00	3,152	21		117,617	1,138		3,000	121,755	55,199	176,954
001-10-0537-05-221	SUPPORT SPECIALIST 2	1.00	2,096			56,073				56,073	26,362	82,435
	PUBLIC INFO MARKETING &	3.00	7,344	21		258,028	1,138		3,000	262,166	120,077	382,243
001-10-0635-05-052	EMERGENCY MANAGER	1.00	2,096			94,757				94,757	69,071	163,828
001-10-0635-05-210	EMERGENCY MANAGEMENT OFFICER	1.00	2,096			81,698				81,698	51,245	132,943
001-10-0635-05-214	EMERG MGMT PROGRAM SPECIALIST	1.00	2,090	20		70,066	1,006			71,072	59,098	130,170
001-10-0635-05-275	TEMPORARY EMPLOYEES		245			4,374				4,374	411	4,785
	EMERGENCY MGT-CIVIL PREP	3.00	6,527	20		250,895	1,006			251,901	179,825	431,726
001-10-0655-05-077	PROGRAM MANAGER	1.00	2,096			89,113				89,113	44,956	134,069
001-10-0655-05-186	PROGRAM COORDINATOR	2.00	3,948			128,368				128,368	76,691	205,059
001-10-0655-05-221	SUPPORT SPECIALIST 2	0.63	1,316			35,839				35,839	23,674	59,513
001-10-0655-05-275	TEMPORARY EMPLOYEES		428			15,451				15,451	1,367	16,818
	CENTER FOR MEDIATION &	3.63	7,788			268,771				268,771	146,688	415,459
001-10-0656-05-186	PROGRAM COORDINATOR		40			1,247			3,136	4,383	2,830	7,213

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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
001-10	MAYOR'S OFFICE											
001-10-0656-05-297	SUSTAINABILITY ANALYST	1.00										0
	SUSTAINABILITY	1.00	40			1,247			3,136	4,383	2,830	7,213
001-10-0657-05-080	SENIOR PROGRAM MANAGER	0.60	1,330			69,527				69,527	34,632	104,159
001-10-0657-05-186	PROGRAM COORDINATOR	2.00	4,194	64		130,891	3,021		240	134,152	84,132	218,284
001-10-0657-05-221	SUPPORT SPECIALIST 2	2.00	3,939	66		94,451	2,345		240	97,036	48,874	145,910
	RECYCLING	4.60	9,463	130		294,869	5,366		480	300,715	167,638	468,353
001-10-0659-05-077	PROGRAM MANAGER	1.00	2,214			100,092				100,092	39,724	139,816
001-10-0659-05-186	PROGRAM COORDINATOR	2.00	3,834	210		123,330	10,645			133,975	73,925	207,900
001-10-0659-05-275	TEMPORARY EMPLOYEES		1,983	78		36,773	2,199			38,972	14,810	53,782
	NEIGHBORHOOD & PUBLIC	3.00	8,031	288		260,195	12,844			273,039	128,459	401,498
	**** DEPARTMENT TOTAL ****	42.23	87,647	1,213		3,250,703	53,224		7,907	3,311,834	1,787,883	5,099,717

766

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
001-10	MAYOR'S OFFICE											
001-10-0450-05-064	PROPERTY & FACILITIES MANAGER	1.00	2,088			112,017				112,017	47,102	159,119
001-10-0450-05-185	FACILITIES MAINT TECH	3.00	6,654	60		198,512	2,688			201,200	140,277	341,477
001-10-0450-05-292	FACILITIES SUPERVISOR	1.00	2,288	50		93,825	3,080			96,905	58,656	155,561
	BUILDING MAINTENANCE SERVICES	5.00	11,030	110		404,354	5,768			410,122	246,035	656,157
001-10-0521-05-002	MAYOR	1.00	2,088			190,530				190,530	75,043	265,573
001-10-0521-05-016	GOVERNMENT RELATIONS MANAGER	1.00	1,216			62,019				62,019	38,213	100,232
001-10-0521-05-095	MANAGEMENT ANALYST	1.00	2,088			79,186				79,186	46,364	125,550
	MAYOR'S ADMINISTRATION	3.00	5,392			331,735				331,735	159,620	491,355
001-10-0522-05-013	MEDIA & COMMUNICATIONS OFFICER	1.00	2,088			83,572				83,572	58,384	141,956
001-10-0522-05-017	MAYORS OFFICE DIRECTOR	1.00	2,088			170,528				170,528	87,996	258,524
001-10-0522-05-050	ASST DIRECTOR - GENERAL SERV.	1.00	2,208			130,347				130,347	52,616	182,963
001-10-0522-05-054	PUBLIC ENGAGEMENT MANAGER	1.00	2,088			123,263				123,263	66,747	190,010
001-10-0522-05-078	ADMINISTRATIVE ASSISTANT	1.00	2,088	20		66,577	964			67,541	49,074	116,615
	MAYORS OFFICE PROGRAMS ADMIN	5.00	10,560	20		574,287	964			575,251	314,817	890,068
001-10-0525-05-106	WEB MANAGER	1.00	2,208			110,193				110,193	53,972	164,165
001-10-0525-05-189	WEB ANALYST	1.00	2,088			89,891				89,891	60,381	150,272
001-10-0525-05-221	SUPPORT SPECIALIST 2	1.00	2,088			58,353				58,353	30,225	88,578
	WEB MANAGEMENT	3.00	6,384			258,437				258,437	144,578	403,015
001-10-0526-05-077	PROGRAM MANAGER	1.00	2,088			92,248				92,248	50,452	142,700
001-10-0526-05-294	PROJECT SPECIALIST	1.00	2,088			60,884				60,884	28,800	89,684
	CULTURAL INCLUSION	2.00	4,176			153,132				153,132	79,252	232,384
001-10-0527-05-077	PROGRAM MANAGER	1.00	2,088			88,558				88,558	59,950	148,508

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
001-10	MAYOR'S OFFICE											
001-10-0527-05-197	EVENTS COORDINATOR	1.00	2,088	120		68,776	5,931			74,707	40,853	115,560
001-10-0527-05-221	SUPPORT SPECIALIST 2	1.00	2,088	230		55,574	9,178			64,752	36,994	101,746
	EVENTS	3.00	6,264	350		212,908	15,109			228,017	137,797	365,814
001-10-0529-05-186	PROGRAM COORDINATOR	1.00	2,088	70		76,588	3,850			80,438	45,651	126,089
001-10-0529-05-221	SUPPORT SPECIALIST 2	1.00	2,088	80		52,643	3,012			55,655	28,627	84,282
	COMMUNITY SERVICES	2.00	4,176	150		129,231	6,862			136,093	74,278	210,371
001-10-0531-05-058	DEPUTY CITY RECORDER	1.00	2,088	120		72,143	6,216			78,359	42,028	120,387
001-10-0531-05-060	CITY RECORDER	1.00	2,088			89,891				89,891	48,268	138,159
001-10-0531-05-221	SUPPORT SPECIALIST 2	1.00	2,088			60,675				60,675	46,881	107,556
	CITY RECORDER & ELECTION ADMIN	3.00	6,264	120		222,709	6,216			228,925	137,177	366,102
001-10-0537-05-077	PROGRAM MANAGER	1.00	2,088			90,768				90,768	41,253	132,021
001-10-0537-05-110	PUBLIC INFORMATION COORDINATOR	1.00	2,088	30		77,347	1,668		2,400	81,415	27,539	108,954
001-10-0537-05-221	SUPPORT SPECIALIST 2	1.00	2,088			58,341				58,341	28,004	86,345
	PUBLIC INFO MARKETING &	3.00	6,264	30		226,456	1,668		2,400	230,524	96,796	327,320
001-10-0635-05-052	EMERGENCY MANAGER	1.00	2,088			96,851				96,851	71,276	168,127
001-10-0635-05-210	EMERGENCY MANAGEMENT OFFICER	1.00	2,088			83,501				83,501	54,303	137,804
001-10-0635-05-214	EMERG MGMT PROGRAM SPECIALIST	1.00	2,088	40		71,814	2,064			73,878	61,164	135,042
001-10-0635-05-275	TEMPORARY EMPLOYEES		1,040			18,564				18,564	1,600	20,164
	EMERGENCY MGT-CIVIL PREP	3.00	7,304	40		270,730	2,064			272,794	188,343	461,137
001-10-0655-05-077	PROGRAM MANAGER	1.00	2,088			93,803				93,803	48,309	142,112
001-10-0655-05-186	PROGRAM COORDINATOR	2.00	4,176			135,295				135,295	93,228	228,523
001-10-0655-05-221	SUPPORT SPECIALIST 2	0.63	1,317			36,801				36,801	22,425	59,226

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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
001-10	MAYOR'S OFFICE											
001-10-0655-05-275	TEMPORARY EMPLOYEES		528			19,060				19,060	1,686	20,746
	CENTER FOR MEDIATION &	3.63	8,109			284,959				284,959	165,648	450,607
001-10-0656-05-275	TEMPORARY EMPLOYEES		1,040			18,564				18,564	1,710	20,274
001-10-0656-05-297	SUSTAINABILITY ANALYST	1.00	2,088			89,503				89,503	60,066	149,569
	SUSTAINABILITY	1.00	3,128			108,067				108,067	61,776	169,843
001-10-0657-05-080	SENIOR PROGRAM MANAGER	0.60	1,325			71,073				71,073	35,844	106,917
001-10-0657-05-186	PROGRAM COORDINATOR	2.00	4,176	40		140,415	1,944			142,359	90,910	233,269
001-10-0657-05-221	SUPPORT SPECIALIST 2	2.00	4,176	80		108,293	3,124			111,417	55,864	167,281
	RECYCLING	4.60	9,677	120		319,781	5,068			324,849	182,618	507,467
001-10-0659-05-077	PROGRAM MANAGER	1.00	2,168			100,563				100,563	41,282	141,845
001-10-0659-05-186	PROGRAM COORDINATOR	2.00	4,176	273		143,294	14,159			157,453	83,754	241,207
001-10-0659-05-275	TEMPORARY EMPLOYEES		2,429			43,358			7	43,365	3,719	47,084
	NEIGHBORHOOD & PUBLIC	3.00	8,773	273		287,215	14,159		7	301,381	128,755	430,136
	**** DEPARTMENT TOTAL ****	44.23	97,501	1,213		3,784,001	57,878		2,407	3,844,286	2,117,490	5,961,776

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

**NON-DEPARTMENTAL – BEAVERTON CENTRAL
PLANT**

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

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

Program Goal:

To provide reliable, cost-effective district heating and cooling services for space conditioning and hot water services to certain properties located at The Round in downtown Beaverton and to support opportunities to expand Central Plant services to new buildings in the Beaverton Creekside District. The Central Plant supports the Community Development Department’s mission to facilitate, promote, and plan for a safe and prosperous community by comprehensively preserving and enhancing development, a healthy economy, and sustainable growth of the city.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$517,789	\$559,889	\$617,000	\$637,000	\$0
CAPITAL OUTLAY	54,950	25,321	124,000	625,200	0
DEBT SERVICE	106,692	106,692	301,692	0	0
TRANSFERS					
CONTINGENCY					
TOTAL	\$679,431	\$691,902	\$1,042,692	\$1,262,200	\$0

Program Objective (services provided):

Project Description

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

Core Process #1: Manage the Central Plant.

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

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

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

Progress on FY 2019-20 Action Plan:

- Maintained efficiency levels and condition of the Plant equipment and materials.
- Support ongoing tenant needs
- Started construction with The Hartman Co to add the Patricia Reser Center for the Arts and the Creekside Parking Garage to the plant’s services
- Promoted efficient services and energy reduction consistent with the City’s Sustainability Goals
- Continued to update & program electronic management system to optimize resource efficiency.

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

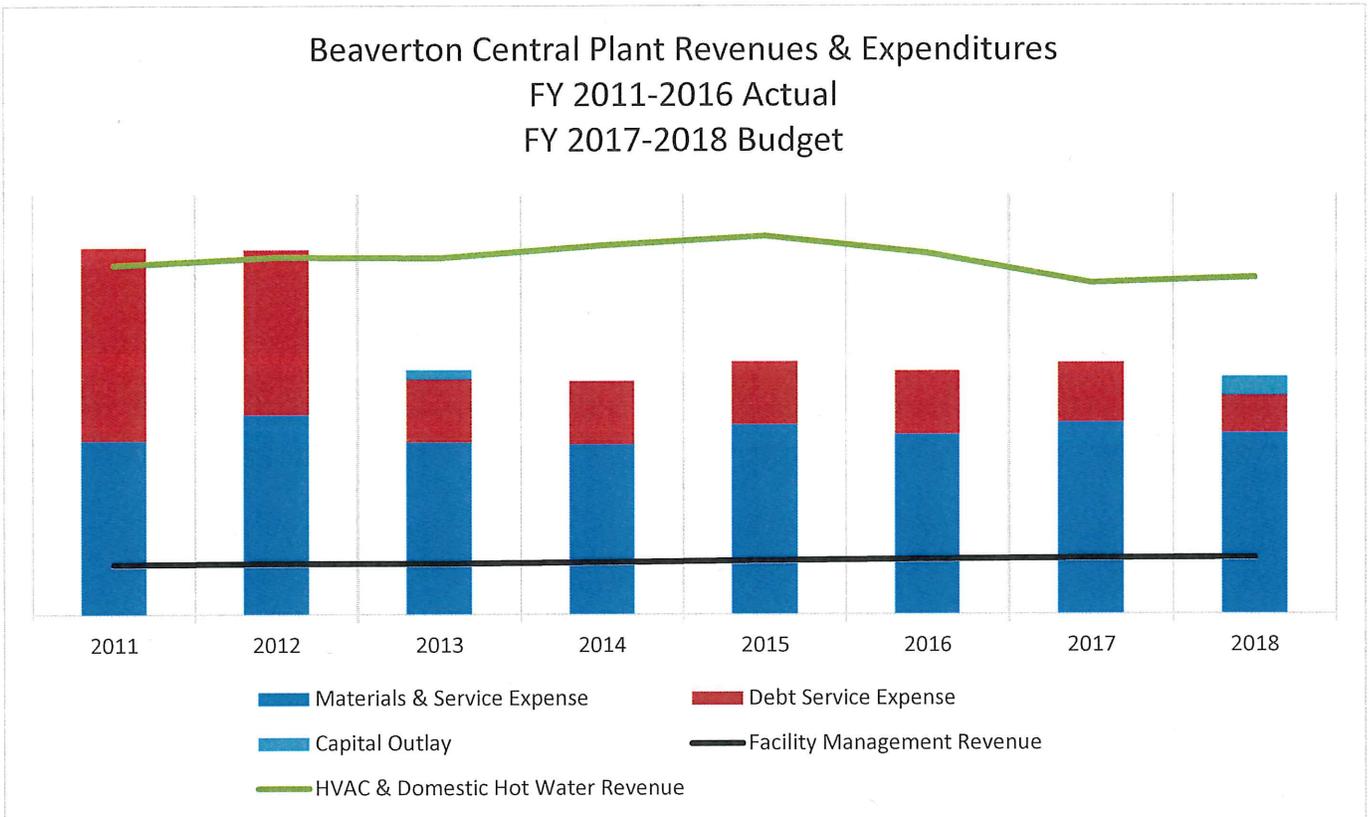
FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

FY 2020-21 Action Plan:

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

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Hold operating expenses at or below budget	Met objective	Met objective	Met Objective	Meet Objective
Cost to operate plant	\$624,481	\$676,692*	\$617,000*/ \$603,260*	\$637,000
Cost per square foot of service	\$1.90	\$2.05	\$2.21/\$1.84	\$1.93
Number of square feet served:				
Commercial	234,401	234,401	234,401	234,401
Residential	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>
Total	328,733	328,733	328,733	<u>328,733</u>

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



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

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

Performance Outcomes and Program Trends:

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

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

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

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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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													
351	UTILITIES EXPENSE												
	180,277		162,490		170,000		170,000	180,000		180,000		180,000	
431	PLANT MAINTENANCE												
	65,305		102,956		110,000		110,000	120,000		120,000		120,000	
511	PROFESSIONAL SERVICES												
	198,947		221,183		263,000		250,000	263,000		263,000		263,000	
551	RENTS AND LEASES												
	73,260		73,260		74,000		73,260	74,000		74,000		74,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	517,789		559,889		617,000		603,260	637,000		637,000		637,000	
CLASS: 15 CAPITAL OUTLAY													
682	CONSTRUCTION												
	53,450		2,446		104,000		307,307	618,000		587,200			
683	CONST DESIGN & ENGR INSPECTION												
	1,500		22,875		20,000		47,000	38,000		38,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	54,950		25,321		124,000		354,307	656,000		625,200			
CLASS: 20 DEBT SERVICE													
791	PAYMENT OF CONSTRUCTION LOAN												
	106,692		106,692		301,692		300,672						
TOTAL CLASS: 20 DEBT SERVICE													
	106,692		106,692		301,692		300,672						
TOTAL PROGRAM: 0006 BEAVERTON CENTRAL PLANT													
	679,431		691,902		1,042,692		1,258,239	1,293,000		1,262,200			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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351 UTILITIES EXPENSE
 CENTRAL PLANT PROJECTED UTILITIES COST: NW NATURAL & PGE \$180,000

431 PLANT MAINTENANCE
 STANDARD PLANT MAINTENANCE \$120,000

511 PROFESSIONAL SERVICES
 CENTRAL PLANT OPERATIONS AND MAINTENANCE, ABM OVERSIGHT \$96,000
 ABM OPERATIONAL LABOR \$76,000
 PLANT ANALYSIS PERFORMANCE REVIEW \$7,500
 SPECIALTY/TECH CONSULTANTS. \$4,500
 OPERATIONS AND MAINTENANCE. \$79,000

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

682 CONSTRUCTION
 CENTRAL PLANT EQUIPMENT & CONNECTIVITY UPGRADE FOR PRCA AND CENTRAL PLANT \$205,000
 CENTRAL PLANT SYSTEMS CONTROLS FOR PRCA, PARKING GARAGE & PUMP ROOM \$307,200
 PARKING GARAGE PUMP ROOM EQUIPMENT AND CRESCENT/PROMENDAE PUMP ROOM REWORK \$50,000
 EQUIPMENT & CONNECTIVITY UPGRADE FOR SKB PARKING GARAGE \$25,000

683 CONST DESIGN & ENGR INSPECTION
 CENTRAL PLANT PRCA CONNECTIVITY CONSTRUCTION DESIGN & ENGINEERING DOCUMENTS \$38,000

791 PAYMENT OF CONSTRUCTION LOAN
 STATE CONSTRUCTION LOAN PAYMENT FOR BEAVERTON CENTRAL PLANT. THE FIRST LOAN WAS PAID OFF IN MAY 2017 AND THE SECOND LOAN WAS PAID OFF EARLY IN DECEMBER 2019.
 NO APPROPRIATION REQUIRED FOR FY 2020-21

**NON-DEPARTMENTAL – BEAVERTON BUILDING
OPERATIONS**

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

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

Program Goal:

To operate a successful and welcoming building for residents, tenants and the public. To preserve the residents' investment in Beaverton City Hall (a.k.a. The Beaverton Building) by maintaining maximum building service life through providing clean, safe, and environmentally-efficient facilities for employees and the public.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$1,410,663	\$1,365,503	\$1,383,475	\$1,497,492	\$0
CAPITAL OUTLAY	514,446	41,619	38,380	0	0
DEBT SERVICE					
TRANSFERS					
CONTINGENCY					
TOTAL	\$1,925,109	\$1,407,122	\$1,421,855	\$1,497,492	\$0

Program Objective:

Operate the building efficiently for city staff and tenants. Provide a welcoming environment for visitors. The Property and Facilities Division manages the facility, including the tenant spaces on the 2nd and 3rd floor and serves as Property Manager for their maintenance and repair needs.

Support various activities held in the plazas at The Round and work closely with neighboring occupants of The Round, including the parking garage and Watson Building owner – Scanlan Kemper Bard (SKB), as well as Tri-Met and the condominium association.

Progress on FY 2019-20 Action Plan:

- Continued to coordinate moves on the 4th floor with CDD growth, relocation of the Art program and other space utilization efforts, some created by the flood
- Planned and implemented security improvements on the second floor
- Developed a furnishings standard to update public, conference, and workstation spaces, with the installation of marker boards and updated furniture in some conference rooms
- Sought out noise reduction acoustical equipment/studies with a pilot project on the fourth floor
- Studies possible enhancements to the front entrance to the building but delayed implementation due to budget constraints

FY 2020-21 Action Plan:

- Continue to coordinate moves on fourth floor as departments fill vacancies, create new positions and mitigate effects of staff displaced by water damage in October 2019
- Research and install water intrusion/increased water flow equipment/valves
- Develop a furnishings standard to update public, conference, and workstation spaces

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

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

Performance Measures:*	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Occupancy Level (% sq. ft. – 2 nd Floor) on Jan. 1	100%	100%	100%	100%
Occupancy Level (actual sf. – 2 nd Floor Tenants) on Jan. 1	13,480 ¹	13,480	13,480	13,480
Occupancy Level (Executive Suites 3 rd Floor) on Jan. 1	95%	95%	95% / 95%	95%
Lease Income	\$887,553	\$915,178	\$941,800 / \$941,877	\$916,436

¹ Reduction due to tenant space shrinkage now devoted to Finance Department

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

Trends, Services and Issues:

As city services and programs expand, accommodation of new staff in The Beaverton Building will be challenging. The Community Development Department has expanded dramatically in recent years and staffing for the Patricia Reser Center for the Arts will need office space until that building is completed. This could reduce the amount of space for private sector leases. Therefore; the rental income from those sources reflects that trend.

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

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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

317 COMPUTER EQUIPMENT
 351

351 UTILITIES EXPENSE
 572,015 504,219 515,000 515,000 529,000 529,000

381 BUILDING EXPENSE
 38,294 42,199 35,000 35,000 40,000 40,000

384 BUILDING MAINTENANCE PROJECTS
 116,243 95,800 95,575 95,575 380,750 97,000

385 PARKING GARAGE EXPENSE
 38,041 46,065 44,000 44,674 136,796 136,796

388 PROPERTY INSURANCE
 15,000 8,364 15,000 10,976 12,000 12,000

457 BVTN BLDG FLOOD DAMAGE EXPENSE

480 PROPERTY TAX EXPENSE
 22,075 16,369 23,000 15,914 16,400 16,400

510 3RD FLOOR E-SUITES EXPENSE
 226,208 246,480 256,000 217,000 240,000 240,000

511 PROFESSIONAL SERVICES
 367,039 394,680 383,600 427,181 396,796 396,796

536 MAINTENANCE CONTRACTS
 15,397 11,327 16,300 16,300 29,500 29,500

TOTAL CLASS: 10 MATERIALS & SERVICES

1,410,663	1,365,503	1,383,475	1,377,620	1,781,242	1,497,492
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED	
351	UTILITIES EXPENSE HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING: CENTRAL PLANT HEATING AND COOLING SERVICES;\$382,500 ELECTRICITY \$89,000 CITY WATER SEWER AND STORM\$39,000 SOLID WASTE AND RECYCLING \$13,000 PHONE LINES \$5,500	
381	BUILDING EXPENSE PLUMBING AND ELECTRICAL SERVICES \$40,000 GENERAL BUILDING REPAIRS; PARTS (LAMPS, FILTERS, ETC.) JANITORIAL SUPPLIES ELECTRICAL AND PLUMBING SUPPLIES PAINT SUPPLIES LOCKS AND KEYS	
384	BUILDING MAINTENANCE PROJECTS ART MAINTENANCE FUND \$5,000 CONFERENCE ROOM FURNITURE UPGRADE-TABLES/CHAIRS \$15,000 WATER INTRUSION DETECTION \$7,500 HUMAN RESOURCES DEPARTMENT REMODEL \$64,500 ROOF PATING \$5,000	
385	PARKING GARAGE EXPENSE PARKING GARAGE EXPENSES ANNUAL COMMON AREA MAINTENANCE CHARGES FOR PARKING GARAGES\$50,000 CITY'S PORTION OF VARIOUS PARKING GARAGE IMPROVEMENTS INCLUDING ACCESS CONTROL\$86,796	
388	PROPERTY INSURANCE GENERAL LIABILITY INSURANCE FOR BUILDING. \$12,000	
457	BVTN BLDG FLOOD DAMAGE EXPENSE	
480	PROPERTY TAX EXPENSE TAXES ON COMMERCIAL PORTION OF CLASS A OFFICE SPACE THAT IS RENTED TO 3RD PARTIES \$16,400	
510	3RD FLOOR E-SUITES EXPENSE OPERATING EXPENSES OF THE BEAVERTON E-SUITES -3RD FLOOR: E-SUITES MANAGEMENT AND OPERATIONS SERVICES E-SUITES OPERATING EXPENSES (TELEPHONE, INTERNET, COPIER, CREDIT CARD PROCESSING FEES, INTERIOR MAINTENANCE, PHONE SYSTEM UPGRADE) SEE RELATED REVENUE AT#001-03-0000-751 \$240,000	
511	PROFESSIONAL SERVICES 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	
536	MAINTENANCE CONTRACTS PLANT CARE \$4,200 ELEVATOR CONTRACT, MAINT & PERMIT\$11,700 ALARM & SPRINKLER SYSTEMS MONITORING & TESTING \$7,800 PANIC BUTTON MONITORING \$1,000 WINDOW WASHING \$3,200 RESTROOM AIR FRESHENER SERVICE \$1,600	

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

605	BUILDINGS AND BUILDING IMPROVE	514,446	41,619	38,380	3,544
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TOTAL CLASS: 15 CAPITAL OUTLAY

		514,446	41,619	38,380	3,544
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TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

		1,925,109	1,407,122	1,421,855	1,381,164	1,781,242	1,497,492
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

605 BUILDINGS AND BUILDING IMPROVE
NO APPROPRIATION REQUESTED FOR FY2019-20



**NON-DEPARTMENTAL – GRIFFITH BUILDING
OPERATIONS**

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

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

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
MATERIALS & SERVICES	\$533,777	\$503,298	\$635,450	\$643,002	\$0
TOTAL	\$533,777	\$503,298	\$635,450	\$643,002	\$0

Program Objective:

Operate the building efficiently for city staff and provide a welcoming environment for visitors. Property and Facilities Division staff manage the electrical and mechanical systems, the security cameras and access control systems, and provide contractor management for janitorial, heating & cooling, and other systems. Staff evaluates the performance of building systems, maintenance practices and the materials and supplies used, and implements or recommends changes to enhance the service life of city facilities. This program strives to include MWESB and service disabled veterans firms with bid opportunities for goods and services.

Progress on FY 2019-20 Action Plan:

- Expanded the Municipal Court staff area at the south end of the building to alleviate staff crowding. Other aspects of expansion will take place after Police and Emergency Management move to the new Public Safety Center in spring 2020.
- Continued security enhancements including, security cameras, access card readers, and metal detector
- Began discussions on future use of the building; these discussions will be folded into the Facility Master Plan which began in the fourth quarter of FY20 and will continue into the next year.

FY 2020-21 Action Plan:

- Expand the Municipal Court function within workable footprint of Griffith
- Address various ADA concerns with restrooms and transaction counters
- Determine long term use of entire facility and flood plain considerations within the Facility Master Plan effort
- Update life/Safety equipment, alarm panels, sprinkler systems, at end of life currently

Performance Measures

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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

351 UTILITIES EXPENSE
 149,398 146,545 144,200 140,000 148,526 148,526

381 BUILDING EXPENSE
 35,981 42,916 40,000 35,000 35,000 35,000

384 BUILDING MAINTENANCE PROJECTS
 126,858 33,117 55,000 55,000 228,350 75,350

511 PROFESSIONAL SERVICES
 210,303 272,708 379,650 372,002 371,926 371,926

536 MAINTENANCE CONTRACTS
 11,237 8,012 8,200 12,200 12,200 12,200

551 RENTS AND LEASES
 8,400

TOTAL CLASS: 10 MATERIALS & SERVICES

533,777	503,298	635,450	614,202	796,002	643,002
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TOTAL PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

533,777	503,298	635,450	614,202	796,002	643,002
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TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL

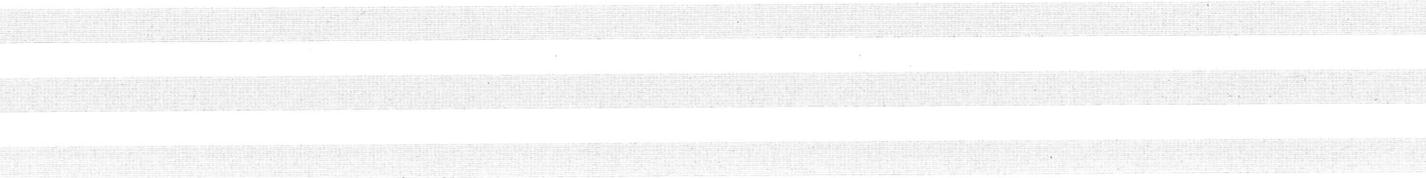
8,602,282	8,509,285	15,348,491	9,795,640	9,313,179	17,258,365
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BP WORKSHEET & JUSTIFICATION

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

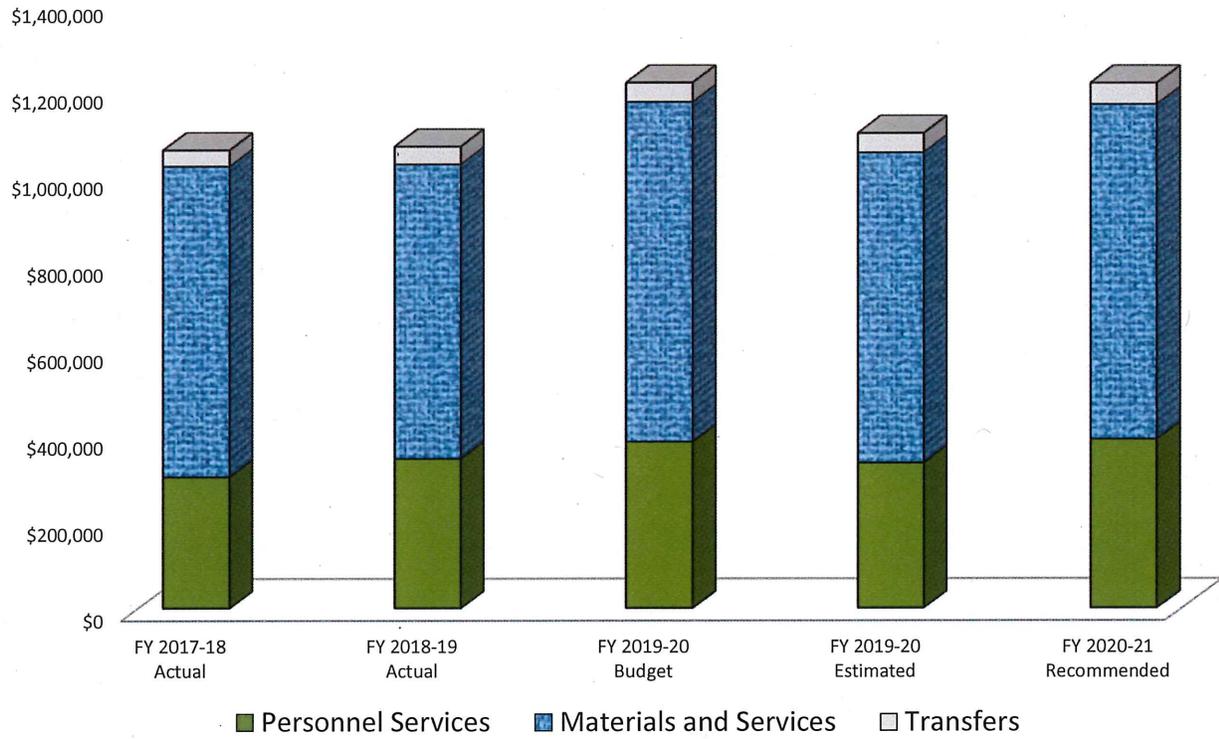
OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 351 UTILITIES EXPENSE
 - HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING:
 - ELECTRICITY \$90,000
 - CITY WATER SEWER AND STORM \$20,200
 - NATURAL GAS \$22,000
 - SOLID WASTE AND RECYCLING \$12,000
 - THREE PERCENT INCREASE \$4,326
- 381 BUILDING EXPENSE
 - HARDWARE, LIGHTBULBS, PAPER PRODUCTS, REPAIRS AND MAINTENANCE \$35,000
- 384 BUILDING MAINTENANCE PROJECTS
 - REPAIR TWO HVAC UNITS THAT ARE FAILING \$13,000
 - ADA COMPLIANCE - REMODEL 1ST FLOOR SOUTH RESTROOMS \$15,000
 - ADA COMPLIANCE- TRANSACTION COUNTERS \$18,000
 - OUTSIDE GATE REPAIRS \$7,500
 - RELOCATIONS \$18,000
 - FALL PROTECTION RAILS \$3,850
- 511 PROFESSIONAL SERVICES
 - JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS \$232,026
 - BUILDING SCREENING SERVICES THROUGH DEPAUL SECURITY \$139,900
- 536 MAINTENANCE CONTRACTS
 - PEST CONTROL, ELEVATOR CONTRACT, FIRE SPRINKLER AND ALARM TESTING, GENERATOR MAINTENANCE, WINDOW WASHING \$12,200
- 551 RENTS AND LEASES
 - THE LEASE OF X-RAY MACHINE FOR GRIFFITH BUILDING FRONT DOOR SECURITY ACCESS IS INCLUDED IN THE MONTHLY BILLING FOR THE BUILDING SECURITY IN PROFESSIONAL SERVICES ACCOUNT 511



REPROGRAPHICS 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:	Reprographics					% 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	\$308,177	\$350,021	\$388,861	\$340,312	\$394,561	1.47%
Materials and Services	714,651	677,332	781,725	713,669	769,825	-1.52%
Transfers	37,244	40,960	44,276	44,276	48,409	9.33%
SUB-TOTAL	\$1,060,072	\$1,068,313	\$1,214,862	\$1,098,257	\$1,212,795	
Contingency			33,212		93,962	
TOTAL	\$1,060,072	\$1,068,313	\$1,248,074	\$1,098,257	\$1,306,757	
FTE's	3.40	3.40	3.40		3.40	

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

Personnel services:

FY 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:

No Significant Change

Materials and services:

No Significant Change

Capital outlay:

No Significant Change

Transfers:

No Significant Change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
PROGRAM MANAGER: SCOTT KELLER	

MISSION STATEMENT:

To provide complete printing, copying, graphics, production, mailroom, audio/visual and support services with maximum efficiency, responsive to city and community stakeholders and customer expectations. This is achieved by providing excellent service to all internal and external customers and ensuring the timeliness and quality of every request.

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	\$308,177	\$350,021	\$388,861	\$394,561	\$0
MATERIALS & SERVICES	714,651	677,332	781,725	769,825	0
CAPITAL OUTLAY					
TRANSFERS	37,244	40,960	44,276	48,409	0
CONTINGENCY	0	0	33,212	93,962	0
TOTAL	\$1,060,072	\$1,068,313	\$1,248,074	\$1,306,757	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$102,561	\$105,107	\$144,119	\$150,817	\$0
Miscellaneous Revenue	3,469	2,512	3,000	2,100	0
Transfer from Other Funds	1,059,150	1,104,811	1,100,955	1,153,840	0

Services and Trends:

Reprographics is an internal service program that provides high-speed copier, bindery, layout and design services; coordinates with vendors for printing and copying projects; oversees maintenance and service on copiers; manages meeting equipment inventory, checkout and maintenance; and performs general mail preparation.

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

Budget Highlights:

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

- Nearly 90% of all copier paper has 100% recycled content.
- The *PaperCut* copier management system saves more than 51,000 sheets of paper annually and provides a secure, convenient method for printing and copying documents.
- Equipment for meetings and events can be borrowed by staff through a central reservation system (EZ Book), reducing the need for departments to purchase their own equipment. Reusable items (poster display boards, name tents, dishware) are offered whenever possible to reduce waste.
- A web-based, paperless work order system was rolled out to all staff in April 2019.

All postage expenses appear in the Reprographics Fund in order to effectively track these expenses as part of the Reprographics budget transfer system. When postage and city population growth are factored in, the Reprographics budget has been consistent with the growth of the city. The program has minimized supply and vendor price increases to the degree possible by purchasing supplies and equipment on government contracts and/or in large quantities to receive price breaks.

The program will continue to generate printed resources as requested by city departments at the same or improved level of quality with minimal budget growth. Procedures will continue to be streamlined and new programs will be implemented in order to increase productivity and maintain customer satisfaction levels and improve the quality and professionalism of materials produced.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
PROGRAM MANAGER: SCOTT KELLER	

Program Objectives:

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

Reprographics supports the Beaverton Community Vision in the following areas:

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

Progress on FY 2019-20 Action Plan:

- Upgraded the package notification system to ensure security and convenience for staff.
- Added copiers for Court Office 2, Facilities, Human Resources, and Fleet Services; and replaced 9 departmental copiers and one production color copier at the end of their leases.
- Helped the Police Department and Emergency Management Program regarding logistics for copiers, mail and office supplies as they plan for and move into the new Public Safety Center.
- Monitored mailing patterns and advised staff on cost effective mailing practices to maintain or reduce citywide postage expenses.
- Assisted in the cost-effective implementation of printed branding materials to city programs.
- Monitored for opportunities for reduced paper usage by city staff through the increased use of electronic documents and/or minimizing the paper copies instead.

FY 2020-21 Action Plan:

- Continue to assist in the cost effective implementation of printed branding materials to city programs.
- Monitor mailing patterns and advise city departments on cost effective mailing practices to maintain or reduce citywide postage expenses.
- Research and explore opportunities for reduced paper usage by city staff through the increased use of electronic documents and/or minimizing the paper copies printed.
- Replace 11 department copiers and one high-speed production copier at the end of their leases.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Total number of work requests	4,454	4,251	5,500 / 3,120	4,000
Outgoing mail (number of pieces)	1,221,109	1,132,402	1,400,000 / 1,400,000	1,400,000
Number of all-city mailings	14	12	14 / 12	13

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 601 REPROGRAPHICS	DEPARTMENT: MAYOR'S OFFICE
PROGRAM MANAGER: SCOTT KELLER	

Performance Measures (continued):	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Incoming packages received	3,341	3,147	3,600 / 3,200	3,500
A/V equipment check-outs	1,489	1,780	1,900 / 2,200	2,200
Pool vehicle check-outs	759	606	1,000 / 750	800
Copiers in city buildings	36	38	39 / 41	41
Number of copies printed city-wide	3,448,685	3,440,700	3,600,000 / 3,200,000	3,500,000
Quantity of paper with 100% recycled content	90%	83%	92% / 90%	92%

Performance Outcomes and Program Trends:

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

- Establish best practices for daily processes and tasks in order to provide high-quality services.
- Use technology to further automate tasks and improve services.
- Purchase stock in large quantities and/or via government price contracts to obtain the best prices possible.
- Enhance use of databases to accurately track costs and work requests for future forecasting. Use this data for allocation of the costs for supporting this internal services fund.
- Promote sustainable practices including double-sided copies, recycled-content paper, electronic communications, reusable materials for events and public meetings, and opportunities to promote printing to copiers to reduce toner and other toxic chemical usage.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

OBJ	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

	-102,561		-105,107		-144,119		-144,119	-144,119	-108,075		-150,817			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-102,561		-105,107		-144,119		-144,119	-144,119	-108,075		-150,817			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,892		-2,201		-3,000		-2,412	-4,000	-3,000		-2,100			
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389 MISCELLANEOUS REVENUES

	-1,005													
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-572		-311											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-3,469		-2,512		-3,000		-2,412	-4,000	-3,000		-2,100			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-898,946		-936,147		-910,497		-440,825	-910,497	-954,669		-954,669			
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412 TRSFERS FROM STREET FUND

	-4,811		-5,032		-4,954		-3,225	-4,954	-5,226		-5,226			
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419 TRSFERS FROM WATER FUND

	-5,790		-5,254		-4,403		-4,071	-4,403	-5,806		-5,806			
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421 TRSFERS FROM SEWER FUND

	-2,155		-2,718		-2,201		-1,751	-2,201	-3,483		-3,483			
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426 TRSFERS FROM ISD

	-1,487		-3,690		-3,853		-2,316	-3,853	-3,484		-3,484			
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428 TRSFR FR BUILDING OPERATING FD

	-6,730		-6,539		-5,505		-5,821	-5,505	-8,130		-8,130			
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430 TRANSFER FROM LIBRARY FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS 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
	-103,482		-108,557		-118,903		-49,245	-118,903	-116,139		-116,139			
431	TRSFR FR GIS FUND													
	-1,651													
432	TRSFR FR PUBLIC WRKS ADMN FUND													
	-24,219		-22,281		-25,322		-12,813	-25,322	-24,389		-24,389			
433	TRSFERS FROM CDBG FUND													
	-750		-663		-550		-386	-550	-1,161		-1,161			
434	TRSFERS FROM BURA PRGM/ACTIVITY FUND													
							-469	-550			-1,742			
437	TRSFERS FRM INSURANCE FUND													
	-1,820		-2,134		-2,200		-810	-2,200	-2,320		-2,320			
441	TRSFERS FR STORM DRAIN FUND													
	-2,100		-3,080		-2,201		-1,170	-2,201	-3,483		-3,483			
442	TRANSFER FROM THE TLT FUND													
	-3,066		-6,164		-19,266		-9,442	-19,266	-29,615		-22,066			
444	TRSFER FROM BURA GENERAL FUND													
	-1,604		-1,521		-550				-1,742					
449	TSFR FR TRANS DEVL TAX/TIF FD													
	-539		-1,031		-550		-731	-550	-1,742		-1,742			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,059,150		-1,104,811		-1,100,955		-533,075	-1,100,955	-1,161,389		-1,153,840			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,165,180		-1,212,430		-1,248,074		-679,606	-1,249,074	-1,272,464		-1,306,757			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND DEPT: 25 REPROGRAPHICS DEPARTMENT

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

080 SENIOR PROGRAM MANAGER	43,089	.40	44,061	.40	45,520	.40	35,141	46,351	47,382	.40	47,382	.40		
186 PROGRAM COORDINATOR			59,818	1.00	66,668	1.00	52,406	67,311	72,165	1.00	72,165	1.00		
221 SUPPORT SPECIALIST 2	103,570	2.00	53,588	1.00	58,834	1.00	24,936	34,749	48,395	1.00	48,395	1.00		
254 GRAPHIC DESIGNER	53,682	1.00	58,429	1.00	63,561	1.00	48,734	63,594	68,126	1.00	68,126	1.00		
275 TEMPORARY EMPLOYEES			9,413		18,000		3,856	3,999	18,204		18,204			
299 PAYROLL TAXES AND FRINGES	107,836		124,712		136,278		96,030	124,308	140,289		140,289			

TOTAL CLASS: 05 PERSONNEL SERVICES

	308,177	3.40	350,021	3.40	388,861	3.40	261,103	340,312	394,561	3.40	394,561	3.40		
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	103		195		275		254	275	275		275			
302 POSTAGE EXPENSE	225,044		227,052		244,000		172,897	200,000	240,000		230,000			
303 OFFICE FURNITURE & EQUIPMENT	897				1,000				1,000		1,000			
304 DEPARTMENT EQUIPMENT EXPENSE	11,837		2,496		9,138		5,706	8,000	10,000		10,000			
305 SPECIAL DEPARTMENT SUPPLIES	1,366		1,543		2,350		1,528	2,350	2,350		2,350			
315 REPROGRAPHIC SUPPLIES	45,118		48,793		51,500		48,058	51,500	54,000		54,000			
317 COMPUTER EQUIPMENT														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND DEPT: 25 REPROGRAPHICS DEPARTMENT

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
					862		933	933						
318	COMPUTER SOFTWARE													
	2,605													
321	TRAVEL, TRAINING & SUBSISTENCE													
	992		441		1,900		1,390	1,100	1,900		1,900			
371	EQUIPMENT OPER & MAINT EXPENSE													
	457		578		1,200		684	500	1,200		1,200			
481	OTHER EXPENSES													
	159,749		134,989		175,000		170,832	175,000	175,000		175,000			
511	PROFESSIONAL SERVICES													
	8,152		5,829		12,000		10,465	12,000	12,000		12,000			
536	MAINTENANCE CONTRACTS													
	1,742		1,829		1,900		2,011	2,011	1,900		2,100			
551	RENTS AND LEASES													
	256,589		253,587		280,600		254,572	260,000	289,600		280,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	714,651		677,332		781,725		669,330	713,669	789,225		769,825			
CLASS: 25 TRANSFERS														
818	TRSFERS TO ISD-ALLOCATED													
	31,123		34,839		36,625		30,521	36,625	34,508		35,591			
819	TRSFERS TO INSURANCE FUND													
	6,121		6,121		7,651		6,376	7,651	7,651		7,651			
841	TRSFER TO GF, WEB MANAGEMENT													
									5,576		5,167			
TOTAL CLASS: 25 TRANSFERS														
	37,244		40,960		44,276		36,897	44,276	47,735		48,409			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 601 REPROGRAPHICS FUND

DEPT: 25 REPROGRAPHICS DEPARTMENT

OBJ	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
					33,212				40,943		93,962			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					33,212				40,943		93,962			
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT														
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	967,330	1,098,257	1,272,464	3.40	1,306,757	3.40		

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**REPROGRAPHICS
FY 2019-20 ADOPTED**

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

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
80	SENIOR PROGRAM MANAGER	0.40					0.40
186	PROGRAM COORDINATOR	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
254	GRAPHIC DESIGNER	1.00					1.00
	Total	3.40	0.00	0.00	0.00	0.00	3.40

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS 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												
		102,561	105,107		144,119		144,119	108,075				150,817	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		102,561	105,107		144,119		144,119	108,075				150,817	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		1,892	2,201		3,000		4,000	3,000				2,100	

389	MISCELLANEOUS REVENUES												
		1,005											

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		572	311										

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		3,469	2,512		3,000		4,000	3,000				2,100	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND												
		898,946	936,147		910,497		910,497	954,669				954,669	

412	TRSFERS FROM STREET FUND												
		4,811	5,032		4,954		4,954	5,226				5,226	

419	TRSFERS FROM WATER FUND												
		5,790	5,254		4,403		4,403	5,806				5,806	

421	TRSFERS FROM SEWER FUND												
		2,155	2,718		2,201		2,201	3,483				3,483	

426	TRSFERS FROM ISD												
		1,487	3,690		3,853		3,853	3,484				3,484	

428	TRSFER FR BUILDING OPERATING FD												
		6,730	6,539		5,505		5,505	8,130				8,130	

430	TRANSFER FROM LIBRARY FUND												
		103,482	108,557		118,903		118,903	116,139				116,139	

431	TRSFER FR GIS FUND												
		1,651											

432	TRSFER FR PUBLIC WRKS ADMN FUND												
		24,219	22,281		25,322		25,322	24,389				24,389	

433	TRSFERS FROM CDBG FUND												
		750	663		550		550	1,161				1,161	

434	TRSFERS FROM BURA PRGM/ACTIVITY FUND												
							550					1,742	

437	TRSFERS FRM INSURANCE FUND												
		1,820	2,134		2,200		2,200	2,320				2,320	

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$2,100

389 MISCELLANEOUS REVENUES

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND
 CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS \$954,669

412 TRSFERS FROM STREET FUND
 CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS \$5,226

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

426 TRSFERS FROM ISD
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678. \$3,484

428 TRSFR FR BUILDING OPERATING FD

430 TRANSFER FROM LIBRARY FUND

431 TRSFR FR GIS FUND
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

432 TRSFR FR PUBLIC WRKS ADMN FUND

433 TRSFERS FROM CDBG FUND

434 TRSFERS FROM BURA PRGM/ACTIVITY FUND

437 TRSFERS FRM INSURANCE FUND

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS 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
441	TRSFERS FR STORM DRAIN FUND												
	2,100		3,080		2,201		2,201	3,483		3,483			
442	TRANSFER FROM THE TLT FUND												
	3,066		6,164		19,266		19,266	29,615		22,066			
444	TRSFER FROM BURA GENERAL FUND												
	1,604		1,521		550			1,742					
449	TSFR FR TRANS DEVL TAX/TIF FD												
	539		1,031		550		550	1,742		1,742			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,059,150		1,104,811		1,100,955		1,100,955	1,161,389		1,153,840			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,165,180		1,212,430		1,248,074		1,249,074	1,272,464		1,306,757			
TOTAL DEPARTMENT: 03 REVENUE													
	1,165,180		1,212,430		1,248,074		1,249,074	1,272,464		1,306,757			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 441 TRSFERS FR STORM DRAIN FUND
- 442 TRANSFER FROM THE TLT FUND
- 444 TRSFR FROM BURA GENERAL FUND
- 449 TSFR FR TRANS DEVL TAX/TIF FD

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

080	SENIOR PROGRAM MANAGER	43,089	.40	44,061	.40	45,520	.40	46,351	47,382	.40	47,382	.40
186	PROGRAM COORDINATOR			59,818	1.00	66,668	1.00	67,311	72,165	1.00	72,165	1.00
221	SUPPORT SPECIALIST 2	103,570	2.00	53,588	1.00	58,834	1.00	34,749	48,395	1.00	48,395	1.00
254	GRAPHIC DESIGNER	53,682	1.00	58,429	1.00	63,561	1.00	63,594	68,126	1.00	68,126	1.00
275	TEMPORARY EMPLOYEES			9,413		18,000		3,999	18,204		18,204	
299	PAYROLL TAXES AND FRINGES	107,836		124,712		136,278		124,308	140,289		140,289	

TOTAL CLASS: 05 PERSONNEL SERVICES

		308,177	3.40	350,021	3.40	388,861	3.40	340,312	394,561	3.40	394,561	3.40
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	103		195		275		275	275		275	
302	POSTAGE EXPENSE	225,044		227,052		244,000		200,000	240,000		230,000	
303	OFFICE FURNITURE & EQUIPMENT	897				1,000			1,000		1,000	
304	DEPARTMENT EQUIPMENT EXPENSE	11,837		2,496		9,138		8,000	10,000		10,000	
305	SPECIAL DEPARTMENT SUPPLIES	1,366		1,543		2,350		2,350	2,350		2,350	
315	REPROGRAPHIC SUPPLIES	45,118		48,793		51,500		51,500	54,000		54,000	
317	COMPUTER EQUIPMENT					862		933				
318	COMPUTER SOFTWARE	2,605										
321	TRAVEL, TRAINING & SUBSISTENCE	992		441		1,900		1,100	1,900		1,900	

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 080 SENIOR PROGRAM MANAGER
 FY 2019-20 AND FY 2020-21 REFLECT 120 HRS PTO CASH-IN.
 - 186 PROGRAM COORDINATOR
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.
 - 221 SUPPORT SPECIALIST 2
 MAILROOM AND GRAPHIC SERVICES SUPPORT.
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.
 - 254 GRAPHIC DESIGNER
 - 275 TEMPORARY EMPLOYEES
 ON-CALL/TEMPORARY ASSISTANCE TO COVER STAFF ABSENCES (PTO, MEDICAL LEAVE, FMLA) AND OCCASIONAL PEAK WORK LOAD PERIODS.
 - 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
-
- 301 OFFICE EXPENSE
 GRAPHIC SERVICES OFFICE SUPPLIES \$275
 - 302 POSTAGE EXPENSE
 BASED ON PROJECTED MAIL VOLUMES AND 2.5 TO 5% USPS RATE INCREASE, EFFECTIVE ON 1/27/2019 \$230,000 (RATE INCREASE VARIES DEPENDING ON POSTAL CLASS)
 - 303 OFFICE FURNITURE & EQUIPMENT
 GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES AND REPLACEMENTS \$1,000
 - 304 DEPARTMENT EQUIPMENT EXPENSE
 CITY AV EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$10,000
 - 305 SPECIAL DEPARTMENT SUPPLIES
 MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$2,000
 MISCELLANEOUS AV SUPPLIES (BATTERIES, CORDS, ETC.) \$350
 - 315 REPROGRAPHIC SUPPLIES
 PAPER, BINDING MATERIALS AND OTHER SUPPLIES \$44,000
 INK & OTHER SUPPLIES FOR LARGE FORMAT PLOTTER USED BY REPRO AND GIS \$6,000
 CENTRAL OFFICE SUPPLIES (INCREASE DUE TO PROJECTED EXPENSES) \$4,000
 - 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
 - 318 COMPUTER SOFTWARE
 NO APPROPRIATION REQUESTED
 - 321 TRAVEL, TRAINING & SUBSISTENCE
 STAFF TRAINING AND DEVELOPMENT \$1,900

BP WORKSHEET & JUSTIFICATION

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

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
371	EQUIPMENT OPER & MAINT EXPENSE												
	457		578		1,200		500	1,200		1,200		1,200	
481	OTHER EXPENSES												
	159,749		134,989		175,000		175,000	175,000		175,000		175,000	
511	PROFESSIONAL SERVICES												
	8,152		5,829		12,000		12,000	12,000		12,000		12,000	
536	MAINTENANCE CONTRACTS												
	1,742		1,829		1,900		2,011	1,900		1,900		2,100	
551	RENTS AND LEASES												
	256,589		253,587		280,600		260,000	289,600		280,000		280,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	714,651		677,332		781,725		713,669	789,225		769,825		769,825	
CLASS: 25 TRANSFERS													
818	TRSFERS TO ISD-ALLOCATED												
	31,123		34,839		36,625		36,625	34,508		35,591		35,591	
819	TRSFERS TO INSURANCE FUND												
	6,121		6,121		7,651		7,651	7,651		7,651		7,651	
841	TRSFER TO GF, WEB MANAGEMENT												
								5,576		5,167		5,167	
TOTAL CLASS: 25 TRANSFERS													
	37,244		40,960		44,276		44,276	47,735		48,409		48,409	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					33,212			40,943		93,962		93,962	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					33,212			40,943		93,962		93,962	
TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM													
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	1,098,257	1,272,464	3.40	1,306,757	3.40	1,306,757	3.40
TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT													
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	1,098,257	1,272,464	3.40	1,306,757	3.40	1,306,757	3.40
TOTAL FUND: 601 REPROGRAPHICS FUND													
	1,060,072	3.40	1,068,313	3.40	1,248,074	3.40	1,098,257	1,272,464	3.40	1,306,757	3.40	1,306,757	3.40

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

371 EQUIPMENT OPER & MAINT EXPENSE
 SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200

481 OTHER EXPENSES
 OUTSIDE VENDOR SERVICES: PRODUCTION OF YOUR CITY NEWSLETTER, REPORTS AND OTHER CITYWIDE PROJECTS \$125,000
 OUTSIDE VENDOR SERVICES: OTHER PRINT PRODUCTION WORK \$50,000

511 PROFESSIONAL SERVICES
 CONTRACT AND PROFESSIONAL SERVICES \$5,000
 MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$5,000
 GRAPHIC DESIGN SERVICES, BRANDING AND OTHER CONSULTING SERVICES \$2,000

536 MAINTENANCE CONTRACTS
 PAPER CUTTER MAINTENANCE AGREEMENT \$2,100

551 RENTS AND LEASES
 COPIER AND EQUIPMENT LEASES (INCLUDING 4 MACHINES ADDED TO COPIER FLEET IN FY19-20 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY2020-21) \$265,400
 AUXILIARY SERVICES SHARE OF STORAGE FACILITY LEASE \$2,000
 POSTAGE METER ANNUAL LEASE CHARGES \$8,600
 SEND SUITE PACKAGE TRACKING SYSTEM (LEASE TO OWN SYSTEM) \$4,000

818 TRSFERS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$35,591

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

841 TRSFR TO GF, WEB MANAGEMENT
 WEB MANAGEMENT EXPENSE ALLOCATION (PREVIOUSLY INCLUDED IN ISD ALLOCATION) \$5,167

991 CONTINGENCY - UNRESERVED

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
601-25	REPROGRAPHICS DEPARTMENT											
601-25-0721-05-080	SENIOR PROGRAM MANAGER	0.40	886			46,351				46,351	23,089	69,440
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,096	40		65,367	1,824		120	67,311	52,284	119,595
601-25-0721-05-221	SUPPORT SPECIALIST 2	1.00	1,536	20		33,884	625		240	34,749	16,151	50,900
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,096	40		61,700	1,774		120	63,594	31,704	95,298
601-25-0721-05-275	TEMPORARY EMPLOYEES		224			3,999				3,999	1,080	5,079
	REPROGRAPHICS PROGRAM	3.40	6,838	100		211,301	4,223		480	216,004	124,308	340,312
	**** DEPARTMENT TOTAL ****	3.40	6,838	100		211,301	4,223		480	216,004	124,308	340,312

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

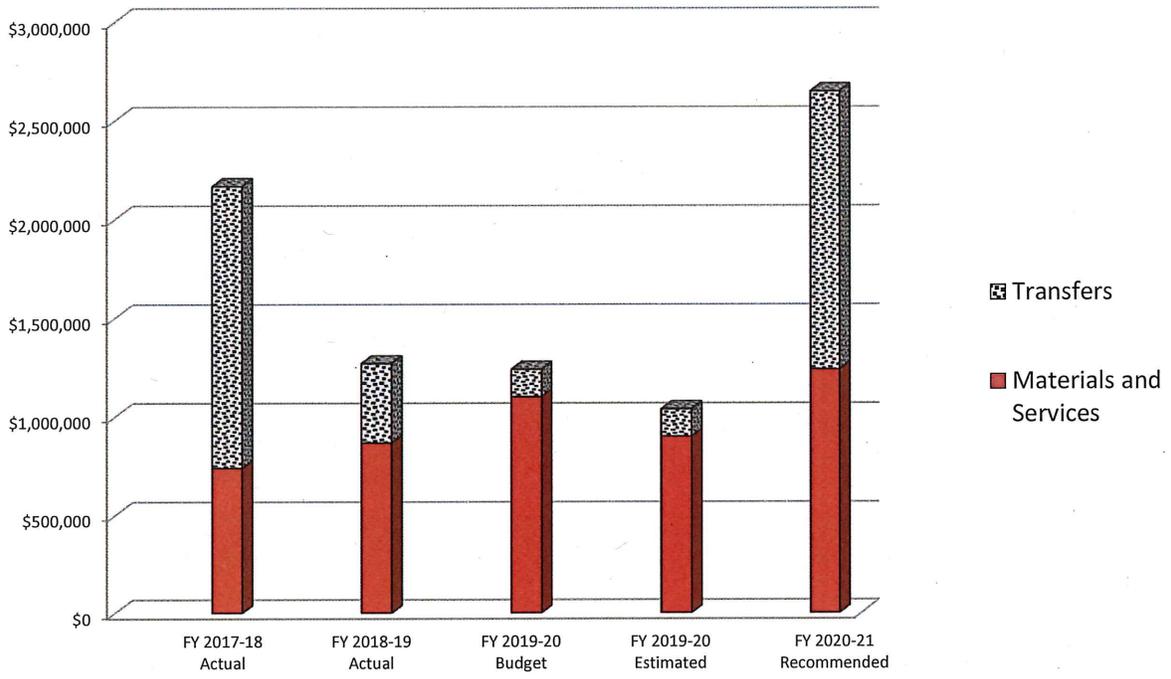
Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
601-25	REPROGRAPHICS DEPARTMENT											
601-25-0721-05-080	SENIOR PROGRAM MANAGER	0.40	883			47,382				47,382	23,897	71,279
601-25-0721-05-186	PROGRAM COORDINATOR	1.00	2,088	40		70,149	2,016			72,165	56,413	128,578
601-25-0721-05-221	SUPPORT SPECIALIST 2	1.00	2,088	40		47,049	1,346			48,395	24,580	72,975
601-25-0721-05-254	GRAPHIC DESIGNER	1.00	2,088	40		66,231	1,895			68,126	33,707	101,833
601-25-0721-05-275	TEMPORARY EMPLOYEES		1,020			18,204				18,204	1,692	19,896
	REPROGRAPHICS PROGRAM	3.40	8,167	120		249,015	5,257			254,272	140,289	394,561
	**** DEPARTMENT TOTAL ****	3.40	8,167	120		249,015	5,257			254,272	140,289	394,561

808

TLT 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:	LODGING TAX (TLT) 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	\$529,528	\$663,268	\$689,497	\$653,858	\$497,203	-27.89%
Materials and Services	740,200	867,881	1,101,932	900,385	1,239,749	12.51%
Transfers	1,426,859	402,320	137,998	137,998	1,407,169	919.70%
SUB-TOTAL	\$2,696,587	\$1,933,469	\$1,929,427	\$1,692,241	\$3,144,121	
Contingency			2,697,064		1,308,134	
Reserve			-		-	
Reserve			-		-	
TOTAL	\$2,696,587	\$1,933,469	\$4,626,491	\$1,692,241	\$4,452,255	
FTE's	5.00	5.00	5.00		4.00	

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

Personnel services:

FY 2020-21 reflects a decrease of 1.00 FTE for the PRCA General Manager position no longer being employed by the City. Recommended Budget also includes step increases, COLA increases for SEIU & Management of 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 net increase of almost \$140K for transfers of contributions to the PRCA offset by the day to day Materials and Services expenses moving to the non-profit running the PRCA.

Transfers:

FY 2020-21 reflects the addition of \$1.3 million for debt service on the PRCA bonds.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

Program Goal: Design, construct and operate the Patricia Reser Center for the Arts (PRCA), a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community residents and visitors. Function as a key element of Downtown and Beaverton. Operate the on-going Arts program of the city to showcase local and regional artists.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.00	5.00	5.00	4.00	0.00
PERSONNEL SERVICES	\$529,528	\$663,268	\$689,497	\$497,203	\$0
MATERIALS & SERVICES	740,200	867,881	1,101,932	1,239,749	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	1,426,859	402,320	137,998	1,407,169	0
CONTINGENCY	0	0	2,697,064	1,308,134	0
TOTAL	\$2,696,587	\$1,933,469	\$4,626,491	\$4,452,255	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$1,233,059	\$886,204	\$1,600,256	\$2,202,041	\$0
City Lodging Tax - 4%	1,158,948	1,278,325	1,450,117	974,121	0
County Lodging Tax - 2.5%	717,212	796,587	910,092	606,901	0
Investment Interest Earnings	18,727	16,156	17,400	24,000	0
Transfers from General Fund	454,258	556,127	648,626	645,192	0
Miscellaneous Revenues	587	327	0	0	0

See also Fund 301 – Capital Development Fund – Patricia Reser Center for the Arts (program #3521): for the design and construction of the facility. Debt Service payments on the Transient Lodging Tax Revenue Bonds appear in the Special Revenue Debt Service Fund (#202)

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

Program Goal: Design, construct and operate the Patricia Reser Center for the Arts, a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community and visitors. Function as a key element of Downtown and Beaverton.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.00	2.00	2.00	1.00	0.00
PERSONNEL SERVICES	\$303,020	\$325,439	\$345,686	\$159,119	\$0
MATERIALS & SERVICES	528,155	672,626	823,385	975,000	0
CAPITAL OUTLAY					
TRANSFERS	1,409,108	379,304	100,550	1,364,256	0
TOTAL	\$2,240,283	\$1,377,369	\$1,269,621	\$2,498,375	\$0

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Revenue:					
City Lodging Tax - 4%	\$1,158,948	\$1,278,325	\$1,450,117	\$974,121	0
County Lodging Tax - 2.5%	717,212	796,587	910,092	606,901	0

Program Objective:

The program includes operation of a capital fundraising campaign as well as operational planning for facility management and programming for the start-up phase. For FY 2019-20 the objective is to continue the momentum for the center; the program will continue making progress towards raising the goal of \$11.1million, with over \$5 million already secured. Pending a vote by City Council, it is anticipated that the project will break ground in September 2019.

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

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

Patricia Reser Center for the Arts Project Development: The inter-departmental project team is led by the Development Division of the Community Development Department, PRCA staff, and other staff to support the community vision idea of a permanent home for arts in Beaverton. The project envisions use of the Main Library’s auditorium as an integrated resource for performances, lectures, and educational offerings complementing the PRCA. The planned plaza alongside Beaverton Creek can be used with the adjacent existing plazas at The Round and streets for large-scale outdoor events and activities.

The Center will feature:

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

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

The PRCA is a catalyst to redevelopment of Central Beaverton which features projects such as:

- Beaverton Central Parking Garage and parking management strategy
- Completion of new hotel and apartment/retail complex
- Serve as a regional tourism attractor

The center’s eventual debt service and much of its operating expenses will be funded by a combined city and county lodging tax. The city increased its lodging tax effective October 1, 2016.

The practical expression of Patricia Reser Center for the Arts is a collection of programs and services that called “The Four Pillars,” each of which is important in its own right, but which together create a solid structure for PRCA’s service to the people of the City of Beaverton and its surrounding communities.

- I. Professional Performing Arts Presenting
- II. Arts Education Programs
- III. Rentals - both commercial and as a service to local/regional arts groups
- IV. Community Outreach & Engagement

Progress on FY 2019-20 Action Plan:

- Increase visibility of the Center, capital campaign and the importance of the arts in the community. During FY 19-20 the focus will be shifting from Major Donors to launching the public phase of the campaign in order to bring greater community awareness and develop opportunities for deeper cultivation of prospective donors for capital and operations funding.
 - Update: Increased visibility of the Center, capital campaign and the importance of the arts in the community.
- Implement the first phase of the public/community public relations and fundraising campaigns, including implementation of marketing strategy developed in FY 2018-19.
 - Update: Officially launched the Community Phase (Public Phase) of the fundraising campaign that coincided with Groundbreaking in November 2019. Began implementing strategies designed to make the invitation to participate more accessible to the general public, including Fill the Seats Campaign and Campaign in a box (Volunteer house parties).
- Develop strategy for transitioning capital donors to ongoing operational support for the PRCA.
 - Update: Targeted strategy under development donors and will continue as a goal in 20-21.
- Pending the sale of special revenue bonds for construction backed by city’s Lodging Tax, create appropriate accounting measures to manage the sale proceeds, and cash flow needs for construction.
 - Update: In collaboration with the Finance Director, created cash flow projections for construction and operations including sale of special revenue bonds anticipated for summer 2020.
- Pending city council authorization of special revenue bonds for construction, host community-wide celebration of project approval in order to connect more residents with the PRCA.
 - Update: After council authorization of the special revenue bands and construction GMP and contract, presented groundbreaking ceremonies and donor event attended by over 400 people and featured in multiple media outlets.
- Continue awareness and targeted outreach efforts to the public and potential users to inform programming and policy.
 - Update: Presented to all Neighborhood Association Committees, Boards and Commissions, and numerous potential users.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

- Continue outreach efforts to metro-wide arts organizations to recruit and prepare potential users for the PRCA.
 - Update: Held numerous personal meetings with organizations in the metro area
- Develop brand identity for PRCA ready for brand launch in FY20-21.
 - Update: This goal has been delayed to Summer/Fall of 2020 in preparation for Q2 of 2021 prior to opening.
- Study, recommend and implement management and operating structure.
 - Update: Held two city council work session to provide staff recommendation on the topic and obtain council input. These resulted in the preferred non-profit management structure (under contract with the City), and the naming of the Beaverton Arts Foundation as the preferred operating partner subject to an operating agreement.
- Prepare operational policies and staffing plan for implementation in FY20-21.
 - Update: Staffing plan has been completed and operational policies are in development, for implementation in late 2020, early 2021.
- Update operating pro forma in preparation for first budget cycle of a partial year of operations in FY20-21.
 - Update: Many updates have been completed for FY20-21 and beyond, including a recently-revised version due to the impact of COVID-19.

FY 2020-21 Action Plan:

Capital Fundraising Campaign via agreement with Beaverton Arts Foundation:

- A. Complete the goal of raising \$11.2M private funds towards the construction costs. As of April 19, 2020, over \$10M has been raised by Beaverton Arts Foundation under a grant agreement with the City of Beaverton.
- B. Continue working with Major Donors and the Local Community to secure gifts towards the \$11.2M private fundraising goal and with the Local Community through the Community Campaign.
- C. Collect pledges in full in a timely manner as per each pledge agreement.
- D. Begin fundraising towards the \$2.5M endowment/reserve fund.
- E. As the opening of the PRCA nears, develop opportunities for capital donors to continue their investment towards ongoing operational/programming support for the PRCA.

Preparations for Opening via separate agreement with Beaverton Arts Foundation:

There are ten areas of pre-opening work necessary to ready PRCA for its anticipated opening in Fall 2021. As construction continues, an equally vigorous, parallel effort to prepare for the management of the arts center and its activities has already started. This work must be completed in order to activate the arts center when construction is complete. The scope of activities is broad. The agreement with the Beaverton Arts Foundation includes goals related to each of the below areas.

- A. Plan and execute grand opening of PRCA, and continuously reevaluate the scope of activities that may be impacted by the lingering effects of COVID-19 and its lingering impacts.
- B. Transition Beaverton Arts Foundation to PRCA Governing Board
- C. Develop enduring PRCA (Beaverton Arts Foundation)/City Operating Agreement
- D. Facility & Infrastructure
- E. Policy and Procedures Development

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

- F. Program Development
- G. External Communications
- H. Contracts, Vendors, Licenses, Permits
- I. Staffing: Hiring & Training

Note: The completion of the Capital Campaign is covered under a separate grant agreement but coordinated closely with the development of PRCA as an operating nonprofit arts organization.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Fulfillment of pledges receivable	N/A		100% / 100%	100%
Funds raised from public campaign	N/A		\$1,000,000 / \$2,805,000	\$1,015,000
Total donors to capital campaign	N/A	90	500 / 300	1,000
Grants submitted for PRCA programming and operational support	N/A		5 / 3	3
All grants submitted for PRCA	N/A		New / 9	10
Total users/programming partners reached (cumulative)	N/A	30+	60+ / 60+	60+

The current set of milestones for the project are:

Major gift and foundation fundraising:	2017 – 2021
Public awareness and support:	2018 - 2021
Lodging Tax Revenue Bond Sale	Summer 2020
Design, engineering, permits:	2017 – Summer 2019
Construction and commissioning	Fall 2019 – Summer 2021
Goal: Grand Opening Celebration:	Fall 2021

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: BETH TOBEY

Mission Statement:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	3.00	3.00	3.00	3.00	0.00
PERSONNEL SERVICES	\$226,508	\$337,829	\$343,811	\$338,084	\$0
MATERIALS & SERVICES	212,045	195,255	278,547	264,749	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	17,751	23,016	37,448	42,913	0
CONTINGENCY	0	0	2,697,064	1,308,134	0
TOTAL	\$456,304	\$556,100	\$3,356,870	\$1,953,880	\$0

Program Objectives (services provided):

The Arts Program accomplishes its mission by carrying out the following five goals:

- Bring diverse people together by providing opportunities for all people to experience and explore art;
- Create ways for people to celebrate cultural diversity through art;
- Help local artists to have a voice and to thrive artistically;
- Spur resource and partnership development and stewardship;
- Educate the community on the intrinsic and economic value of art.
- Work with the Beaverton Arts Commission (BAC) to realize our mission and goals.

Program Objectives link to the Community Vision:

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

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

Program Objectives link to Diversity, Equity and Inclusion Plan:

- **Community Building #2:** Cultural Celebration: Promote the celebration and sharing of culture through programming and events open to the public.
- **Community Building #3:** The city supports inclusion by recognizing the contributions of communities of color and our shared history in public spaces.

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: BETH TOBEY

Progress on FY 2019-20 Action Plan:

- **Marketing Plan** – Launched a coordinated arts-focused marketing campaign, including *Your Art Moment*, a daily (365 days) feature of local and regional artists via social media intended to increase awareness of the arts in Beaverton and provide exposure to emerging artists within our community.
- **Public Art Master Plan – 1% for Art planning** Managed the 1% for art process and assembly of the Art Selection Committee for three large capital projects:
 - Public Safety Center Update: Selected final artwork for the new Public Safety Center plaza.
 - Patricia Reser Center for the Arts Update:
 - Selected the Lead Artists who delivered the Art Framework to guide PRCA public art.
 - Selected Lead Artists for lobby art.
 - Central District Garage:
 - Selected Lead Artist for North Wall art work.
 - Selected Final Design for 100% Corner mural on mental mesh.
- **Public Art** – Installed and celebrated Coyote sculpture on the Crescent Connection Trail.
- **Downtown Placemaking** –Implemented placemaking projects, including temporary fence panel murals on the vacant Central District/Milikan St. property and a mural on the ground plane at the Union Vintage Triangle at Beaverdam St.
- **Grant-Making**:
 - Awarded \$35,000 in grants to over 20 artists/organizations/community groups.
 - Introduced the *Art Lives Here* grant program with 3 grant awards of \$5,000 each.
 - Provided seed funding for the La Strada dei Pastelli Chalk Art Festival at \$20,000.
- **Art Events**: Produced **four Arts Program signature** arts events:
 - The 10th annual Ten Tiny Dances;
 - Arts-feature at Flicks by the Fountain;
 - Two Concerts in the Round.
- **Artist Workshops**: Engaged in a partnership with Tualatin Valley Creates and City of Hillsboro to offer 6 artist workshops/trainings that served 75+ artists and arts organization representatives.

FY 2020-21 Action Plan

- **Arts Marketing** –Develop marketing materials that highlight the city’s support and investment in the arts and encourages arts tourism. Continue branding with Beaverton *Art Lives Here* campaign.
- **Public Art and 1% for Art - Planning and Administration** –Public Safety Center: Coordinate installation of final artwork in the plaza – summer 2020. PRCA: Continue coordination of fabrication and installation of the PRCA and Central Garage public art works – 2 large-scale murals and two large-scale sculptures. Ordinance review/revision: Develop Arts Program Administrative Guidelines for adoption by BAC. Begin review and update of the 1% for Art Ordinance. Mural Matching Grant Pilot program: Start a mural matching grant pilot program and fund 1-3 public murals.

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

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: BETH TOBEY

- **Placemaking:** Work to realize 1-2 placemaking projects within Central Beaverton and/or Old Town.
- **Grant-Making:** Continue supporting individual artists, arts organizations and community groups with our three grant programs.
- **Artist Support and Arts Economy:** Continue to partner on professional development and capacity-building workshops. Work with the BAC “Arts Economy” subcommittee to do an inventory of resources and strategize how best to support the arts economy and artists.
- **Arts Events:**
 - Continue Ten Tiny Dances and the Beaverton Arts Mix! (BAM!)

Performance Measures	FY17-18 Actual	FY18-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of public art projects that support or represent emerging artists; artists of color & indigenous artists; and/or artists from historically marginalized communities.	Not tracked	Not tracked	Not tracked	2
Number of BAC and sub-committee meetings held	12	12	24	20
Number of new placemaking and place-based art installed	New Measure	17	5	2
Number of artists participating in artist workshop series	30	120	150	N/A*
Number of active public art projects	New Measure	New Measure	6	6**
Number of attendees at city Arts Program signature arts events	New Measure	New Measure	3,200	3,000
Art sales at BAM!	New Measure	New Measure	\$16,000+	\$15,000

*Evaluating program objectives this year and quality/depth of impact vs. quantity/shallow impact.

** Continuation of prior year's projects – PSB and PRCA related.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) 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

	-1,233,059		-886,204		-1,600,256		-1,600,256	-1,600,256	-2,978,437		-2,202,041			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,233,059		-886,204		-1,600,256		-1,600,256	-1,600,256	-2,978,437		-2,202,041			
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CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)

	-1,158,948		-1,278,325		-1,450,117		-869,017	-993,000	-1,450,000		-974,121			
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TOTAL CLASS: 10 TAXES

	-1,158,948		-1,278,325		-1,450,117		-869,017	-993,000	-1,450,000		-974,121			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

	-717,212		-796,587		-910,092		-540,051	-618,400	-910,000		-606,901			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-717,212		-796,587		-910,092		-540,051	-618,400	-910,000		-606,901			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-18,727		-16,156		-17,400		-24,508	-34,000	-241,500		-24,000			
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390 CONTRIBUTIONS AND DONATIONS

	-500													
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-87		-327											
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-19,314		-16,483		-17,400		-24,508	-34,000	-241,500		-24,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) 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
	-454,258		-556,127		-648,626		-564,856	-648,626	-667,549		-645,192			

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

	-454,258		-556,127		-648,626		-564,856	-648,626	-667,549		-645,192			
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TOTAL DEPARTMENT: 03 REVENUE

	-3,582,791		-3,533,726		-4,626,491		-3,598,688	-3,894,282	-6,247,486		-4,452,255			
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

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

018	CAPITAL CAMPAIGN MANAGER													
	100,067	1.00	106,175	1.00	109,611	1.00	87,853	111,695	112,017	1.00	112,017	1.00		
077	PROGRAM MANAGER													
	23,464	1.00	84,457	1.00	72,543	1.00	51,787	71,421	94,909	1.00	94,909	1.00		
186	PROGRAM COORDINATOR													
	8,706													
197	EVENTS COORDINATOR													
	74,868	1.00	74,943	1.00	78,091	1.00	63,657	77,492	73,998	1.00	73,998	1.00		
213	SUPPORT SPECIALIST 3													
					64,046	1.00	47,974	59,807	59,345	1.00	59,345	1.00		
221	SUPPORT SPECIALIST 2													
	52,691	1.00	52,425	1.00										
273	PRCA GENERAL MANAGER													
	114,143	1.00	116,722	1.00	120,612	1.00	94,368	120,605						
275	TEMPORARY EMPLOYEES													
	4,698		9,122		22,930		5,843	3,159						
299	PAYROLL TAXES AND FRINGES													
	150,891		219,424		221,664		167,136	209,679	156,934		156,934			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	529,528	5.00	663,268	5.00	689,497	5.00	518,618	653,858	497,203	4.00	497,203	4.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	1,422		435		400		1,150	1,068	500		500			
303	OFFICE FURNITURE & EQUIPMENT													
	1,489		1,500		1,500		697	726	500		500			
304	DEPARTMENT EQUIPMENT EXPENSE													
							550							
307	MEMBERSHIP FEES													

BUDGET PREPARATION WORKSHEET SUMMARY

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

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
	3,614		2,985		5,915		3,250	3,255	3,650		3,650			
308	PERIODICALS & SUBSCRIPTIONS													
	340		344		900			400						
317	COMPUTER EQUIPMENT													
	4,503		857		3,860		2,407	2,065	2,199		2,199			
318	COMPUTER SOFTWARE													
	8,522		2,109		557			557						
321	TRAVEL, TRAINING & SUBSISTENCE													
	16,356		9,808		25,500		9,016	10,329	7,500		7,500			
325	COMMUNITY EVENTS EXPENSE													
	93,132		84,413		93,150		74,648	76,648	97,000		97,000			
328	MEALS & RELATED EXPENSE													
	1,139		2,047		2,500		767	1,407	1,800		1,800			
330	MILEAGE REIMBURSEMENT													
	91		279		350			350	300		300			
341	COMMUNICATIONS EXPENSE													
	1,908		1,780		1,800		1,225	1,800	1,800		1,800			
461	SPECIAL EXPENSE													
	160,335		606,559		590,000		347,884	589,580	8,000		8,000			
488	ART DEVELOPMENT EXPENSE													
	94,903		89,524		122,000		57,237	60,000	146,500		121,500			
511	PROFESSIONAL SERVICES													
	347,438		63,375		251,500		128,196	151,500	18,000		18,000			
523	BOARDS & COMMISSIONS EXPENSES													
	5,008		1,866		2,000		571	700	2,000		2,000			
534	PRCA CAPITAL FUNDRAISING CAMPAIGN													
									497,000		275,000			
535	PRCA PROGRAM OPERATIONS CONTRIBUTION													
									1,089,992		700,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

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
	740,200		867,881		1,101,932		627,598	900,385	1,876,741		1,239,749			

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

									100,594					
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815 TRSFERS TO CAPITAL DEV. FUND

	1,408,243		378,085		100,000		100,000	100,000						
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816 TRSFERS TO REPROGRAPHICS FUND

	3,066		6,164		19,266		9,442	19,266	29,615		22,066			
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818 TRSFERS TO ISD-ALLOCATED

	15,550		18,071		18,732		15,610	18,732	17,650		18,204			
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841 TRSFR TO GF, WEB MANAGEMENT

									2,852		2,643			
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842 TRSFR TO SPECIAL REVENUE DEBT FUND

									1,364,256		1,364,256			
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TOTAL CLASS: 25 TRANSFERS

	1,426,859		402,320		137,998		125,052	137,998	1,514,967		1,407,169			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

					2,697,064				2,358,575		1,308,134			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					2,697,064				2,358,575		1,308,134			
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,271,268	1,692,241	6,247,486	4.00	4,452,255	4.00		
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**LODGING 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
18	CAPITAL CAMPAIGN MANAGER	1.00	1.00					1.00
77	PROGRAM MANAGER	1.00	1.00					1.00
197	EVENTS COORDINATOR	1.00	1.00					1.00
213	SUPPORT SPECIALIST 3	0.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00	0.00					0.00
273	PRCA GENERAL MANAGER	1.00	1.00					1.00
	Total	5.00	5.00	0.00	0.00	0.00	0.00	5.00

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
18	CAPITAL CAMPAIGN MANAGER	1.00					1.00
77	PROGRAM MANAGER	1.00					1.00
197	EVENTS COORDINATOR	1.00					1.00
213	SUPPORT SPECIALIST 3	1.00					1.00
221	SUPPORT SPECIALIST 2	0.00					0.00
273	PRCA GENERAL MANAGER	1.00				(1.00) ^a	0.00
	Total	5.00	0.00	0.00	0.00	(1.00)	4.00

^a FY 2020-21 reflects the PRCA General Manager is no longer employed by the City.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) 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	1,233,059	886,204	1,600,256	1,600,256	2,978,437	2,202,041
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,233,059	886,204	1,600,256	1,600,256	2,978,437	2,202,041
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CLASS: 10 TAXES

506	CITY 4% LODGING TAX (TLT)	1,158,948	1,278,325	1,450,117	993,000	1,450,000	974,121
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TOTAL CLASS: 10 TAXES

		1,158,948	1,278,325	1,450,117	993,000	1,450,000	974,121
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CLASS: 15 INTERGOVERNMENTAL REVENUE

326	COUNTY 2.5% LODGING TAX	717,212	796,587	910,092	618,400	910,000	606,901
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		717,212	796,587	910,092	618,400	910,000	606,901
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS	18,727	16,156	17,400	34,000	241,500	24,000
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390	CONTRIBUTIONS AND DONATIONS	500					
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757	MED/LIFE INS PREM REFUND DISTRIBUTION	87	327				
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		19,314	16,483	17,400	34,000	241,500	24,000
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

506 CITY 4% LODGING TAX (TLT)
 EFFECTIVE OCTOBER 1, 2016, THE CITY ENACTED ITS OWN 4% TRANSIENT LODGING TAX. THE COUNTY WILL COLLECT AND DISTRIBUTE THIS TAX TO THE CITY SIMILAR TO THE PROCESS THE COUNTY COLLECTS THE 9% COUNTY TLT AND DISTRIBUTES 2.5% OF THE TLT TO THE CITY (SEE ACCOUNT 326 BELOW)
 FY 2016-17 COLLECTIONS REPRESENTS ONLY 9 MONTHS OF COLLECTIONS. FY 2017-18 REFLECTS FIRST COMPLETE YEAR OF COLLECTIONS.
 FY 2019-20 ESTIMATE REFLECTS REDUCED TLT TAX REVENUES DUE TO RESTRICTED TRAVELING UNDER THE COVID-19 PANDEMIC. REVENUES FOR MARCH AT 40%, APRIL AT 30% AND MAY AND JUNE AT 20% OF THE REVENUES COLLECTED IN THOSE MONTHS IN FY 2018-19
 FY 2020-21 REFLECTS CONTINUED REDUCED TLT REVENUES DUE TO THE COVID-19 PANDEMIC AT 60% OF FY 2019-20'S REVENUE COLLECTIONS \$779,000
 NEW HOTEL NUMBER 2 MARRIOTT AC OPENING OCTOBER 2020 @ 60% OF PROJECTED TLT \$80,510
 NEW HOTEL NUMBER 3 ELEMENT OPENING DECEMBER 2020 @ 60% OF PROJECTED TLT \$57,267
 NEW HOTEL NUMBER 4 HYATT HOUSE OPENING JANUARY 2021 @ 60% OF PROJECTED TLT \$57,344

326 COUNTY 2.5% LODGING TAX
 BEGINNING FY 2016-17 THE 2.5% CITY PORTION OF THE 9% COUNTY TRANSIENT LODGING TAX IS BEING TRANSFERRED FROM THE GENERAL FUND TO THE NEW LODGING TAX (TLT) FUND 107
 FY 2019-20 ESTIMATE REFLECTS REDUCED TLT TAX REVENUES DUE TO RESTRICTED TRAVELING UNDER THE COVID-19 PANDEMIC. REVENUES FOR MARCH AT 40%, APRIL AT 30% AND MAY AND JUNE AT 20% OF THE REVENUES COLLECTED IN THOSE MONTHS IN FY 2018-19
 FY 2020-21 REFLECTS CONTINUED REDUCED TLT REVENUES DUE TO THE COVID-19 PANDEMIC AT 60% OF FY 2019-20'S REVENUE COLLECTIONS \$498,500
 NEW HOTEL NUMBER 2 MARRIOTT AC OPENING OCTOBER 2020 @ 60% OF PROJECTED TLT \$44,728
 NEW HOTEL NUMBER 3 ELEMENT OPENING DECEMBER 2020 @ 60% OF PROJECTED TLT \$31,815
 NEW HOTEL NUMBER 4 HYATT HOUSE OPENING JANUARY 2021 @ 60% OF PROJECTED TLT \$31,858

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384 INVESTMENT INTEREST EARNINGS
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 2.00% \$24,000

390 CONTRIBUTIONS AND DONATIONS

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) 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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

454,258	556,127	648,626	648,626	667,549	645,192
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

454,258	556,127	648,626	648,626	667,549	645,192
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TOTAL PROGRAM: 0000 UNRESTRICTED

3,582,791	3,533,726	4,626,491	3,894,282	6,247,486	4,452,255
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TOTAL DEPARTMENT: 03 REVENUE

3,582,791	3,533,726	4,626,491	3,894,282	6,247,486	4,452,255
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

411 TRSFRS FROM GENERAL FUND
SUBSIDY OF 100% OF THE ARTS PROGRAM'S OPERATING COSTS FUNDED BY THE GENERAL FUND. \$645,192

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

018	CAPITAL CAMPAIGN MANAGER												
	100,067	1.00	106,175	1.00	109,611	1.00	111,695	112,017	1.00	112,017	1.00		
273	PRCA GENERAL MANAGER												
	114,143	1.00	116,722	1.00	120,612	1.00	120,605						
275	TEMPORARY EMPLOYEES												
	4,698		108		5,000		1,494						
299	PAYROLL TAXES AND FRINGES												
	84,112		102,434		110,463		109,552	47,102		47,102			

TOTAL CLASS: 05 PERSONNEL SERVICES

	303,020	2.00	325,439	2.00	345,686	2.00	343,346	159,119	1.00	159,119	1.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,328		126		200		100						
303	OFFICE FURNITURE & EQUIPMENT												
	1,489				1,000		200						
307	MEMBERSHIP FEES												
	595		660		2,485		500						
308	PERIODICALS & SUBSCRIPTIONS												
	340		344		900		400						
317	COMPUTER EQUIPMENT												
	1,600												
318	COMPUTER SOFTWARE												
	8,000		703										
321	TRAVEL, TRAINING & SUBSISTENCE												
	14,265		6,287		18,000		7,000						
328	MEALS & RELATED EXPENSE												
	953		1,162		1,000		800						
330	MILEAGE REIMBURSEMENT												
	91		279		200		200						
341	COMMUNICATIONS EXPENSE												
	1,599		774		600		600						

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 018 CAPITAL CAMPAIGN MANAGER
 FY 2019-20 REFLECTS 40 HRS PTO CASH-IN
- 273 PRCA GENERAL MANAGER
 FY 2020-21 REFLECTS PRCA GENERAL MANAGER NO LONGER EMPLOYED BY THE CITY.
- 275 TEMPORARY EMPLOYEES
 BUSINESS PLANNING AND RESEARCH ASSISTANCE ON A SHORT-TERM AD HOC BASIS, AS NECESSARY.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE
 OFFICE SUPPLIES
- 303 OFFICE FURNITURE & EQUIPMENT
 ADDITIONAL NEEDS IN TBB 2ND FLOOR
- 307 MEMBERSHIP FEES
 INTERNATIONAL ASSOCIATION OF VENUE MANAGERS (IAVM)
 ARTS NORTHWEST
 ASSOCIATION OF PERFORMING ARTS PROFESSIONALS
 WESTERN ARTS ALLIANCE
 CALIFORNIA PRESENTERS
 POLLSTAR
 NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION
- 308 PERIODICALS & SUBSCRIPTIONS
 SUBSCRIPTIONS
 PARTNER ORGANIZATION TICKETS PURCHASES TO EVENTS
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATIONS REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES
- 328 MEALS & RELATED EXPENSE
 MEALS AND RELATED EXPENSE
- 330 MILEAGE REIMBURSEMENT
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS
- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 1 CELL PHONE @ 50 PER MONTH

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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												
	150,457		598,916		579,000		579,000						
511	PROFESSIONAL SERVICES												
	347,438		63,375		220,000		120,000						
534	PRCA CAPITAL FUNDRAISING CAMPAIGN												
									497,000		275,000		
535	PRCA PROGRAM OPERATIONS CONTRIBUTION												
									1,089,992		700,000		
TOTAL CLASS: 10 MATERIALS & SERVICES													
	528,155		672,626		823,385		708,800		1,586,992		975,000		
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
									100,594				
815	TRSFERS TO CAPITAL DEV. FUND												
	1,408,243		378,085		100,000		100,000						
816	TRSFERS TO REPROGRAPHICS FUND												
	865		1,219		550		550		7,549				
841	TRSFER TO GF, WEB MANAGEMENT												
									2,852				
842	TRSFER TO SPECIAL REVENUE DEBT FUND												
									1,364,256		1,364,256		
TOTAL CLASS: 25 TRANSFERS													
	1,409,108		379,304		100,550		100,550		1,475,251		1,364,256		
TOTAL PROGRAM: 0802 PRCA FACILITY DEVELOPMENT													
	2,240,283	2.00	1,377,369	2.00	1,269,621	2.00	1,152,696		3,221,362	1.00	2,498,375	1.00	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 461 SPECIAL EXPENSE
 - FUNDING FOR BEAVERTON ARTS FOUNDATION PRCA CAPITAL CAMPAIGN GRANT
 - CAMPAIGN OPERATIONS MANAGER (1FTE, SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS)
 - CAMPAIGN ADMINISTRATIVE ASSISTANT (1 FTE, OFFICE SUPPORT FOR CAMPAIGN AND BOARD)
 - CAMPAIGN MAJOR GIFTS OFFICER (0.75 FTE, CULTIVATE MAJOR DONORS)
 - CAMPAIGN COMMUNITY ENGAGEMENT MANAGER (1 FTE, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH)
 - CAPITAL CAMPAIGN ADVISERS
 - CONTRACTED LEGAL/ACCOUNTING SERVICES
 - CAMPAIGN MARKETING
 - FUNDRAISING RESEARCH
 - FUNDRAISING EVENTS
 - CONTRACTED SERVICES - PR, EVENT COORDINATION, GRAPHIC DESIGN, GRANTWRITING, COPYWRITER
 - OTHER: OFFICE SUPPLIES, COMPUTER EQUIP SOFTWARE, TRAVEL, SUBSISTENCE, MEALS
 - RENT IN E-SUITES (NEEDED IF MOVE OF PRCA STAFF TO 2ND FLOOR DOES NOT WORK OUT)
 - 511 PROFESSIONAL SERVICES
 - OPERATIONS PLANNING:
 - MARKETING AND BRAND DEVELOPMENT
 - CATERING AND CONCESSIONS PLANNING
 - MANAGEMENT AND POLICY ADISORY SUPPORT
 - PROGRAMMING OUTREACH AND FOCUS GROUPS
 - PRE-OPENING PROGRAMMING AND EVENTS
 - TOURISM AND PROMOTION SUPPORT (CHAMBER OF COMMERCE)
 - COMMUNITY OUTREACH
 - 534 PRCA CAPITAL FUNDRAISING CAMPAIGN
 - FUNDING FOR THE FINAL PHASE OF THE CAPITAL FUNDRAISING CAMPAIGN \$275,000
 - 535 PRCA PROGRAM OPERATIONS CONTRIBUTION
 - FUNDING FOR THE START UP OF THE PRCA OPERATIONS ENTITY \$700,000
-
- 801 TRSFR TO GENERAL FD - OVERHEAD
 - ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.
 - 14.59% OF FY19-20 BUDGETED PERSONNEL SERVICES EXPENDITURES
 - 815 TRSFRS TO CAPITAL DEV. FUND
 - FY 17-18
 - 3521 - BEAVERTON CTR FOR THE ARTS BUDGET\$1,408,,243
 - FY 18-19 AND FY 19-20
 - 3521 - BEAVERTON CTR FOR THE ARTS
 - 816 TRSFRS TO REPROGRAPHICS FUND
 - PROGRAM 0802 WILL NOT HAVE ANY REPROGRAPHICS ACTIVITY IN FY20-21.
 - 841 TRSFR TO GF, WEB MANAGEMENT
 - 842 TRSFR TO SPECIAL REVENUE DEBT FUND
 - TRANSFER TO SPECIAL REVENUE DEBT FUND FOR BOND PAYMENT
 - PRINCIPAL \$524,256
 - INTEREST \$840,000

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
	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,692,241	6,247,486	4.00	4,452,255	4.00		
TOTAL FUND: 107 LODGING TAX (TLT) FUND													
	2,696,587	5.00	1,933,469	5.00	4,626,491	5.00	1,692,241	6,247,486	4.00	4,452,255	4.00		

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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

077	PROGRAM MANAGER												
	23,464	1.00	84,457	1.00	72,543	1.00	71,421	94,909	1.00	94,909	1.00		
186	PROGRAM COORDINATOR												
	8,706												
197	EVENTS COORDINATOR												
	74,868	1.00	74,943	1.00	78,091	1.00	77,492	73,998	1.00	73,998	1.00		
213	SUPPORT SPECIALIST 3												
					64,046	1.00	59,807	59,345	1.00	59,345	1.00		
221	SUPPORT SPECIALIST 2												
	52,691	1.00	52,425	1.00									
275	TEMPORARY EMPLOYEES												
			9,014		17,930		1,665						
299	PAYROLL TAXES AND FRINGES												
	66,779		116,990		111,201		100,127	109,832		109,832			

TOTAL CLASS: 05 PERSONNEL SERVICES

	226,508	3.00	337,829	3.00	343,811	3.00	310,512	338,084	3.00	338,084	3.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	94		309		200		968	500		500			
303	OFFICE FURNITURE & EQUIPMENT												
			1,500		500		526	500		500			
304	DEPARTMENT EQUIPMENT EXPENSE												
307	MEMBERSHIP FEES												
	3,019		2,325		3,430		2,755	3,650		3,650			
317	COMPUTER EQUIPMENT												
	2,903		857		3,860		2,065	2,199		2,199			
318	COMPUTER SOFTWARE												
	522		1,406		557		557						
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,091		3,521		7,500		3,329	7,500		7,500			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
- 186 PROGRAM COORDINATOR
- 197 EVENTS COORDINATOR
- 213 SUPPORT SPECIALIST 3
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SS2 POSITION TO 1 FTE SS3 POSITION.
 FY 2019-20 REFLECTS 65 HRS PTO CASH-IN
- 221 SUPPORT SPECIALIST 2
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SS2 POSITION TO 1 FTE SS3 POSITION.
- 275 TEMPORARY EMPLOYEES
 1040 HOURS FOR EVENT PRODUCTION AND SPECIAL PROJECTS SUPPORT
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 ARTS OFFICE SUPPLIES \$500
- 303 OFFICE FURNITURE & EQUIPMENT
 MISC. OFFICE FURNITURE REPLACEMENTS AS NEEDED \$500
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 307 MEMBERSHIP FEES
 PORTLAND ART MUSEUM (MAYOR'S MEMBERSHIP)\$2,600
 AMERICANS FOR THE ARTS \$150
 GRANTMAKERS IN THE ARTS \$600
 WILLAMETTE VALLEY DEVELOPMENT OFFICERS \$200
 TUALATIN VALLEY CREATES \$100
- 317 COMPUTER EQUIPMENT
 LAPTOP AND DOCKING STATION \$2,199
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
 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

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

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
325	COMMUNITY EVENTS EXPENSE												
	93,132		84,413		93,150		76,648	97,000		97,000			
328	MEALS & RELATED EXPENSE												
	186		885		1,500		607	1,800		1,800			
330	MILEAGE REIMBURSEMENT												
					150		150	300		300			
341	COMMUNICATIONS EXPENSE												
	309		1,006		1,200		1,200	1,800		1,800			
461	SPECIAL EXPENSE												
	9,878		7,643		11,000		10,580	8,000		8,000			
488	ART DEVELOPMENT EXPENSE												
	94,903		89,524		122,000		60,000	146,500		121,500			
511	PROFESSIONAL SERVICES												
					31,500		31,500	18,000		18,000			
523	BOARDS & COMMISSIONS EXPENSES												
	5,008		1,866		2,000		700	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	212,045		195,255		278,547		191,585	289,749		264,749			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,201		4,945		18,716		18,716	22,066		22,066			
818	TRSFERS TO ISD-ALLOCATED												
	15,550		18,071		18,732		18,732	17,650		18,204			
841	TRSFER TO GF, WEB MANAGEMENT												
										2,643			
TOTAL CLASS: 25 TRANSFERS													
	17,751		23,016		37,448		37,448	39,716		42,913			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					2,697,064			2,358,575		1,308,134			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					2,697,064			2,358,575		1,308,134			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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325	COMMUNITY EVENTS EXPENSE TEN TINY DANCES \$30,000 BEAVERTON ARTS MIX\$26,000 MAYOR'S BALL SPONSORSHIP & VIDEO \$13,000 CHALK ART FESTIVAL\$20,000 SWAG FOR VOLUNTEERS AND EVENTS - PROMO \$3,000 ARTS SUPPORT AT CITY EVENTS\$5,000	
328	MEALS & RELATED EXPENSE REFRESHMENTS FOR ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION\$1,200 MEALS FOR 1% FOR ART SELECTION COMMITTEE MEETINGS \$600	
330	MILEAGE REIMBURSEMENT REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSES FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$300	
341	COMMUNICATIONS EXPENSE CELL PHONE CHARGES FOR 3 STAFF AT \$50 PER MONTH \$1,800	
461	SPECIAL EXPENSE ART ACQUISITION AND DISPLAYS AT CITY FACILITIES\$2,000 VOLUNTEER APPRECIATION GIFTS AND EVENTS\$1,000 ARTIST STIPENDS \$5,000	
488	ART DEVELOPMENT EXPENSE ARTIST WORKSHOP SERIES \$5,000 ARTS LIVES HERE PLACE/NEIGHBORHOOD-BASED PROJECT SUPPORT GRANTS2 @ \$5,000 EACH \$10,000 COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS -5@\$5,000 EACH \$25,000 ARTS OPPORTUNITIES GRANTS FOR ARTISTS & INDIVIDUALS3 @\$2,000 \$6,000 PUBLIC ART - COLLECTIONS CARE & TRASH CAN WRAP REMOVAL\$12,000 DOWNTOWN PLACEMAKING PROJECTS AND STRATEGIC OPPORTUNITIES\$20,000 MURAL MATCHING GRANT PROGRAM \$30,000 ART DEDICATION EVENTS - PSB, GARAGE ETC. \$3,500 SELECTION PANEL HONORARIUMS \$5,000 FINALIST HONORARIUMS \$5,000	
511	PROFESSIONAL SERVICES RACIAL AND CULTURAL EQUITY TRAINER FOR BAC\$6,000 ARTS MASTER PLAN UPDATE \$12,000	
523	BOARDS & COMMISSIONS EXPENSES BAC BOARD EXPENSES \$2,000	

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,066	
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$18,204	
841	TRSFER TO GF, WEB MANAGEMENT WEB MANAGEMENT EXPENSE ALLOCATION \$2,643	

991	CONTINGENCY - UNRESERVED	
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BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

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 PROGRAM: 0528 ARTS PROGRAM

	456,304	3.00	556,100	3.00	3,356,870	3.00	539,545	3,026,124	3.00	1,953,880	3.00		
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BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



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
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	1,659			71,421				71,421	30,349	101,770
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,098	98		72,466	5,026			77,492	32,765	110,257
107-20-0528-05-213	SUPPORT SPECIALIST 3	1.00	2,161	73		56,298	2,753		756	59,807	36,871	96,678
107-20-0528-05-275	TEMPORARY EMPLOYEES		111			1,665				1,665	142	1,807
	ARTS PROGRAM	3.00	6,029	171		201,850	7,779		756	210,385	100,127	310,512
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,136			111,695				111,695	46,064	157,759
107-20-0802-05-273	PRCA GENERAL MANAGER	1.00	2,096			120,605				120,605	63,361	183,966
107-20-0802-05-275	TEMPORARY EMPLOYEES		27			1,494				1,494	127	1,621
	PRCA FACILITY DEVELOPMENT	2.00	4,259			233,794				233,794	109,552	343,346
	**** DEPARTMENT TOTAL ****	5.00	10,288	171		435,644	7,779		756	444,179	209,679	653,858

842

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

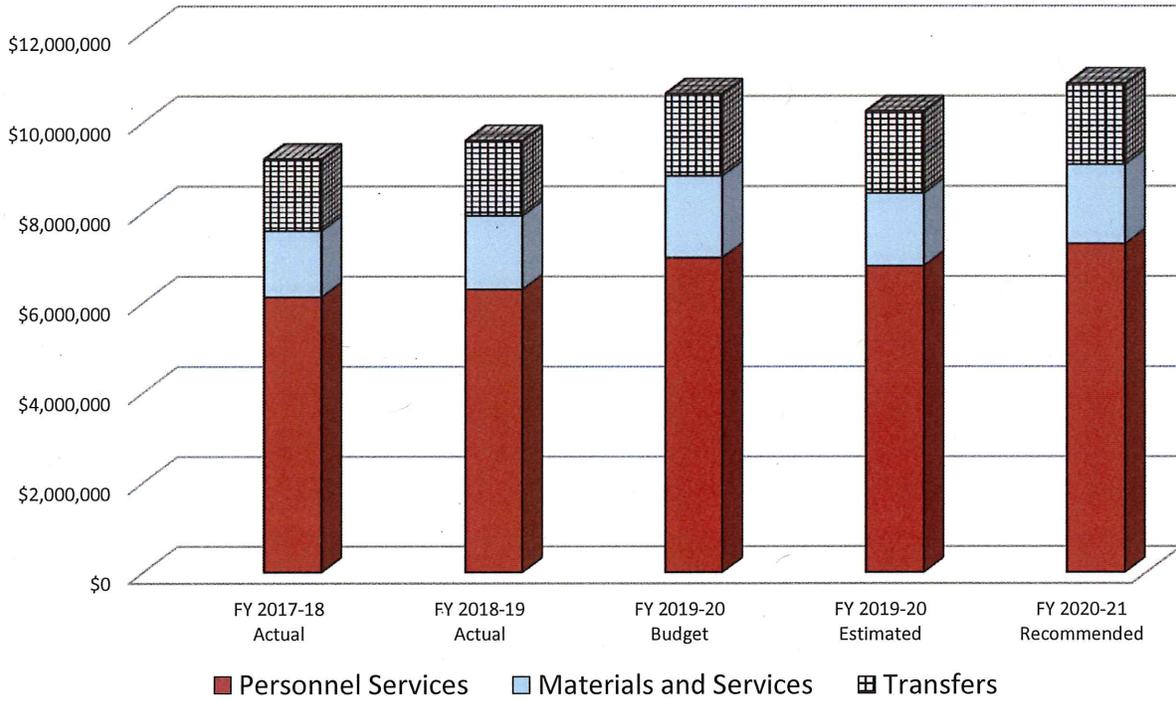
Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	2,088			94,909				94,909	39,529	134,438
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,088			73,998				73,998	32,902	106,900
107-20-0528-05-213	SUPPORT SPECIALIST 3	1.00	2,088			59,345				59,345	37,401	96,746
107-20-0528-05-275	TEMPORARY EMPLOYEES											0
	ARTS PROGRAM	3.00	6,264			228,252				228,252	109,832	338,084
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,088			112,017				112,017	47,102	159,119
107-20-0802-05-275	TEMPORARY EMPLOYEES											0
	PRCA FACILITY DEVELOPMENT	1.00	2,088			112,017				112,017	47,102	159,119
	**** DEPARTMENT TOTAL ****	4.00	8,352			340,269				340,269	156,934	497,203

843

LIBRARY 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: CLASS	Library 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	\$6,119,421	\$6,292,150	\$6,992,620	\$6,810,166	\$7,301,487	4.42%
Materials and Services	1,468,041	1,631,122	1,815,218	1,611,083	1,756,900	-3.21%
Transfers	1,598,646	1,673,062	1,826,308	1,826,308	1,799,915	-1.45%
SUB-TOTAL	\$9,186,108	\$9,596,334	\$10,634,146	\$10,247,557	\$10,858,302	
Contingency - Reserve			676,512		304,611	
Reserve Library Trust Fund			91,226		99,210	
Reserve Equipment Replace			3,510		5,265	
TOTAL	\$9,186,108	\$9,596,334	\$11,405,394	\$10,247,557	\$11,267,388	
FTE's	68.55	70.58	70.63		71.63	

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

Personnel services:

FY 2020-21 reflects the transfer of a Building Maintenance Technician transferred from the General Fund to the Library Fund and offset with a like reduction in the Transfer Out to the General Fund for building maintenance services. The budget also 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:

No significant changes

Capital Outlay:

No significant changes

Transfers:

No significant changes

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
DEPARTMENT HEAD: GLENN FERDMAN	

MISSION STATEMENT:

The mission of the library is to foster community and enrich the lives of individuals through learning, engagement and connection.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	68.55	70.58	70.63	71.63	0.00
PERSONNEL SERVICES	\$6,119,421	\$6,292,150	\$6,992,620	\$7,301,487	\$0
MATERIALS & SERVICES	1,468,041	1,631,122	1,815,218	1,756,900	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	1,598,646	1,673,062	1,826,308	1,799,915	0
CONTINGENCY	0	0	771,248	409,086	0
TOTAL	\$9,186,108	\$9,596,334	\$11,405,394	\$11,267,388	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$1,149,194	\$1,120,591	\$1,532,657	\$1,197,191	\$0
Property Taxes	3,102,377	3,501,114	3,584,142	3,688,801	0
State Library Grant	15,960	15,696	15,696	15,696	0
Wash. Co. Library Local Option Levy	5,732,291	5,866,584	6,000,099	6,175,000	0
Library Fines	134,778	124,903	130,000	65,000	0
Interest Earnings on Investments	30,340	50,358	46,800	32,500	0
Energy Efficiency Rebates	7,239	7,695	8,000	8,000	0
Contributions & Donations	89,386	78,090	61,000	56,000	0
Miscellaneous Revenue	45,135	39,222	27,000	29,200	0
Transfers from General Fund	0	259,108	0	0	0

Services and Trends:

Beaverton City Library has two locations: the Main Library, located at Hall and Fifth St, and the Murray Scholls Branch in the Murray Scholls Town Center. The major program areas in the budget are: Administration, including volunteer services; Materials and Operations; Access Services; Public Services and Programming; Library Collections and Community Engagement; and the Branch Library.

The Beaverton City Library (BCL) is the busiest library in the Washington County Cooperative Library System (WCCLS) system, having circulated 2,728,890 items (including ebooks and audiobooks) in calendar year 2019, which represents 25% of the total WCCLS circulation of 10.95 million items. Based on data from the Oregon State Library (FY18-19, the most current year), BCL also consistently ranks at the top of the list of OR public libraries in collection size, number of visitors, circulation, program attendance and volunteer hours; we have the second highest circulation of any library in the state, behind Multnomah County (which has 19 locations, compared to our 2).

With 359,933 volumes in its collection, Beaverton City Library contains the lion's share of holdings in the WCCLS system which totals more than 1.7 million items. Beaverton residents also have access to additional library holdings via the Metropolitan Exchange (MIX) program, which includes libraries in the greater Portland metro area; and to more than 120 libraries statewide who participate in the Oregon Library Passport Program.

The number of visitors increased slightly compared to last year, by 0.40%, with the great gains occurring at the Murray Scholls branch (up by nearly 5%). Library card registrations were up by 7.6%. The number of books and other items loaned to other WCCLS libraries increased by more than 26% and the number of individuals attending adult programs was up by nearly 30%.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

Programs and Events:

The number of programs for children and teens was up by more than 13% and the number of items added to the collection was up by more than 8%. Circulation of physical objects (i.e., books, DVDs, CDs, etc.) was down by nearly 4% (part of an overall national trend); whereas circulation of electronic content (i.e., ebooks, audiobooks, etc.) was up by nearly 49%, resulting in an overall decline in circulation by 0.25% (though up at the branch by slightly more than 3%).

In its role as the educational, cultural, and intellectual center of the community, Beaverton City Library offered close to 2,100 programs and events in FY2018-19, including book discussion groups, story times, STEM activities, teen events, computer classes, English conversation classes, poetry workshops and open mics, entrepreneur workshops, back-to-school night, programs for developmentally disabled adults, concerts, lectures, job and resource fairs, etc. The library also offers programs in Spanish, Japanese, Korean and Arabic in addition to English.

Additionally, last year the library made 1,215 Community Outreach and Engagement visits, to the local Farmer's Market, daycare centers, school classrooms, city-wide events, etc., serving and interacting with 52,512 people in the process.

Support from Friends and Foundation:

The Library receives strong support from two non-profit organizations: the New Friends of Beaverton City Library and the Beaverton Library Foundation. Together, these groups donated more than \$75,000 last year for library materials, equipment and programs.

Library User Survey Results:

In the Fall of 2019, the library conducted a user satisfaction survey and received more than 850 replies. 98% of respondents said they were "very satisfied" (77%) or "satisfied" (21%) with their library experience (a 3% increase compared to two years ago). Additionally, 99% either "agreed" (12%) or "strongly agreed" (87%) that they had benefited from using the library!

Budget Highlights:

The Library continues to adjust responsibilities and align staff capabilities with its mission to serve the ever-changing interests and needs of a growing and diverse user base. Toward that end, a new organizational structure was implemented in February, 2020 (the first such change in approximately three decades), to improve the library's ability to serve the community. The change re-aligned our collections, programming and outreach / engagement areas by function, as opposed to by age and also did away with the traditional 'divisions' in favor of 'teams' to emphasize collaboration and to provide more opportunities for staff training, growth and development.

Additional budget highlights include:

- Collections
 - Launch of the "Grab & Go" collection at the Beaverton Transit Center
 - Continue to shift collections to reduce barriers to access and increase circulation
 - Continue efforts to diversify holdings to be more inclusive
 - Revisit mini-library concept at Home Plate Youth Services (DEI Plan PE2.2)
- Facilities
 - Continue planning for and implementation of library Space Plan:
 - Open makerspace to the public
 - Build out study rooms
 - Complete Reading Room project
 - Install new interior and exterior signage
 - Identify locations for new public service desks
 - Identify other areas for renovation
 - Replacement fleet vehicle for 2001 Crown Victoria at the Main Library
 - Go back out to bid for coffee service at Main Library
 - Evaluate results of feasibility study to integrate Friends retail operation into library
 - Reallocate collections to create more space for themed displays and better merchandising of collections
 - Continue work on design for branch library at Wishcamper site (South Cooper Mtn.)

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

- Replace carpeting on stairs and refinish woodworking at Main
- Replace LED lights in parking lot (Main)
- Replace exterior lobby doors (Main)
- Replace pavers in front of library (Main)
- Add bottle-filling stations to water fountain(s)
- Increase library hours to 8pm on Thursday (both locations)
- Programming, Outreach and Community Engagement
 - Additional part-time social worker to assist with behavioral health and substance abuse issues (Main) (DEI Plan PE2.2; HL1.2)
 - New library user tour
 - Redesign early literacy parent workshop
 - More multigenerational programming
 - Continue with summer internship for underrepresented youth (DEI Plan EE1.5)
 - Hold inclusive readers advisory trainings for staff
 - Continue with English Conversations program (DEI Plan CB4.1)
 - Launch parenting workshops
 - More innovative skill-building programs
 - More programming for seniors
 - Conduct reading workshop in Spanish for parents of children in K-5 (DEI Plan CB2.1)
 - More STEAM and DIY programs for all ages
 - Diversity, Equity and Inclusion (DEI Plan CP3.4)
 - Refine diversity, equity and inclusion toolkit for staff use
 - Convene task force to identify next steps
 - More Spanish-language storytimes at the library and in the community (DEI Plan PE2.3)
 - Develop a community outreach plan
 - Develop welcome kits for new families (DEI Plan PE2.2)
 - Create a garden on library grounds for programmatic purposes and community enjoyment (DEI Plan CB2.1)
 - Evaluate and relaunch Youth Access Card program (DEI Plan PE3.5)
 - Commence 2022-2026 strategic planning process
 - Develop a library marketing plan
 - Develop marketing materials for distribution to residents of new housing developments
- Staff, Volunteers, Board, Friends and Foundation
 - Continue work on library reorganization at the Team level
 - Create training manual for new hires
 - Continue to identify equivalent experiences and degrees in job qualifications to increase percentage of people of color in the library workforce (DEI Plan CP 1.1-1.3)
 - Evaluate and improve volunteer onboarding / exit procedures
 - Develop library Foundation board
 - Take lead on development of a Beaverton-area volunteer coordinator support network
 - Work with Library Assistant 1 staff to develop work-process goals
 - Additional staff training opportunities throughout the year to keep current with library trends and best practices, including DEI and trauma-informed care (DEI Plan CP3.3)

The Beaverton City Library provides a multitude of collections, services and programs on behalf of the residents of the City and service area, many of which align with action items found in the Beaverton Community Vision Action Plan, such as:

- *Community Vision Action #2: Create a Beaverton brand and market identity:* Library services and programs are branded in alignment with established marketing standards, including social media efforts, to highlight Beaverton’s standing as “The Best of Oregon.”
- *Community Vision #5: Expand outreach to underrepresented populations:* The Library offers programs, including summer reading events, at locations throughout the City of Beaverton to reach those who may not regularly visit the library or be aware of its offerings. Last year, the library developed a virtual tour of the main library in five languages.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
	DEPARTMENT HEAD: GLENN FERDMAN

The library offers cultural programming and displays throughout the year. Programs and classes are offered in Spanish, Korean, Japanese and Arabic.

- *Community Vision Action #6: Establish a volunteer coordination program and information fair:* Library volunteers donated more than 24,000 hours of service last year, performing a variety of tasks on behalf of the library. Volunteers hail from over 20 different countries. The library was the site of the newly established annual city volunteer fair. In addition, the library shares information about volunteer opportunities at area non-profits and helps groups to professionalize their volunteer programs.
- *Community Vision Action #25: Expand community involvement in schools:* The library has a strong and vibrant relationship with area schools and homeschooling families, providing programs, tours and services tailored to teachers and students. Beaverton Library staff led the way in the creation of a new Youth Access Card implemented this year, which provides all BSD students with a WCCLS library card and access to age-appropriate print and electronic materials. Library staff also increased the number of Ready, Set, Kindergarten sessions for parents whose children will start kindergarten the following year.
- *Community Vision Action #26: Promote affordable extracurricular programming:* Beaverton City Library offered nearly 2,900 programs and outreach last year for children, teens, adults, seniors and families, up by more than 4% from last year. This year, the library expanded its STEM program offerings, added additional story times and playgroups to meet the demand.
- *Community Vision Action #33: Provide training and support for families of seniors.* The library provides reference and referral services, materials on aging and related topics, and programs for seniors and their family members. Of special note were the series of “Brain Fitness” classes, and the “Powerful Tools for Caregiver” series.
- *Community Vision Action #12: Adopt measures to reduce and prevent homelessness:* The library strives to provide a welcoming environment for all, regardless of housing status. To assist patrons in need, the library has had a social worker from Community Action on-hand three days per week, to provide referral services for residents dealing with issues related to housing and energy costs.
- *Community Vision Action #35: Work with partners to expand resource fairs:* The library offers a Family Resource Fair each fall to connect young children and their families with approximately two dozen local social services and health providers. In addition, staff and volunteers provide library information at resource fairs, including Project Homeless Connect, senior fairs at the Elsie Stuhr Center, and many school open houses and education-related fairs.
- *Community Vision Action # 37: Increase library access:* This year, we shifted our World Languages collection to the first floor and intershelfed materials for both adults and children to increase access, resulting in greater utilization. In addition, next year we are hoping to launch a ‘mini-library’ at Home Plate Youth Services, to provide additional access to materials on behalf of their clients.
- *Community Vision Action #38: Provide early learning resources through library:* The library provides seven story times a week, along with many other programs designed to improve children’s literacy and language skills, beginning at a young age. Through its Library on Wheels program, the library visits 70 child care centers each month. Library youth services staff provide early literacy training for child care providers, parents groups and participates in the Washington County Early Learning Hub.
- *Community Vision Action #39: Expand library functions, services and events:* Earlier this year we launched our first ‘mini library’ at a laundromat near the Main library. We have also expanded our STEM programming, the number of story times and playtimes and redeployed staff to increase our capacity to provide community outreach to schools, daycare centers, WIC offices, senior centers, pediatrician offices and healthcare clinics. We also introduced STEM and interactive programs for adults with special needs and partnered with the Washington County Law Library to provide monthly visits by one of their law librarians.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
DEPARTMENT HEAD: GLENN FERDMAN	

- *Community Vision Action #87: Develop activities and gathering spaces for teens:* Both library locations now have dedicated space for teens, and offer a wide-variety of programming. Last year we offered 136 programs attended by 3,128 teens. The Teen Library Council (TLC) also advises library staff on programs and services of interest to teens, and a TLC member also serves as a liaison with the Library Advisory Board, to provide a teen perspective to board discussions.

Performance Measures:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
	Actual	Actual	Budgeted/Revised	Proposed
Effectiveness Measures				
Circulation per capita	20.2	19.3	20.0 / 18.6	18.5
Reference questions per capita	.43	.41	.40 / .39	.38
Visits per capita	5.9	5.7	5.8 / 5.5	5.4

Per capita values are based on Beaverton City Library's service population which includes parts of unincorporated Washington County. Beaverton

151,149 for FY 2015-16
 153,698 for FY 2016-17
 135,811 for FY 2017-18
 141,671 for FY 2018-19
 147,655 for FY 2019-20

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	DEPARTMENT HEAD: GLENN FERDMAN

Program Goal:

To provide the best possible library service for the community of Beaverton through the optimal utilization of all available library resources. The Beaverton City Library serves as the intellectual and cultural center of the community and helps to provide a sense of community identity.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	4.00	5.00	5.00	4.00	0.00
PERSONNEL SERVICES	\$480,178	\$472,390	\$595,238	\$553,295	\$0
MATERIALS & SERVICES	468,097	432,693	627,066	141,866	0
CAPITAL OUTLAY					
TRANSFERS	1,508,796	1,581,485	1,729,424	1,705,842	0
CONTINGENCY	0	0	680,022	309,876	0
TOTAL	\$2,457,071	\$2,486,568	\$3,631,750	\$2,710,879	\$0

Program Objectives:

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

- *Community Vision Action #2: Create a Beaverton brand and market identity*
- *Community Vision Action #6: Establish a volunteer coordination program and info fair*
- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #32: Enhance youth and senior connections*
- *Community Vision Action # 34: Adopt measures to reduce and prevent homelessness*
- *Community Vision Action #37: Expand library access*
- *Community Vision Action #39: Expand library functions, services and events*

Progress on FY 2019-20 Action Plan:

- Prioritize wayfinding and welcoming signage during Space Plan implementation. The library has deployed a variety of wayfinding and welcoming signage throughout the library during the course of the year on a test basis to determine its appropriateness and effectiveness. Permanent signage is being ordered based on an evaluation of the test results.
- Identify and incorporate unique volunteer opportunities for our community members in support of library programs and services. Our volunteer manager has identified and incorporated a number of unique opportunities for volunteers during the course of the year, including serving as ‘books’ as part of the library’s successful “Human Library” program, held in January, facilitators for our Death Café series, in conjunction with the County and Committee on Aging, and as assistants for our ESL Conversation group.
- Implement to aspects of the Space Plan: complete conversion of the computer classroom to a ‘makerspace,’ and build out three individual and group study rooms. The conversion of the computer classroom to a makerspace is scheduled for completion in the Spring of 2020. Work on the build-out of the three new study rooms is expected to begin shortly after the completion of the makerspace.
- New fleet vehicle to replace aging 2001 Crown Victoria at the Main Library. After discussion with the City’s fleet manager it was decided to retain the 2001 Crown Victoria for another year. In FY2021 we hope to replace it with a newer used model fleet vehicle.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0551 LIBRARY ADMINISTRATION	DEPARTMENT HEAD: GLENN FERDMAN

- Staff
 - New orientation program for new employees. We were not able to make progress on this initiative, unfortunately, due to unanticipated staffing changes. We will try and begin work on it towards the latter part of the fiscal year, with a target rollout date during next fiscal year.
 - Training and Development
 - Additional training for dealing with difficult patrons. Numerous staff trainings on this and related topics were held throughout the year, including Trauma Informed Care, offered by the County, Librarians Guide to Homelessness, provided by one of the foremost authorities on homelessness in libraries (Ryan Dowd), Active Threat training, provided by the Beaverton Police Dept., and others
 - CATT 2.0: Cultural Awareness Training Team in-service events throughout the year. In-service training events this past year have included trainings on the following cultures (presented by speakers from those cultures): Pacific Islander, African, and Native American. We are planning on additional presentations on Slavic and African American cultures later this year.
 - Additional staff training opportunities throughout the year to keep current with library trends and best practices. Staff attended a variety of trainings throughout the year, including the Oregon Library Association annual conference, the Public Library Association conference,
 - PSU Hatfield School of Government School for Public Service
 - Summer intern to develop diversity, equity and inclusion program for the library. Dean Allsopp a graduate student at the University of Washington and PSU Hatfield Fellow, was hired this past summer to develop a diversity, equity and inclusion ‘toolkit.’ The toolkit is currently undergoing revisions to further enhance its ability to be used as a ‘checklist’ in the planning and development of library programs, services, collections, marketing, etc.

FY 2020-21 Action Plan (highlights):

Administrative

- Continue work on library reorganization (DEI Plan CP4.5)
- Continue work on revising diversity toolkit and on DEI initiatives (DEI Plan CP4.1; 4.3)
- Continue to use demographic data to inform decision-making and budgetary decisions (DEI Plan CP4.2)
- Begin work on 2022-2026 library strategic plan (DEI Plan CP4.5; HL5.1)
- Continue library Foundation development
- Evaluate and improve volunteer onboarding / exit process
- Develop volunteer partners’ skillset
- Develop “Library 101” training for volunteers
- Grow internship program (DEI Plan PE3.2; EE1.5)
- Create and support Beaverton-area volunteer coordinator network
- Continue efforts to diversity Library Advisory Board (DEI Plan PE5.2)
- Continue efforts to diversify library staff (DEI Plan CP1.1; CP3.1)
- Continue to provide staff trainings on diversity and trauma-informed care (DEI Plan CP3.3)
- Continue efforts to develop library ‘Executive Team’

Marketing and Communications

- Rework vestibule space to include guidelines
- Train staff in publisher to ensure more consistent marketing collateral
- Continue updating visuals and signage, including bi-lingual and Tier 1 and 2 language signage (DEI Plan PE1.6)

Facilities

- Replace carpeting, refinish woodwork at Main
- Complete Book Coner integration feasibility study
- Continue work on Wishcamper development in South Cooper Mtn.

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FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
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- Continue work on library space plan
- Implement coffee service in Main lobby
- Add bottle refill capacity to water fountains at Main

Outreach and Engagement

- Purchase Bookmobile or Book-o-mat to service underserved area(s) of COB (DEI Plan CP4.5)
- Add 2nd on-site Community Action Social worker to assist patrons with behavioral health and substance abuse issues (DEI Plan HL1.3)
- Work with Behavioral Health Court re: transitioning excluded patrons back to the library (DEI Plan HL1.3)
- Grow community engagement efforts (DEI Plan PE2.2)
- Continue work with County to identify underserved communities and remove barriers to access (DEI Plan CP4.6)

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Workload Measures				
Provide direct customer transactions (total of circulation, reference questions, program attendance, and enrollment in summer reading program).	2,824,604	2,897,014	2,625,000 / 2,893,976	2,890,000
Efficiency Measures				
Total Volunteer hours	25,045	23,500	24,500 / 27,108	27,500
Main Library	14,482	12,200	13,000 / 13,542	13,600
Branch Library	2,917	2,800	3,000 / 3,331	3,350
Book Corner	7,646	8,500	8,500 / 10,304	10,300

Performance Outcomes and Program Trends:

The residents of Beaverton will receive excellent customer service from Beaverton City Library. They will have convenient access to current books, periodicals, media such as CDs & DVDs, and technology including public use computers, Wi-Fi access, and electronic access to informational databases, ebooks and audiobooks, and movies. Library staff will also assist the public in the access, use and evaluation of these resources. In addition, they will have use of several exciting new and renovated spaces in at the Main library: makerspace, study rooms, revamped reading room.

Like most public libraries across the county, state and country, the Beaverton City Library has seen a decline in use in part to an improving economy, and a shift toward personal devices and electronic access to books, music and movies. Both Beaverton locations have also been affected by the opening of the new Aloha Library and expanded hours and services by other neighboring libraries.

That said, a Fall 2019 library user satisfaction survey of more than 850 people found that 98% of respondents said they were “very satisfied” (77%) or “satisfied” (21%) with their library experience (a 3% increase compared to two years ago). Additionally, 99% either “agreed” (12%) or “strongly agreed” (87%) that they had benefited from using the library!

The Beaverton City Library (BCL) remains the busiest library in the Washington County Cooperative Library System (WCCLS) system, having circulated 2,728,890 items (including ebooks and audiobooks) in calendar year 2019, which represents 25% of the total WCCLS circulation of 10.95 million items. Based on data from the Oregon State Library (FY18-19, the most current year), BCL also consistently ranks at the top of the list of OR public libraries in collection size, number of visitors, circulation, program attendance and volunteer hours; we have the second highest circulation of any library in the state, behind Multnomah County (which has 19 locations, compared to our 2).

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PROGRAM: 0551 LIBRARY ADMINISTRATION	DEPARTMENT HEAD: GLENN FERDMAN

With 359,933 volumes in its collection, Beaverton City Library contains the lion’s share of holdings in the WCCLS system which totals more than 1.7 million items. Beaverton residents also have access to additional library holdings via the Metropolitan Exchange (MIX) program, which includes libraries in the greater Portland metro area; and to more than 120 libraries statewide who participate in the Oregon Library Passport Program.

The number of visitors increased slightly compared to last year, by 0.40%, with the great gains occurring at the Murray Scholls branch (up by nearly 5%). Library card registrations were up by 7.6%. The number of books and other items loaned to other WCCLS libraries increased by more than 26% and the number of individuals attending adult programs was up by nearly 30%.

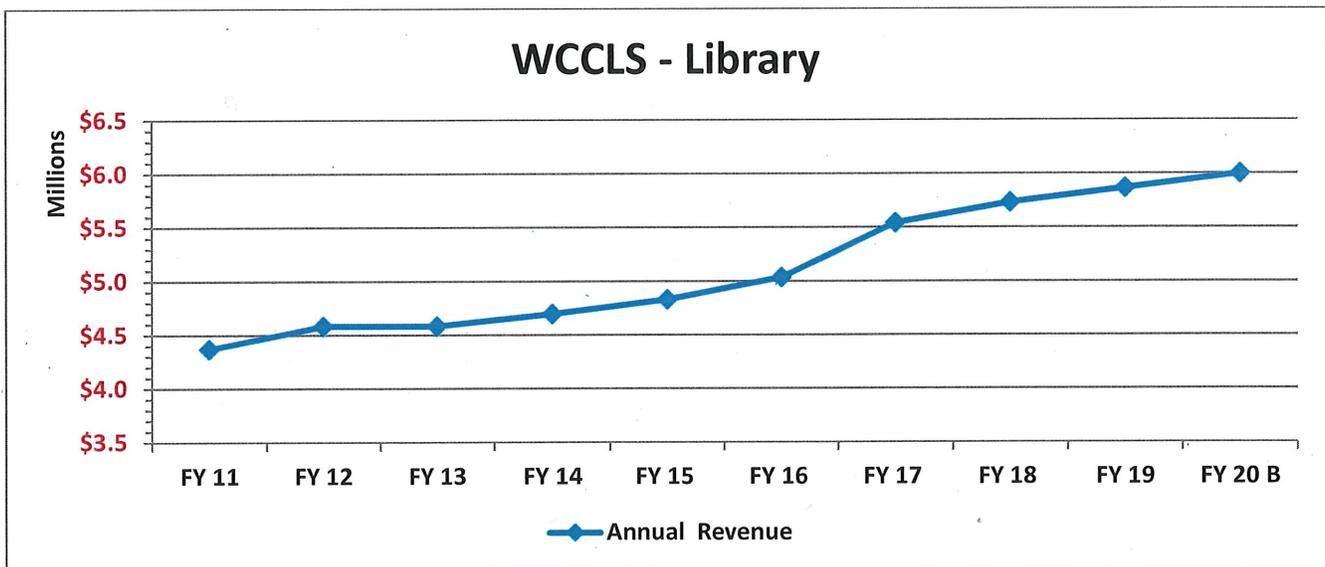
And, the number of programs for children and teens was up by more than 13% and the number of items added to the collection was up by more than 8%. Circulation of physical objects (i.e., books, DVDs, CDs, etc.) was down by nearly 4% (part of an overall national trend); whereas circulation of electronic content (i.e., ebooks, audiobooks, etc.) was up by nearly 49%, resulting in an overall decline in circulation by 0.25% (though up at the branch by slightly more than 3%).

In its role as the educational, cultural, and intellectual center of the community, Beaverton City Library offered close to 2,100 programs and events in FY2018-19, including book discussion groups, story times, STEM activities, teen events, computer classes, English conversation classes, poetry workshops and open mics, entrepreneur workshops, back-to-school night, programs for developmentally disabled adults, concerts, lectures, job and resource fairs, etc. The library also offers programs in Spanish, Japanese, Korean and Arabic in addition to English.

Additionally, last year the library made 1,215 Community Outreach and Engagement visits, to the local Farmer’s Market, daycare centers, school classrooms, city-wide events, etc., serving and interacting with 52,512 people in the process.

Revenue Trends:

The Beaverton Library has two significant and stable sources of funding (97%). The City’s operating levy is shared with the Library, providing approximately 36¢ per \$1000 assessed valuation (AV) annually, totaling approximately \$3.5 million each year. In addition, Washington County provides support for Beaverton and other members of the WCCLS, through its General Fund resources as well as a local option levy of 22¢ per \$1000 AV. The base of both sources are expected to increase by approximately 4% annually due to rising property values in Washington County. The local option levy continues until June 2021 and a renewal opportunity will be offered to voters at the May 2020 election.



CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0552 TECHNICAL SERVICES	DIVISION MANAGER: MICHELE CALDWELL

Program Goal:

To purchase and process all library materials, including electronic databases, in a timely, cost-effective manner so that materials will be readily accessible for public use.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	7.75	8.00	8.00	9.00	0.00
PERSONNEL SERVICES	\$690,097	\$729,219	\$804,864	\$901,954	\$0
MATERIALS & SERVICES	24,420	24,792	27,150	23,900	0
CAPITAL OUTLAY					
TRANSFERS	21,053	23,606	26,423	25,551	0
TOTAL	\$735,570	\$777,617	\$858,437	\$951,405	\$0

Program Objective:

Ninety percent of all new library materials will be available for circulation within 30 days of receipt and high demand material will be available within one week of receipt. All items to be withdrawn from the collection will be deleted from the catalog in a timely manner.

Adapt new technologies and vendor services into department workflows to improve efficiency. Incorporate new cataloging and processing procedures as needed to add new formats such as e-books, e-readers and Library of Things materials to the library collections.

Maintain an active volunteer work force to assist in the processing, repair, and maintenance of library materials.

Progress on FY 2019-20 Action Plan:

- Continued to keep collection inventories up-to-date using reports available in Polaris and performing regular weeding of collections. In conjunction with implementing elements of the Space Plan study for the main library, downsized and moved the Reference and Magazine & Newspaper collections. Study Rooms will be built in the space that used to house the Reference collection. Magazines & Newspapers were moved into the room in the southwest corner of the 2nd floor as part of an effort to create a quiet, comfy Reading Room.
- Continued to expand the Library of Things collections that were launched in June 2018, including purchasing, cataloging and packaging items for this unique collection.
- Interlibrary loan services were moved to Technical Services in FY 2016-17. Continued to update and streamline processes to provide excellent customer service to library patrons and partnering libraries across the country.
- As a division, worked to align internal goals with the library's strategic plan and contributed to the library-wide action plan.

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FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0552 TECHNICAL SERVICES	DIVISION MANAGER: MICHELE CALDWELL

FY 2020-21 Action Plan:

- Continue to administer the Grab & Go collection and make adjustments as needed to this new service that was launched in March of 2020. Grab & Go is a shelf of books located at the Beaverton Transit Center where commuters are invited to grab a free book to keep. Inventory for the Grab & Go services comes from donations made to the Friends of the Library and withdrawn library books.
- Continue to keep collection inventories up-to-date and perform regular weeding of collections. Continue to re-use withdrawn library materials as much as possible through donations to partner organizations and supplying the Grab & Go service.
- Continue to develop and execute plans for strategic weeding and relocation of collections in conjunction with implementing elements of the Space Plan study for the main library.
- Continue to expand the Library of Things collections that were launched in June 2018, including purchasing, cataloging and packaging items for this unique collection.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Workload Measures				
Total Number of items added to collection	43,541	47,239	48,000 / 46,000	46,000
Total Number of items withdrawn from collection	59,027	31,204	45,000 / 50,000	45,000
Interlibrary loans borrowed from other libraries	4,059	4,170	4,000 / 4,500	4,500
Interlibrary Loans lent to other libraries	2,488	3,139	2,200 / 3,600	3,600
Effectiveness Measures				
Total number of items in collection	336,984	353,019	326,984 / 357,019	356,019

Performance outcomes and Program Trends:

Customers will have quick access to best sellers and other high priority materials. They will have access to a large collection of materials that are organized, packaged and labeled in a manner that allows users to easily identify items in the catalog and locate materials throughout the library.

The catalog will be up-to-date and accurately represent library holdings and inventory. Regular, timely removal of inactive inventory records is performed to maintain catalog accuracy. Library materials are collected in more than 20 languages, with language-appropriate cataloging and access including a Spanish-language catalog interface.

On-going weeding of library collections ensures that materials available to the public are up-to-date and relevant. Selected withdrawn library items are offered for sale through the New Friends of Beaverton City Library. Other withdrawn materials are donated to partner agencies, given away during the annual Beaverton parade or used to supply the Grab & Go shelf at the Beaverton Transit Center. Materials that cannot be reused are recycled.

Volunteers continue to play an integral role in the Technical Services Division's ability to meet demands for new materials and in the maintenance and repair of items, as well as the removal ("weeding") of materials from collections.

CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0553 ACCESS SERVICES	DIVISION MANAGER: MELISSA LITTLE

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	24.60	23.50	23.75	23.75	0.00
PERSONNEL SERVICES	\$2,032,887	\$2,016,523	\$2,195,505	\$2,205,696	\$0
MATERIALS & SERVICES	67,636	86,986	91,326	83,767	0
CAPITAL OUTLAY					
TRANSFERS	14,556	16,412	17,615	16,259	0
TOTAL	\$2,115,079	\$2,119,921	\$2,304,446	\$2,305,722	\$0

Program Objectives:

Provide directional and informational assistance and give a friendly welcome to all library users; provide prompt and courteous checkout of library materials, including both self-service and personal service options; issue library cards and maintain patron accounts including collection of fines and feeds.

Check in and re-shelve library materials promptly and efficiently; process and shelve holds for patron pick up within 24-hours of delivery; support intra-library borrowing of materials among WCCLS member libraries.

Support other library teams through programming assistance, collection maintenance, and providing basic reference and reading recommendations to patrons.

Progress on FY 2019-20 Action Plan:

- LEAP, the Polaris Mobile App, has been purchased by WCCLS. Currently it can only be used in the library buildings due to restrictions on the network used. In 2020 we will be working with city ISD and WCCLS Automation to develop a plan that will allow the library to circulate materials off-site using a virtual private network.
- WCCLS member libraries created Polaris Core Competencies which our team is using to ensure knowledge of current staff and to train new hires.
- The Murray Scholls Access Services staff are using When to Work to schedule staff and offer available shifts. The Main Library, with a larger pool of learners, plans to be using this software by March 2020.
- Three new self-checks have been purchased for the main library in the last two budget cycles. We will be investigating options for replacement of the two very outdated machines at the Main Library.
- In the fall of 2019, Victoria Campbell finalized a plan that allowed WCCLS to get data directly from Beaverton School District. This initiative resulted in the library registering over 13,000 additional cards. (DEI Plan PE3.5)

FY 2020-21 Action Plan:

- Work with WCCLS Automation and ISD to develop a plan that will allow the library to circulate materials off-site using a virtual private network.
- Use Patron Facing Core Competencies developed by WCCLS with local library input to improve patron services and develop Access Services staff.

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FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0553 ACCESS SERVICES	DIVISION MANAGER: MELISSA LITTLE

- Replace the two remaining self-checks which have not been upgraded to Windows 10.
- Work with Materials and Operations Services to find areas where Access Services staff can help with Grab & Go Library and the Library of Things.
- Work with Programming and Public Services to create opportunities to help with programming initiatives, especially around the new Beaverton DAM (Design and Make).
- Work with WCCLS and Beaverton School District to determine a plan for renewing existing library cards as well as issuing cards to any new students in the 2020-21 school year. (DEI Plan PE3.5)

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Workload Measures*				
Annual circulation of print materials at the Main Library (by fiscal year)	1,885,419	1,773,455	1,925,000 / 1,828,750	1,825,000
Annual Number of library cards issued	7,232	7,829	8,500 / 26,500*	10,000
Annual number of customers entering library building (gate count)	563,866	555,128	560,000 / 557,000	560,000
Annual number of holds picked up at Main Library	288,000	254,569	255,000 / 255,000	255,000

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

Program Outcomes and Program Trends:

Beaverton City Libraries continue to be one of the busiest libraries in WCCLS. While circulation of print materials continues to trend downward by 5% every year, digital holdings help to keep total use of library materials high overall.

Library cards issued had a large growth due to the project referenced above. While new students will continue to be registered, we will not see the one time jump that we saw this year.

We continue to look for training and growth opportunities for those staff whose workload has decreased due to materials handling being less a focus of Access Services. Employees from this work group have been very active in community engagement. In 2019, staff from this team attended 32 events in the city in addition to the community outreach efforts done by children's, teen, and adult librarians. We will continue to look for opportunities for this group to do more public service assistance the requests for outreach to the community continues to grow. In 2021, we will examine the budget impact of re-classifying some LA1 staff (who only handle materials) to LA2 to gain the flexibility needed to grow patron services.

CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0554 PUBLIC SERVICES & PROGRAMMING	DIVISION MANAGER: DAWN BORGARDT

Program Goal:

To serve the community by developing a collection of reference, fiction and nonfiction materials in a variety of formats, both print and electronic; to provide access to timely information; to provide answers and instructions in the use of library resources; to promote lifelong learning through a variety of programs and services and to make the library services and resources accessible to all customers.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	9.95	10.20	10.25	10.25	0.00
PERSONNEL SERVICES	\$1,068,141	\$1,007,547	\$1,139,776	\$1,165,396	\$0
MATERIALS & SERVICES	552,426	724,341	658,089	48,783	0
CAPITAL OUTLAY					
TRANSFERS	21,313	20,585	20,918	20,905	0
TOTAL	\$1,641,880	\$1,752,473	\$1,818,783	\$1,235,084	\$0

Program Objectives:

The program goal, objectives, action plan, measures and trends reflect the work of the division formerly known as Adult Services.

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action# 5: Expand outreach to underrepresented populations*
- *Community Vision Action #26: Promote affordable extracurricular programming*
- *Community Vision Action #31: Expand senior activities, classes and connections*
- *Community Vision Action #32 Enhance youth and senior connections*
- *Community Vision Action #33: Provide training and support for families of seniors*
- *Community Vision Action #39: Expand library functions, services and events*

Foster community with services that reflect the diversity and build on the strengths of the Beaverton community. Enrich the lives of individuals by providing access to books, resources, and skill building opportunities in the library and remotely. Build a sense of connection to the community and world through resources and technology.

Progress on FY 2019-20 Action Plan:

- Provided services, programs, and outreach that attracted, represented and celebrated the cultural diversity of the Beaverton community.
- Provided services, programs and outreach that helped develop a community of readers, inspire creativity and lifelong learning, and help adults of all ages improve their quality of life.
- Partner with agencies and organizations to extend and enhance services, activities and programs for adult.
- Provided workshops, individual help, classes and other learning options related to technology and information literacy.
- Worked to align internal goals with the library's Strategic Plan and help implement the library-wide Action Plan.
- Worked with other WCCLS libraries to develop policies and procedures that ensure patron satisfaction.
- Worked with other Washington County libraries to develop policies and procedures that ensure patron satisfaction.

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FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0554 PUBLIC SERVICES & PROGRAMMING	DIVISION MANAGER: DAWN BORGARDT

FY 2020-21 Action Plan

- Strive to meet patrons where they are with the tools and services that improve their lives.
- Continue to work with community partners to leverage the library's reputation as a trusted location in the community to expand access to social services. (DEI Plan PE2.2)
- Provide workshops, individual help, classes and other learning options related to technology and information literacy.
- Strive to create a more welcoming space through policy and space updates. (DEI Plan PE1.6)
- Update the Adult Services webpages to be more user-friendly and reflective of the scope of resources the library offers. (DEI Plan PE1.6)

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Demand Measures				
Number of reference questions answered	23,547	21,057	23,000 / 18,900	17,000
Number of non-reference patron interactions at Adult Service desks	28,277	22,820	25,000 / 18,500	14,600
Workload Measures:				
Number of adult services public programs	265	192	225 / 225	160
Number of outreach visits to adults	16	11	45 / 10	8
Effectiveness Measures:				
Circulation of adult print materials	865,830	804,990	730,000 / 748,000	695,000
Circulation of adult digital materials	No Data	192,360	No Data / 244,000	309,000
Number attending adult programs	4,113	5,361	5,200 / 6,000	6,500
Number of outreach contacts to adults	416	210	525 / 65	60

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FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0554 PUBLIC SERVICES & PROGRAMMING	DIVISION MANAGER: DAWN BORGARDT

Performance Outcomes and Program Trends:

The Library provides a diverse collection of materials in a variety of formats and languages. This collection is extended through the use of interlibrary loans. Library staff connect patrons with resources and informatoin in person, online and by telephone.

The Adult Services Division has 40 computers and 2 printers available for public use, provides Wi-Fi connectivity for user devices and offers wireless printing. The library offers opportunities for community members to develop technology skills through the volunteer Computer Helper program, as well through computer classes, and one-on-one on an as-needed basis.

Downloadable media, especially eBook use continues to increase. Data comparing circulation of adult digital material has been added (as compiled by WCCLS) above to show that while the trend with print material circulation continues down, there is a significant upward trend in circulation of and demand for digital materials.

Programming that features critical conversations (Death Café), listening and empathy (Human Library), and that reflects our community members' experience (2nd year of One Book, One Beaverton), and that provides intrinsic, rather than external incentives (Read for Bees Summer Reading for Adults) are all increasing in popularity. In fact, the author talk for January's One Book, One Beaverton event was at capacity only 7 minutes after the doors opened, attendance more than doubled in the program's second year. Multigenerational programming like the Fermentation Festival and the BeeFest are also trending this FY.

Partnerships continue to play a critical role in helping fulfill the library's mission – particularly this FY we have seen increased demand for social services provided at the library through our partnership with Community Action of Washington Coutny.

CITY OF BEAVERTON, OREGON
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CURRENT LEVEL OF SERVICES

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0555 LIBRARY COLLECTIONS & COMMUNITY ENGAGEMENT	DIVISION MANAGER: VICTORIA CAMPBELL

Program Goal:

To promote the joy of reading and the value of library resources to the children and teens of Beaverton and their caregivers. To provide programs and materials that will encourage children and teens to become lifelong learners and library users.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.45	12.15	12.15	12.15	0.00
PERSONNEL SERVICES	\$1,024,291	\$1,166,261	\$1,271,253	\$1,341,416	\$0
MATERIALS & SERVICES	40,318	51,410	51,539	521,036	0
CAPITAL OUTLAY					
TRANSFERS	32,928	30,974	31,928	31,358	0
TOTAL	\$1,097,537	\$1,248,645	\$1,354,720	\$1,893,810	\$0

Program Objectives:

The program goal, objectives, action plan, measures and trends reflect the work of the division formerly known as Youth Services.

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #5: Expand outreach to underrepresented populations*
- *Community Vision Action #25: Expand community involvement in schools*
- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #38: Provide early-learning resources through library*
- *Community Vision Action #39: Expand library function, services and event*
- *Community Vision Action #87: Develop activities and gathering spaces for teens*

Introduce books and reading to the infant, toddler, and preschool population of Beaverton and their caregivers through diverse collections, high quality story times, and daycare center visits. Prepare children to be ready to read and ready to learn when they enter Kindergarten. Publicize special events through media, schools, websites, social media and other outlets.

Promote the excitement and value of reading and library resources to students from kindergarten through twelfth grade by providing high quality reference and readers advisory services, dynamic programs, and instructional library tours to groups. Promote reading and library use through outreach to schools, WIC, Head Start programs, pediatrician offices and other locations.

Provide young adults (Grades 6-12) with an excellent collection of print and electronic resources that fulfills popular interests and supports their educational, cultural and informational needs. Collections include over twenty languages for children.

Encourage reading and library use when school is not in session. Promote the annual Summer Reading Program including reading incentives and special events for children and teens from infant through twelfth grade both at the library and in the community.

Engage volunteers and unpaid interns with the youth services division. Volunteers provided more than 3500 hours of service at the Main Library by helping staff prepare for and assist with programs, providing Homework Help and registering children for Summer Reading each summer. Volunteers provided more than 1000 hours for youth services at Murray Scholls last year.

Provide teens with a room that is enjoyable, safe and helpful for the diverse needs of that age group. The room is an attractive and appealing place for teens to spend time as well as a useful site for homework and research. Involve teens in developing programs and services, utilizing the Teen Library Council, surveys and other opinion gathering activities when planning programs and developing policies.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0555 LIBRARY COLLECTIONS & COMMUNITY ENGAGEMENT	DIVISION MANAGER: VICTORIA CAMPBELL

Progress on FY 2019-20 Action Plan:

- Worked with Beaverton School District and four other local WCCLS libraries to issue Youth Access Cards to all students. At Beaverton, we issued over 13,000 new cards to students and reviewed over 4,000 established cards to remove fines so they could use the library again. (DEI Plan PE3.5)
- Evaluated our Summer Reading Program to implement changes in 2020.
- Expanded the Juvenile Library of Things collection at both library locations.

FY 2020-21 Action Plan:

- Develop welcome kits for new families (DEI Plan PE5.3).
- Develop an community outreach plan to better serve kids, teens and adults outside the library (DEI Plan PE2.2).
- Implement Summer Reading Program redesign to increase opportunities outside the library. (DEI Plan PE2.2).
- Continue to work with Beaverton School District to renew cards issued this year and issue new Youth Access Cards to incoming kindergarteners and new students. (DEI Plan PE3.5)
- Add an additional .5 Library Outreach Specialist to increase outreach capacity, including brining Library on Wheels to Beaverton School District's additional pre-K classrooms.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Demand Measures: (Main Library)				
Number of reference questions answered	21,752	20,699	20,000 / 20,000	20,000
Number of non-reference patron interactions	28,919	27,191	27,000 / 30,000	33,000
Workload Measures: (Both Libraries)				
Number of programs offered	1,651	1,868	1,600 / 1,800	1,800
Number of outreach visits	1,120	1,143	1,150 / 1,200	1,400
Number of volunteer homework helper hours	451	217	350 / 250	250
Effectiveness Measures:				
Attendance at programs (both libraries)	45,412	49,674	48,000 / 49,000	50,000
Outreach contacts to children, teens, and parents at schools and other locations (both libraries)	37,275	39,137	39,000 / 39,000	44,000
Summer Reading Program finishers (both libraries)*	4,111	3,964	4,300 / 4,300	4,500
Circulation of Children's and Young Adult Materials – physical format (Main Library only)	1,019,599	968,465	950,000 / 929,000	892,500
Circulation of Children's and Young Adult Materials – eFormat (Main Library only)*	47,654	69,019	80,000 / 80,000	92,000

* new measure

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0555 LIBRARY COLLECTIONS & COMMUNITY ENGAGEMENT	DIVISION MANAGER: VICTORIA CAMPBELL

Performance Outcomes and Program Trends:

The library was awarded Beaverton School District’s WE award for District Community Partner of the Year in 2015 and received another WE Award for their work with Nutrition Services in 2017. Staff currently participate in ten school district community partnership teams, which have creative new opportunities to connect to schools. As local schools become Future Ready, the youth services division will need to continually increase the resources available electronically and provide access to those resources. Oregon Battle of Books titles are available for children and teens from two different ebook services, on Kindles that can be checked out from the library, as well as in audiobooks and print formats. Ebook checkout is also on the rise, especially for children’s books. Youth services staff is working with Beaverton School District to offer Youth Access Cards to students. This parentship will continue by issuing new cards to kindergarten students and new students each fall.

Youth Services staff continue provide early literacy/learning workshops and early literacy tips at story times to assist parents as they guide their future students to become ready for kindergarten, in accordance with best practices set by the Oregon Department of Education. Of special note is that Youth Services staff visit kindergarten orientations, and are working with the Beaverton School District’s Early Learning Committee to provide additional kindergarten readiness programs, like 1,000 Books before Kindergarten and Ready, Set, Kindergarten. Staff also continue to provide early literacy training offsite at Head Starts, mom’s groups, and at Beaverton School District’s Title 1 schools. Library staff also provided early literacy training for parents in BSD’s Continuing Education for Young Parents program. Requests for outreach in Spanish by community partners are filled by our Outreach Specialist position and include bilingual and Spanish Early Literacy Workshops, Baby Early Literacy Storytimes, Latino Parent Group Presentation, and WIC Storytimes. This work is now at capacity and additional staff is needed. Youth Services will continue to slightly reduce the number of programs held inside the library in order to provide more outreach services beyond the library walls.

Teen room and programs continue to be popular. The New Friends of Beaverton City Library sponsors the annual Teen Art Show and two annual writing contests. The Homework Help program for Grades 6-12 helped over 30 students a month during the school year. Staff have also mentored teens at a local high school to build resume and interviewing skills. The library continues to seek advice from the Teen Library Council as the Teen Room at main gets a small refresh.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0558 BRANCH LIBRARY	DIVISION MANAGER: VICTORIA CAMPBELL AND MELISSA LITTLE

Program Goal:

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

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	10.80	11.73	11.48	11.48	0.00
PERSONNEL SERVICES	\$823,827	\$900,210	\$985,984	\$1,023,343	\$0
MATERIALS & SERVICES	266,276	268,514	289,048	281,180	0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$1,090,103	\$1,168,724	\$1,275,032	\$1,304,523	\$0

Program Objective:

This program is effective in achievement of several elements of the Vision Action Plan:

- *Community Vision Action #26: Offer affordable extracurricular programming*
- *Community Vision Action #38: Provide early-learning resources through library*
- *Community Vision Action #39: Expand library function, services and events*
- *Community Vision Action #87: Develop activities and gathering spaces for teens*

Provide residents of all ages with an excellent collection of print and electronic resources that fulfills popular interests and supports their educational, cultural and informational needs.

Introduce books and reading to the infant, toddler, and preschool population of Beaverton and their caregivers through diverse collections, high quality story times, and other services. Prepare children to be ready to read and ready to learn when they enter Kindergarten.

Promote the excitement and value of reading and library resources to students from kindergarten through twelfth grade by providing high quality reference and readers advisory services, dynamic programs, and instructional library tours to groups.

Encourage reading and library use when school is not in session. Promote the annual Summer Reading Program including reading incentives and special events for children and teens from infant through twelfth grade.

Reduce the digital divide by offering public use computers, Wi-Fi connectivity, and wireless printing.

Engage volunteers with opportunities for meaningful involvement that supports all areas of the library and its services.

Progress on FY 2019-20 Action Plan:

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

FY 2020-21 Action Plan:

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

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0558 BRANCH LIBRARY	DIVISION MANAGER: VICTORIA CAMPBELL AND MELISSA LITTLE

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Demand Measures				
Number of customers entering the Branch (gate count)	242,172	254, 109	260,000 / 256,000	260,000
Annual number of holds picked up at Branch	133,113	136,757	135,000 / 139,350	140,000
Number of reference questions answered	14,121	14,062	14,000 / 14,000	14,000
Total Internet user sessions (New measure)	17,851	15,074	14,750 / 14,750	14,000
Workload Measures				
Annual Circulation of Library Materials	642,234	641,417	710,000 / 642,000	645,000
Annual number of library cards issued	2,025	2,127	2,200 / 2,200	2,200
Effectiveness Measures				
Circulation of Children's and Young Adult Materials (Murray Scholls only)	410,720	413,174	350,000 / 414,000	416,000

Performance Outcomes and Program Trends:

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

Many program expenses were shifted to other Library programs demonstrating the inter-connectedness of the programs, including the use of staff. Most of the expenses remaining in this program are staff nominally assigned to the branch or are facility related expenses such as janitorial services and common area maintenance charges.

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

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0559 LIBRARY TRUST	DEPARTMENT HEAD: GLENN FERDMAN

MISSION STATEMENT:

The Library Trust Fund accounts for specific donations and contributions received by the library and for the expenditures of said funds. Expenditures in this fund are reviewed by the Library Board and must be included in the City budget, which is approved by the City Council. The Trust Fund money is expended exclusively for the benefit of the Beaverton City Library for books, programs, equipment, materials and other property used by the library, but not for salaries of library personnel.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$48,868	\$42,386	\$71,000	\$27,500	\$0
CAPITAL OUTLAY					
TRANSFERS					
CONTINGENCY	0	0	91,226	99,210	0
TOTAL	\$48,868	\$42,386	\$162,226	\$126,710	\$0

Services and Trends:

Trust Fund revenues can vary significantly from year to year, as they depend on donations made by individuals, the Beaverton Library Foundation and the New Friends of the Beaverton City Library, and others. These funds are usually designated to support the Summer Reading Program and other special projects. Funds donated in honor or in memory of a loved one are expended as requested by the donors.

Progress on FY 2019-20 Action Plan:

- The Trust Fund continued to be the depository and expenditure mechanism for gifts and donations made to the library. The library does not actively solicit for these donations.
- Provide support and guidance for the New Friends of Beaverton City Library and the Beaverton Library Foundation as they write and enact their own Strategic Plans. The Library Foundation Board underwent a major transition this past year which saw the resignation of most of its members. During that time we successfully recruited three new members, after which the president of 12 years decided to step down. We are currently working to add capacity to the Board prior to beginning a new strategic planning process.
- Continued to recruit, place, evaluate and recognize volunteers working with NFBCL. Several dozen new volunteers were added to the NFBCL this year.
- The New Friends of Beaverton City Library has agreed to assume funding for the summer reading program and several smaller funding items previously funding by the Foundation, to allow the Foundation to go after larger donations (e.g., funding for the library Space Plan), in response to a recent re-focusing of the Foundation's mission. The New Friends of Beaverton City Library continued to increase their revenues made through used book sales online and at The Book Corner store and bi-annual library sales. They donated more than \$60,000 to the library and additionally assumed funding for the summer reading program and several smaller funding items previously funded by the Foundation. A large portion of the Friends donations are being used to fund projects identified in the library Space Plan. With the Friends' adoption of the Foundation's funding commitments, the Foundation is better positioned to go after larger donations in response to a recent re-focusing of their mission.

FY 2020-21 Action Plan:

- Work with New Friends Board on exploring a new business model which involves a smaller physical footprint and increased reliance on their semi-annual used book sale and online sales.
- Continue to work with the Friends to identify new funding opportunities for the library.
- Continue to grow Foundation Board membership.
- Work with the Foundation on the planning of a fundraising event to help them achieve their goal of raising funds for a library bookmobile.

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

FUND: 115 LIBRARY	DEPARTMENT: LIBRARY
PROGRAM: 0560 LIBRARY BUILDING OPERATIONS & MAINTENANCE	DEPARTMENT HEAD: GLENN FERDMAN

Program Goal:

To better track library building operations and maintenance costs.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.00	0.00	0.00	1.00	0.00
PERSONNEL SERVICES	\$0	\$0	\$0	\$110,387	\$0
MATERIALS & SERVICES	0	0	0	628,868	0
CAPITAL OUTLAY					
TRANSFERS					
TOTAL	\$0	\$0	\$0	\$739,255	\$0

Program Objective:

To consolidate all library building operations & maintenance expenses (including personnel, professional services, utilities, building maintenance, etc.) from the General and Library Funds into one program area to better track those costs and separate them from the rest of the library operations.

FY 2020-21 Action Plan:

Perform needed maintenance and repairs to library HVAC system, as well as other critical library building maintenance (e.g, replacement lights in East parking lot, replacement carpeting, etc.).

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY 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

	-1,149,194		-1,120,591		-1,532,657		-1,532,657	-1,532,657	-894,431		-1,197,191			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-1,149,194		-1,120,591		-1,532,657		-1,532,657	-1,532,657	-894,431		-1,197,191			
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CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

	-1,800		-3,276		-2,000		-3,356	-4,000	-2,500		-2,500			
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311 PROPERTY TAXES - CURRENT YEAR

	-3,075,145		-3,471,469		-3,562,142		-3,516,288	-3,562,142	-3,665,801		-3,665,801			
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312 PROPERTY TAXES - PRIOR YEARS

	-25,432		-26,369		-20,000		-18,839	-20,000	-20,000		-20,000			
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513 COMCAST TAX SETTLEMENT

			-65,630											
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514 TAX DISTRIBUTION - PILOTS

							-625	-500	-500		-500			
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TOTAL CLASS: 10 TAXES

	-3,102,377		-3,566,744		-3,584,142		-3,539,108	-3,586,642	-3,688,801		-3,688,801			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

							-129	-129						
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328 GRANTS - STATE

	-15,960		-15,696		-15,696		-16,205	-16,205	-15,696		-15,696			
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329 OTHER INTERGOVERNMENTAL REV

	-5,732,291		-5,866,584		-6,000,099		-6,090,115	-6,090,115	-6,175,000		-6,175,000			
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-5,748,251		-5,882,280		-6,015,795		-6,106,449	-6,106,449	-6,190,696		-6,190,696			
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY 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: 30 FINES & FORFEITURES

372 LIBRARY FINES

	-134,778		-124,903		-130,000		-83,972	-84,000	-125,000		-65,000			
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TOTAL CLASS: 30 FINES & FORFEITURES

	-134,778		-124,903		-130,000		-83,972	-84,000	-125,000		-65,000			
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CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY/BURA PROPERTY

	-2,700		-2,350		-1,500		-900	-1,700	-1,700		-1,700			
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383 SALE OF LIBRARY BOOKS

	-915		-772		-500		-381	-500	-500		-500			
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384 INVESTMENT INTEREST EARNINGS

	-30,340		-50,358		-46,800		-28,637	-46,800	-46,500		-32,500			
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389 MISCELLANEOUS REVENUES

	-27,802		-28,510		-25,000		-21,392	-27,000	-27,000		-27,000			
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390 CONTRIBUTIONS AND DONATIONS

	-9,306		-580		-1,000		-627	-1,000	-1,000		-1,000			
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399 REIMBURSEMENTS - OTHER

	-1,375													
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753 ENERGY EFFICIENCY REBATES

	-7,239		-7,695		-8,000		-5,630	-8,000	-8,000		-8,000			
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-12,343		-7,590											
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761 LIBRARY TRUST DONATIONS

	-80,080		-77,510		-60,000		-41,125	-50,000	-65,000		-55,000			
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-172,100		-175,365		-142,800		-98,692	-135,000	-149,700		-125,700			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

870

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY 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
			-259,108											
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
			-259,108											
TOTAL DEPARTMENT: 03 REVENUE														
	-10,306,700		-11,128,991		-11,405,394		-11,360,878	-11,444,748	-11,048,628		-11,267,388			

871

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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

035 LIBRARY DIRECTOR

	131,489	1.00	97,508	1.00	129,412	1.00	100,647	129,030	138,905	1.00	138,905	1.00		
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078 ADMINISTRATIVE ASSISTANT

					25,545	1.00	30,053	49,513	65,247	1.00	65,247	1.00		
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185 FACILITIES MAINT TECH

											59,014	1.00		
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221 SUPPORT SPECIALIST 2

	103,824	2.00	98,497	2.00	45,190		30,616	25,585						
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244 MANAGER - VOLUNTEER SERVICES

	78,568	1.00			38,699	1.00	13,774	33,405	91,999	1.00	91,999	1.00		
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258 LIBRARY PROGRAM ASSISTANT

	79,984	1.50	83,830	1.70	27,922	.20	18,936	18,937		.20				
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260 LIBRARIAN

	686,254	10.50	649,081	10.25	696,510	10.25	533,634	673,341	715,269	10.25	714,231	10.25		
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261 SENIOR LIBRARY ASSISTANT

	179,688	4.00	217,038	4.00	231,837	4.00	180,356	231,618	242,581	4.00	242,581	4.00		
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263 LIBRARY REFERENCE ASSISTANT

	378,780	6.90	388,152	8.03	448,562	8.08	359,713	450,717	457,629	8.08	457,629	8.08		
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264 SENIOR LIBRARIAN

	206,798	3.00	211,893	3.00	230,599	3.00	186,491	229,444	234,441	3.00	234,441	3.00		
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265 LIBRARY ASSISTANT 2

	937,570	19.55	940,951	20.60	1,026,187	20.60	799,169	1,012,214	1,053,422	20.60	1,053,422	20.60		
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266 DIVISION LIBRARIAN 1

	359,558	4.00	451,366	5.00	430,585	4.00	343,317	416,390	378,758	4.00	378,758	4.00		
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268 LIBRARY SUPERVISOR

	136,558	3.00	199,712	3.00	234,146	3.00	172,471	221,127	234,406	3.00	234,406	3.00		
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269 LIBRARY ASSISTANT 1

	538,343	12.10	503,153	11.00	509,150	11.00	396,595	503,859	515,160	11.00	515,160	11.00		
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274 SEASONAL WORKFORCE

872

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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
	9,804		11,325		13,037		5,650	8,500	13,411		13,411			
275	TEMPORARY EMPLOYEES													
	168,727		223,029		218,556		168,042	211,556	231,584		205,000			
288	LIBRARY BUILDING MONITOR													
			31,953	1.00	50,981	1.00	35,443	39,499	47,669	1.00	47,669	1.00		
294	PROJECT SPECIALIST													
					46,808	1.00	34,930	47,066	63,420	1.00	63,420	1.00		
295	LIBRARY OUTREACH SPECIALIST													
					73,472	1.50	54,958	75,090	100,702	1.50	111,450	1.70		
299	PAYROLL TAXES AND FRINGES													
	2,123,476		2,184,662		2,515,422		1,955,581	2,433,275	2,622,190		2,674,744			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	6,119,421	68.55	6,292,150	70.58	6,992,620	70.63	5,420,376	6,810,166	7,206,793	70.63	7,301,487	71.63		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	6,224		9,356		10,000		9,419	9,500	10,000		10,000			
303	OFFICE FURNITURE & EQUIPMENT													
	24,267		14,922		48,182		34,181	44,974	154,350		53,977			
304	DEPARTMENT EQUIPMENT EXPENSE													
	11,214		32,139		35,104		15,743	19,504	39,534		27,117			
305	SPECIAL DEPARTMENT SUPPLIES													
	39,730		44,199		35,690		19,010	28,790	41,700		31,850			
310	LIBRARY MATERIAL													
	540,175		688,778		613,000		413,764	486,137	611,500		476,500			
312	DEPOSIT SHORTAGE/OVERAGE													
	-91		-338				-207							
313	INTERLIBRARY LOAN EXPENSES													
	1,521		126		1,500		176	500	600		600			
317	COMPUTER EQUIPMENT													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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
	12,430		35,278		36,074		32,279	33,907	45,056		33,306			
318	COMPUTER SOFTWARE													
	7,456		10,045		16,734		10,113	16,662	16,934		16,934			
321	TRAVEL, TRAINING & SUBSISTENCE													
	25,434		21,771		43,850		26,670	22,000	42,125		25,925			
330	MILEAGE REIMBURSEMENT													
	1,040		1,229		2,000		856	1,500	1,500		1,500			
341	COMMUNICATIONS EXPENSE													
	13,303		8,512		11,500		6,753	11,000	10,000		10,000			
342	DATA COMMUNICATION EXPENSE													
	480		480		480		360	480	480		480			
351	UTILITIES EXPENSE													
	127,459		133,190		145,000		101,405	140,000	149,350		149,350			
361	UNIFORMS & SPECIAL CLOTHING													
					1,900		918	1,500	1,500		1,500			
365	STATE READY TO READ GRANT PROG													
	14,742		16,254		15,696		5,730	15,791	16,155		16,155			
377	PUBLIC RELATIONS EXPENSE													
	29,082		41,311		55,350		40,718	52,250	68,700		55,950			
381	BUILDING EXPENSE													
	37,796		55,255		42,000		42,689	53,000	42,500		42,500			
384	BUILDING MAINTENANCE PROJECTS													
	51,988		12,962		137,640		15,311	17,311	401,545		204,295			
406	BANK SERVICE FEES													
	6,043		6,630		9,300		8,082	9,427	9,900		9,900			
461	SPECIAL EXPENSE													
	8,086		10,945		10,300		4,245	8,000	8,000		8,000			
465	VOLUNTEER PROGRAM EXPENSE													
	6,801		7,690		7,500		4,003	7,500	10,400		8,400			
481	OTHER EXPENSES													
	2,886		2,073		4,840		695	2,840	4,800		4,800			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

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
511	PROFESSIONAL SERVICES													
	197,994		174,203		218,744		218,812	306,144	248,667		248,667			
523	BOARDS & COMMISSIONS EXPENSES													
	365		407		300		224	300	300		300			
536	MAINTENANCE CONTRACTS													
	60,488		57,724		64,722		39,391	70,922	67,750		67,750			
551	RENTS AND LEASES													
	241,128		245,981		247,812		251,144	251,144	251,144		251,144			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	1,468,041		1,631,122		1,815,218		1,302,484	1,611,083	2,254,490		1,756,900			
CLASS: 25 TRANSFERS														
875	801 TRSFR TO GENERAL FD - OVERHEAD													
	873,625		892,571		981,595		817,996	981,595	1,020,189		1,020,189			
803	TRSFR TO GENERAL FD-LANDSCAPE													
	96,258		100,402		105,922		88,268	105,922	107,035		104,579			
805	TRSFR TO G/F BLDG MAINT													
	116,345		124,052		129,005		107,504	129,005	137,946					
816	TRSFRS TO REPROGRAPHICS FUND													
	103,482		108,556		118,903		49,245	118,903	116,139		116,139			
817	TRSFRS TO GARAGE FUND													
	5,635		12,852		6,702		8,728	6,702	15,250		15,250			
818	TRSFRS TO ISD-ALLOCATED													
	291,729		323,057		344,716		287,263	344,716	362,874		370,047			
819	TRSFRS TO INSURANCE FUND													
	111,572		111,572		139,465		116,221	139,465	139,465		139,465			
841	TRSFR TO GF, WEB MANAGEMENT													
									36,951		34,246			
TOTAL CLASS: 25 TRANSFERS														
	1,598,646		1,673,062		1,826,308		1,475,225	1,826,308	1,935,849		1,799,915			

**LIBRARY FUND
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
35	LIBRARY DIRECTOR	1.00	1.00					1.00
78	ADMINISTRATIVE ASSISTANT	0.00	1.00					1.00
185	FACILITIES MAINT TECH	0.00	0.00					0.00
221	SUPPORT SPECIALIST 2	2.00	0.00					0.00
244	MANAGER - VOLUNTEER SERVICES	0.00	1.00					1.00
258	LIBRARY PROGRAM ASSISTANT	1.70	0.20					0.20
260	LIBRARIAN	10.25	10.25					10.25
261	SENIOR LIBRARY ASSISTANT	4.00	4.00					4.00
263	LIBRARY REFERENCE ASSISTANT	8.03	8.08					8.08
264	SENIOR LIBRARIAN	3.00	3.00					3.00
265	LIBRARY ASSISTANT 2	20.60	20.60					20.60
266	DIVISION LIBRARIAN 1	5.00	4.00					4.00
268	LIBRARY SUPERVISOR	3.00	3.00					3.00
269	LIBRARY ASSISTANT 1	11.00	11.00					11.00
288	LIBRARY BUILDING MONITOR	1.00	1.00					1.00
294	PROJECT SPECIALIST	0.00	1.00					1.00
295	LIBRARY OUTREACH SPECIALIST	0.00	1.50					1.50
	Total	70.58	70.63	0.00	0.00	0.00	0.00	70.63

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
35	LIBRARY DIRECTOR	1.00					1.00
78	ADMINISTRATIVE ASSISTANT	1.00					1.00
185	FACILITIES MAINT TECH	0.00		1.00 ^a			1.00
221	SUPPORT SPECIALIST 2	0.00					0.00
244	MANAGER - VOLUNTEER SERVICES	1.00					1.00
258	LIBRARY PROGRAM ASSISTANT	0.20			(0.20) ^b		0.00
260	LIBRARIAN	10.25					10.25
261	SENIOR LIBRARY ASSISTANT	4.00					4.00
263	LIBRARY REFERENCE ASSISTANT	8.08					8.08
264	SENIOR LIBRARIAN	3.00					3.00
265	LIBRARY ASSISTANT 2	20.60					20.60
266	DIVISION LIBRARIAN 1	4.00					4.00
268	LIBRARY SUPERVISOR	3.00					3.00
269	LIBRARY ASSISTANT 1	11.00					11.00
288	LIBRARY BUILDING MONITOR	1.00					1.00
294	PROJECT SPECIALIST	1.00					1.00
295	LIBRARY OUTREACH SPECIALIST	1.50			0.20 ^b		1.70
	Total	70.63	0.00	1.00	0.00	0.00	71.63

^a FY 2020-21 reflects a Facilities Maintenance Technician transferring from the General Fund - Building Maintenance Services Program to the Library Fund's new Building Operations and Maintenance Program.

^b FY 2020-21 reflects reclassification of .20 FTE Library Program Assistant to Library Outreach Specialist.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY 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												
		1,149,194		1,120,591			1,532,657		894,431			1,197,191	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		1,149,194		1,120,591			1,532,657		894,431			1,197,191	
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CLASS: 10 TAXES

306	INTEREST ON DELINQUENT TAXES												
		1,800		3,276			2,000		4,000			2,500	

311	PROPERTY TAXES - CURRENT YEAR												
		3,075,145		3,471,469			3,562,142		3,562,142			3,665,801	

312	PROPERTY TAXES - PRIOR YEARS												
		25,432		26,369			20,000		20,000			20,000	

513	COMCAST TAX SETTLEMENT												
				65,630									

514	TAX DISTRIBUTION - PILOTS												
									500			500	

TOTAL CLASS: 10 TAXES

		3,102,377		3,566,744			3,584,142		3,586,642			3,688,801	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL												
									129				

328	GRANTS - STATE												
		15,960		15,696			15,696		16,205			15,696	

329	OTHER INTERGOVERNMENTAL REV												
		5,732,291		5,866,584			6,000,099		6,090,115			6,175,000	

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		5,748,251		5,882,280			6,015,795		6,106,449			6,190,696	
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES
 CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY \$2,500

311 PROPERTY TAXES - CURRENT YEAR
 ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758.
 FY 19 \$3.7380 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.1248 STREET LIGHTING FUND; TOTALING \$4.2245 WITH VOTER APPROVED DEBT OF \$0.2052 GIVES A TOTAL TAX RATE OF \$4.4297
 FY 20 \$3.8683 GENERAL FUND, \$0.3617 LIBRARY FUND, \$0.0000 STREET LIGHTING FUND; TOTALING \$4.2300 WITH VOTER APPROVED DEBT OF \$0.1997 GIVES A TOTAL TAX RATE OF \$4.4297. THE STREET LIGHTING FUND'S PROPERTY TAXES WAS REPLACED WITH A RIGHT OF WAY FEE TRANSFER FROM THE GENERAL FUND
 FY 21 \$3.8643 GENERAL FUND, \$0.3617 LIBRARY FUND, TOTALING \$4.2260. ADD VOTER APPROVED DEBT OF \$0.1983 FOR A COMBINED TOTAL TAX LEVY RATE OF \$4.4243 \$3,665,801

312 PROPERTY TAXES - PRIOR YEARS
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY \$20,000

513 COMCAST TAX SETTLEMENT
 REFLECTS SETTLEMENT OF PAST YEARS' DISPUTES REGARDING ASSESSED VALUATION

514 TAX DISTRIBUTION - PILOTS
 TAX DISTRIBUTION FROM COUNTY, PAYMENT IN LIEU OF TAXES \$500

327 GRANTS - FEDERAL

328 GRANTS - STATE
 READY TO READ GRANT \$15,696

329 OTHER INTERGOVERNMENTAL REV
 FUNDING FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS):
 FY 16-17 REGULAR DISTRIBUTION OF \$5,490,941 REPRESENTING AN INCREASE OF \$433,235 OVER THE BASE 2.5% INCREASE FROM THE PREVIOUS FISCAL YEAR DUE TO THE NEW WCCLS LEVY AND A POOL TWO DISTRIBUTION OF \$68,140
 FY 17-18 REGULAR DISTRIBUTION OF \$5,565,669 AND A POOL TWO DISTRIBUTION OF \$76,270
 FY 18-19 REGULAR DISTRIBUTION OF \$5,825,339 AND A POOL TWO DISTRIBUTION OF \$41,245
 FY 19-20 REGULAR DISTRIBUTION OF \$6,000,099 AND A POOL TWO DISTRIBUTION OF \$90,016
 FY 20-21 REGULAR DISTRIBUTION \$6,175,000

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY 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: 30 FINES & FORFEITURES

372	LIBRARY FINES	134,778	124,903	130,000	84,000	125,000	65,000
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TOTAL CLASS: 30 FINES & FORFEITURES

		134,778	124,903	130,000	84,000	125,000	65,000
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CLASS: 35 MISCELLANEOUS REVENUES

381	RENTAL OF CITY/BURA PROPERTY	2,700	2,350	1,500	1,700	1,700	1,700
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383	SALE OF LIBRARY BOOKS	915	772	500	500	500	500
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384	INVESTMENT INTEREST EARNINGS	30,340	50,358	46,800	46,800	46,500	32,500
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389	MISCELLANEOUS REVENUES	27,802	28,510	25,000	27,000	27,000	27,000
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390	CONTRIBUTIONS AND DONATIONS	9,306	580	1,000	1,000	1,000	1,000
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399	REIMBURSEMENTS - OTHER	1,375					
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753	ENERGY EFFICIENCY REBATES	7,239	7,695	8,000	8,000	8,000	8,000
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757	MED/LIFE INS PREM REFUND DISTRIBUTION	12,343	7,590				
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761	LIBRARY TRUST DONATIONS	80,080	77,510	60,000	50,000	65,000	55,000
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		172,100	175,365	142,800	135,000	149,700	125,700
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND	259,108					
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		259,108					
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TOTAL PROGRAM: 0000 UNRESTRICTED

		10,306,700	11,128,991	11,405,394	11,444,748	11,048,628	11,267,388
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

372 LIBRARY FINES
 FINES AND OVERDUE AND LOST LIBRARY BOOKS INCLUDING COLLECTION REVENUE FROM THE COLLECTION AGENCY. LIBRARY FINES ARE ASSESSED ON TEEN AND ADULT MATERIALS AT \$0.25 PER ITEM PER DAY. CHILDREN'S MATERIALS ARE FINE FREE AS OF JUNE1, 2017. \$65,000

381 RENTAL OF CITY/BURA PROPERTY
 REVENUES FROM THE RENTAL OF MEETING ROOMS AT THE LIBRARY \$1,700

383 SALE OF LIBRARY BOOKS
 SALE OF OLD LIBRARY BOOKS REMOVED FROM CIRCULATION AND BOOK BAG SALES \$500

384 INVESTMENT INTEREST EARNINGS
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$32,500

389 MISCELLANEOUS REVENUES
 REVENUES GENERATED FROM COPYING AND PRINTING CHARGES. \$27,000

390 CONTRIBUTIONS AND DONATIONS
 MISCELLANEOUS PATRON DONATIONS RECEIVED FOR THE LIBRARY \$1,000
 DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM ARE RECORDED IN THE NEW REVENUE OBJECT CODE 761 BEGINNING FY 2016-17
 FY 2017-18 INCLUDES \$8,574 GIFT FROM ESTATE OF GLORIA EVERSON

399 REIMBURSEMENTS - OTHER

753 ENERGY EFFICIENCY REBATES
 REBATES FROM SOLAR PANEL ON LIBRARY ROOF \$8,000

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

761 LIBRARY TRUST DONATIONS
 DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM FROM:
 FRIENDS OF THE BEAVERTON CITY LIBRARY AND THE BEAVERTON LIBRARY FOUNDATION \$55,000
 FY 17-18 DONATIONS: FRIENDS OF THE BEAVERTON CITY LIBRARY \$48,474; THE BEAVERTON LIBRARY FOUNDATION \$29,550; PRIVATE DONATIONS \$2056
 FY 18-19 DONATIONS (THROUGH 3/26/19): FRIENDS OF THE BEAVERTON CITY LIBRARY \$56,100; PRIVATE DONATIONS \$610

411 TRSFERS FROM GENERAL FUND
 FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATIONS FUNDED FROM RIGHT OF WAY SET ASIDES
 ADDITIONAL FUNDING FOR PURCHASING LIBRARY CIRCULATION MATERIALS (BOOKS, CD'S ETC.)
 LIBRARY SAFETY OFFICER + STAFFING TO INCREASE THE LIBRARY'S HOURS OF OPERATIONS

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: 03 REVENUE													
	10,306,700		11,128,991		11,405,394		11,444,748	11,048,628				11,267,388	

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

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

035	LIBRARY DIRECTOR	131,489	1.00	97,508	1.00	129,412	1.00	129,030	138,905	1.00	138,905	1.00
078	ADMINISTRATIVE ASSISTANT					25,545	1.00	49,513	65,247	1.00	65,247	1.00
221	SUPPORT SPECIALIST 2	103,824	2.00	98,497	2.00	45,190		25,585				
244	MANAGER - VOLUNTEER SERVICES	78,568	1.00			38,699	1.00	33,405	91,999	1.00	91,999	1.00
266	DIVISION LIBRARIAN 1			83,179	1.00	51,545		49,933				
288	LIBRARY BUILDING MONITOR			31,953	1.00	50,981	1.00	39,499				
294	PROJECT SPECIALIST					46,808	1.00	47,066	63,420	1.00	63,420	1.00
299	PAYROLL TAXES AND FRINGES	166,297		161,253		207,058		205,472	193,724		193,724	

TOTAL CLASS: 05 PERSONNEL SERVICES

		480,178	4.00	472,390	5.00	595,238	5.00	579,503	553,295	4.00	553,295	4.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	5,316		8,218		8,500		8,500	9,000		9,000	
303	OFFICE FURNITURE & EQUIPMENT			1,054		3,632		800	94,400		45,727	
305	SPECIAL DEPARTMENT SUPPLIES	479		726		2,240		2,240	9,000			
312	DEPOSIT SHORTAGE/OVERAGE	-91		-338								
317	COMPUTER EQUIPMENT			1,822		4,050		3,614	12,750		9,750	

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 035 LIBRARY DIRECTOR
 - 078 ADMINISTRATIVE ASSISTANT
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO AN ADMINISTRATIVE ASSISTANT POSITION.
 - 221 SUPPORT SPECIALIST 2
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 2 FTE SUPPORT SPECIALIST 2 POSITIONS TO 1 FTE ADMINISTRATIVE ASSISTANT POSITION AND 1 FTE PROJECT SPECIALIST POSITION.
 - 244 MANAGER - VOLUNTEER SERVICES
 FY 2018-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE DIVISION LIBRARIAN 1 POSITION TO MANAGER - VOLUNTEER SERVICES POSITION.
 - 266 DIVISION LIBRARIAN 1
 FY 2018-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE DIVISION LIBRARIAN 1 POSITION TO MANAGER - VOLUNTEER SERVICES POSITION.
 - 288 LIBRARY BUILDING MONITOR
 NEW POSITION PROPOSED FOR FY 2018-19 FUNDED BY A TRANSFER FROM THE GENERAL FUND USING THE RIGHT OF WAY SET ASIDE FUNDING
 FY 2020-21 REFLECTS POSITION TRANSFERRING FROM PROGRAM 0551 TO PROGRAM 0552.
 - 294 PROJECT SPECIALIST
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROJECT SPECIALIST POSITION.
 - 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
-
- 301 OFFICE EXPENSE
 OFFICE SUPPLIES, CONSUMABLES, SIGN HOLDERS, CLERICAL AND ADMINISTRATIVE ACTIVITIES STORAGE BINS, BATTERIES, CLEANING SUPPLIES, PAPER PRODUCTS, STAFF NAME BADGES, ETC. \$9,000
 - 303 OFFICE FURNITURE & EQUIPMENT
 5 REPLACEMENT PUBLIC SERVICE DESKS AS PART OF THE LIBRARY SPACE PLAN \$37,727
 DATA AND POWER UPGRADES FOR PUBLIC SERVICE DESKS, IF NEEDED \$2,500
 FURNITURE FOR 3 NEW STUDY ROOMS (TABLES, CHAIRS AND WHITE BOARDS) \$5,500
 - 305 SPECIAL DEPARTMENT SUPPLIES
 - 312 DEPOSIT SHORTAGE/OVERAGE
 LIBRARY DEPOSIT SHORTAGES AND OVERAGES.
 - 317 COMPUTER EQUIPMENT
 ENVISIONWARE COIN BILL ACCEPTOR (X2) REPLACEMENTS \$5,250
 MONITORS FOR STUDY ROOMS (X3) \$4,500

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

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
318	COMPUTER SOFTWARE												
	4,302		8,102		12,584		12,584	11,484		11,484			
321	TRAVEL, TRAINING & SUBSISTENCE												
	25,434		21,771		42,850		22,000	42,125		25,925			
330	MILEAGE REIMBURSEMENT												
	1,040		1,229		2,000		1,500	1,500		1,500			1,500
341	COMMUNICATIONS EXPENSE												
	13,303		8,512		11,500		11,000	10,000		10,000			10,000
342	DATA COMMUNICATION EXPENSE												
	480		480		480		480	480		480			480
351	UTILITIES EXPENSE												
	127,459		133,190		145,000		140,000	149,350					
361	UNIFORMS & SPECIAL CLOTHING												
					1,900		1,500	1,500		1,500			1,500
377	PUBLIC RELATIONS EXPENSE												
	891		1,570		4,850		3,750	5,000		5,000			5,000
381	BUILDING EXPENSE												
	33,133		51,921		40,000		50,000	36,700					
384	BUILDING MAINTENANCE PROJECTS												
	50,248		12,962		118,140		15,311	396,545					

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 318 COMPUTER SOFTWARE
 - ANNUAL LICENSE FOR ENVISIONWARE \$950
 - ANNUAL MAINTENANCE FEE FOR ENVISIONWARE \$900
 - ANNUAL LICENSE FOR VOLGISTICS \$2,500
 - ANNUAL CENTURIAN GUARD \$680
 - ANNUAL LICENSE FOR PUBLIC WEB BROWSER \$1,300
 - ANNUAL LICENSE FOR TRELLO \$2,400
 - ADOBE ACROBAT PRO (X2) \$674
 - ADOBE CREATIVE CLOUD FOR PUBLICITY SS2 \$830
 - ICON DATABASE LICENSE FOR PUBLICITY STAFF \$250
 - LIBCAL STUDY ROOM RESERVATION SOFTWARE \$1,000
- 321 TRAVEL, TRAINING & SUBSISTENCE
 - 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
- 330 MILEAGE REIMBURSEMENT
 - MILEAGE FOR LIBRARY STAFF \$1,500
- 341 COMMUNICATIONS EXPENSE
 - LOCAL EXCHANGE SERVICE LINE TO THE LIBRARY BUILDING T4 (\$600/MONTH)
 - LANGUAGE LINE
 - CELL PHONE CHARGES FOR BLDG MONITOR AND LIBRARY ON WHEELS VEHICLE AT \$17 PER MONTH
 - CELL PHONE CHARGES FOR 1 STAFF AT \$140 PER MONTH
 - COMCAST CABLE (BRANCH FIRE ALARM PHONE LINE) \$10,000
- 342 DATA COMMUNICATION EXPENSE
 - 1 DATA HOTSPOT @ \$40 PER MONTH \$480
- 351 UTILITIES EXPENSE
 - BEGINNING FY 2020-21 THESE EXPENSES ARE ACCOUNTED FOR IN A NEW PROGRAM 0560 FOR OPERATING AND MAINTAINING THE LIBRARY BUILDING
- 361 UNIFORMS & SPECIAL CLOTHING
 - UNIFORM SHIRTS FOR BUILDING MONITORS
 - SHIRT UNIFORMS FOR LIBRARY STAFF \$1,500
- 377 PUBLIC RELATIONS EXPENSE
 - MATERIALS RELATED TO PUBLIC EVENTS, OUTREACH AND COMMUNITY ENGAGEMENT (SOME OF THESE EXPENSES PREVIOUSLY PAID BY TRUST DONATIONS)
 - PUBLIC PERFORMANCE MOVIE LICENSES
 - EXPENSES FOR DEATH CAFE AND POETRY SLAM PROGRAMS
 - SUBSCRIPTION TO ICON DATABASE AND OTHER SERVICES FOR PRINT AND ELECTRONIC PIECES
 - ADVERTISING IN PRINT PUBLICATIONS AND SOCIAL MEDIA \$5,000
- 381 BUILDING EXPENSE
 - BEGINNING FY 2020-21 THESE EXPENSES ARE ACCOUNTED FOR IN A NEW PROGRAM 0560 FOR OPERATING AND MAINTAINING THE LIBRARY BUILDING
- 384 BUILDING MAINTENANCE PROJECTS
 - BEGINNING FY 2020-21 THESE EXPENSES ARE ACCOUNTED FOR IN A NEW PROGRAM 0560 FOR OPERATING AND MAINTAINING THE LIBRARY BUILDING

City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
DEPT: 35 LIBRARY DEPARTMENT
PROGRAM: 0551 LIBRARY ADMINISTRATION

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												
	8,086		10,945		10,300		8,000	8,000		8,000		8,000	
465	VOLUNTEER PROGRAM EXPENSE												
	6,801		7,690		7,500		7,500	10,400		8,400		8,400	
481	OTHER EXPENSES												
	2,886		2,073		4,840		2,840	4,800		4,800		4,800	
511	PROFESSIONAL SERVICES												
	172,033		148,377		190,600		280,000	221,523					
523	BOARDS & COMMISSIONS EXPENSES												
	365		407		300		300	300		300		300	
536	MAINTENANCE CONTRACTS												
	15,932		11,982		15,800		22,000	22,000					
TOTAL CLASS: 10 MATERIALS & SERVICES													
	468,097		432,693		627,066		593,919	1,046,857		141,866			
CLASS: 25 TRANSFERS													
801	TRSFER TO GENERAL FD - OVERHEAD												
	873,625		892,571		981,595		981,595	1,020,189		1,020,189			
803	TRSFER TO GENERAL FD-LANDSCAPE												
	96,258		100,402		105,922		105,922	107,035		104,579			
805	TRSFER TO G/F BLDG MAINT												
	116,345		124,052		129,005		129,005	137,946					
816	TRSFERS TO REPROGRAPHICS FUND												
	13,632		16,979		22,019		22,019	22,066		22,066			
817	TRSFERS TO GARAGE FUND												
	5,635		12,852		6,702		6,702	15,250		15,250			
818	TRSFERS TO ISD-ALLOCATED												
	291,729		323,057		344,716		344,716	362,874		370,047			
819	TRSFERS TO INSURANCE FUND												
	111,572		111,572		139,465		139,465	139,465		139,465			
841	TRSFER TO GF, WEB MANAGEMENT												
								36,951		34,246			
TOTAL CLASS: 25 TRANSFERS													
	1,508,796		1,581,485		1,729,424		1,729,424	1,841,776		1,705,842			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					676,512			-452,979		304,611			

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
461	SPECIAL EXPENSE TONER FOR PUBLIC COMPUTERS \$8,000	
465	VOLUNTEER PROGRAM EXPENSE VOLUNTEER PROGRAM EXPENSES INCLUDING SERVICE PINS, FIVE VOLUNTEER APPRECIATION EVENTS VOL SUPPLIES, INFORMAL RECOGNITION STORAGE FOR VOL SUPPLIES QUARTERLY VOL EVENTS W/ LIB DIR \$8,400	
481	OTHER EXPENSES ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSES (71 FTE @ \$40/FTE) (YTD NUMBER IS LOW B/C LIB INSERVICE AND NATIONAL LIB WEEK HAPPEN IN SPRING) SUPPORT FOR LIBRARY STAFF COMMITTEES \$4,800	
511	PROFESSIONAL SERVICES BEGINNING FY 2020-21 THESE EXPENSES ARE ACCOUNTED FOR IN A NEW PROGRAM 0560 FOR OPERATING AND MAINTAINING THE LIBRARY BUILDING	
523	BOARDS & COMMISSIONS EXPENSES MISCELLANEOUS BOARD SUPPLIES \$300	
536	MAINTENANCE CONTRACTS BEGINNING FY 2020-21 THESE EXPENSES ARE ACCOUNTED FOR IN A NEW PROGRAM 0560 FOR OPERATING AND MAINTAINING THE LIBRARY BUILDING	
801	TRSFER TO GENERAL FD - OVERHEAD ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND 14.59% OF FY19-20 BUDGETED PERSONNEL SERVICES TOTAL EXPENDITURES \$1,020,189	
803	TRSFER TO GENERAL FD-LANDSCAPE ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND \$104,579	
805	TRSFER TO G/F BLDG MAINT AMOUNT BUDGETED REFLECTS FUNDING FOR BUILDING MAINTENANCE STAFF MATRIXED TO SUPPORT THE MAIN LIBRARY BUILDING FY 2019-20: BUILDING MAINTENANCE STAFF FTE IS BUDGETED WITHIN THE LIBRARY FUND, IN PROGRAM 0560.	
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,066	
817	TRSFERS TO GARAGE FUND FLEET SERVICES FOR LIBRARY VEHICLES \$15,250	
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$235,875 ALLOCATION OF ONE COMPUTER SERVICE TECHNICIAN ASSIGNED TO LIBRARY \$134,172	
819	TRSFERS TO INSURANCE FUND TRANSFER TO INSURANCE FUND FOR LIABILITY, FIRE AND PROPERTY INSURANCE ON LIBRARY BUILDING \$139,465	
841	TRSFER TO GF, WEB MANAGEMENT WEB MANAGEMENT EXPENSE ALLOCATION \$34,246	
991	CONTINGENCY - UNRESERVED CONTINGENCY	

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 EST AMT	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE		AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
996	RESERVE - EQUIPMENT REPLACEMT												
					3,510			5,265		5,265			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					680,022			-447,714		309,876			
TOTAL PROGRAM: 0551 LIBRARY ADMINISTRATION													
	2,457,071	4.00	2,486,568	5.00	3,631,750	5.00	2,902,846	2,994,214	4.00	2,710,879	4.00		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
DEPT: 35 LIBRARY DEPARTMENT
PROGRAM: 0551 LIBRARY ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

996 RESERVE - EQUIPMENT REPLACEMT
RESERVE FOR LIBRARY FUND VEHICLE \$5,265

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0552 MATERIALS & OPERATIONS (TECHNICAL SVCS)

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

260	LIBRARIAN	66,056	1.00	67,089	1.00	70,275	1.00	70,268	71,814	1.00	71,814	1.00	
265	LIBRARY ASSISTANT 2	260,016	5.75	274,004	6.00	297,686	6.00	298,004	308,283	6.00	308,283	6.00	
266	DIVISION LIBRARIAN 1	89,674	1.00	91,700	1.00	94,760	1.00	94,756	96,851	1.00	96,851	1.00	
288	LIBRARY BUILDING MONITOR								47,669	1.00	47,669	1.00	
299	PAYROLL TAXES AND FRINGES	274,351		296,426		342,143		333,741	377,337		377,337		

TOTAL CLASS: 05 PERSONNEL SERVICES

		690,097	7.75	729,219	8.00	804,864	8.00	796,769	901,954	9.00	901,954	9.00	
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT					3,200		3,336					
304	DEPARTMENT EQUIPMENT EXPENSE	373		1,150		1,000		500	1,000		1,000		
305	SPECIAL DEPARTMENT SUPPLIES	22,554		22,827		22,000		17,000	22,000		22,000		
317	COMPUTER EQUIPMENT	689											
318	COMPUTER SOFTWARE	804		815		950		878	900		900		

TOTAL CLASS: 10 MATERIALS & SERVICES

		24,420		24,792		27,150		21,714	23,900		23,900		
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	21,053		23,606		26,423		26,423	25,551		25,551		
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TOTAL CLASS: 25 TRANSFERS

		21,053		23,606		26,423		26,423	25,551		25,551		
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TOTAL PROGRAM: 0552 MATERIALS & OPERATIONS (TECHNICAL SVCS)

		735,570	7.75	777,617	8.00	858,437	8.00	844,906	951,405	9.00	951,405	9.00	
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0552 MATERIALS & OPERATIONS (TECHNICAL SVCS)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 260 LIBRARIAN
- 265 LIBRARY ASSISTANT 2
- 266 DIVISION LIBRARIAN 1
- 288 LIBRARY BUILDING MONITOR
 FY 2020-21 REFLECTS POSITION TRANSFERRING FROM PROGRAM 0551 TO PROGRAM 0552.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 303 OFFICE FURNITURE & EQUIPMENT
 NO APPROPRIATIONS REQUESTED
- 304 DEPARTMENT EQUIPMENT EXPENSE
 TIME AND MATERIALS FOR REPAIR OF DISC POLISHER AND OTHER EQUIPMENT \$1,000
- 305 SPECIAL DEPARTMENT SUPPLIES
 SUPPLIES AND CASES FOR PROCESSING LIBRARY MATERIALS \$22,000
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATIONS REQUESTED
- 318 COMPUTER SOFTWARE
 ANNUAL LICENSE FOR RDA TOOLKIT \$200
 ANNUAL LICENSE FOR WEBDEWEY \$350
 ANNUAL LICENSE FOR IPAGE \$350

- 816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$25,551

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0553 ACCESS SERVICES (CIRCULATION)

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

261	SENIOR LIBRARY ASSISTANT	114,249	2.00	117,076	2.00	121,884	2.00	121,622	124,576	2.00	124,576	2.00
265	LIBRARY ASSISTANT 2	401,163	8.50	390,388	8.50	433,364	8.75	428,041	447,154	8.75	447,154	8.75
266	DIVISION LIBRARIAN 1	89,674	1.00	91,699	1.00	94,760	1.00	94,757	96,851	1.00	96,851	1.00
268	LIBRARY SUPERVISOR	64,380	1.00	53,133	1.00	74,719	1.00	62,570	68,984	1.00	68,984	1.00
269	LIBRARY ASSISTANT 1	538,343	12.10	503,153	11.00	509,150	11.00	503,859	515,160	11.00	515,160	11.00
275	TEMPORARY EMPLOYEES	90,378		115,613		120,556		120,556	126,584		113,000	
299	PAYROLL TAXES AND FRINGES	734,700		745,461		841,072		778,078	840,973		839,971	

TOTAL CLASS: 05 PERSONNEL SERVICES

		2,032,887	24.60	2,016,523	23.50	2,195,505	23.75	2,109,483	2,220,282	23.75	2,205,696	23.75
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT			65		3,800		3,800	4,800		4,800	
304	DEPARTMENT EQUIPMENT EXPENSE	3,576		25,064		18,404		18,404	27,834		15,417	
305	SPECIAL DEPARTMENT SUPPLIES	5,111		2,889		3,600		2,100	3,600		3,600	
313	INTERLIBRARY LOAN EXPENSES	1,521		126		1,500		500	600		600	
406	BANK SERVICE FEES	6,043		6,630		7,500		7,500	8,000		8,000	
511	PROFESSIONAL SERVICES	8,825		8,690		10,000		8,000	8,000		8,000	
536	MAINTENANCE CONTRACTS	42,560		43,522		46,522		46,522	43,350		43,350	

TOTAL CLASS: 10 MATERIALS & SERVICES

		67,636		86,986		91,326		86,826	96,184		83,767	
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0553 ACCESS SERVICES (CIRCULATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 261 SENIOR LIBRARY ASSISTANT
- 265 LIBRARY ASSISTANT 2
 FY 2019-20 REFLECTS MID-YEAR TRANFERRING OF .25 FTE LA2 FROM PROGRAM 0558 TO PROGRAM 0553.
- 266 DIVISION LIBRARIAN 1
- 268 LIBRARY SUPERVISOR
- 269 LIBRARY ASSISTANT 1
- 275 TEMPORARY EMPLOYEES
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT
 REPLACEMENT OFFICE CHAIRS--2 X \$400 \$800
 EQUIPMENT TO RETROFIT DESKS--5 X \$800 \$4,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
 2 BARCODE SCANNERS FOR REPLACEMENT BOTH LOCATIONS (\$300 EA) \$600
 RFID PAD (2) \$2,400
 1 SELF-CHECK + SHIPPING \$12,417
 LIBRARY OWNS 9 SELF-CHECKS BETWEEN BOTH LOCATIONS; SCHEDULED TO REPLACE 2 EACH YEAR.
- 305 SPECIAL DEPARTMENT SUPPLIES
 PAPER FOR RECEIPT PRINTERS AND SELF-CHECKS \$3,600
- 313 INTERLIBRARY LOAN EXPENSES
 REIMBURSEMENT FOR INTERLIBRARY LOAN FEES AND LOST/DAMAGED MATERIALS \$600
- 406 BANK SERVICE FEES
 TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD \$8,000
- 511 PROFESSIONAL SERVICES
 FEES FOR PATRON ACCOUNTS REFERRED TO COLLECTION AGENCY \$8,000
- 536 MAINTENANCE CONTRACTS
 CONTRACT FOR 2 CASH REGISTERS (\$275 EA) \$550
 CONTRACT FOR SELF-CHECK UNITS (8 X \$12800/1600) \$12,800
 CONTRACT FOR FINES AND FEES MODULE FOR 8 SELF-CHECK UNITS \$4,000
 CONTRACT FOR AUTOMATED MATERIALS HANDLING \$26,000

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0553 ACCESS SERVICES (CIRCULATION)

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

14,556	16,412	17,615	17,615	16,259	16,259
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TOTAL CLASS: 25 TRANSFERS

14,556	16,412	17,615	17,615	16,259	16,259
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TOTAL PROGRAM: 0553 ACCESS SERVICES (CIRCULATION)

2,115,079	24.60	2,119,921	23.50	2,304,446	23.75	2,213,924	2,332,725	23.75	2,305,722	23.75
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
DEPT: 35 LIBRARY DEPARTMENT
PROGRAM: 0553 ACCESS SERVICES (CIRCULATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,259



BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0554 PUBLIC SVCS & PROGRAMMING (ADULT SVCS)

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

260	LIBRARIAN	308,901	4.75	262,339	4.50	292,562	4.50	268,322	299,113	4.50	298,075	4.50
263	LIBRARY REFERENCE ASSISTANT	178,243	3.20	177,157	3.70	209,304	3.75	208,483	214,048	3.75	214,048	3.75
264	SENIOR LIBRARIAN	71,206	1.00	72,530	1.00	75,670	1.00	75,385	77,347	1.00	77,347	1.00
266	DIVISION LIBRARIAN 1	89,674	1.00	90,514	1.00	94,760	1.00	82,187	88,205	1.00	88,205	1.00
275	TEMPORARY EMPLOYEES	78,349		107,416		98,000		91,000	105,000		92,000	
299	PAYROLL TAXES AND FRINGES	341,768		297,591		369,480		358,345	397,017		395,721	

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,068,141	9.95	1,007,547	10.20	1,139,776	10.25	1,083,722	1,180,730	10.25	1,165,396	10.25
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	429		2,980		3,600		3,588	2,500		800	
304	DEPARTMENT EQUIPMENT EXPENSE	187		4,033		700		600	700		700	
305	SPECIAL DEPARTMENT SUPPLIES	1,740		2,550		2,600		2,200	2,500		2,000	
310	LIBRARY MATERIAL	537,005		686,960		610,000		485,387				
317	COMPUTER EQUIPMENT	4,391		16,348		19,381		17,981	25,425		16,675	
318	COMPUTER SOFTWARE	2,350		915		3,200		3,200	4,400		4,400	
377	PUBLIC RELATIONS EXPENSE	5,029		9,260		14,500		13,500	19,500		19,000	
406	BANK SERVICE FEES					1,800		1,927	1,900		1,900	

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0554 PUBLIC SVCS & PROGRAMMING (ADULT SVCS)

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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260 LIBRARIAN

263 LIBRARY REFERENCE ASSISTANT

264 SENIOR LIBRARIAN

266 DIVISION LIBRARIAN 1

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES

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

303 OFFICE FURNITURE & EQUIPMENT

UPDATE REMAINING 2 WORK STATIONS TO SIT/STAND FOR VOL. STATION \$800

304 DEPARTMENT EQUIPMENT EXPENSE

MISC STAFF EQUIPMENT FOR TRAINING (EBOOKS, SMALL TABLETS) \$700

305 SPECIAL DEPARTMENT SUPPLIES

SUPPLIES FOR PUBLIC COMPUTERS (CABLES, LOCKS, PAPER, HEADPHONES) BOTH LOCATIONS \$2,000

310 LIBRARY MATERIAL

BOOKS AND MATERIALS FOR MAIN AND MURRAY SCHOLLS LIBRARIES FOR FY 21 MOVING TO 555

317 COMPUTER EQUIPMENT

PUBLIC USE COMPUTER REPLACEMENTS (X12) (5 YEAR CYCLE) \$8,760
 PUBLIC USE COMPUTER REPLACEMENTS FOR BRANCH LIBRARY (X4) (5 YEAR CYCLE) \$2,920
 BLACK AND WHITE PRINTER REPLACEMENTS (X2) (7 YEAR CYCLE) \$2,425
 PUBLIC USE MONITOR REPLACEMENTS \$570
 MISC HARDWARE FOR PUBLIC USE COMPUTERS \$500
 REPLACE 10 REFURBISHED LAPTOPS WITH NEW LAPTOPS \$1,500

318 COMPUTER SOFTWARE

TECH SOUP WINDOWS LICENSES (X50) \$1,500
 TECH SOUP OFFICE LICENSES (X50) \$1,500
 ADAPTIVE SOFTWARE UPDATE \$200
 ADOBE CREATE SUITE ANNUAL SUBSCRIPTION (PUBLIC COMPUTER) \$1,200

377 PUBLIC RELATIONS EXPENSE

SUPPORT FOR LIBRARY PROGRAMMING FOR ADULTS INCLUDING MATERIALS & PRESENTER FEES \$6,000
 ONE BOOK ONE BEAVERTON 2020 \$8,000
 SUPPLIES TO SUPPORT THE NEW MAKERSPACE \$5,000

406 BANK SERVICE FEES

PROCESSING FEES FOR CREDIT CARD MACHINE ON ENVISIONWARE \$75 MO X 2 LOCATIONS \$1,900

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0554 PUBLIC SVCS & PROGRAMMING (ADULT SVCS)

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
511	PROFESSIONAL SERVICES				1,008		1,008	2,008		2,008			
536	MAINTENANCE CONTRACTS												
	1,295		1,295		1,300		1,300	1,300		1,300		1,300	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	552,426		724,341		658,089		530,691	60,233		48,783			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	21,313		20,585		20,918		20,918	20,905		20,905		20,905	
TOTAL CLASS: 25 TRANSFERS													
	21,313		20,585		20,918		20,918	20,905		20,905		20,905	
TOTAL PROGRAM: 0554 PUBLIC SVCS & PROGRAMMING (ADULT SVCS)													
	1,641,880	9.95	1,752,473	10.20	1,818,783	10.25	1,635,331	1,261,868	10.25	1,235,084	10.25		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
DEPT: 35 LIBRARY DEPARTMENT
PROGRAM: 0554 PUBLIC SVCS & PROGRAMMING (ADULT SVCS)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 511 PROFESSIONAL SERVICES
(\$504 YR X 2 LOCATIONS) ENVISIONWARE CREDIT CARD MAINTENANCE CONTRACT \$1,008
UPGRADE GRAPHICS ON LIBRARY WEBPAGE: [HTTPS://WWW.BEAVERTONLIBRARY.ORG/128/ADULTS](https://www.beavertonlibrary.org/128/adults) \$1,000
- 536 MAINTENANCE CONTRACTS
1 DIGITAL MICROFILM MACHINE \$1,300

- 816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$20,905

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0555 LIB COLLECTION & COMM ENGAGMNT(YOUTH SV)

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

258	LIBRARY PROGRAM ASSISTANT	79,984	1.50	83,830	1.70	27,922	.20	18,937					
260	LIBRARIAN	256,290	3.75	260,328	3.75	268,889	3.75	269,955	274,811	3.75	274,811	3.75	
263	LIBRARY REFERENCE ASSISTANT	121,536	2.20	132,797	2.70	146,172	2.70	149,929	148,443	2.70	148,443	2.70	
264	SENIOR LIBRARIAN	135,592	2.00	139,363	2.00	154,929	2.00	154,059	157,094	2.00	157,094	2.00	
266	DIVISION LIBRARIAN 1	90,536	1.00	94,274	1.00	94,760	1.00	94,757	96,851	1.00	96,851	1.00	
268	LIBRARY SUPERVISOR	8,514	1.00	78,480	1.00	85,317	1.00	84,699	85,901	1.00	85,901	1.00	
274	SEASONAL WORKFORCE	9,804		11,325		13,037		8,500	13,411		13,411		
295	LIBRARY OUTREACH SPECIALIST					73,472	1.50	75,090	100,702	1.50	111,450	1.70	
299	PAYROLL TAXES AND FRINGES	322,035		365,864		406,755		419,024	449,976		453,455		

TOTAL CLASS: 05 PERSONNEL SERVICES

		1,024,291	11.45	1,166,261	12.15	1,271,253	12.15	1,274,950	1,327,189	12.15	1,341,416	12.15	
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT	669		2,413		3,950		3,450	2,650		2,650		
305	SPECIAL DEPARTMENT SUPPLIES	3,310		4,394		3,250		3,250	3,600		3,250		
310	LIBRARY MATERIAL								610,000		475,000		
317	COMPUTER EQUIPMENT	7,350		13,724		12,643		12,312	6,881		6,881		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0555 LIB COLLECTION & COMM ENGAGMNT(YOUTH SV)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 258 LIBRARY PROGRAM ASSISTANT
 ONE LIBRARY PROGRAM ASSISTANT POSITION IS BILINGUAL SPANISH.
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1.5 FTE LIBRARY PROGRAM ASSISTANT POSITION TO 1.5 FTE LIBRARY OUTREACH SPECIALIST.
 FY 2020-21 RFLLECTS RECLASSIFICATION OF .20 FTE LIBR PROGRAM ASST TO 20 FTE LIBRARY OUTREACH SPECIALIST WITHIN THE SAME PROGRAM.
 - 260 LIBRARIAN
 FY 2020-21 REFLECTS 160 HRS PTO CASH-IN.
 - 263 LIBRARY REFERENCE ASSISTANT
 FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY0.05 FTE TO COVER PROPOSED ADDITIONAL OPEN SUNDAY HOURS.
 - 264 SENIOR LIBRARIAN
 - 266 DIVISION LIBRARIAN 1
 - 268 LIBRARY SUPERVISOR
 - 274 SEASONAL WORKFORCE
 - 295 LIBRARY OUTREACH SPECIALIST
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1.5 FTE LIBRARY PROGRAM ASSISTANT POSITION TO 1.5 FTE LIBRARY OUTREACH SPECIALIST.
 FY 2020-21 RFLLECTS RECLASSIFICATION OF .20 FTE LIBR PROGRAM ASST TO 20 FTE LIBRARY OUTREACH SPECIALIST WITHIN THE SAME 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 OF7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
-
- 303 OFFICE FURNITURE & EQUIPMENT
 EQUIPMENT TO RETROFIT 2 DESK TO STANDING DESK WITH FILE CABINET AND BOOKSHELF \$2,100
 CHAIRS FOR SERVICE DESK 1 \$550
 - 305 SPECIAL DEPARTMENT SUPPLIES
 SUPPLIES, PAPER AND CRAFT ITEMS FOR USE WITH STORYTIMES AND PROGRAMS AT BOTH LIBRARIES \$3,250
 - 310 LIBRARY MATERIAL
 BEGINNING FY 21 BOOKS AND OTHER LIBRARY MATERIALS WERE MOVE TO 555 FROM 554 \$475,000
 - 317 COMPUTER EQUIPMENT
 REPLACEMENT PATRON IPADS \$987
 REPLACEMENT AWE STATION AT MAIN AND BRANCH LIBRARY \$3,400
 REPLACEMENT PATRON CHROME BOOK \$500
 REPLACEMENT OF COMPUTERS FOR CHILDRENS AND TEENS AREA (X1) \$782
 REPLACEMENT PRINTER FOR YOUTH SERVICES AND TEEN ROOM (X1) \$1,212

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0555 LIB COLLECTION & COMM ENGAGMNT(YOUTH SV)

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
318	COMPUTER SOFTWARE			213					150		150		
365	STATE READY TO READ GRANT PROG				15,696		15,791	16,155		16,155			
	14,742		16,254										
377	PUBLIC RELATIONS EXPENSE				16,000		15,000	19,200		16,950			
	14,247		14,412										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	40,318		51,410		51,539		49,803	658,636		521,036			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND				31,928		31,928	31,358		31,358			
	32,928		30,974										
TOTAL CLASS: 25 TRANSFERS													
	32,928		30,974		31,928		31,928	31,358		31,358			
TOTAL PROGRAM: 0555 LIB COLLECTION & COMM ENGAGMNT(YOUTH SV)													
	1,097,537	11.45	1,248,645	12.15	1,354,720	12.15	1,356,681	2,017,183	12.15	1,893,810	12.15		

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0555 LIB COLLECTION & COMM ENGAGMNT(YOUTH SV)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

318 COMPUTER SOFTWARE
 CHROME ENTERPRISE LICENSE (X5) \$150

365 STATE READY TO READ GRANT PROG
 EXPENDITURES FUNDED BY THE STATE READY-TO-READ GRANT \$16,155

377 PUBLIC RELATIONS EXPENSE
 SUMMER READING PROGRAM AND PROGRAMS THROUGHOUT YEAR AT BOTH LIBRARIES\$13,950
 TEEN LIBRARY COUNCIL \$300
 NEW STORYTIMES IN OTHER LANGUAGES \$2,700

816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$31,358

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0558 BRANCH LIBRARY

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

260	LIBRARIAN	55,007	1.00	59,325	1.00	64,784	1.00	64,796	69,531	1.00	69,531	1.00
261	SENIOR LIBRARY ASSISTANT	65,439	2.00	99,962	2.00	109,953	2.00	109,996	118,005	2.00	118,005	2.00
263	LIBRARY REFERENCE ASSISTANT	79,001	1.50	78,198	1.63	93,086	1.63	92,305	95,138	1.63	95,138	1.63
265	LIBRARY ASSISTANT 2	276,391	5.30	276,559	6.10	295,137	5.85	286,169	297,985	5.85	297,985	5.85
268	LIBRARY SUPERVISOR	63,664	1.00	68,099	1.00	74,110	1.00	73,858	79,521	1.00	79,521	1.00
299	PAYROLL TAXES AND FRINGES	284,325		318,067		348,914		338,615	363,163		363,163	

TOTAL CLASS: 05 PERSONNEL SERVICES

		823,827	10.80	900,210	11.73	985,984	11.48	965,739	1,023,343	11.48	1,023,343	11.48
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	908		1,138		1,500		1,000	1,000		1,000	
381	BUILDING EXPENSE	4,663		3,334		2,000		3,000	5,800		5,800	
384	BUILDING MAINTENANCE PROJECTS	1,740				19,500		2,000	5,000		5,000	
511	PROFESSIONAL SERVICES	17,136		17,136		17,136		17,136	17,136		17,136	
536	MAINTENANCE CONTRACTS	701		925		1,100		1,100	1,100		1,100	
551	RENTS AND LEASES	241,128		245,981		247,812		251,144	251,144		251,144	

TOTAL CLASS: 10 MATERIALS & SERVICES

		266,276		268,514		289,048		275,380	281,180		281,180	
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TOTAL PROGRAM: 0558 BRANCH LIBRARY

		1,090,103	10.80	1,168,724	11.73	1,275,032	11.48	1,241,119	1,304,523	11.48	1,304,523	11.48
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0558 BRANCH LIBRARY

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 260 LIBRARIAN
- 261 SENIOR LIBRARY ASSISTANT
- 263 LIBRARY REFERENCE ASSISTANT
 FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.175 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
- 265 LIBRARY ASSISTANT 2
 FY 18-19 REFLECTS INCREASING LIBRARY ASSISTANT 2 FTE BY 0.8 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
 FY 2019-20 REFLECTS MID-YEAR TRANSFERRING OF .25 FTE LA2 FROM PROGRAM 0558 TO PROGRAM 0553.
- 268 LIBRARY SUPERVISOR
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 GENERAL OFFICE SUPPLIES \$1,000
- 381 BUILDING EXPENSE
 LAMP REPLACEMENT, MINOR REPAIRS AND UPKEEP \$5,800
- 384 BUILDING MAINTENANCE PROJECTS
 REPLACE EXTERIOR BOOKDROP \$5,000
- 511 PROFESSIONAL SERVICES
 JANITORIAL SERVICES \$17,136
- 536 MAINTENANCE CONTRACTS
 FIRE ALARM MONTHLY MONITORING \$1,100
 CONTRACTS FOR CIRCULATION EQUIPMENT MOVED TO 115-35-553-536 (CIRCULATION)
- 551 RENTS AND LEASES
 MURRAY SCHOLLS RENT AGREEMENT (RENT + CAM + MGMT FEE + EST INSURANCE)
 (LEASE EXPIRES JANUARY 31, 2026)

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0559 LIBRARY TRUST

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

303	OFFICE FURNITURE & EQUIPMENT	23,169	8,410		30,000		30,000	50,000					
304	DEPARTMENT EQUIPMENT EXPENSE	7,078	1,892		15,000			10,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES	6,536	10,813		2,000		2,000	1,000		1,000			
310	LIBRARY MATERIAL	3,170	1,818		3,000		750	1,500		1,500			
317	COMPUTER EQUIPMENT		3,384										
321	TRAVEL, TRAINING & SUBSISTENCE				1,000								
377	PUBLIC RELATIONS EXPENSE	8,915	16,069		20,000		20,000	25,000		15,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

		48,868	42,386		71,000		52,750	87,500		27,500			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

978	RESERVE - LIBRARY TRUST FUNDS				91,226			99,210		99,210			
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					91,226			99,210		99,210			
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TOTAL PROGRAM: 0559 LIBRARY TRUST

		48,868	42,386		162,226		52,750	186,710		126,710			
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BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0559 LIBRARY TRUST

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 303 OFFICE FURNITURE & EQUIPMENT
 NO APPROPRIATION SUGGESTED FOR FY 2020-21
- 304 DEPARTMENT EQUIPMENT EXPENSE
 UNANTICIPATED EQUIPMENT NEEDS AS APPROVED BY LIBRARY ADVISORY BOARD \$10,000
- 305 SPECIAL DEPARTMENT SUPPLIES
 TO COVER UNANTICIPATED PROGRAM SUPPLY NEEDS AS APPROVED BY THE ADVISORY BOARD \$1,000
- 310 LIBRARY MATERIAL
 TO PURCHASE LIBRARY BOOKS AND MATERIALS FROM DONATIONS AND MEMORIALS RECEIVED THROUGHOUT THE YEAR
 \$1,500
- 317 COMPUTER EQUIPMENT
 TO PURCHASE COMPUTER EQUIPMENT AS APPROVED BY THE LIBRARY ADVISORY BOARD
- 321 TRAVEL, TRAINING & SUBSISTENCE
 NO APPROPRIATION REQUESTED
- 377 PUBLIC RELATIONS EXPENSE
 OUTREACH AND PUBLIC RELATIONS MATERIALS AS APPROVED BY THE LIBRARY BOARD
 COMMUNITY READS AND OTHER PROGRAMS SUBSIDIZED, IN PART, BY THE FRIENDS OF THE LIBRARY
 SUMMER READING IS SUBSIDIZED, IN PART, BY THE FRIENDS OF BEAVERTON CITY LIBRARY \$15,000

- 978 RESERVE - LIBRARY TRUST FUNDS
 REVENUES:
 FY 16-17 TRANSFER FROM LIBRARY TRUST FUND CLOSEOUT \$48,614
 FY 16-17 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS \$26,360
 FY 17-18 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS \$80,080
 FY 18-19 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS \$77,510
 FY 19-20 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS ESTIMATED \$60,000
 FY 20-21 CONTRIBUTIONS FROM THE LIBRARY FOUNDATION AND OTHERS PROPOSED \$65,000
 EXPENDITURES:
 FY 16-17 EXPENDITURES, PROGRAM 0559 \$21,850
 FY 17-18 EXPENDITURES, PROGRAM 0559 \$48,868
 FY 18-19 EXPENDITURES, PROGRAM 0559 \$42,386
 FY 19-20 EXPENDITURES, PROGRAM 0559 ESTIMATED \$57,750
 FY 20-21 EXPENDITURES, PROGRAM 0559 PROPOSED \$87,500
 \$99,210

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0560 LIBRARY BUILDING OPER AND MAINT

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													
185	FACILITIES MAINT TECH									59,014		1.00	
299	PAYROLL TAXES AND FRINGES									51,373			
TOTAL CLASS: 05 PERSONNEL SERVICES										110,387		1.00	
CLASS: 10 MATERIALS & SERVICES													
351	UTILITIES EXPENSE									149,350			
381	BUILDING EXPENSE									36,700			
384	BUILDING MAINTENANCE PROJECTS									199,295			
511	PROFESSIONAL SERVICES									221,523			
536	MAINTENANCE CONTRACTS									22,000			
TOTAL CLASS: 10 MATERIALS & SERVICES										628,868			
TOTAL PROGRAM: 0560 LIBRARY BUILDING OPER AND MAINT										739,255		1.00	
TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT													
	9,186,108	68.55	9,596,334	70.58	11,405,394	70.63	10,247,557	11,048,628	70.63	11,267,388		71.63	
TOTAL FUND: 115 LIBRARY FUND													
	9,186,108	68.55	9,596,334	70.58	11,405,394	70.63	10,247,557	11,048,628	70.63	11,267,388		71.63	

BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND
 DEPT: 35 LIBRARY DEPARTMENT
 PROGRAM: 0560 LIBRARY BUILDING OPER AND MAINT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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185 FACILITIES MAINT TECH
 FY 2020-21 REFLECTS 1 FTE FACILITIES MAINT TECH TRANSFERRING FROM THE GENERAL FUND
 MAYOR'S OFFICE FACILITIES PROGRAM 0450 TO THE LIBRARY'S BUILDING OPERATIONS AND
 MAINTENANCE PROGRAM.

299 PAYROLL TAXES AND FRINGES

351 UTILITIES EXPENSE
 UTILITY COST FOR THE MAIN LIBRARY BUILDING: \$149,350
 ELECTRICITY, GAS, WATER & SOLID WASTE/RECYCLING.
 INCLUDES ENERGY EXPERT MONITORING SOFTWARE.
 FOR REBATE ON THE SOLAR PANELS MOUNTED ON THE LIBRARY BUILDING
 SEE REVENUE ACCOUNT 115-03-0000-753

381 BUILDING EXPENSE
 BOILER/CHILLER REPAIRS \$8,300
 FILTERS/BELTS BEARINGS \$3,650
 FE MAINTENANCE CAMERA CHECK \$3,450
 JANITORIAL SUPPLIES \$14,500
 VARIOUS FURNITURE REPLACEMENTS \$6,800

384 BUILDING MAINTENANCE PROJECTS
 MAIN STAIR CARPET \$8,300
 EXPANSION JOINT SEALING \$3,500
 F/S DRY SYSTEM TESTING \$2,500
 EAST PARKING LOT \$5,500
 DDC FRONT END CONVERSION TO RELIABLE \$21,300
 DDC VAV CONTROLLERS RELIABLE \$72,195
 WELCOME SIGNAGE FOR EXTERIOR COLUMNS AT MAIN \$3,000
 CARRYOVER SPACE STUDY PROJECT FROM FY2019-20 \$83,000

511 PROFESSIONAL SERVICES
 JANITORIAL SERVICES AND ABM \$221,523

536 MAINTENANCE CONTRACTS
 ELEVATORS, ALARM MONITORING, BOILER & CHILLER, PEST CONTROL
 FIRE ALARM AND SPRINKLER TESTING & MONITORING
 GENERATOR MAINTENANCE \$22,000

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
115-35	LIBRARY DEPARTMENT											
115-35-0551-05-035	LIBRARY DIRECTOR	1.00	2,096			129,030				129,030	57,473	186,503
115-35-0551-05-078	ADMINISTRATIVE ASSISTANT	1.00	1,656			48,534			979	49,513	34,120	83,633
115-35-0551-05-221	SUPPORT SPECIALIST 2		880			24,167			1,418	25,585	15,095	40,680
115-35-0551-05-244	MANAGER - VOLUNTEER SERVICES	1.00	776			30,247			3,158	33,405	22,636	56,041
115-35-0551-05-266	DIVISION LIBRARIAN 1		1,160			49,933				49,933	36,062	85,995
115-35-0551-05-288	LIBRARY BUILDING MONITOR	1.00	1,741			38,499			1,000	39,499	19,516	59,015
115-35-0551-05-294	PROJECT SPECIALIST	1.00	1,656			47,066				47,066	20,570	67,636
	LIBRARY ADMINISTRATION	5.00	9,965			367,476			6,555	374,031	205,472	579,503
115-35-0552-05-260	LIBRARIAN	1.00	2,096			70,268				70,268	53,958	124,226
115-35-0552-05-265	LIBRARY ASSISTANT 2	6.00	12,587			297,554			450	298,004	210,706	508,710
913 115-35-0552-05-266	DIVISION LIBRARIAN 1	1.00	2,096			94,756				94,756	69,077	163,833
	MATERIALS & OPERATIONS	8.00	16,779			462,578			450	463,028	333,741	796,769
115-35-0553-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,183			121,622				121,622	72,046	193,668
115-35-0553-05-265	LIBRARY ASSISTANT 2	8.75	18,137			419,796			8,245	428,041	233,559	661,600
115-35-0553-05-266	DIVISION LIBRARIAN 1	1.00	2,096			94,757				94,757	40,902	135,659
115-35-0553-05-268	LIBRARY SUPERVISOR	1.00	2,088			62,570				62,570	28,243	90,813
115-35-0553-05-269	LIBRARY ASSISTANT 1	11.00	22,852	32		498,284	1,400		4,175	503,859	386,251	890,110
115-35-0553-05-275	TEMPORARY EMPLOYEES		7,697			120,554			2	120,556	17,077	137,633
	ACCESS SERVICES (CIRCULATION)	23.75	57,053	32		1,317,583	1,400		12,422	1,331,405	778,078	2,109,483
115-35-0554-05-260	LIBRARIAN	4.50	8,749			268,105			217	268,322	140,227	408,549
115-35-0554-05-263	LIBRARY REFERENCE ASSISTANT	3.75	7,849			203,983			4,500	208,483	112,872	321,355
115-35-0554-05-264	SENIOR LIBRARIAN	1.00	2,088			75,385				75,385	41,604	116,989
115-35-0554-05-266	DIVISION LIBRARIAN 1	1.00	2,096			82,187				82,187	50,373	132,560
115-35-0554-05-275	TEMPORARY EMPLOYEES		3,967			90,983			17	91,000	13,269	104,269

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
115-35	LIBRARY DEPARTMENT											
	PUBLIC SVCS & PROGRAMMING	10.25	24,749			720,643			4,734	725,377	358,345	1,083,722
115-35-0555-05-258	LIBRARY PROGRAM ASSISTANT	0.20	664			18,562			375	18,937	7,981	26,918
115-35-0555-05-260	LIBRARIAN	3.75	8,054			269,942	13			269,955	163,508	433,463
115-35-0555-05-263	LIBRARY REFERENCE ASSISTANT	2.70	5,952			148,129			1,800	149,929	73,843	223,772
115-35-0555-05-264	SENIOR LIBRARIAN	2.00	4,184			151,059			3,000	154,059	61,658	215,717
115-35-0555-05-266	DIVISION LIBRARIAN 1	1.00	2,096			94,757				94,757	55,267	150,024
115-35-0555-05-268	LIBRARY SUPERVISOR	1.00	2,096			81,699			3,000	84,699	26,044	110,743
115-35-0555-05-274	SEASONAL WORKFORCE		435			8,498			2	8,500	736	9,236
115-35-0555-05-295	LIBRARY OUTREACH SPECIALIST	1.50	2,488			73,965			1,125	75,090	29,987	105,077
	LIB COLLECTION & COMM	12.15	25,969			846,611	13		9,302	855,926	419,024	1,274,950
914												
115-35-0558-05-260	LIBRARIAN	1.00	2,097			64,796				64,796	29,061	93,857
115-35-0558-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,192	1		109,947	49			109,996	62,954	172,950
115-35-0558-05-263	LIBRARY REFERENCE ASSISTANT	1.63	3,391			92,305				92,305	46,069	138,374
115-35-0558-05-265	LIBRARY ASSISTANT 2	5.85	12,103	15		279,538	676		5,955	286,169	156,800	442,969
115-35-0558-05-268	LIBRARY SUPERVISOR	1.00	2,096			73,858				73,858	43,731	117,589
	BRANCH LIBRARY	11.48	23,879	16		620,444	725		5,955	627,124	338,615	965,739
	**** DEPARTMENT TOTAL ****	70.63	158,394	48		4,335,335	2,138		39,418	4,376,891	2,433,275	6,810,166

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
115-35	LIBRARY DEPARTMENT											
115-35-0551-05-035	LIBRARY DIRECTOR	1.00	2,088			138,905				138,905	62,042	200,947
115-35-0551-05-078	ADMINISTRATIVE ASSISTANT	1.00	2,088			65,247				65,247	44,836	110,083
115-35-0551-05-244	MANAGER - VOLUNTEER SERVICES	1.00	2,088			83,501			8,498	91,999	58,346	150,345
115-35-0551-05-294	PROJECT SPECIALIST	1.00	2,088			63,420				63,420	28,500	91,920
	LIBRARY ADMINISTRATION	4.00	8,352			351,073			8,498	359,571	193,724	553,295
115-35-0552-05-260	LIBRARIAN	1.00	2,088			71,814				71,814	56,910	128,724
115-35-0552-05-265	LIBRARY ASSISTANT 2	6.00	12,528			308,283				308,283	223,708	531,991
115-35-0552-05-266	DIVISION LIBRARIAN 1	1.00	2,088			96,851				96,851	71,276	168,127
115-35-0552-05-288	LIBRARY BUILDING MONITOR	1.00	2,088			47,669				47,669	25,443	73,112
	MATERIALS & OPERATIONS	9.00	18,792			524,617				524,617	377,337	901,954
915												
115-35-0553-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,176			124,576				124,576	75,384	199,960
115-35-0553-05-265	LIBRARY ASSISTANT 2	8.75	18,270			440,554			6,600	447,154	268,534	715,688
115-35-0553-05-266	DIVISION LIBRARIAN 1	1.00	2,088			96,851				96,851	42,356	139,207
115-35-0553-05-268	LIBRARY SUPERVISOR	1.00	2,088			68,984				68,984	31,414	100,398
115-35-0553-05-269	LIBRARY ASSISTANT 1	11.00	22,957			513,240			1,920	515,160	414,871	930,031
115-35-0553-05-275	TEMPORARY EMPLOYEES		6,996			112,985			15	113,000	7,412	120,412
	ACCESS SERVICES (CIRCULATION)	23.75	56,575			1,357,190			8,535	1,365,725	839,971	2,205,696
115-35-0554-05-260	LIBRARIAN	4.50	9,396			298,075				298,075	168,174	466,249
115-35-0554-05-263	LIBRARY REFERENCE ASSISTANT	3.75	7,830			210,448			3,600	214,048	122,468	336,516
115-35-0554-05-264	SENIOR LIBRARIAN	1.00	2,088			77,347				77,347	43,133	120,480
115-35-0554-05-266	DIVISION LIBRARIAN 1	1.00	2,088			88,205				88,205	54,498	142,703
115-35-0554-05-275	TEMPORARY EMPLOYEES		3,781			91,992			8	92,000	7,448	99,448
	PUBLIC SVCS & PROGRAMMING	10.25	25,183			766,067			3,608	769,675	395,721	1,165,396

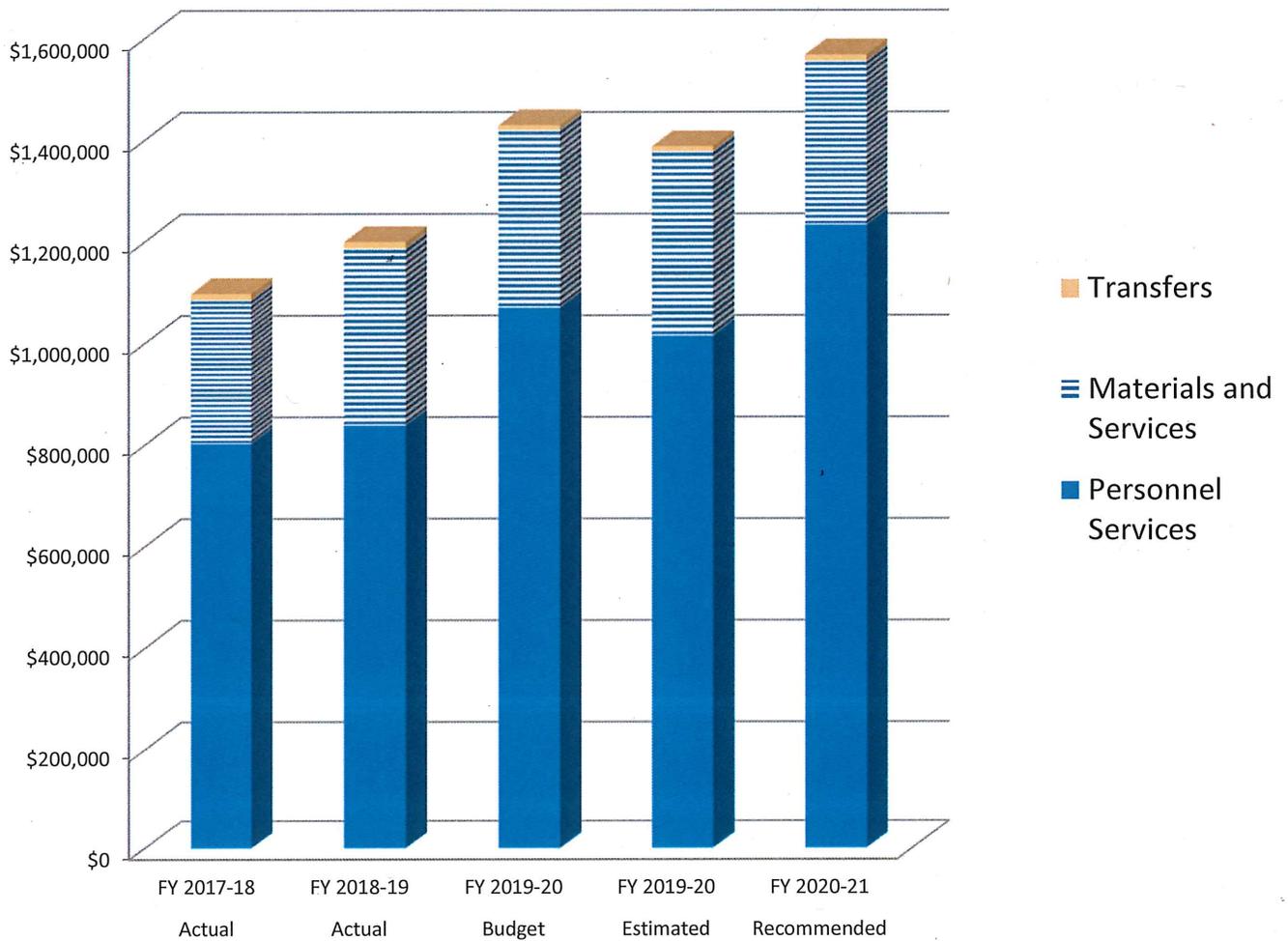
PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

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
115-35	LIBRARY DEPARTMENT											
115-35-0555-05-260	LIBRARIAN	3.75	7,990			274,811				274,811	171,975	446,786
115-35-0555-05-263	LIBRARY REFERENCE ASSISTANT	2.70	5,640			147,003			1,440	148,443	82,730	231,173
115-35-0555-05-264	SENIOR LIBRARIAN	2.00	4,176			154,694			2,400	157,094	67,786	224,880
115-35-0555-05-266	DIVISION LIBRARIAN 1	1.00	2,088			96,851				96,851	58,480	155,331
115-35-0555-05-268	LIBRARY SUPERVISOR	1.00	2,088			83,501			2,400	85,901	26,679	112,580
115-35-0555-05-274	SEASONAL WORKFORCE		734			13,396			15	13,411	1,183	14,594
115-35-0555-05-295	LIBRARY OUTREACH SPECIALIST	1.70	3,551			110,250			1,200	111,450	44,622	156,072
	LIB COLLECTION & COMM	12.15	26,267			880,506			7,455	887,961	453,455	1,341,416
115-35-0558-05-260	LIBRARIAN	1.00	2,088			69,531				69,531	31,506	101,037
115-35-0558-05-261	SENIOR LIBRARY ASSISTANT	2.00	4,176			118,005				118,005	67,723	185,728
115-35-0558-05-263	LIBRARY REFERENCE ASSISTANT	1.63	3,405			95,138				95,138	49,192	144,330
115-35-0558-05-265	LIBRARY ASSISTANT 2	5.85	12,216			292,885			5,100	297,985	168,273	466,258
115-35-0558-05-268	LIBRARY SUPERVISOR	1.00	2,088			79,521				79,521	46,469	125,990
	BRANCH LIBRARY	11.48	23,973			655,080			5,100	660,180	363,163	1,023,343
115-35-0560-05-185	FACILITIES MAINT TECH	1.00	2,178	20		58,222	792			59,014	51,373	110,387
	LIBRARY BUILDING OPER AND MAINT	1.00	2,178	20		58,222	792			59,014	51,373	110,387
	**** DEPARTMENT TOTAL ****	71.63	161,320	20		4,592,755	792		33,196	4,626,743	2,674,744	7,301,487

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**GENERAL FUND
HUMAN RESOURCES
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: **Human Resources - 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	\$802,557	\$838,151	\$1,070,153	\$1,014,420	\$1,232,334	15.15%
Materials and Services	283,267	349,053	349,801	363,505	322,804	-7.72%
Transfers	11,544	11,985	8,807	8,807	12,194	38.46%
SUB-TOTAL	\$1,097,368	\$1,199,189	\$1,428,761	\$1,386,732	\$1,567,332	
Contingency			-		-	
TOTAL	\$1,097,368	\$1,199,189	\$1,428,761	\$1,386,732	\$1,567,332	
FTE's	6.75	6.75	7.22		8.70	

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

Personnel services:

FY 2019-20 reflects an increase of 1.48 FTE consisting of 0.50 FTE Human Resources Assistant, 1.0 FTE Human Resources Specialist (partly budgeted in the Insurance Agency Fund) The Recommended 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:

No significant change

Transfers:

FY 2020-21 reflects a decrease in charges paid to reprographics.

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Program Goal

To develop, implement and coordinate human resource programs and services to optimize the ability of departments to attract and retain qualified employees while ensuring compliance with all applicable laws, rules and regulations. Human Resource Management and Employee Services include employee and labor relations, staffing, Equal Employment Opportunity (EEO), compensation, administration of leave laws, ADA accommodation, benefits administration, and employee training.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.15	5.15	5.49	5.85	0.00
PERSONNEL SERVICES	\$571,278	\$612,506	\$787,853	\$841,046	\$0
MATERIALS & SERVICES	183,203	238,263	207,472	178,957	0
CAPITAL OUTLAY					
TRANSFERS	9,173	9,708	7,156	9,872	0
TOTAL	\$763,654	\$860,477	\$1,002,481	\$1,029,875	\$0

Program Objective

To provide professional and technical expertise and guidance on employee relations matters, labor contract administration, grievance processes, investigations and resolution of employee complaints, and interpretation and administration of federal, state, and local laws as well as city personnel policies and procedures.

To guide and coach hiring managers through the recruitment, selection, and onboarding processes to attract diverse, qualified applicants using methods that are legally compliant and follow best practices. Partnering with community-based organizations such as Portland Community College Future Connect, INCIGHT, Regional Public Works organizations, hosted City of Beaverton Public Works Job Fair, and attended college and diversity focused job fairs. These activities support 2019 Council priorities: *Recruit and retain a diverse group of police officers; Look at the city's retention and compensation policies; and Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster and promote a common sense of community identity through increasing city workforce diversity*, and DEI CP1.1 through 1.4 and 1.6 on *Reflective workforce*, PE2.2 and 2.3 on *Outreach and Engagement*, and PS1.1 and 1.2 on *Reflective Police force*.

To develop, maintain and administer a total rewards strategy inclusive of compensation, benefits, work-life balance, performance and recognition, and professional development and career advancement opportunities to attract, motivate, reward and retain a workforce that is focused on producing the highest quality results. Moving forward, these activities support Council priorities: *Look at the city's retention and compensation policies; and offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs, and Promote and facilitate healthy lifestyles through hosting health and wellness fairs, training and activity*.

To lead the city in labor negotiations with the Beaverton Police Association (BPA) and Service Employees International Union (SEIU) and successfully bargain contracts agreeable to management and labor.

To assess organization development and training needs, offer consultation and recommendations, and engage with departments, work groups, and individuals in implementing appropriate strategies and improvements to support a thriving environment and continuous improvement of organizational performance. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs*, and DEI CP1.4, CP3.2 and 3.3, as well as PS2.1 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training.

To conduct employee benefit transactions and maintain personnel records in compliance with applicable laws, rules, regulations and labor contracts and ensure accurate and information is readily available to management and employees.

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

To develop and maintain classification specifications reflective of the needs of the organization and a correlating salary structure that enables the city to be fiscally responsible and competitive for talent in the marketplace. These activities support Council priority: *Look at the city's retention and compensation policies.*

To assist in developing and administering city policies, performance management and competency processes, and programs that encourage employee engagement to support the organization in achieving its business objectives. Provide coaching and assistance to all employees in order to ensure a work environment which is both respectful and highly productive. These activities support Council priority: *Look at the city's retention and compensation policies* as well as DEI CP1.4, CP3.1 through 3.3, and PS2.1 through 2.2 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training, and promotion of bilingual pay.

To partner with Information Systems to streamline procedures and continue developing and refining systems to enhance the efficiency and productivity of Human Resources and employee functions.

To partner with the City Attorney's office in leading the organization in its efforts to meet its obligations under Title II of the Americans with Disabilities Act (ADA). These activities support the Community Vision: *Make Beaverton pedestrian and bicycle friendly, through installation or improvement of crosswalks citywide.*

To lower barriers to employment, Human Resources offers eligible employees access to TriMet passes. This activity supports the Community Vision: *Enhance regional and local transit options through promotion of transit discounts to seniors, students and employees.*

Progress On Fiscal Year 2019-20 Action Plan

- Partner with INCIGHT to host a Career Fair/Live Resume event at the City of Beaverton. INCIGHT provides resources to help people with disabilities realize their potential and seek employment. *Human Resources hosted a Career Fair with INCIGHT at the City of Beaverton on July 30, 2019. The turnout was in the hundreds.*
- Partner with Cultural Inclusion and Mayor's office to attract members of underutilized job groups to achieve broad outreach and recruiting efforts. *The group helped with job posting outreach to diverse groups of people. Human Resources also received samples of diversity and inclusion questions to utilize in interviews and worked closely with the Diversity Advisory Board and the Human Rights Advisory Commission in the recruitments for the Public Works Director and the Police Chief.*
- Host a "Dress for Success" event for locals. *Due to staffing resources, Human Resources was unable to host a "Dress for Success" event this fiscal year.*
- Implement a new onboarding system to help streamline the new hire process and provide the new hire an introduction to the city, through the NeoGov system. *Human Resources chose to delay the implementation of the Onboard module of NeoGov, as it was announced in October of 2018 that NeoGov has purchased the vendor who supplies our Human Resources system, High Line. Human Resources wishes to wait and evaluate what that merger will produce before moving forward.*
- Partner with the Marketing division to reach more diverse applicants through social media. *To reach applicants through social media, Human Resources launched the City of Beaverton LinkedIn account and Facebook Jobs Section. There were 83 applicants in 2019 who indicated that they found the job posting via social media.*
- Complete the pay equity analysis and make corrections as found to be needed. *Completed the analysis of classifications using a third-party purchased tool. Analysis of both new or updated classifications, such as the Support Specialist levelling project, as well as an audit on an employee level, need to continue and processes created.*

Additional progress made

- Worked with the City Attorney's Office to revise the background check ordinance in order to reduce barriers for city employment. Implemented an electronic Criminal History Check for non-CJIS positions.
- Developed and implemented executive and personal leave procedures for employees
- Developed and implemented a performance review process for all employees, including employees who report to Council.
- Worked with consultant to review Mayor's compensation and report results to Council.

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Recruitment and Retention Performance Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
% of employees retained at the end of probation	91%	90%	90% / 90%	90%
% improvement in workforce diversity (ethnicity and gender identity), year over year (actual %)	1.4% (13.8%)	1.5% (15.3%)	1% / 1.5%	1%
% of voluntary, non-retirement turnover (actual #s)	4.9% (38)	3.7% (21)	<5% / 4.8%	<5%
% of employees separated from the workforce with less than 3-years tenure	2.4%	1.2%	<2% / 2.2%	<2%

Percentage of Candidates By Ethnicity

January 01, 2019 - December 31, 2019

Ethnicity	Applied	Eligible	Referred	Interviewed	Offered	Hired
White - not Hispanic	4251 (60%)	292 (59%)	291 (60%)	194 (58%)	67 (71%)	67 (72%)
Hispanic	914 (13%)	76 (15%)	76 (16%)	53 (16%)	14 (15%)	13 (14%)
Asian or Pacific Islander	574 (8.1%)	30 (6.1%)	30 (6.1%)	21 (6.3%)	2 (2.1%)	2 (2.2%)
Two or more races	507 (7.1%)	27 (5.5%)	26 (5.3%)	22 (6.6%)	2 (2.1%)	2 (2.2%)
Decline to state	402 (5.6%)	25 (5.1%)	25 (5.1%)	12 (3.6%)	4 (4.3%)	4 (4.3%)
Black - not Hispanic	309 (4.3%)	31 (6.3%)	31 (6.3%)	27 (8.1%)	1 (1.1%)	1 (1.1%)
Not Answered	114 (1.6%)	9 (1.8%)	9 (1.8%)	4 (1.2%)	4 (4.3%)	4 (4.3%)
Am. Indian/Alaskan Native	46 (0.6%)	1 (0.2%)	1 (0.2%)	1 (0.3%)	0 (0%)	0 (0%)

Fiscal Year 2020-21 Action Plan

- Search for an Electronic Service Provider (ESP) that would encompass needs of various departments in order to streamline and enhance onboarding, payroll, HRIS and training processes.
- Re-evaluate the city's compensation policy and develop a class-comp strategy.
- Set up internal pay equity audit practice.
- Develop job descriptions from classification specifications.
- Review and change recruitment practices to remove barriers to employment and achieve appropriate benchmarks in outreach and activities prior to applicant placement, ensuring a DEI lens is woven throughout city policies and practices.
- Engage in more effective outreach activities to schools and community.
- Educate the workforce on issues that impact the community, such as mental health, prevention of sexual assault and domestic violence, and prevention of biases.
- Work with department heads to develop succession plans.

Performance Outcomes and Program Trends

The value of an organization's total rewards strategy is reflected in the number of qualified employees who continue with the organization long term. The target of 90% or greater of the workforce to remain three years or longer and continue to demonstrate their qualifications is a measure of achieving this objective.

The staffing function supports managers and supervisors in locating and recruiting candidates who are, or have the potential to be, the best in their field and aspire to live the Beaverton brand. Staff coordinates each stage of the recruitment process in consultation with the hiring manager. Staff informs and explains legal issues that may arise during hiring and maintains an open communication with applicants and managers throughout the process.

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Of our recruitments to date in Fiscal Year 2019-2020, 60% of vacancies have been filled by hires new to the City of Beaverton; 2% of vacancies have been filled by rehiring previous employees; and 38% have been filled through internal promotions, of which 16% were existing temporary employees applying for and gaining regular positions.

The staffing team will continue its efforts to attract veteran, women and minority candidates through specific job fairs and targeted advertising, posting opportunities to 89 different sites. Through new initiatives, the team will change how the city finds and connects with diverse, qualified applicant pools to encourage more diversity within the work force to mirror the richness of diversity in the community. The staffing team looks forward to collaborating with the Internal Equity Team in identifying ways to enhance the city’s diversity recruiting. As of February of 2020, 16.3% of our workforce identified as members of a minority group, and 14% of the new hires in the fiscal year identified as veterans.

The city continues to see significant retirements as shown in the statistics below, both anticipated retirements and those choosing to retire under Senate Bill 1049. Nineteen percent of the employee population of the City of Beaverton is comprised of baby boomers (born between 1946 and 1964) who are now approaching traditional retirement age; with the passage of Senate Bill 1049, 13.6% of the entire employee population is eligible to retire by December of 2020. In 2019-2020, there have been eleven retirements to date of which six were under Senate Bill 1049, with an additional five retirements anticipated by the end of the fiscal year.

As the city faces the pending loss of institutional memory and tacit knowledge, Human Resources will continue to collaborate with city leaders to capture tenured workers’ knowledge as well as identify the new skills and abilities necessary to execute the vision and business strategy. Ongoing workforce analysis will continue to provide information to determine recruiting, retention, and succession planning priorities. The city must be able to identify, develop and sustain the workforce skills it needs to successfully accomplish goals.

The city continues to work with the unions (SEIU and BPA) to maintain good lines of communication and engage in creative problem solving. This is being accomplished through the Labor Management Committees – members of management and union employees meeting to discuss work processes and working conditions to identify and solve problems – and union leaders meeting with the Mayor, the Chief of Police, the Human Resources Director, and the Employee and Labor Relations Manager. A measure of success will be the identification and resolution of problems before they escalate to grievances. Evidence of the success of the goal will be collaborative resolutions of issues, and open lines of communication and feedback supported by well-planned meetings conducted during the year. Labor Management Committee meetings are scheduled quarterly in Public Works and at the Library. Creation of a Labor Management Committee in the Municipal Court is underway. Other union and city leadership meetings are monthly.

The previous collective bargaining agreements for both the SEIU and the BPA expired June 30, 2018. The city successfully negotiated a three-year successor contract with the SEIU that extends through June 30, 2021, and a four-year successor contract with the BPA that extends through June 30, 2022.

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Program Goal

To assess city, department, and individual needs, develop and help implement corresponding organization development and training initiatives and solutions designed to enhance business performance and work group and staff effectiveness, as measured by service satisfaction amongst internal and external customers. To enhance employee effectiveness and engagement to increase the organization's ability to achieve City Council goals.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.60	1.60	1.73	2.85	0.00
PERSONNEL SERVICES	\$231,279	\$225,645	\$282,300	\$391,288	\$0
MATERIALS & SERVICES	100,064	110,790	142,329	143,847	0
CAPITAL OUTLAY					
TRANSFERS	2,371	2,277	1,651	2,322	0
TOTAL	\$333,714	\$338,712	\$426,280	\$537,457	\$0

Program Objective

To work collaboratively with departmental clients to support continuous improvements of structures, systems and processes that deliver desired service quality and efficiency to citizens.

To design and develop programs that enhance and improve employees' knowledge, skills and abilities to perform their jobs effectively and improve the work system of which their job is a part. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs*, and DEI CP1.4, CP3.2 and 3.3, as well as PS2.1 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training.

Progress on Fiscal Year 2019-20 Action Plan

- Implement a holistic approach to employee engagement throughout employment lifecycle. *Enhanced employee onboarding process to include regular feedback conversations during their probationary periods and throughout their first year of service. Implemented Stay Conversations as a proactive tool to identify and address issues that could drive employees away before they make the decision to leave.*
- Conduct second annual employee engagement survey to measure progress made since the baseline survey. *Conducted second annual engagement survey in September 2019. Overall engagement levels across the organization increased by eight percentage points. Human Resources continues to work with managers and supervisors on sustaining their action plans based on the survey results.*
- Research and implement a performance management system that meets the current goals of the organization. *Began piloting new performance assessment process with employees reporting to City Council, in January. As the process is evaluated and fine-tuned, Human Resources expects to be fully operating under the new system by fiscal year end.*
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities. *Sent five employees to external leadership development programs, with an additional three to four in the queue this fiscal year. Actively identifying candidates for advanced leadership programming opportunities next fiscal year.*
- Improve succession and replacement planning. *In progress. The combination of increasing employee engagement, implementing new performance assessment process, and building the bench with thoughtful decisions on which employees attend leadership development programming improved the city's position relating to succession and replacement planning. By fiscal year end, Human Resources expects at least 50% of departments to have a viable succession and replacement plan.*

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

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Organizational Development Performance Measurements	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
% Increase in Engaged Employees	Baseline Set	2% / 8%	2%
% of Employees Trained in Performance Management System/Process	New for FY 19/20	100% / 100%	100%
% of Departments with Succession and Replacement Plans	New for FY 19/20	50% / 50%	100%
% of Supervisors/Leads Who Participated in Leadership Development Programming	New for FY 19/20	25% / 25%	25%

Fiscal Year 2020-21 Action Plan

- Enhance approach to employee engagement throughout employment lifecycle, by implementation and continuation of activities such as stay interviews, intervention strategies, and relevant wellness initiatives.
- Conduct third annual employee engagement survey to measure progress made year over year.
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities.
- Ensure all departments have a current succession and replacement plan.

Performance Outcomes and Program Trends

In Fiscal Year 2020-2021, employee engagement will remain at the center of Human Resources’ strategy to ensure the city recruits, retains, and manages the talent needed as the city continues to grow and retirements of our longest-serving employees increase. Realizing significant gains on the Fiscal Year 2019-20 employee engagement survey, Human Resources will continue its efforts to engage employees through meaningful conversations and developmental opportunities. This effort will include another employee engagement survey as a means to compare progress year over year.

Human Resources aims to equip at least half of the city’s eight departments with a succession/replacement plan by end of Fiscal Year 2019-20 and the remainder equipped with succession/replacement plans by the end of Fiscal Year 2020-21. Succession and replacement planning involve identifying potential leadership successors and ensuring they have the technical knowledge and the leadership ability to be successful. Training and organization development efforts will continue to focus on developing the leadership skills of current and future leaders in order to meet the stated succession and replacement planning goals. Human Resources will continue to offer employees several avenues for professional growth through live COBU workshops, computer skills courses, and hundreds of online developmental courses available on the CIS Learning Center.

The city’s tuition reimbursement program is another venue through which employees can seek to develop professionally. Tuition reimbursement opportunities are available through each of the labor contracts and to management employees for education and training that are relevant to an employee’s career with the city. It continues to be a cost-effective way to encourage employees to increase their skills in classes that are taken on the employee’s own time. Within this process, Human Resources asks the employee to provide a long-term development plan for their career at the city. For Fiscal Year 2018-19, ten employees requested tuition reimbursement, requesting 85% of the total budget, and to date for Fiscal Year 2019-20, twelve individuals have requested tuition reimbursement, reflecting 96% of the total budget request.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

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

038	HUMAN RESOURCES DIRECTOR													
	73,554	.85	56,664	.85	126,853	.85	99,259	126,865	137,123	.85	137,123	.85		
115	HUMAN RESOURCES SPECIALIST													
	130,490	2.00	140,093	2.00	154,941	2.00	120,271	152,203	161,327	2.00	217,111	3.00		
116	HUMAN RESOURCES ASSISTANT													
	53,083	.95	55,077	.95	65,024	1.42	42,280	53,943	105,212	1.90	105,212	1.90		
194	BENEFITS SPECIALIST													
	6,144	.10	6,595	.10	7,310	.10	5,602	7,165	7,847	.10	7,847	.10		
202	HUMAN RESOURCES ANALYST													
	72,097	.90	74,835	.90										
275	TEMPORARY EMPLOYEES													
							10,651	17,964						
277	INTERNSHIP PROGRAM													
	40,946		22,860		40,000		21,957	15,589			20,000			
285	EMPLOYEE LABOR RELATIONS MANAGER													
	100,263	.95	104,681	.95	111,333	.95	86,404	111,352	119,342	.95	119,342	.95		
286	ORGANIZATIONAL DEVELOPMENT PROGRAM MGR													
	85,309	1.00	91,615	1.00	94,760	1.00	74,138	94,757	96,851	1.00	96,851	1.00		
296	SENIOR HUMAN RESOURCES ANALYST													
					81,910	.90	65,441	82,275	85,551	.90	85,551	.90		
299	PAYROLL TAXES AND FRINGES													
	240,671		285,731		388,022		301,196	352,307	393,370		443,297			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	802,557	6.75	838,151	6.75	1,070,153	7.22	827,199	1,014,420	1,106,623	7.70	1,232,334	8.70		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	1,053		688		2,000		1,596	1,000	1,000		1,000			
303	OFFICE FURNITURE & EQUIPMENT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND DEPT: 15 HUMAN RESOURCES DEPARTMENT

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
							5,644	5,644			1,620			
307	MEMBERSHIP FEES													
	8,746		7,304		8,044		6,206	8,241	7,942		7,792			
308	PERIODICALS & SUBSCRIPTIONS													
	3,660		2,383		2,731		1,356	1,381	1,731		1,731			
316	ADVERTISING, RECORDING & FILING													
	5,508		4,672		6,000		2,410	4,000	4,000		4,000			
317	COMPUTER EQUIPMENT													
	726		389				1,153	5,606	1,215		2,658			
318	COMPUTER SOFTWARE													
					13,750		4,779	625	690		1,374			
321	TRAVEL, TRAINING & SUBSISTENCE													
	6,136		19,530		23,774		21,393	21,393	33,310		20,990			
322	EMPLOYEE RECRUITMENT EXPENSE													
	25,950		46,798		32,724		31,842	42,724	22,700		17,800			
326	CITYWIDE TRAINING													
	55,467		55,600		60,000		40,982	47,000	70,000		60,000			
327	TUITION REIMBURSEMENT													
	23,107		20,760		33,000		21,421	33,000	35,000		35,000			
328	MEALS & RELATED EXPENSE													
	1,278		2,196		2,400		1,606	1,709	1,200		1,200			
330	MILEAGE REIMBURSEMENT													
					100		213							
341	COMMUNICATIONS EXPENSE													
	622		513		624		515	1,260	1,260		1,260			
458	EMPLOYEE TRANSIT EXPENSE													
	58,817		61,459		72,500		72,549	72,549	79,079		79,079			
461	SPECIAL EXPENSE													
	4,583		6,496		4,000		6,055	6,494	1,000		1,000			
481	OTHER EXPENSES													
	20,857		19,085		29,520		25,787	27,800	39,400		30,800			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

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
511	PROFESSIONAL SERVICES													
	65,703		100,744		57,555		63,560	82,000	75,500		55,500			
551	RENTS AND LEASES													
	1,054		436		1,079		450	1,079						
TOTAL CLASS: 10 MATERIALS & SERVICES														
	283,267		349,053		349,801		309,517	363,505	375,027		322,804			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	11,544		11,985		8,807		7,405	8,807	12,194		12,194			
TOTAL CLASS: 25 TRANSFERS														
	11,544		11,985		8,807		7,405	8,807	12,194		12,194			
TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT														
	1,097,368	6.75	1,199,189	6.75	1,428,761	7.22	1,144,121	1,386,732	1,493,844	7.70	1,567,332	8.70		

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**HUMAN RESOURCES
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
38	HUMAN RESOURCES DIRECTOR	0.85	0.85					0.85
115	HUMAN RESOURCES SPECIALIST	2.00	2.00					2.00
116	HUMAN RESOURCES ASSISTANT	0.95	1.42					1.42
194	BENEFITS SPECIALIST	0.10	0.10					0.10
202	HUMAN RESOURCES ANALYST	0.90	0.00					0.00
285	EMPLOYEE LABOR RELATIONS MANAG	0.95	0.95					0.95
286	ORGANIZATIONAL DEVELOPMENT PRO	1.00	1.00					1.00
296	SENIOR HUMAN RESOURCES ANALYST	0.00	0.90					0.90
	Total	6.75	7.22	0.00	0.00	0.00	0.00	7.22

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
38	HUMAN RESOURCES DIRECTOR	0.85					0.85
115	HUMAN RESOURCES SPECIALIST	2.00	1.00 ^a				3.00
116	HUMAN RESOURCES ASSISTANT	1.42	0.48 ^b				1.90
194	BENEFITS SPECIALIST	0.10					0.10
202	HUMAN RESOURCES ANALYST	0.00					0.00
285	EMPLOYEE LABOR RELATIONS MANAG	0.95					0.95
286	ORGANIZATIONAL DEVELOPMENT PRO	1.00					1.00
296	SENIOR HUMAN RESOURCES ANALYST	0.90					0.90
	Total	7.22	1.48	0.00	0.00	0.00	8.70

^a FY 2020-21 proposes a new Human Resources Specialist position in Human Resources Organizational Development program.

^b FY 2020-21 proposes a new .50 FTE Human Resources Assistant position to create a fulltime position that is allocated 48% in the General Fund - Human Resources Dept. and 2% the Insurance Fund - Self-Insur. Unemployment Program.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE 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

038	HUMAN RESOURCES DIRECTOR												
	64,901	.75	49,998	.75	111,931	.75	111,943	120,993	.75	120,993	.75		
115	HUMAN RESOURCES SPECIALIST												
	113,591	1.75	121,952	1.75	135,212	1.75	132,473	141,158	1.75	141,158	1.75		
116	HUMAN RESOURCES ASSISTANT												
	39,113	.70	40,582	.70	47,914	1.04	39,745	77,519	1.40	77,519	1.40		
194	BENEFITS SPECIALIST												
	6,144	.10	6,595	.10	7,310	.10	7,165	7,847	.10	7,847	.10		
202	HUMAN RESOURCES ANALYST												
	72,097	.90	74,835	.90									
275	TEMPORARY EMPLOYEES												
							17,964						
285	EMPLOYEE LABOR RELATIONS MANAGER												
	100,263	.95	104,681	.95	111,333	.95	111,352	119,342	.95	119,342	.95		
296	SENIOR HUMAN RESOURCES ANALYST												
					81,910	.90	82,275	85,551	.90	85,551	.90		
299	PAYROLL TAXES AND FRINGES												
	175,169		213,863		292,243		264,000	288,636		288,636			

TOTAL CLASS: 05 PERSONNEL SERVICES

	571,278	5.15	612,506	5.15	787,853	5.49	766,917	841,046	5.85	841,046	5.85		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,053		688		2,000		1,000	1,000		1,000			
303	OFFICE FURNITURE & EQUIPMENT												
							5,644						

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 038 HUMAN RESOURCES DIRECTOR
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 /001-15-0536 / 706-40-0015 /706-40-0016
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 115 HUMAN RESOURCES SPECIALIST
 POSITION ALLOCATION: 75% / 25% IN 001-15-0534 / 001-15-0536
- 116 HUMAN RESOURCES ASSISTANT
 POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION
 FY 2020-21 REFLECTS AN ADDITIONAL .50 FTE HR ASSISTANT TO CREATE A1 FTE HR ASST. POSITION
- 194 BENEFITS SPECIALIST
 POSITION ALLOCATION: 10% / 90% IN 001-15-0534 / 706-40-0016
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN
- 202 HUMAN RESOURCES ANALYST
 POSITION ALLOCATION: 90% / 10% IN 001-15-0534 / 706-40-0016.
- 275 TEMPORARY EMPLOYEES
 RECRUITING SYSTEM DATA ENTRY
- 285 EMPLOYEE LABOR RELATIONS MANAGER
 POSITION ALLOCATION: 95% 001-15-0534 AND 5% 706-40-0015
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
- 296 SENIOR HUMAN RESOURCES ANALYST
 POSITION ALLOCATION: 90% / 10% IN 001-15-0534 / 706-40-0016.
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE HR ANALYST POSITION TO
 SENIOR HR ANALYST POSITION.
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 120 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
- 301 OFFICE EXPENSE
 MISCELLANEOUS OFFICE SUPPLIES \$1,000
- 303 OFFICE FURNITURE & EQUIPMENT
 NO APPROPRIATION REQUESTED

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE 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												
	8,746		7,304		8,044		8,241	7,942		7,792			
308	PERIODICALS & SUBSCRIPTIONS												
	3,660		2,383		2,681		1,381	1,731		1,731			
316	ADVERTISING, RECORDING & FILING												
	5,508		4,672		6,000		4,000	4,000		4,000			
317	COMPUTER EQUIPMENT												
	726		389				5,606	1,215		1,215			
318	COMPUTER SOFTWARE												
					13,750		625	690		690			
321	TRAVEL, TRAINING & SUBSISTENCE												
	6,136		19,530		23,774		21,393	33,310		20,990			
322	EMPLOYEE RECRUITMENT EXPENSE												
	25,950		46,798		32,724		42,724	22,700		17,800			
328	MEALS & RELATED EXPENSE												
	1,278		2,064		2,000		1,309	600		600			
341	COMMUNICATIONS EXPENSE												
	622		513		624		1,260	1,260		1,260			
458	EMPLOYEE TRANSIT EXPENSE												
	58,817		61,459		72,500		72,549	79,079		79,079			
461	SPECIAL EXPENSE												
	4,583		6,496		4,000		6,494	1,000		1,000			
481	OTHER EXPENSES												
	421		473		320		800	800		800			

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 307 MEMBERSHIP FEES
 - NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPLRA) 2 STAFF) \$398
 - SOCIETY FOR HUMAN RESOURCES MANAGEMENT (SHRM) @\$209 EACH (6 STAFF) \$1,533
 - INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION NATIONAL MEMBERSHIP\$156
 - CWCG/TOTAL REWARDS PDX CORPORATE MEMBERSHIP\$150
 - INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION LOCAL MEMBERSHIP (2 STAFF) \$150
 - PARTNERS IN DIVERSITY ANNUAL MEMBERSHIP\$2,000
 - NORTHWEST PUBLIC EMPLOYEES/CITY MEMBERSHIP/SPONSORSHIP \$3,000
 - NORTHWEST HUMAN RESOURCES MANAGEMENT ASSOCIATION & PORTLAND CHAPTER (2 STAFF) \$75
 - PHRMA STUDY GROUP DISABILITY MANAGEMENT EMPLOYER COALITION DMEC\$330
- 308 PERIODICALS & SUBSCRIPTIONS
 - SURVEYMONKEY ANNUAL SUBSCRIPTION \$336
 - BOLI PUBLICATIONS \$250
 - MILLIMAN OREGON PUBLIC EMPLOYERS SALARY SURVEY \$795SHRM EMPLOYEE HANDBOOK SUBSCRIPTION \$350
- 316 ADVERTISING, RECORDING & FILING
 - RECRUITING AND JOB ANNOUNCEMENTS \$4,000
- 317 COMPUTER EQUIPMENT
 - NEW FTE COMPUTER SETUP (1 COMPUTER, 2 MONITORS, UPS) \$1,215
- 318 COMPUTER SOFTWARE
 - ADOBE PRO FOR NEW FTE \$340
 - MICROSOFT VISIO FOR NEW FTE \$350
- 321 TRAVEL, TRAINING & SUBSISTENCE
 - 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
- 322 EMPLOYEE RECRUITMENT EXPENSE
 - POTENTIAL RELOCATION EXPENSES FOR M1/M2 NEW HIRES \$5,000
 - RECRUITING HEADHUNTER \$3,300
 - RECRUITMENT OUTREACH AND JOB FAI REGISTRATION \$1,500
 - RECRUITING MEALS; HIRING COMMITTEE LUNCHES \$1,400
 - BACKGROUND CHECKS \$6,000
 - PRE-EMPLOYMENT EDUCATION BACKGROUND CHECKS \$600
 - *NOTE: JOB FAIRS, HIRING COMMITTEE LUNCHES, EDUCATION CHECKS MOVED AS OF JULY1, 2020
- 328 MEALS & RELATED EXPENSE
 - ALL SUPERVISORS MEETING LUNCHES \$600
- 341 COMMUNICATIONS EXPENSE
 - CELL PHONE CHARGES (PAW, AM) \$1,260
- 458 EMPLOYEE TRANSIT EXPENSE
 - TRANSIT PASS PROGRAM FOR ELIGIBLE EMPLOYEES \$79,079
- 461 SPECIAL EXPENSE
 - SPECIAL EXPENSES \$1,000
 - NOTE: FY 20/21, JOB FAIR ITEMS MOVED TO 322 WITH ALL RECRUTIMENT EXPENSES
- 481 OTHER EXPENSES
 - HR TEAM DEVELOPMENT FOR 8.5 FTE @ \$40/EACH \$340
 - RETREAT INCLUDING SUPPLIES, ETC. \$460

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE 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
511	PROFESSIONAL SERVICES												
	65,703		85,494		39,055		69,000	61,000			41,000		
TOTAL CLASS: 10 MATERIALS & SERVICES													
	183,203		238,263		207,472		242,026	216,327			178,957		
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	9,173		9,708		7,156		7,156	9,872			9,872		
TOTAL CLASS: 25 TRANSFERS													
	9,173		9,708		7,156		7,156	9,872			9,872		
TOTAL PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES													
	763,654	5.15	860,477	5.15	1,002,481	5.49	1,016,099	1,067,245	5.85	1,029,875	5.85		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 15 HUMAN RESOURCES DEPARTMENT
PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES
EMPLOYEE AND LABOR RELATIONS: \$10,000
UNION CONTRACT NEGOTIATIONS \$11,000
CLASS AND COMPENSATION REVIEW SERVICES \$10,000
INVESTIGATION SERVICES \$10,000

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$9,872

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

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

038	HUMAN RESOURCES DIRECTOR												
	8,653	.10	6,666	.10	14,922	.10	14,922	16,130	.10	16,130	.10		
115	HUMAN RESOURCES SPECIALIST												
	16,899	.25	18,141	.25	19,729	.25	19,730	20,169	.25	75,953	1.25		
116	HUMAN RESOURCES ASSISTANT												
	13,970	.25	14,495	.25	17,110	.38	14,198	27,693	.50	27,693	.50		
277	INTERNSHIP PROGRAM												
	40,946		22,860		40,000		15,589			20,000			
286	ORGANIZATIONAL DEVELOPMENT PROGRAM MGR												
	85,309	1.00	91,615	1.00	94,760	1.00	94,757	96,851	1.00	96,851	1.00		
299	PAYROLL TAXES AND FRINGES												
	65,502		71,868		95,779		88,307	104,734		154,661			

TOTAL CLASS: 05 PERSONNEL SERVICES

	231,279	1.60	225,645	1.60	282,300	1.73	247,503	265,577	1.85	391,288	2.85		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												1,620
308	PERIODICALS & SUBSCRIPTIONS												
					50								
317	COMPUTER EQUIPMENT												1,443
318	COMPUTER SOFTWARE												684
326	CITYWIDE TRAINING												
	55,467		55,600		60,000		47,000	70,000		60,000			
327	TUITION REIMBURSEMENT												
	23,107		20,760		33,000		33,000	35,000		35,000			
328	MEALS & RELATED EXPENSE												
			132		400		400	600		600			
330	MILEAGE REIMBURSEMENT												
					100								
481	OTHER EXPENSES												
	20,436		18,612		29,200		27,000	38,600		30,000			
511	PROFESSIONAL SERVICES												
			15,250		18,500		13,000	14,500		14,500			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 038 HUMAN RESOURCES DIRECTOR
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 /001-15-0536 / 706-40-0015 /706-40-0016
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 115 HUMAN RESOURCES SPECIALIST
 FY 2020-21 REFLECTS A NEW 1.0 FTE HR SPECIALIST POSITION BUDGETED TO START 9/1/2020.
- 116 HUMAN RESOURCES ASSISTANT
 POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION
 FY 2020-21 REFLECTS AN ADDITIONAL .50 FTE HR ASSISTANT TO CREATE A1 FTE HR ASST. POSITION
- 277 INTERNSHIP PROGRAM
 CITY-WIDE INTERNSHIP PROGRAM
- 286 ORGANIZATIONAL DEVELOPMENT PROGRAM MGR
- 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 HR SPECIALIST POSITION: DESK, CHAIR, MONITOR ARMS, KEYBOARD TRAY, STAND-UP DESK \$1,620
- 308 PERIODICALS & SUBSCRIPTIONS
 ORGANIZATIONAL DEVELOPMENT BOOKS
- 317 COMPUTER EQUIPMENT
 FOR NEW HR SPECIALIST POSITION: COMPUTER (\$1,043) AND TELEPHONE (\$400) \$1,443
- 318 COMPUTER SOFTWARE
 FOR NEW HR SPECIALIST POSITION: ADOBE PRO (\$338) AND VISIO (\$346) \$684
- 326 CITYWIDE TRAINING
 EE DEVELOPMENT TRAINING \$60,000
- 327 TUITION REIMBURSEMENT
 TUITION REIMBURSEMENT \$35,000
- 328 MEALS & RELATED EXPENSE
 REFRESHMENTS FOR TRAINING SESSIONS \$600
- 330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR CITY BUSINESS
- 481 OTHER EXPENSES
 EMPLOYEE EVENTS (INCLUDING COMMUNITY GIVING CAMPAIGN, EMPLOYEE APPRECIATION EVENTS, ETC.)\$20,000
 SERVICE PINS AND AWARDS\$10,000
- 511 PROFESSIONAL SERVICES
 CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$14,500

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

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												
	1,054		436		1,079		1,079						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	100,064		110,790		142,329		121,479	158,700		143,847			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,371		2,277		1,651		1,651	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS													
	2,371		2,277		1,651		1,651	2,322		2,322			
TOTAL PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT													
	333,714	1.60	338,712	1.60	426,280	1.73	370,633	426,599	1.85	537,457	2.85		
TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT													
	1,097,368	6.75	1,199,189	6.75	1,428,761	7.22	1,386,732	1,493,844	7.70	1,567,332	8.70		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 15 HUMAN RESOURCES DEPARTMENT
PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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551 RENTS AND LEASES
HARVEST COURT SPACE RENTAL
NOTE: VACATING HARVEST COURT SITE AT END OF FY19/20

816 TRSFRS 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
001-15	HUMAN RESOURCES DEPARTMENT											
001-15-0534-05-038	HUMAN RESOURCES DIRECTOR	0.75	1,572			111,938				111,943	62,805	174,748
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,728			132,474				132,473	69,378	201,851
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	1.04	1,467			39,749				39,745	29,713	69,458
001-15-0534-05-194	BENEFITS SPECIALIST	0.10	210			7,151	14			7,165	3,455	10,620
001-15-0534-05-275	TEMPORARY EMPLOYEES		888			17,964				17,964	4,815	22,779
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	1,991			111,349				111,352	69,187	180,539
001-15-0534-05-296	SENIOR HUMAN RESOURCES	0.90	1,960	1		81,175	26		1,076	82,275	24,647	106,922
	HR MGMT & EMPLOYEE SERVICES	5.49	11,816	1		501,799	40		1,076	502,917	264,000	766,917
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR	0.10	210			14,925				14,922	8,374	23,296
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	0.25	544			19,730				19,730	12,548	32,278
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.38	524			14,196				14,198	10,614	24,812
001-15-0536-05-277	INTERNSHIP PROGRAM		1,005			15,589				15,589	1,367	16,956
001-15-0536-05-286	ORGANIZATIONAL DEVELOPMENT	1.00	2,096			94,757				94,757	55,404	150,161
	HR ORGANIZATIONAL DEVELOPMENT	1.73	4,378			159,197				159,196	88,307	247,503
	**** DEPARTMENT TOTAL ****	7.22	16,194	1		660,996	40		1,076	662,113	352,307	1,014,420

076

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

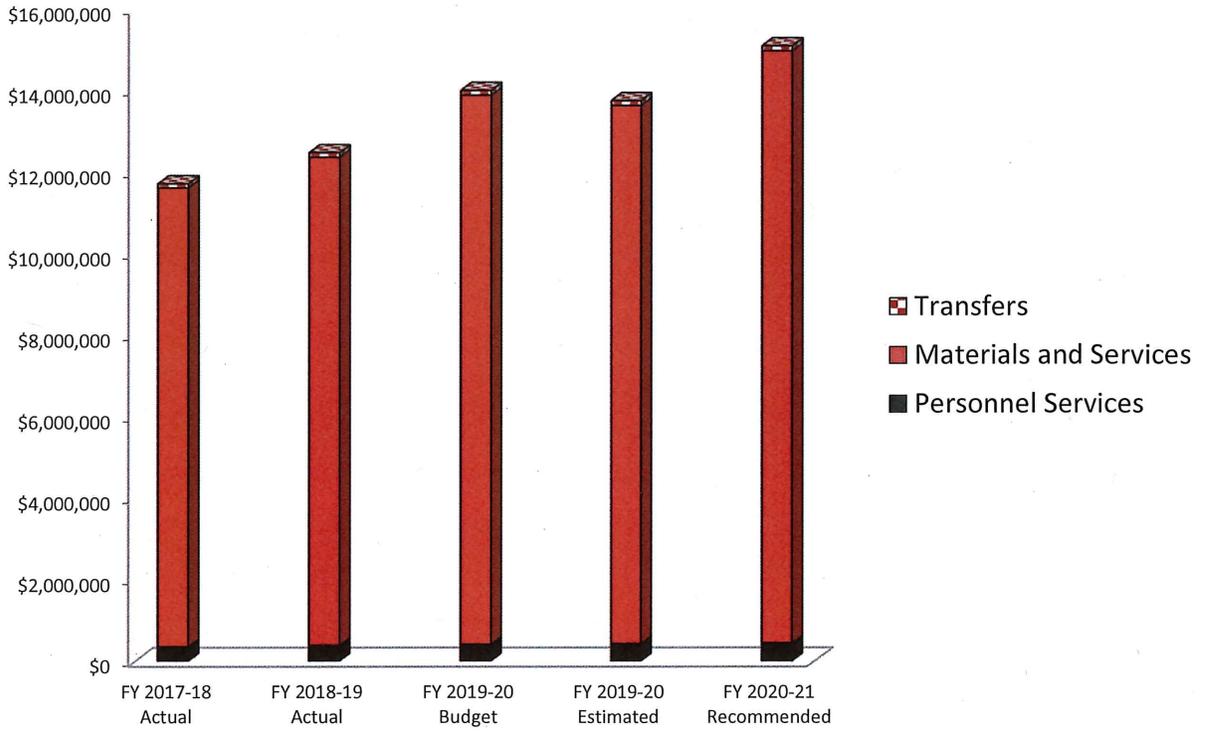
ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-15	HUMAN RESOURCES DEPARTMENT											
001-15-0534-05-038	HUMAN RESOURCES DIRECTOR	0.75	1,656			120,991				120,993	68,565	189,558
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,794			141,160				141,158	75,093	216,251
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	1.40	2,923			77,527				77,519	66,523	144,042
001-15-0534-05-194	BENEFITS SPECIALIST	0.10	213			7,848				7,847	3,740	11,587
001-15-0534-05-275	TEMPORARY EMPLOYEES											0
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	2,022			119,344				119,342	74,715	194,057
001-15-0534-05-296	SENIOR HUMAN RESOURCES	0.90	1,987			85,551				85,551		85,551
	HR MGMT & EMPLOYEE SERVICES	5.85	12,595			552,420				552,410	288,636	841,046
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR	0.10	221			16,132				16,130	9,140	25,270
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	1.25	2,278			75,952				75,953	57,663	133,616
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.50	1,044			27,688				27,693	23,765	51,458
001-15-0536-05-277	INTERNSHIP PROGRAM		1,287			19,989			11	20,000	5,613	25,613
001-15-0536-05-286	ORGANIZATIONAL DEVELOPMENT	1.00	2,088			96,851				96,851	58,480	155,331
	HR ORGANIZATIONAL DEVELOPMENT	2.85	6,918			236,612			11	236,627	154,661	391,288
	**** DEPARTMENT TOTAL ****	8.70	19,513			789,032			11	789,037	443,297	1,232,334

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**Insurance Fund
(Unemploy. & Med/Dental)**

INSURANCE AGENCY 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:		Insurance Agency 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	
Personnel Services	\$365,886	\$391,899	\$416,731	\$430,704	\$451,718	8.40%	
Materials and Services	11,254,407	11,973,379	13,459,029	13,196,307	14,507,324	7.79%	
Transfers	98,308	110,246	116,820	116,820	119,872	2.61%	
SUB-TOTAL	\$11,718,601	\$12,475,524	\$13,992,580	\$13,743,831	\$15,078,914		
Contingency			831,468		1,108,712		
Reserve			2,550,000		2,600,000		
TOTAL	11,718,601	12,475,524	17,374,048	13,743,831	18,787,626		
FTE's	2.90	2.90	2.93		2.95		

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

Personnel services:

FY 2020-21 reflects an increase of 0.02 FTE for a reallocation of the Human Resources Assistant. Budget also includes 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:

No significant changes

Transfers:

No significant changes

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 706 INSURANCE FUND	DEPARTMENTS: HUMAN RESOURCES & CITY ATTORNEY
DEPARTMENT HEADS: PATRICIA ANDERSON WIECK & BILL KIRBY	

MISSION STATEMENT:

To provide and facilitate programs, processes and strategies that will enable leaders to plan, evaluate, develop and improve the organization, to optimize contributions to City Council goals, to minimize the adverse effects of risk on the organization, and/or improve the city's ability to respond to them.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	2.90	2.90	2.93	2.95	0.00
PERSONNEL SERVICES	\$365,886	\$391,899	\$416,731	\$451,718	\$0
MATERIALS & SERVICES	11,254,407	11,973,379	13,459,029	14,507,324	0
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	98,308	110,246	116,820	119,872	0
CONTINGENCY			831,468	1,108,712	0
RESERVE			2,550,000	2,600,000	0
TOTAL	\$11,718,601	\$12,475,524	\$17,374,048	\$18,787,626	\$0

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$3,184,382	\$3,326,987	\$3,438,232	\$4,028,351	\$0
Interest on Investments	44,102	62,862	69,300	33,300	0
Miscellaneous Revenues	348,579	331,129	422,457	335,000	0
Transfers from Other Funds	1,337,341	1,259,941	1,574,799	1,574,799	0
Self-insurance Revenues	10,131,188	10,932,836	11,869,260	12,816,176	0

Reserves:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
General Liability	\$1,478,000	\$1,500,000	\$1,500,000	\$1,500,000	\$0
Workers' Compensation	500,000	500,000	600,000	650,000	0
Unemployment	95,000	45,000	100,000	100,000	0
Medical	350,000	350,000	350,000	350,000	0

Services and Trends:

The Human Resources Department, through the employee benefit programs, assists the organization in protecting the financial and human assets of the city. The employee benefit programs include self-insured unemployment, employee medical premium-based insurance, self-insured dental, long-term disability insurance, life insurance, Accidental Death and Dismemberment insurance, and deferred compensation. Services provided include financing of claims through insurance or self-insurance, wellness and loss prevention activities.

The city's Deferred Compensation Committee bears fiduciary and administrative responsibilities for the city's 457(b) plan. The city's Human Resources Director chairs the committee. The Committee ensured the creation of a Statement of Investment Policy and reviews investment performance of the plans on an on-going basis. The Committee is chartered with taking action to correct errors in the plan, maintain the qualified status of the plan, amend the plan as needed, and make recommendations to the Mayor for charter changes.

The City Attorney's Office manages the Risk Management programs with a mission to reduce the financial impact of claims, lawsuits, and employee injuries to the City; to reduce the corresponding frequency and severity of these events through the application of professional risk management techniques; and to provide a safe environment for employees to work and the public to enjoy. In doing so, the Division plays a vital role in freeing up dollars which would otherwise be spent on claims and claims-related issues, making them available for other beneficial uses throughout the City.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 706 INSURANCE FUND	DEPARTMENTS: HUMAN RESOURCES & CITY ATTORNEY
	DEPARTMENT HEADS: PATRICIA ANDERSON WIECK & BILL KIRBY

To meet the above goals, Risk Management provides three distinct functions:

1. Oversees all aspects of the City employee work-related injury program, including working with the third-party administrator for claims management and Workers' Compensation defense litigation.
2. Receives, analyzes, and tracks all claims for personal injury and property damage asserted against the City. The City utilizes the services of City County Insurance Services to investigate the claims; determine if the city is liable under the applicable law; and negotiate and settle claims that are compensable.
3. The Risk and Safety Officer is also responsible for ensuring citywide development, implementation and maintenance of safety and health programs to control and minimize hazards that could result in injury or illness to its workforce. This function also evaluates working environments, in conjunction with City Departments, to review potential safety and health problems with departmental operations, procedures and facilities, thereby minimizing potential risks for the City, as well as improving safety for the City and its residents. Additionally, this function works to assess and reduce public risks or liabilities associated with the City's operations, products, services, activities and events.

Risk financing components of the program include the retention of risk through self-insurance and the transfer of risk to commercial insurance and bonds. Risk Management pursues recovery of incurred costs due to losses caused by third parties.

Budget Highlights:

An essential component of the Risk Management program is to work directly with the City departments to understand the various operations and unique needs. This information is applied to appropriate risk techniques to increase employee and supervisor safety training and awareness for the purpose of reducing accidents, injuries and claims costs.

For Fiscal Year 2019-2020, the Kaiser and MODA medical plans were consolidated to one option for each, with rate plan increases for Kaiser at 7.5% and for MODA at 1.7%. Delta Dental's self-funded dental plan rates held steady, while a fully insured Kaiser Dental option was implemented with 45 members enrolled. The Delta Dental ortho lifetime maximum for BPA was increased from \$1,500 to \$5,000.

Additionally, a ROTH component was added to our deferred compensation plan, offering employees a post-tax withholding option through payroll.

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0015 SELF INSURANCE UNEMPLOYMENT	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Program Goal

To provide a cost-effective unemployment insurance program that complies with state and federal laws.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	0.15	0.15	0.18	0.20	0.00
PERSONNEL SERVICES	\$16,862	\$17,990	\$27,236	\$33,148	\$0
MATERIALS & SERVICES	65,254	25,225	60,000	60,000	0
CAPITAL OUTLAY					
TRANSFERS	456	526	3,653	4,554	0
CONTINGENCY	0	0	53,973	65,693	0
RESERVE	0	0	100,000	100,000	0
TOTAL	\$82,572	\$43,741	\$244,862	\$263,395	\$0

Program Objective

To minimize the city's long-term costs by processing unemployment claims appropriately.

Progress on Fiscal Year 2019-20 Action Plan

- Maintain a low level of unemployment claims and respond in a timely manner. *Human Resources staff respond to all claims received from the state to ensure the accuracy of data and provide additional information to support the state in making informed decisions on whether to grant or deny unemployment benefits.*

Unemployment Performance Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of unemployment claims	9	7	10 / 12	12
Value of paid unemployment claims	\$60,000	\$50,000	\$60,000 / \$60,000	\$60,000

Fiscal Year 2020-21 Action Plan

- Strive for a low level of unemployment claims and continue to respond in a timely manner.

Performance Outcomes and Program Trends

The rate of unemployment claims is trending steady in the number of claims.

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Program Goal

To provide a comprehensive, cost-effective health program which meets the needs of its employees and the organization.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.10	1.10	1.10	1.10	0.00
PERSONNEL SERVICES	\$101,746	\$113,006	\$133,925	\$139,048	\$0
MATERIALS & SERVICES	9,731,667	10,505,133	11,619,981	12,885,969	0
CAPITAL OUTLAY					
TRANSFERS	27,554	34,170	35,664	38,213	0
CONTINGENCY	0	0	369,270	335,609	0
RESERVE	0	0	350,000	350,000	0
TOTAL	\$9,860,967	\$10,652,309	\$12,508,840	\$13,748,839	\$0

Program Objectives

To provide medical and dental insurance for employees that maximize a proactive approach to wellness and minimize the adverse financial effects of illness. These activities support Council priority: *Look at the city's retention and compensation policies*, as well as Community Vision: *Promote and facilitate healthy lifestyles, through providing affordable access to medical and dental services, and by hosting health and wellness fairs, training and activities.*

To provide programs that assist employees in addressing personal issues that may affect work performance. These activities support Council priority: *Look at the city's retention and compensation policies.*

To provide programs that assist employees in maximizing their financial resources. These activities support Council priority: *Look at the city's retention and compensation policies.*

To administer and coordinate occupational health programs that adhere to laws, rules and regulations and ensure a safe and healthy work force. These activities support Community Vision: *Promote and facilitate healthy lifestyles, through providing affordable access to medical and dental services, and by hosting health and wellness fairs, training and activities.*

Progress on Fiscal Year 2019-20 Action Plan

- Work on streamlining benefits to reduce cost and for ease of communication and processing. *The city moved to a single MODA or Kaiser offering to all groups (Management, SEIU and BPA). Within Delta Dental, BPA was offered the same orthodontic lifetime maximum as SEIU. The city began offering a Kaiser Dental option, and the start date of dental benefits were changed to match the start date of medical benefits which eases administration and provides the benefit to employees and their covered dependents sooner.*
- Work to better communicate benefits to employees and provide information regarding additional benefits. *With the changes from MODA-P200 to MODA-P500 for BPA, Human Resources invited MODA to present information to employees based at the Griffith Drive location. With the change in PEHP (which restricts use to post-employment) to a standard HRA plan for BPA, and the introduction of the HRA plan to Management employees, Human Resources invited the city's HRA VEBA trust provider to present at both Griffith Drive and City Hall locations.*
- Continue to work with providers to provide excellent benefits and customer service to our employees. *Human Resources continues to provide information and advocacy services to employees by being a bridge to members and their plans.*

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Health and Dental Insurance Performance Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Eligible FTE Positions	526.65	533	535 / 555	570
Medical Loss Ratio MODA (claims as a % of premiums; used for renewal)	79.7%	75%	75% / 86.9%	80%
Medical Loss Ratio Kaiser (claims as a % of premiums; used for renewal)	87.8%	88%	88% / 87.9%	88%
Average annual medical insurance premium cost per eligible FTE	\$16,619	\$19,239	\$19,300 / \$18,699	\$19,000
Dental Plan Cost	\$859,733	\$860,000	\$870,000 / \$934,734	\$1,009,500
Average annual dental cost per eligible FTE	\$1,632	\$1,613	\$1,626 / \$1.684	\$1,771

Fiscal Year 2020-21 Action Plan

- Request proposals for Medical PPO plan to verify the city’s ability to acquire the best insurance rates.
- Request proposals for Flexible Spending Account vendor to improve effectiveness and efficiency of reimbursements.
- Review Health Savings Accounts and High Deductible plans with Health Insurance Review Committee with the aim of reducing overall premium costs.

Performance Outcomes and Program Trends

The Health Insurance Review Committee actively researches medical insurance options in conjunction with labor negotiations to seek options that balance cost with quality benefits. While the excise tax (“Cadillac tax”) under the Affordable Care Act has been repealed, the committee remains dedicated to finding competitive medical insurance at a fair and fiscally responsible price, reviewing plans and plan performance.

The dental program continues to provide excellent dental benefits for employees and covered dependents, encouraging and rewarding yearly preventative measures. The dental benefit shows continued high utilization. As an average annual cost per employee, dental program costs can fluctuate from year to year due to the number and types of services performed within the plan’s provisions. In Fiscal Year 2019-2020, Kaiser Dental was added as an option.

The city’s deferred compensation fund has a balance of \$50,728,757 with over 400 contributing participants. The average participant balance is \$81,820.

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

FUND: 706 INSURANCE FUND	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0016 SELF INSURANCE EMPLOYEE MEDICAL/DENTAL	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Wellness Activities and Related Costs Performance Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
Number of employee medical screenings (pre-employment, DOT/drug testing)	150	150	150 / 165	165
Average cost per medical screening	\$225	\$185	\$185 / \$185	\$185
Average cost of wellness activities per employee	\$65	\$50	\$78 / \$74	\$78
# of employees who participate in wellness incentive opportunities	72	80	90 / 80	90
# of employees taking part in health screening (BP, cholesterol, body fat)	67	68	75 / 70	80

Wellness Activity Performance Outcomes and Program Trends

The city continues to invest in the Wellness Program as a means of mitigating rising healthcare costs. Funds have been used to sustain on-site fitness classes and utilization of local fitness facilities, health screening events, nutrition programs, CSA programs, educational seminars, and other activities to promote healthy living.

In Fiscal Year 2019-20, Human Resources continued the city's collaboration with Wellness Consolidated, LLC, to provide on-going Feel-Good Fitness, which has been well attended. BodyCamp saw 23 participants of whom 82% met the participation criteria of attending two thirds of the classes. Yoga was offered to City Hall employees, while additional yoga classes were started at the Griffith Drive location. Human Resources is researching chair massage at the Griffith Drive location. Additional options are being explored for employees at the city's Main Library location.

Biometric screenings were moved to April to distribute Wellness events throughout the year. Fifty employees have participated to date in Fiscal Year 2019-2020 in the Wellness Incentive, as Human Resources increases marketing efforts to reach additional employees. Two Walker Tracker Challenges have been completed with an average of 64 participants and 66% meeting the challenge goal of a 6,000-step average per day. The Wellness Fair was very well attended with 200 employees and 20 exhibitors participating. In December of 2019, Human Resources introduced a new mental health collaboration with Beyond Well Solutions to provide podcasts on various well-being subjects. Employees are provided ear buds for private listening at work. For early 2020, Human Resources will be creating a survey on best ways to communicate to different locations and the wellness activities employees want, to better engage and retain employees.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY 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

	-3,184,382		-3,326,987		-3,438,232		-3,438,232	-3,438,232	-3,978,770		-4,028,351			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-3,184,382		-3,326,987		-3,438,232		-3,438,232	-3,438,232	-3,978,770		-4,028,351			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-44,102		-62,862		-69,300		-46,992	-60,400	-47,400		-33,300			
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386 3RD PARTY SUBROGATION

	-15,829		-30,702		-35,000		264	-35,000	-35,000		-35,000			
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389 MISCELLANEOUS REVENUES

	-1,227		-7,308											
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399 REIMBURSEMENTS - OTHER

	-25,030		-58,518		-138,000		-258,168	-258,168						
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-677													
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763 RETIREE COBRA HLTH INSUR PREMIUM

	-203,054		-234,601		-249,457		-290,922	-342,216	-300,000		-300,000			
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764 MODA MEDICAL CITY-WIDE PREM REFUND

	-102,762						-365,845	-365,845						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-392,681		-393,991		-491,757		-961,663	-1,061,629	-382,400		-368,300			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-411,381		-411,381		-514,226		-428,522	-514,226	-514,226		-514,226			
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412 TRSFERS FROM STREET FUND

	-152,760		-152,760		-199,452		-166,210	-199,452	-199,452		-199,452			
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419 TRSFERS FROM WATER FUND

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY 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
	-228,792		-228,792		-285,990		-238,325	-285,990	-285,990		-285,990			
421	TRSFERS FROM SEWER FUND													
	-242,037		-164,637		-205,671		-171,393	-205,671	-205,671		-205,671			
424	TRSFERS FROM REPROGRAPHICS FUND													
	-6,121		-6,121		-7,651		-6,376	-7,651	-7,651		-7,651			
425	TRSFERS FROM GARAGE FUND													
	-46,998		-46,998		-58,747		-48,956	-58,747	-58,747		-58,747			
426	TRSFERS FROM ISD													
	-6,625		-6,625		-8,281		-6,901	-8,281	-8,281		-8,281			
430	TRANSFER FROM LIBRARY FUND													
	-111,572		-111,572		-139,465		-116,221	-139,465	-139,465		-139,465			
440	TRSFERS FR STREET LIGHTING FUND													
	-6,802		-6,802											
441	TRSFERS FR STORM DRAIN FUND													
	-124,253		-124,253		-155,316		-129,430	-155,316	-155,316		-155,316			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,337,341		-1,259,941		-1,574,799		-1,312,334	-1,574,799	-1,574,799		-1,574,799			
CLASS: 45 NON-REVENUE RECEIPTS														
462	MODA - P200 MEDICAL PREMIUMS													
	-2,209,657		-2,058,520											
463	MODA - DENTAL PREMIUMS													
	-956,248		-1,054,860		-1,099,092		-900,935	-1,085,829	-1,143,456		-1,143,456			
464	SELF-INS. WORKERS COMP - CITY													
	-473,592		-436,477		-520,000		-321,980	-520,000	-520,000		-520,000			
465	SELF-INS. UNEMPLOYMENT- CITY													
					-116,000		-102,318	-97,000	-97,000		-97,000			
466	KAISER MEDICAL PREMIUMS													
	-4,399,382		-4,754,978		-5,105,856		-4,281,908	-5,131,777	-5,567,496		-5,567,496			
467	MODA-P250/500 (POS)MEDICAL PREM													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY 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
	-2,092,309		-2,628,001		-5,028,312		-4,010,806	-4,862,916	-5,488,224		-5,488,224			
TOTAL CLASS: 45 NON-REVENUE RECEIPTS														
	-10,131,188		-10,932,836		-11,869,260		-9,617,947	-11,697,522	-12,816,176		-12,816,176			
TOTAL DEPARTMENT: 03 REVENUE														
	-15,045,592		-15,913,755		-17,374,048		-15,330,176	-17,772,182	-18,752,145		-18,787,626			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

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

030 RISK & SAFETY OFFICER

	86,532	1.00	90,072	1.00	92,984	1.00	73,897	92,981	95,057	1.00	95,057	1.00		
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031 CITY ATTORNEY

	28,643	.15	28,280	.15	28,691	.15	30,319	35,332	27,737	.15	27,737	.15		
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038 HUMAN RESOURCES DIRECTOR

	12,980	.15	10,000	.15	22,386	.15	17,517	22,386	24,198	.15	24,198	.15		
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056 RECORDS MANAGER

	8,967	.10	9,170	.10	10,024	.10	7,412	9,480	10,244	.10	10,244	.10		
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116 HUMAN RESOURCES ASSISTANT

	2,793	.05	2,897	.05	3,418	.08	2,224	2,841	5,541	.10	5,541	.10		
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182 LEGAL SERVICES MANAGER

	11,885	.15	12,546	.15	13,951	.15	10,574	13,695	14,260	.15	14,260	.15		
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192 ASSISTANT CITY ATTORNEY 3

	17,850	.15	20,937	.15	5,174	.15	15,322	14,118	18,148	.15	18,148	.15		
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194 BENEFITS SPECIALIST

	55,301	.90	59,346	.90	65,789	.90	50,414	64,483	70,628	.90	70,628	.90		
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202 HUMAN RESOURCES ANALYST

	8,010	.10	8,314	.10	1									
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221 SUPPORT SPECIALIST 2

	5,464	.10	5,786	.10	6,040	.10	4,782	6,020	6,174	.10	6,174	.10		
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285 EMPLOYEE LABOR RELATIONS MANAGER

	5,277	.05	5,510	.05	5,857	.05	4,547	5,857	6,283	.05	6,283	.05		
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296 SENIOR HUMAN RESOURCES ANALYST

					9,101	.10	7,271	9,143	9,506	.10	9,506	.10		
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299 PAYROLL TAXES AND FRINGES

	122,184		139,041		153,315		127,642	154,368	163,942		163,942			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	365,886	2.90	391,899	2.90	416,731	2.93	351,921	430,704	451,718	2.95	451,718	2.95		
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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

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

303	OFFICE FURNITURE & EQUIPMENT													
	11,208		7,549		10,000		6,043	10,000	10,000		10,000			
305	SPECIAL DEPARTMENT SUPPLIES													
	3,130		2,856		5,000		1,029	5,000	5,000		5,000			
307	MEMBERSHIP FEES													
	820		820		900		170	900	900		900			
308	PERIODICALS & SUBSCRIPTIONS													
	990				600		495	495						
321	TRAVEL, TRAINING & SUBSISTENCE													
	692		684		1,750		497	1,750	1,750		1,750			
326	CITYWIDE TRAINING													
	8,360		9,308		11,000		14,464	11,000	11,000		11,000			
328	MEALS & RELATED EXPENSE													
	97		15		200		42	200	200		200			
330	MILEAGE REIMBURSEMENT													
	172		166		300		135	300	300		300			
387	GENERAL LIABILITY INSURANCE													
	446,494		547,926		604,705		566,578	586,580	613,290		613,290			
388	PROPERTY INSURANCE													
	152,194		158,582		192,050		244,001	200,000	207,915		207,915			
389	W/C EXCESS INSURANCE COVERAGE													
	108,870		103,352		113,680		109,555	104,000	104,000		104,000			
390	PUBLIC EMPLOYEES BOND													
	500		400		500		300	500	500		500			
392	HEALTH INSURANCE													
	8,793,263		9,590,974		10,378,311		8,628,299	10,392,423	11,581,834		11,581,834			
393	WORKERS COMP STATE ASSESSMENT													
	35,444		20,790		25,000		19,115	30,000	30,000		30,000			
394	WELLNESS PROGRAM EXPENSE													

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

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
	18,798		22,096		45,000		39,711	45,000	47,000		45,000			
395	PERFORMANCE BOND INSURANCE													
	3,915		3,915		4,000		4,000	4,000	4,000		4,000			
399	DENTAL INSURANCE													
	877,730		832,929		1,098,570		678,287	938,175	1,142,355		1,142,355			
457	BVTN BLDG FLOOD DAMAGE EXPENSE													
					197,896		18,239	197,896						
461	SPECIAL EXPENSE													
	436		449		1,500		1,279	1,500	1,500		1,500			
462	ADA COMPLIANCE EXPENSE													
					3,000			1,500	3,000		3,000			
483	EXTERNAL LEGAL SERVICES EXP													
					23,167			22,846	23,000		23,000			
511	PROFESSIONAL SERVICES													
	126,465		158,628		204,900		165,754	215,242	215,970		224,780			
520	CITY PROPERTY DAMAGE CLAIMS													
	117,188		164,278		150,000		339,540	120,000	125,000		125,000			
521	THIRD PARTY LIABILITY CLAIMS													
	174,846		191,823		175,000		150,000	150,000	160,000		160,000			
527	THIRD PARTY PROPERTY CLAIMS													
	907		3,707		2,000			2,000	2,000		2,000			
528	WORKERS COMP CLAIMS													
	306,634		126,907		150,000		100,000	125,000	150,000		150,000			
529	UNEMPLOYMENT CLAIMS													
	65,254		25,225		60,000		12,491	30,000	60,000		60,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	11,254,407		11,973,379		13,459,029		11,100,024	13,196,307	14,500,514		14,507,324			

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

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
	49,599		53,913		58,867		49,056	58,867	60,799		60,799			
802	TRSFRR TO GENERAL FD-ACCOUNTING													
	35,526		41,579		42,572		35,476	42,572	43,944		43,944			
816	TRSFRRS TO REPROGRAPHICS FUND													
	1,820		2,135		2,200		810	2,200	2,320		2,320			
818	TRSFRRS TO ISD-ALLOCATED													
	11,363		12,619		13,181		10,984	13,181	12,419		12,809			
TOTAL CLASS: 25 TRANSFERS														
	98,308		110,246		116,820		96,326	116,820	119,482		119,872			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					831,468				1,030,431		1,108,712			
998	RESERVE													
					2,550,000				2,650,000		2,600,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					3,381,468				3,680,431		3,708,712			
TOTAL DEPARTMENT: 40 INSURANCE DIVISION														
	11,718,601	2.90	12,475,524	2.90	17,374,048	2.93	11,548,271	13,743,831	18,752,145	2.95	18,787,626	2.95		

956

**INSURANCE FUND
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
30	RISK & SAFETY OFFICER	1.00	1.00					1.00
31	CITY ATTORNEY	0.15	0.15					0.15
38	HUMAN RESOURCES DIRECTOR	0.15	0.15					0.15
56	RECORDS MANAGER	0.10	0.10					0.10
116	HUMAN RESOURCES ASSISTANT	0.05	0.08					0.08
182	LEGAL SERVICES MANAGER	0.15	0.15					0.15
192	ASSISTANT CITY ATTORNEY 3	0.15	0.15					0.15
194	BENEFITS SPECIALIST	0.90	0.90					0.90
202	HUMAN RESOURCES ANALYST	0.10	0.00					0.00
221	SUPPORT SPECIALIST 2	0.10	0.10					0.10
285	EMPLOYEE LABOR RELATIONS MANAG	0.05	0.05					0.05
296	SENIOR HUMAN RESOURCES ANALYST	0.00	0.10					0.10
	Total	2.90	2.93	0.00	0.00	0.00	0.00	2.93

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
30	RISK & SAFETY OFFICER	1.00					1.00
31	CITY ATTORNEY	0.15					0.15
38	HUMAN RESOURCES DIRECTOR	0.15					0.15
56	RECORDS MANAGER	0.10					0.10
116	HUMAN RESOURCES ASSISTANT	0.08	0.02 ^a				0.10
182	LEGAL SERVICES MANAGER	0.15					0.15
192	ASSISTANT CITY ATTORNEY 3	0.15					0.15
194	BENEFITS SPECIALIST	0.90					0.90
202	HUMAN RESOURCES ANALYST	0.00					0.00
221	SUPPORT SPECIALIST 2	0.10					0.10
285	EMPLOYEE LABOR RELATIONS MANAG	0.05					0.05
296	SENIOR HUMAN RESOURCES ANALYST	0.10					0.10
	Total	2.93	0.02	0.00	0.00	0.00	2.95

^a FY 2020-21 proposes a new .50 FTE Human Resources Assistant position to create a fulltime position that is allocated 48% in the General Fund - Human Resources Dept. and 2% the Insurance Fund - Self-Insur. Unemployment Program.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

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												
	244,585		165,404		124,762		124,762	164,595		164,595		164,595	
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	244,585		165,404		124,762		124,762	164,595		164,595		164,595	
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	3,343		3,099		4,100		2,600	2,500		1,800			
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	48												
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	3,391		3,099		4,100		2,600	2,500		1,800			
CLASS: 45 NON-REVENUE RECEIPTS													
465	SELF-INS. UNEMPLOYMENT- CITY												
					116,000		97,000	97,000		97,000		97,000	
TOTAL CLASS: 45 NON-REVENUE RECEIPTS													
					116,000		97,000	97,000		97,000		97,000	
TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT													
	247,976		168,503		244,862		224,362	264,095		263,395			

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
DEPT: 03 REVENUE
PROGRAM: 0015 SELF-INS UNEMPLOYMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS

INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$1,800

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

465 SELF-INS. UNEMPLOYMENT- CITY

CHARGES PER EMPLOYEE FOR UNEMPLOYMENT COSTS PROCESSED THROUGH THE PAYROLL SYSTEM
THE ACCUMULATED RESERVES HAVE EXCEEDED THEIR TARGETED GOLA AND PAYROLL CHARGES FOR
UNEMPLOYMENT CLAIMS WERE SUSPENDED FOR FY 2016-17, FY 2017-18 AND FY 2018-19
FY 2019-20 \$97,000
FY 2020-21 \$97,000

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

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

038	HUMAN RESOURCES DIRECTOR												
	4,327	.05	3,334	.05	7,464	.05	7,464	8,068	.05	8,068	.05		
116	HUMAN RESOURCES ASSISTANT												
	2,793	.05	2,897	.05	3,418	.08	2,841	5,541	.10	5,541	.10		
285	EMPLOYEE LABOR RELATIONS MANAGER												
	5,277	.05	5,510	.05	5,857	.05	5,857	6,283	.05	6,283	.05		
299	PAYROLL TAXES AND FRINGES												
	4,465		6,249		10,497		9,952	13,256		13,256			

TOTAL CLASS: 05 PERSONNEL SERVICES

	16,862	.15	17,990	.15	27,236	.18	26,114	33,148	.20	33,148	.20		
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CLASS: 10 MATERIALS & SERVICES

529	UNEMPLOYMENT CLAIMS												
	65,254		25,225		60,000		30,000	60,000		60,000			

TOTAL CLASS: 10 MATERIALS & SERVICES

	65,254		25,225		60,000		30,000	60,000		60,000			
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CLASS: 25 TRANSFERS

801	TRSFER TO GENERAL FD - OVERHEAD												
					3,103		3,103	3,974		3,974			
816	TRSFERS TO REPROGRAPHICS FUND												
	456		526		550		550	580		580			

TOTAL CLASS: 25 TRANSFERS

	456		526		3,653		3,653	4,554		4,554			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991	CONTINGENCY - UNRESERVED												
					53,973			66,393		65,693			
998	RESERVE												
					100,000			100,000		100,000			

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					153,973			166,393		165,693			
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TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT

	82,572	.15	43,741	.15	244,862	.18	59,767	264,095	.20	263,395	.20		
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BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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038 HUMAN RESOURCES DIRECTOR
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 / 001-15-0536 /
 706-40-0015 / 706-40-0016.
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.

116 HUMAN RESOURCES ASSISTANT
 POSITION ALLOCATION IS 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
 FY 2019-20 REFLECTS A NEW 50 FTE HR ASST POSITION WITH THE ABOVE ALLOCATION.
 FY 2020-21 REFLECTS AN ADDITIONAL 50 FTE HR ASSISTANT TO CREATE A1 FTE HR ASST. POSITION

285 EMPLOYEE LABOR RELATIONS MANAGER

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

529 UNEMPLOYMENT CLAIMS
 ANTICIPATED UNEMPLOYMENT CLAIMS \$60,000

801 TRSFR TO GENERAL FD - OVERHEAD
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$3,974

816 TRSFRS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$580

991 CONTINGENCY - UNRESERVED

998 RESERVE
 RESERVE FOR UNEXPECTED OR UNPLANNED CLAIMS \$100,000

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

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												
		779,252		897,196		1,004,023		1,004,023		1,235,363		1,235,363	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		779,252		897,196		1,004,023		1,004,023		1,235,363		1,235,363	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS												
		13,781		20,870		22,100		25,600		20,500		14,300	

389	MISCELLANEOUS REVENUES												
		1,227		7,308									

399	REIMBURSEMENTS - OTHER												
		50						67,757					

757	MED/LIFE INS PREM REFUND DISTRIBUTION												
		441											

763	RETIREE COBRA HLTH INSUR PREMIUM												
		203,054		234,601		249,457		342,216		300,000		300,000	

764	MODA MEDICAL CITY-WIDE PREM REFUND												
		102,762						365,845					

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

		321,315		262,779		271,557		801,418		320,500		314,300	
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CLASS: 45 NON-REVENUE RECEIPTS

462	MODA - P200 MEDICAL PREMIUMS												
		2,209,657		2,058,520									

463	MODA - DENTAL PREMIUMS												
		956,248		1,054,860		1,099,092		1,085,829		1,143,456		1,143,456	

466	KAISER MEDICAL PREMIUMS												
		4,399,382		4,754,978		5,105,856		5,131,777		5,567,496		5,567,496	

467	MODA-P250/500 (POS)MEDICAL PREM												
		2,092,309		2,628,001		5,028,312		4,862,916		5,488,224		5,488,224	

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

		9,657,596		10,496,359		11,233,260		11,080,522		12,199,176		12,199,176	
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TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

		10,758,163		11,656,334		12,508,840		12,885,963		13,755,039		13,748,839	
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BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 03 REVENUE
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%
 FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED UPON 3.00% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% \$14,300

389 MISCELLANEOUS REVENUES
 FY 2018-19 REPRESENTS FLEXIBLE SPENDING ACCOUNT FORFEITURES

399 REIMBURSEMENTS - OTHER
 FY 2019-20 REPRESENTS A PREMIUM LIFE INSURANCE REFUND FRP, STANDARD LIFE INSURANCE

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

763 RETIREE COBRA HLTH INSUR PREMIUM
 PREMIUM PAYMENTS FOR RETIREES' COBRA HEALTH INSURANCE \$300,000

764 MODA MEDICAL CITY-WIDE PREM REFUND
 FY 2017-18 REFLECTS A PREMIUM EXPERIENCE REBATE RECEIVED FROM MODA BASED ON THE PREVIOUS YEARS CLAIMS ACTIVITIES. THE TOTAL REBATE WAS \$205,524 AND 50% WAS RETURNED TO THE OPERATING FUNDS AND 50% WAS RETAINED BY THE INSURANCE FUND TO HELP OFFSET THE IMPACT OF FUTURE MODA RATE INCREASES.
 IN FY 2018-19 \$99,818 WAS REBATED FROM THE PREVIOUS FISCAL YEAR BASED ON CLAIMS ACTIVITY AND 100% WAS RETURNED BACK TO THE OPERATING FUNDS.

462 MODA - P200 MEDICAL PREMIUMS
 CHARGES PER EMPLOYEE FOR PLAN 200 MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM
 FY 2019-20 REFLECTS P200 PLAN ELIMINATED AND ALL MODA PARTICIPANTS ON THE #00 PLAN

463 MODA - DENTAL PREMIUMS
 CHARGES PER EMPLOYEE FOR DENTAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM
 FY 2020-21 REFLECTS AN 5.00% INCREASE IN PREMIUM RATES \$1,143,456

466 KAISER MEDICAL PREMIUMS
 CHARGES PER EMPLOYEE FOR KAISER MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM
 FY 2020-21 PROPOSED REFLECTS A 10.0% INCREASE IN PREMIUM RATES \$5,567,496

467 MODA-P250/500 (POS)MEDICAL PREM
 CHARGES PER EMPLOYEE FOR THE P 500 PLAN MEDICAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM.
 FY 2020-21 REFLECTS A 5.004% INCREASE IN PREMIUM RATES \$5,488,224

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

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: 03 REVENUE													
	15,045,592		15,913,755		17,374,048		17,772,182	18,752,145		18,787,626			

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

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

038	HUMAN RESOURCES DIRECTOR												
	8,653	.10	6,666	.10	14,922	.10	14,922	16,130	.10	16,130	.10		
194	BENEFITS SPECIALIST												
	55,301	.90	59,346	.90	65,789	.90	64,483	70,628	.90	70,628	.90		
202	HUMAN RESOURCES ANALYST												
	8,010	.10	8,314	.10	1								
296	SENIOR HUMAN RESOURCES ANALYST												
					9,101	.10	9,143	9,506	.10	9,506	.10		
299	PAYROLL TAXES AND FRINGES												
	29,782		38,680		44,112		42,203	42,784		42,784			

TOTAL CLASS: 05 PERSONNEL SERVICES

	101,746	1.10	113,006	1.10	133,925	1.10	130,751	139,048	1.10	139,048	1.10		
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CLASS: 10 MATERIALS & SERVICES

308	PERIODICALS & SUBSCRIPTIONS												
	990				600		495						
392	HEALTH INSURANCE												
	8,793,263		9,590,974		10,378,311		10,392,423	11,581,834		11,581,834			
394	WELLNESS PROGRAM EXPENSE												
	18,798		22,096		45,000		45,000	47,000		45,000			
399	DENTAL INSURANCE												
	877,730		832,929		1,098,570		938,175	1,142,355		1,142,355			
511	PROFESSIONAL SERVICES												
	40,886		59,134		97,500		108,092	107,970		116,780			

TOTAL CLASS: 10 MATERIALS & SERVICES

	9,731,667		10,505,133		11,619,981		11,484,185	12,879,159		12,885,969			
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CLASS: 25 TRANSFERS

801	TRFSR TO GENERAL FD - OVERHEAD												
	15,255		16,509		17,584		17,584	19,539		19,539			

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

038 HUMAN RESOURCES DIRECTOR
 POSITION ALLOCATION IS 80%/10%/10% IN THE FOLLOWING: 001-15-0534/001-15-0536/706-40-0016
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.

194 BENEFITS SPECIALIST
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN

202 HUMAN RESOURCES ANALYST
 POSITION ALLOCATION TO 90% / 10% IN 001-15-0534 / 706-40-0016

296 SENIOR HUMAN RESOURCES ANALYST
 POSITION ALLOCATION: 90% / 10% IN 001-15-0534 / 706-40-0016.
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE HR ANALYST POSITION TO
 SENIOR HR ANALYST POSITION.
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 120 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

308 PERIODICALS & SUBSCRIPTIONS
 HOPE HEALTH
 *NOTE: DROPPING AT END OF FY19/20

392 HEALTH INSURANCE
 KAISER AND MODA PLANS PREMIUM COSTS
 FY2020-21 KAISER PREMIUM COSTS REFLECTING A 10% INCREASE \$5,682,293
 FY 2020-21 MODA PREMIUM COSTS REFLECTING A 5% INCREASE \$5,899,541

394 WELLNESS PROGRAM EXPENSE
 WELLNESS PROGRAM (FITNESS CLASSES, BROWN BAGS, INCENTIVES, ETC.) \$45,000

399 DENTAL INSURANCE
 DENTAL CLAIMS PAYMENTS ON THE VARIOUS DENTAL PROGRAMS \$1,142,355

511 PROFESSIONAL SERVICES
 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

801 TRSFR TO GENERAL FD - OVERHEAD

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
 DEPT: 40 INSURANCE DIVISION
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

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
802	TRSFER TO GENERAL FD-ACCOUNTING												
	11,842		17,121		17,530		17,530	18,094		18,094			
816	TRSFERS TO REPROGRAPHICS FUND												
	457		540		550		550	580		580			
TOTAL CLASS: 25 TRANSFERS													
	27,554		34,170		35,664		35,664	38,213		38,213			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					369,270			348,619		335,609			
998	RESERVE												
					350,000			350,000		350,000			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					719,270			698,619		685,609			
TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM													
	9,860,967	1.10	10,652,309	1.10	12,508,840	1.10	11,650,600	13,755,039	1.10	13,748,839	1.10		
TOTAL DEPARTMENT: 40 INSURANCE DIVISION													
	11,718,601	2.90	12,475,524	2.90	17,374,048	2.93	13,743,831	18,752,145	2.95	18,787,626	2.95		
TOTAL FUND: 706 INSURANCE AGENCY FUND													
	11,718,601	2.90	12,475,524	2.90	17,374,048	2.93	13,743,831	18,752,145	2.95	18,787,626	2.95		

BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND
DEPT: 40 INSURANCE DIVISION
PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
802	TRSFR TO GENERAL FD-ACCOUNTING
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$580
991	CONTINGENCY - UNRESERVED
998	RESERVE RESERVE FOR FUTURE MEDICAL INSURANCE EXPENSE INCREASES SET AT \$350,000

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
706-40	INSURANCE DIVISION											
706-40-0010-05-030	RISK & SAFETY OFFICER	0.40	886			37,192				37,194	25,205	62,399
706-40-0010-05-031	CITY ATTORNEY	0.10	273			23,553				23,553	10,515	34,068
706-40-0010-05-056	RECORDS MANAGER	0.05	105			4,738				4,740	2,346	7,086
706-40-0010-05-182	LEGAL SERVICES MANAGER	0.10	218			9,130				9,132	5,466	14,598
706-40-0010-05-192	ASSISTANT CITY ATTORNEY 3	0.10	144			9,413				9,413	4,827	14,240
706-40-0010-05-221	SUPPORT SPECIALIST 2	0.05	110			3,008				3,010	1,649	4,659
	GEN LIAB & COMP INS COVERAGE	0.80	1,736			87,035				87,042	50,008	137,050
706-40-0014-05-030	RISK & SAFETY OFFICER	0.60	1,330			55,789				55,787	37,807	93,594
706-40-0014-05-031	CITY ATTORNEY	0.05	136			11,777				11,779	5,259	17,038
706-40-0014-05-056	RECORDS MANAGER	0.05	105			4,738				4,740	2,346	7,086
706-40-0014-05-182	LEGAL SERVICES MANAGER	0.05	109			4,565				4,563	2,732	7,295
706-40-0014-05-192	ASSISTANT CITY ATTORNEY 3	0.05	71			4,705				4,705	2,412	7,117
706-40-0014-05-221	SUPPORT SPECIALIST 2	0.05	110			3,008				3,010	1,649	4,659
	SELF-INS WORKERS COMP INS	0.85	1,861			84,581				84,584	52,205	136,789
706-40-0015-05-038	HUMAN RESOURCES DIRECTOR	0.05	105			7,463				7,464	4,187	11,651
706-40-0015-05-116	HUMAN RESOURCES ASSISTANT	0.08	105			2,839				2,841	2,122	4,963
706-40-0015-05-285	EMPLOYEE LABOR RELATIONS	0.05	105			5,860				5,857	3,643	9,500
	SELF-INS UNEMPLOYMENT	0.18	314			16,162				16,162	9,952	26,114
706-40-0016-05-038	HUMAN RESOURCES DIRECTOR	0.10	210			14,925				14,922	8,374	23,296
706-40-0016-05-194	BENEFITS SPECIALIST	0.90	1,886	3		64,361	122			64,483	31,090	95,573
706-40-0016-05-296	SENIOR HUMAN RESOURCES	0.10	218			9,019	3		120	9,143	5,387	14,530
	MEDICAL AND DENTAL PROGRAM	1.10	2,314	3		88,305	125		120	88,548	44,851	133,399

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ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
706-40	INSURANCE DIVISION											
	**** DEPARTMENT TOTAL ****	2.93	6,225	3		276,083	125		120	276,336	157,016	433,352

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
706-40	INSURANCE DIVISION											
706-40-0010-05-030	RISK & SAFETY OFFICER	0.40	882			38,025				38,025	26,530	64,555
706-40-0010-05-031	CITY ATTORNEY	0.10	210			18,492				18,492	9,289	27,781
706-40-0010-05-056	RECORDS MANAGER	0.05	109			5,122				5,122	2,544	7,666
706-40-0010-05-182	LEGAL SERVICES MANAGER	0.10	222			9,506				9,506	5,713	15,219
706-40-0010-05-192	ASSISTANT CITY ATTORNEY 3	0.10	210			12,097				12,097	7,013	19,110
706-40-0010-05-221	SUPPORT SPECIALIST 2	0.05	109			3,087				3,087	1,730	4,817
	GEN LIAB & COMP INS COVERAGE	0.80	1,742			86,329				86,329	52,819	139,148
706-40-0014-05-030	RISK & SAFETY OFFICER	0.60	1,326			57,032				57,032	39,799	96,831
706-40-0014-05-031	CITY ATTORNEY	0.05	103			9,245				9,245	4,644	13,889
706-40-0014-05-056	RECORDS MANAGER	0.05	109			5,122				5,122	2,544	7,666
706-40-0014-05-182	LEGAL SERVICES MANAGER	0.05	109			4,754				4,754	2,859	7,613
706-40-0014-05-192	ASSISTANT CITY ATTORNEY 3	0.05	103			6,051				6,051	3,507	9,558
706-40-0014-05-221	SUPPORT SPECIALIST 2	0.05	109			3,087				3,087	1,730	4,817
	SELF-INS WORKERS COMP INS	0.85	1,859			85,291				85,291	55,083	140,374
706-40-0015-05-038	HUMAN RESOURCES DIRECTOR	0.05	109			8,068				8,068	4,570	12,638
706-40-0015-05-116	HUMAN RESOURCES ASSISTANT	0.10	206			5,541				5,541	4,753	10,294
706-40-0015-05-285	EMPLOYEE LABOR RELATIONS	0.05	105			6,283				6,283	3,933	10,216
	SELF-INS UNEMPLOYMENT	0.20	420			19,892				19,892	13,256	33,148
706-40-0016-05-038	HUMAN RESOURCES DIRECTOR	0.10	222			16,130				16,130	9,140	25,270
706-40-0016-05-194	BENEFITS SPECIALIST	0.90	1,914			70,628				70,628	33,644	104,272
706-40-0016-05-296	SENIOR HUMAN RESOURCES	0.10	222			9,506				9,506		9,506
	MEDICAL AND DENTAL PROGRAM	1.10	2,358			96,264				96,264	42,784	139,048

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ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
706-40	INSURANCE DIVISION											
	**** DEPARTMENT TOTAL ****	2.95	6,379			287,776				287,776	163,942	451,718